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Constitution and Bylaws **January 2010**

Our Savior's Lutheran Church
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Our Savior's Lutheran Church, Rochester, MN
Constitution and Bylaws

**Adapted from Model Constitution for Congregations of the Evangelical
Lutheran Church in America® 2016**
January 2018

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[Note: In this document, all provisions marked with an asterisk are required provisions. Required provisions can only be amended by the Churchwide Assembly. Constitutional provisions begin with a "C". Bylaw provisions begin with a "B".]

***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 Our Savior's Lutheran Church, Rochester, MN.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Our Savior's Lutheran Church is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Minnesota.

Chapter 2.

CONFESSION OF FAITH

- *C2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- *C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
 - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
 - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- *C2.03.** This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- *C2.04.** This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.

- *C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- *C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- *C2.07. This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3.

NATURE OF THE CHURCH

- *C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- *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, **and** standing with the poor and powerless, and committing itself to their needs.
- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

***C4.03.** To fulfill these purposes, this congregation shall:

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy.

***C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The **Leadership 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 continuing resolutions in the section on the Leadership Council.**

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

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

Chapter 5.

POWERS OF THE CONGREGATION

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

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

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

- a. call a pastor as provided in Chapter 9;

- b. terminate the call of a pastor as provided in Chapter 9;
- c. call a minister of Word and Service;
- d. ~~or terminate the call of associates in ministry, deaconesses, and diaconal ministers~~ a minister of Word and Service in conformity with the applicable policy constitution of the Evangelical Lutheran Church in America;
- de. adopt amendments to the constitution, as provided in Chapter 1716, and amendments to the bylaws, as specified in Chapter 1617, and continuing resolutions, as provided in Chapter 18;
- ef. approve the annual budget;
- fg. acquire real and personal property by gift, devise, purchase, or other lawful means; subject to adoption by not less than 2/3 of quorum.
- gh. hold title to and use its property for any and all activities consistent with its purpose;
- hi. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means; subject to adoption by not less than 2/3 of quorum.
- ij. elect its officers, and Leadership Congregation Council, boards, and committees, and require them the members of the council to carry out their duties in accordance with the constitution, and bylaws, and continuing resolutions; and
- jk. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

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

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 Southeastern Minnesota Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
 - a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the clergy 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 associates in ministry, deaconesses, and diaconal ministers of Word and Service for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

***C6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.

d. 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 desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this the congregation by a two-thirds majority vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- b. The secretary of this the congregation shall submit a copy of the resolution to the synodical bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of this the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod and the congregation shall continue in ~~consult~~ consultation, as specified in paragraph a. above, with this congregation during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.
- d. If this the congregation, after such consultation, still desires seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority vote of the voting members present, ~~at which meeting the bishop of the synod or an authorized representative shall be present.~~ Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- e. A ~~certified~~ copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, to terminate its relationship shall be sent to the synodical bishop within 10 days after the resolution has been adopted, at which time the relationship between this the congregation and the Evangelical Lutheran Church in America this church shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.

- f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church the ELCA, and published in the periodical of this church who shall report the termination to the Churchwide Assembly.
- 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 synodical 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 the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05. and may begin no sooner than six months after that second meeting.

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

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

Chapter 7.

PROPERTY OWNERSHIP

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

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

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

***C7.04.** If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for 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 established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of 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.

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 Southeastern Minnesota Synod—reconvey and transfer all right, title, and interest in the property to the synod.

Chapter 8. MEMBERSHIP

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

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

- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
- d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They These individuals have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Leadership Council or other rights and privileges ascribed to voting members by the provisions of this congregation constitution and its bylaws.
- e. Seasonal members are voting members of other ELCA congregations 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 the ELCA;
- 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 Leadership 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 by the Leadership Council in accordance with ELCA constitutional provision 20.41. and the accompanying bylaws; or
- e. removal from the roll due to inactivity as defined in accordance with the provisions of this constitution and its the bylaws.

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

B8.05.1. If, during the current or preceding calendar year, the member has not communed in this congregation and made a contribution of record to this congregation, the member may be removed from this congregation's membership roster.

Chapter 9.

THE PASTOR ROSTERED MINISTER

*C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot 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.

- *C9.02. Only a member of the clergy roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers Ministers of Word and Sacrament who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.
- *C9.03. Consistent with the faith and practice of the Evangelical Lutheran Church in America,
- a. Every ordained minister 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 distribution of its communications and publications;
 - 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 ordained minister pastor with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) supervise relate to all schools and organizations of this congregation;
 - 3) install regularly elected members of the Leadership Congregation Council; and
 - 4) with the council, administer discipline.;
 - e. Every pastor shall:
 - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
 - 4) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Southeastern Minnesota Synod of the ELCA.
- *C9.04. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.05. 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 a this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only by death or, following consultation with the synodical bishop, and for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 - 4) the physical disability or mental incapacity of the pastor;
 - 5) disqualification suspension of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty 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 the congregation;
 - 8) the dissolution of the congregation or the termination of a parish arrangement; or
 - 9) suspension of the congregation as a result of discipline proceedings through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of the 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 Leadership Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall, investigate such conditions personally in company together with a committee of two ordained 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 testimony shall be obtained opinion concerning the pastor's condition. When such a disability or incapacity is evident to the committee, the bishop of the this synod with the advice of the committee shall 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 as disabled. Upon removal of the disability and the restoration of a disabled the pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons shall be heard, after which the bishop of the synod together with the committee described in *C9.05.b. shall decide on the course of action to be recommended present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If they the pastor and congregation agree to carry out such recommendations, no further action shall need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in *C9.05.d. paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for disciplinary action discipline, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the this church's constitution, and bylaws, and continuing resolutions of the Evangelical Lutheran Church in America and the constitution of this synod.

If, following the appointment of the committee described in *C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).

- *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 **Leadership Congregation** Council.
- *C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or **Leadership Congregation** Council. The interim pastor and any **ordained pastor 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 related to the Evangelical Lutheran Church in America.
- *C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the **Leadership Congregation** Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.11. With the approval of the bishop of the synod, the congregation may depart from *C9.05.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 the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12. The pastor of this congregation:
a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the 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 the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.
- C9.15.** Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, **an ordained 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 the congregation and the ~~ordained minister~~ pastor in a form proposed by the synodical bishop and approved by the congregation.

- *C9.21.** Authority to call a minister of Word and Service shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- *C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synodical 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 the ELCA 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 a congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the 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 as disabled. 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 majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for 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.** The deacon shall make satisfactory settlement of all financial obligations to a former congregation before:

- a. installation in another field of labor, or
- b. the issuance of a certificate of dismissal or transfer.

***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. The annual meeting(s) of this congregation shall be held at a time specified in the bylaws.

B10.01.1. The Annual Meeting shall be held during the month of January. The business to be conducted shall include:

- a. the election of officers, Congregation Council members, and ministry team chairpersons;
- b. the approval of the annual budget for the current calendar year;
- c. receive reports from the president, pastor(s), ministry teams, committees (where applicable), other organizations within this congregation, and others (as needed).

Other business as deemed necessary by the Congregation Council may be conducted at the meeting.

C10.02. A special Congregation Meeting:

- a. may be called by the pastor(s), the Leadership Congregation Council, or the president of this congregation;
- b. , and shall be called by the president of the congregation upon the written request of 10% of the voting members; and
- c. shall be called by the president of the congregation upon request of the synodical bishop.
- d. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all members at least 10 days in advance of the date of the meeting.

C10.04. 10% 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 this congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.

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

Chapter 11.

OFFICERS

C11.01. The officers of this congregation shall be a president, vice president, and secretary.

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of the congregation.
- e. Officers of this congregation shall serve similar offices of the Leadership Congregation Council and shall be voting members of the Leadership Congregation Council.

d. ~~The officers of this congregation shall maintain supportive relationships with the Pastor(s) and staff and help them annually evaluate the fulfillment of their calling or employment.~~

B11.01.1. Duties of officers:

a. The president shall:

1. ~~preside at meetings of this congregation, Congregation Council, and Executive Team-;~~
2. ~~supervise, in coordination with the directors, the activities of all ministry teams and committees and ensure that timely reports from all ministry teams and committees are made to the Congregation Council and the congregation-;~~
3. ~~ensure that the decisions and resolutions of the annual meeting and Congregation Council are carried out-;~~
4. ~~following the conclusion of their term as president, serve a one year term on the Personnel Team.~~

b. The vice president shall:

1. ~~preside in the absence of the president and shall serve as president in the event that office is vacated or the president is otherwise unable to serve, as declared by the Congregation Council-;~~
2. ~~serve as chair of the Personnel Team-;~~
3. ~~may perform other duties as the president may request.~~

c. The secretary shall:

1. ~~keep accurate minutes of all congregation meetings and meetings of the Congregation Council and shall oversee their preservation in the archives of this congregation-;~~
2. ~~oversee notification to members of this congregation and/or the Congregation Council of all regular or special meetings as required in the this constitution and bylaws-;~~
3. ~~attest all official documents of this congregation-;~~
4. ~~provide the eligible voter's list for sign in at the annual meeting and any special meeting called by the Congregation Council.~~

d. ~~The officers of this congregation shall maintain supportive relationships with the Pastor(s) and staff and help them annually evaluate the fulfillment of their calling or employment.~~

B11.01.2. The president and vice president shall be welcome at all Ministry Team meetings and shall have voice but not vote in those meetings.

C11.02. ~~The This~~ congregation shall elect its officers from the voting membership in accordance with the Constitution and the bylaws. The officers shall be elected by written ballot and shall serve for 2 years or until their successors are elected. ~~An annual meeting for the sole purpose of electing officers shall be called on the last Sunday of November every year.~~ Their term of office shall begin on ~~January February 1 of the year following their election~~ and run for two consecutive years.

a. ~~The President, and vice president shall be welcome at all Ministry Team meetings without a right to vote.~~

C11.03. The Pastor(s) of ~~the this~~ congregation shall be, ex-officio, a member of all ~~ministry~~ teams and their associated committees and may attend any or all meetings related to ~~the~~ congregational activity of any kind. ~~The Senior Administrative Pastor shall have voting rights in the Executive Committee, but not in the Leadership Council.~~

C11.04. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than 2 consecutive full terms in the same office.

- C11.05.** Any officer ~~or director~~ of the congregation who willfully neglects the duties of his/her office may be removed by a 2/3 majority vote of the voting members ~~present in a regular meeting~~ of the Leadership Congregation Council.
- C11.06.** When an office is made vacant, a successor ~~to such an officer or director~~ shall be appointed by the Leadership Congregation Council until the next regularly called meeting of the congregation, at which time the voting membership shall elect the replacement.

Chapter 12.

LEADERSHIP CONGREGATION COUNCIL

- C12.01.** The voting membership of the Leadership Congregation Council shall consist of the president, vice president, secretary and ministry directors. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office position. A member's place on the Leadership 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 Leadership Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Leadership Congregation Council in other circumstances.
- B12.01.1.** For the everyday administration of this congregation, the Congregation Council shall be known as the Leadership Council.
- C12.02.** The members of the Leadership Congregation Council except the pastor(s) shall be elected by written ballot. Such members shall be eligible to serve no more than two full terms consecutively in the same office position. Their terms shall begin on January February 1 of the year following their election and run for two consecutive years.
- B12.02.1.** The Administrative Year is February 1 through January 31. The terms of position for the Congregation Council, ministry team chairpersons, and other organizations are based on the Administrative Year.
- a. Elections shall be held every year.
 - b. At the annual meeting, the voting membership shall elect the following positions in their respective order from the list of candidates for each position as submitted by the Nominating Committee:
 1. President – elected first year only
 2. Vice President (President-elect) – elected yearly, with their two-year term being fulfilled by serving as president in their second year
 3. Secretary – elected on odd-numbered years
 4. Director of Business Administration – elected on odd-numbered years
 5. Director of Congregational Ministries – elected on odd-numbered years
 6. Director of Youth & Education – elected on even-numbered years
 7. Director of Outreach Ministries – elected on even-numbered years
 8. Ministry Team Chairpersons – elected where applicable
 - c. A candidate for election as an officer or director shall not serve in more than one position on the Congregation Council at the same time, nor shall the candidate serve as a ministry team chairperson while they are serving as an officer or director.
 - d. If an officer or director has served two consecutive terms in the same position, they may not serve again as a director the following year; they must take at least one year off from serving before they are eligible to be nominated for election to serve as a director. However, a director, after having served two consecutive terms in the same position, may be nominated for election to serve as an officer without taking a year off.

Officers are not eligible to be nominated for election to serve as other officers until taking at least a year off from serving on the Congregation Council.

e. The election shall be by ballot and simple majority.

f. The installation of newly elected Congregation Council members and ministry team chairpersons shall be the first Sunday following their election.

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

C12.04. The Leadership 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 Leadership 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 be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- e. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- f. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

B12.04.1. The duties of the Directors shall include the following:

- a. Expected to attend the meetings of the Congregation Council.
- b. Expected to attend congregational meetings.
- c. Expected to attend meetings of the Ministry Teams for which they are responsible.
- d. Submit written or oral reports of the Ministry Teams for which they are responsible to the Congregation Council.

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

- a. The Leadership Congregation Council shall be the board of directors of this congregation, and as such 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 Leadership Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of ~~the~~ this congregation.
- c. The Leadership Congregation Council may enter into one or more contracts which when combined, the total maximum may not exceed 5% of the annual budget for items not included in the budget.
- d. The Leadership 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 5% in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's support of the wider ministry being carried on in partnership with the synod and churchwide organization.

- e. The Leadership Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently.
- C12.06.** The Leadership Congregation Council shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.
- C12.07.** The Leadership Congregation Council shall provide for an annual review of the membership roster.
- C12.08.** The Leadership Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.09.** The Leadership Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and must be called by the president at the request of at least ½ one-half of the its members of the Leadership Council. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.10.** A quorum for the transaction of business shall consist of a majority of the members of the Leadership Congregation Council, including the pastor(s) or interim pastor, except when the pastor(s) 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(s) or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.
- C12.11.** The Leadership Congregation Council shall appoint the Treasurer and Financial Secretary.
- C12.12.** The Leadership Congregation Council shall keep a permanent set of minutes for each regularly scheduled meeting, and such minutes shall be the property of the this congregation.
- B12.12.1.** Regular Congregation Council meeting minutes shall be posted after their approval.
- C12.13.** All regular meetings of the Leadership Congregation Council shall be open to the this congregation.
- C12.14.** All special meetings and their minutes may be closed at the discretion of the Executive Council Team.
- C12.15.** The Congregation Council and its ministry teams and 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 MINISTRY TEAMS AND COMMITTEES

- C13.01.** The Executive Committee Team shall consist of the President, Vice President, Secretary and Senior Administrative the Pastor(s); the Pastor(s) has the right of voice and vote on the Executive Team.
- B13.01.1.** Executive Team
- a. The Executive Team ordinarily shall meet monthly at least one week before the regularly scheduled Congregation Council meetings and shall be responsible for setting the agenda for such meetings. The Executive Team otherwise shall assist and advise the pastor(s) and staff in the general management of the this congregation.
- C13.02.** A Nominating Committee of eight six voting members of this congregation shall be appointed by the Leadership Council for a term of one year. , two A maximum of whom two of these appointees shall be outgoing members of the Leadership Congregation Council, with the other and candidates appointed by the Leadership Council for a term of one year from the voting membership of this congregation. Members of the Nominating Committee are not eligible for consecutive reelection appointment.

C13.03. The Audit Committee shall be appointed by the Business and Finance Ministry Team to audit the financial records of the church committees and ministry teams and shall consist of any three qualified voting members of the congregation other than the Treasurer and the Financial Secretary. External audits shall be done when deemed appropriate by the Leadership Congregation Council or approved resolution by the this congregation. The audit shall be submitted at the January annual meeting of the voting membership.

C13.04. The Personnel Committee Team shall:

- a. Consist of the President, Vice President, Secretary, Pastor(s), and senior administrative pastor the most recent past President.
- b. The Vice President shall be the chair person of this committee team.
- c. Be responsible for all paid staff of the congregation the employment and supervision of the staff of this congregation. Nothing in this provision shall be deemed to affect the congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.
- d. Exclude the senior administrative pastor from any decision making processes that are addressed toward him/her.
- e. Have its' duties and processes defined by the Personnel Manual. This manual shall be approved by the leadership Congregation Council.

C13.05. The Leadership Congregation Council shall elect a Call Committee when a pastoral vacancy occurs. It shall consist of eight six voting member of the this congregation. Their term of office will end upon installation of the newly called pastor.

C13.06. Other ministry teams and/or committees of this congregation may be formed as the need arises, by decision of the leadership Congregation Council.

C13.07. The names and mission objectives of these ministry teams and/or committees shall be defined in the Continuing Resolutions of the this congregation.

B13.07.1. Ministry teams are ongoing, established groups of congregation members, responsible for the daily administration of congregational affairs.

a. General duties and powers:

1. Each ministry team shall submit a written report of its activities to the congregation at the annual meeting.

a.) Such reports shall include specific recommendations for congregational action.

b.) A cumulative record of the reports shall be given to the secretary of the this congregation.

2. Each ministry team shall initiate and carry out such activities and programs within this congregation as will enable it to effectively perform the functions and duties assigned to it in the Job Description Manual.

3. In order to perform its various tasks, each ministry team shall be empowered to administer all funds set aside by budget appropriation or by special approval from the Congregation Council or a congregational meeting.

a.) Pending the approval of this congregation at a legally called congregational meeting, expenditures may be restricted to conform with the actual financial condition of this congregation at any given time.

4. Each ministry team shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the this congregation.

B13.07.2. Committees are:

a. temporary groups of congregation members formed to address a specific aspect of congregational life; or

b. sub-groups of ministry teams, whose congregational responsibilities are limited in scope and do not require the resources of a full ministry team.

The term of service for committee members concludes when their task is accomplished and the committee is dissolved. Examples of committees are the Call Committee, the Nominating Committee, and the Audit Committee.

- C13.08.** Responsibility and authority for daily administration of the congregational affairs shall be delegated to the ministry teams and committees as defined in the Job Description Manual.
- C13.09.** A single chairman chairperson of each ministry team and its members shall be elected by the voting membership at the annual meeting. Ministry team chairpersons shall be eligible to serve no more than two full terms consecutively in the same position. Their terms shall begin on February 1 and run for two consecutive years. Should a ministry team chairperson resign from their position before their term is completed, the ministry team shall appoint, by majority vote, an interim chairperson who shall serve until the next annual meeting.
- C13.10.** Committee chairpersons shall not be elected at the annual meeting, unless an exception is granted by the Congregation Council.

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.
- C14.02.** All organizations within this congregation shall provide a report of their activities and finances within the Annual Report.
- C14.03.** 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 Leadership Congregation Council.
- C14.04.** Any decisions, enactments or performances of or by committees and ministry teams, shall be invalid if they conflict with this Constitution and bylaws.
- C14.05.** The Pastor(s) by virtue of his or her office shall be the advisor for such groups within the Constitution.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** Persistent and public denial Denial of the Christian faith as described in this constitution, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or persistent trouble-making in this willful and repeated harassment or defamation of member(s) of the congregation are 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, and c) citation to appear before written referral of the matter by the Leadership 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, the president (if not the pastor) or vice president shall administer such admonitions those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.
- *C15.02.** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the Constitution, Bylaws, and Continuing Resolutions of the

Evangelical Lutheran Church in America. If discipline against a member proceeds beyond counseling and admonition by the pastor 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 shall may be prepared by member(s) of the congregation Congregation Council, who shall sign the charges as the accuser(s) 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). The written charges shall be filed with the pastor, who shall advise the Leadership Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Leadership Council. A copy of the written charges shall accompany the written citation be provided to the consultation panel and to the accused member(s). A member charged with the offense shall appear before the Leadership Council after having received a written citation, at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Leadership Council may proceed with the hearing and may pass judgment in the member's absence. 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.** Members of the Leadership Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Leadership Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Leadership Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

- a. — censure before the council or congregation;
- b. — suspension from membership for a definite period of time; or
- c. — exclusion from membership in this congregation.

Disciplinary actions b. and c. shall be delivered to the member in writing.

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 member against whom disciplinary action has been taken by the Leadership Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

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.** Disciplinary actions may be reconsidered and revoked by the Leadership Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

- 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 the congregation; or
 - d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.

*C15.06. For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.04. in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

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

*C15.07. No member of a the congregation shall be subject to discipline a second time for offenses that the Leadership Council a discipline hearing panel has heard previously heard and decided, unless so ordered by the Synod Council after an appeal pursuant to this chapter.

*C15.10. **Adjudication**

*C15.11. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Leadership Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16.
BYLAWS

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

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

*C16.03. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Leadership Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Leadership Council notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting.

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

Chapter 17.
AMENDMENTS

*C17.01. Unless provision *C16.04. is applicable, Those 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 10 voting members or by the Leadership Congregation Council. Proposals must be filed in writing with the Leadership Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Leadership Congregation Council shall notify the congregation's members by mail 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.

- *C176.02. An amendment to this constitution, proposed under *C176.01., shall:
- be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those voting members present and voting;
 - be ratified without change at the next annual meeting by a two-thirds majority vote of those voting members present and voting; and
 - have the effective date included in the resolution[†] and noted in the constitution.

- *C176.03. Any amendments to this constitution that result from the processes provided in *C176.01. and *C176.02. shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this shall notify the congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the Southeastern Minnesota Synod of the ELCA of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

- *C176.04. Whenever the Model Constitution for Congregations is amended by the Churchwide Assembly, this This constitution may be amended to incorporate 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 Such amendments may be approved by a simple majority vote of those voting members present and voting at any subsequent legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Leadership Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 17.

BYLAWS

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

[†] Such an effective date must be stated in relation to the requirements of *C16.03. to allow time for synodical review of the amendment.

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.** Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 18.

CONTINUING RESOLUTIONS

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

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

Chapter 19.

INDEMNIFICATION

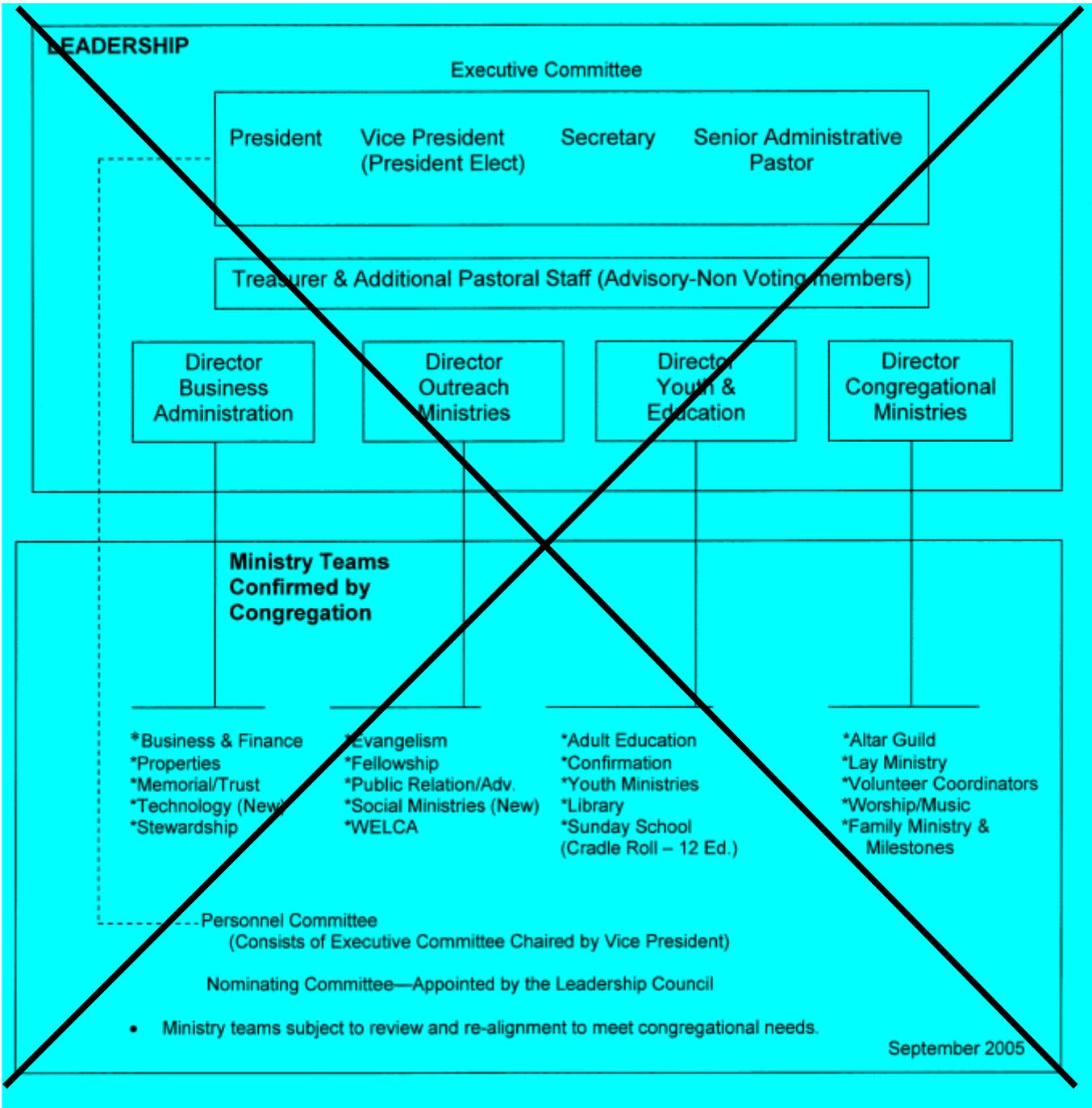
***C19.01.** Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Leadership Congregation Council member, officer, employee, agent, 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.

OUR SAVIOR'S LUTHERAN CHURCH BYLAWS

Chapter 4

STATEMENT OF PURPOSE

B4.04.01 Organization Chart



Chapter 5

POWERS OF THE CONGREGATION

B5.01.01. Congregation Year. The congregation year begins January 1 and ends December 31. The terms of office for the Leadership Council, committees, and other organizations are based on the calendar year.

Chapter 8

MEMBERSHIP

B8.05.01. Inactivity— If after 2 years, during the current or preceding calendar year, the member has not actively participated communed in this congregation and made a contribution of record to this congregation, his/her name the member may be removed from ~~the~~ this congregation's membership roster.

B8.05.02— The Lay Ministry Team shall report all transfers (in and out) to the Congregation in a timely manner.

Chapter 10

CONGREGATION MEETING

B10.01.01. The Annual Meeting shall be held during the month of January. The business to be conducted shall include:

- d. the election of officers, Leadership Council members, and ministry team members chairpersons;
- e. and the approval of the annual budget for the forthcoming current congregation calendar year;
- f. receive reports from the president, pastor(s), ministry teams, committees (where applicable), other organizations within this congregation, and others (as needed).

Other business as deemed necessary by the Leadership Council may be conducted at the meeting.

Chapter 11

OFFICERS

B11.01.01 Duties of officers:

- d. The president shall:
 5. preside at meetings of the this congregation, Leadership Council, and Executive Committee Team;
 6. Shall supervise, in coordination with the directors, the activities of all ministry teams and committees and ensure that timely reports from all ministry teams and committees are made to the Leadership Council and this the congregation;
 7. Shall ensure that the decisions and resolutions of the Congregation annual meeting and Leadership Council are carried out;
 8. following the conclusion of their term as president, serve a one year term on the Personnel Team.
- e. The vice president shall:
 4. preside in the absence of the president and shall serve as president in the event that office is vacated or the president is otherwise unable to serve, as declared by the Leadership Council;
 5. The vice president shall serve as chair of the Personnel Committee Team;
 6. and may perform other duties as the president may request.

- f. The secretary shall:
 - 5. keep accurate minutes of all congregation meetings and meetings of the Leadership Council and shall oversee their preservation in the archives of this congregation;
 - 6. The secretary shall oversee the notification to members of this congregation and/or the Leadership Council of all regular or special meetings as required in the this constitution and bylaws;
 - 7. The secretary shall attest all official documents of this congregation;
 - 8. The secretary shall provide the eligible voter's list for sign in at the called Congregation annual meeting and any special meeting called by the Leadership Council.
- d. The officers of this congregation shall maintain supportive relationships with the Pastor(s) and staff and help them annually evaluate the fulfillment of their calling or employment.

B11.01.02 The president and vice president shall be welcome at all Ministry Team meetings and shall have voice but not vote in those meetings.

Chapter 12

LEADERSHIP COUNCIL

B12.02.01. ~~Election Procedure~~—The Administrative Year is January February 1 through December January 31. The terms of position for the Congregation Council, ministry team chairpersons, and other organizations are based on the Administrative Year.

- a. Elections shall be held every year, ~~with 1/2 of the church officers and ministry team chairs to be replaced each year. Team members can serve unlimited terms. The president shall be a one year term having moved up from the vice president position which fills their two year term.~~
 - 1) — ~~The vice president shall be elected yearly to fulfill the second year as president.~~
 - 2) — ~~The secretary and two directors shall be elected alternate years.~~
 - 3) — ~~The two remaining directors shall be elected in alternate years.~~
- b. ~~The number of members required on each ministry team, shall be determined by the Leadership Council and reviewed annually, prior to the first meeting of the nominating committee.~~
- c. ~~The installation of newly elected members shall be the first Sunday following their election.~~

B12.02.02. ~~Election Procedure~~

- a.b. At the annual Congregation meeting, the voting membership shall elect the following positions in their respective order from the list of candidates for each office position as submitted by the Nominating Committee:
 - 1. President – elected first year only
 - 2. Vice President (President-elect) – elected yearly, with their two-year term being fulfilled by serving as president in their second year
 - 3. Secretary – elected on odd-numbered years
 - 4. Director of Business Administration – elected on odd-numbered years
 - 5. Director of Congregational Ministries – elected on odd-numbered years
 - 6. Director of Youth & Education – elected on even-numbered years
 - 7. Director of Outreach Ministries – elected on even-numbered years
 - 8. Ministry Team Chairs Chairpersons – elected where applicable
- b.c. ~~Only candidates not elected as an officer or director may be placed in nomination by the voting membership at the annual Congregation meeting for any position not yet~~

~~filled on the ballot~~ A candidate for election as an officer or director shall not serve in more than one position on the Congregation Council at the same time, nor shall the candidate serve as a ministry team chairperson while they are serving as an officer or director.

e.d. If an officer or director has served two consecutive terms in the same position, they may not serve again as a director the following year; they must take at least one year off from serving before they are eligible to be nominated for election to serve as a director. However, a director, after having served two consecutive terms in the same position, may be nominated for election to serve as an officer without taking a year off. Officers are not eligible to be nominated for election to serve as other officers until taking at least a year off from serving on the Congregation Council.

e. The election shall be by ballot and simple majority.

f. The installation of newly elected Congregation Council members and ministry team chairpersons shall be the first Sunday following their election.

B12.04.01 The duties of the Directors shall include the following:

g. Expected to attend the meetings of the Congregation Council.

h. Expected to attend congregational meetings.

i. Expected to attend meetings of the Ministry Teams for which they are responsible.

j. Submit written or oral reports of the Ministry Teams for which they are responsible to the Congregation Council.

B12.12.01 Regular Leadership Congregation Council meeting minutes shall be posted after their approval.

Chapter 13

CONGREGATION MINISTRY TEAMS AND COMMITTEES

B13.01.01. Executive Committee Team

a. The Executive Committee Team ordinarily shall meet monthly at least one week before the regularly scheduled Leadership Congregation Council meetings and shall be responsible for setting the agenda for such meetings. The Executive Committee Team otherwise shall assist and advise the pastor(s) and staff in the general management of the ~~the~~ this congregation.

B13.017.021. Ministry teams are ongoing, established groups of congregation members, responsible for the daily administration of congregational affairs.

a. General duties and powers:

1. Each ministry team shall submit a written report of its activities to the congregation at the Congregation annual meeting of the Voting Membership.

a.) Such reports shall include specific recommendations for congregational action.

b.) A cumulative record of the reports shall be given to the secretary of the ~~the~~ this congregation.

2. Each ministry team shall initiate and carry out such activities and programs within the ~~the~~ this congregation as will enable it to effectively perform the functions and duties assigned to it in the Job Description Manual.

3. In order to perform its various tasks, each ministry team shall be empowered to administer all funds set aside by budget appropriation or by special resolution of the Voters Assembly approval from the Congregation Council or a congregational meeting.

a.) Provided that, Pending the approval of this congregation at the discretion of the voting membership a legally called congregational meeting,

expenditures may be restricted to conform with the actual financial condition of ~~the~~ this congregation at any given time.

4. Each ministry team shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of ~~the~~ this congregation.

B13.07.2. Committees are:

- a. temporary groups of congregation members formed to address a specific aspect of congregational life; or
- b. sub-groups of ministry teams, whose congregational responsibilities are limited in scope and do not require the resources of a full ministry team.

The term of service for committee members concludes when their task is accomplished and the committee is dissolved. Examples of committees are the Call Committee, the Nominating Committee, and the Audit Committee.