

Constitution, Bylaws, and Continuing Resolutions of Christiania Lutheran Church

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INTRODUCTION

The constitution of Christiania Lutheran Church is based on the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, originally adopted by the Constituting Convention of the ELCA in 1987, and amended by the 1989, 1991, 1993, 1995, 1997, 1999, 2001, 2003, 2005, 2007, 2009, 2011 and 2013 Churchwide Assemblies. The ELCA model is consistent with the requirements of the constitutional governing documents of the ELCA's churchwide organization and synods.

The constitution and bylaws of Christiania have been incorporated into one document. The document is divided into chapters, with each chapter containing constitution provisions and any related bylaws. This format, designed for clarity and ease of reference, has been used for the constitutions of the ELCA and the Saint Paul Area Synod.

In this document, constitution provisions are preceded by the letter "C" to distinguish them from comparable ones in the churchwide and synod documents. They are printed in bold face type and designated by the chapter number and a two digit number. **Those that are preceded by an asterisk correspond to provisions in the ELCA model that are required to be incorporated in the Christiania constitution without alteration.**

In some chapters, certain numbers are missing from the numbering sequence. For example, C9.10. does not appear; this reflects the numbering style in the *Model Constitution for Congregations*, in which the number ".10." and multiples thereof have been reserved for possible use in future editions. In other cases, certain numbers have been omitted in order to align the numbered paragraphs in this document with those in the Model; for example, C9.17. through C9.20. do not appear, so that C9.21. can be numbered to correspond with C9.21. in the Model.

Bylaws, which are printed in light face type, are designated by the chapter number, the related constitution provision number, and an additional two-digit number.

Continuing resolutions, adopted by the congregation or the Executive Council pursuant to Chapter 18, may be incorporated into this document. Continuing resolutions are printed in italic type and designated by three sets of numbers. The first set of numbers indicates the chapter; the second set indicates the subject matter within the chapter; and the third set, which indicates the year in which the resolution was adopted, is preceded by a letter indicating the order of the resolution. For example, a continuing resolution number C12.06.A10. would indicate that the continuing resolution was the first resolution relating to constitution section C12.06 and that it was adopted in 2010.

For consistency with the constitutional governing documents of the ELCA's churchwide organization and synods, in the constitution and bylaws of Christiania, "Church" with a capital letter is used in references to the one, holy, catholic, and apostolic Church. In references to the Evangelical Lutheran Church in America, the words "church" and "this church" in lower case letters are employed, although, for clarity in this constitution, the full name or "ELCA" normally is used.

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***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 Christiania Lutheran Church.

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

C1.03. This congregation shall be incorporated under the laws of the State of Minnesota.

Chapter 2. CONFESSION OF FAITH

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

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

a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.

b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.

c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

***C2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.**

***C2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.**

***C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.**

***C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.**

***C2.07. This congregation confesses the Gospel, recorded in the Holy Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.**

Chapter 3. NATURE OF THE CHURCH

***C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.**

***C3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.**

***C3.03 The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.**

Chapter 4. STATEMENT OF PURPOSE

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

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

a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, 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 Congregation Council, hereafter designated as the Executive 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 bylaws in the section on the Congregation Committees.]**

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

C4.05.01. The mission statement of this congregation, adopted in January 2012, is:

In text: “Christiania: we start with Christ in our serving, in our caring, in our growing.”

Use logo:



***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 Executive 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 or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;**

d. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16, and continuing resolutions, as provided in Chapter 18;

e. approve the annual budget;

f. acquire real and personal property by gift, devise, purchase, or other lawful means;

g. hold title to and use its property for any and all activities consistent with its purpose;

h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;

i. elect its officers, at-large members of the Executive Council, elected members of the Ministry Board, members of the Audit Committee, members of the Nominating Committee, members of the Call Committee when a pastoral vacancy occurs, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and

j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

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

C5.05. This congregation may call an associate in ministry, deaconess, or diaconal minister to a staff position, following recommendation by the Executive Council, in consultation with the senior pastor, by at least a two-thirds majority ballot vote of voting members present and voting at a meeting legally called for that purpose.

a. The call of any associate in ministry, deaconess, or diaconal minister may be terminated (i) by resignation of the associate in ministry, deaconess, or diaconal minister, (ii) by mutual agreement between the Executive Council and the associate in ministry, deaconess, or diaconal minister, or (iii) by the congregation by at least a two-thirds majority ballot vote of voting members present and voting at a legally called meeting of this congregation.

b. When a new senior pastor has been called to this congregation, the call of each associate in ministry, deaconess, and diaconal minister then under call to this congregation shall terminate no later than six months after the arrival of the new senior pastor. An associate in ministry, deaconess, or diaconal minister whose call is terminated in accordance with C5.05.b. shall be eligible for a new call to this congregation in accordance with C5.05.

c. This provision (C5.05) shall take effect after ratification of the constitution, and does not affect existing personnel at Christiania.

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 clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of ordained ministers of the Evangelical Lutheran Church in America or to contracting for pastoral services with an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.**
- d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.**
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and 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 desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of 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 Executive Council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.

b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this 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 consultation, as specified in paragraph a. above, 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 congregation, after consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.

e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.

f. Notice of termination shall be forwarded by the bishop to the secretary of this church, who shall report the termination to the Churchwide Assembly.

g. Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *C6.05 shall be required to receive Synod Council approval before terminating their membership in this church.

h. Reserved.

i. Reserved.

j. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above,

another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05, and may begin no sooner than six months after that second meeting.

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

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

Chapter 7. PROPERTY OWNERSHIP

***C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the 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, 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 Saint Paul Area 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. The property of the congregation shall be for the use of the congregation in its normal functions as a Lutheran church and shall not be used in any way not in harmony with the purposes of the congregation. Buildings which are the property of the congregation shall not be lent or rented to any group or individual not affiliated

with the congregation or with the Evangelical Lutheran Church of America unless application for such use has been approved by the Executive Council by a two-thirds majority in the case of a request for occasional use, or by a two-thirds majority vote of the congregation in the case of a request for regular use.

C7.06. Real property shall not be purchased, disposed of, or encumbered in any manner except by resolution adopted by not less than a two-thirds majority vote of the members present and voting at a legally called meeting of the congregation for that purpose.

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.

d. Associate members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights at meetings of the congregation and eligibility for elected offices or membership on the Executive Council or Ministry Board of this congregation.

C8.02.01 Voting members must be at least 18 years of age in order to vote on issues which require legally contractual agreements to be enacted

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

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

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

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

- a. death;**
- b. resignation;**
- c. transfer or release;**
- d. disciplinary action in accordance with provision 20.40. and the accompanying bylaws; or**
- e. removal from the roll due to inactivity as defined in the bylaws.**

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

C8.05.01. A confirmed member is considered to be inactive if the member has not communed, has not made a contribution of record, and has not participated in some way in the life and worship of the congregation during the current or preceding year. The senior pastor is responsible to ensure the following steps are accomplished:

- a. If a member is inactive, a pastor or a pastor's appointee shall attempt to make personal contact with the member to encourage participation in the life and worship of the congregation and to inquire about the member's desire to participate.
- b. If personal contact is made and the member indicates a desire to participate, a pastor or pastor's appointee shall seek ways to include the member in the life and worship of the congregation.
- c. If personal contact is made and, despite encouragement, the member indicates no desire to participate in the life and worship of the congregation, a pastor or Executive Council representative shall advise the member that the member's name will be removed from the roll of members due to inactivity. A pastor or Executive Council representative shall offer the person encouragement and assistance in finding fellowship in another congregation.
- d. If attempts to make personal contact are not successful, the Executive Council may conclude that the member does not wish to participate in the life and worship of the congregation and the member's name may be removed from the roll. Reasonable attempts shall be made to inform the person of this action.
- e. If attempts to make personal contact are not successful and there are circumstances which may explain the member's inactivity and the difficulty making contact, the Executive Council may conclude that, despite the inactivity, the member wishes to remain a member.

In that case, the member's name shall remain on the roll and periodic attempts to contact the member shall be made when appropriate.

f. This bylaw section is intended to permit but not direct the Executive Council to remove the names of inactive members from the roll.

g. The Executive Council shall provide for an annual review of the church membership roster.

Chapter 9. PASTORS

***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 to recommend the call, shall seek the advice and help of the bishop of the synod.**

C9.01.01. When a senior pastor is to be called, the Nominating Committee shall nominate and, at a legally called meeting of the congregation, the congregation shall elect a Call Committee to recommend the call to the congregation.

C9.01.02. When an associate pastor is to be called, the Nominating Committee shall nominate and, at a legally called meeting of the congregation, the congregation shall elect a Call Committee to work in consultation with the senior pastor to recommend the call to the congregation.

***C9.02. Only a member of the clergy roster of the Evangelical Lutheran Church in America, or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop, may be called as a pastor of this congregation.**

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

a. Every ordained minister shall:

- 1) preach the Word;
- 2) administer the sacraments;
- 3) conduct public worship;
- 4) provide pastoral care; and
- 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

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

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- 2) supervise all schools and organizations of this congregation;
- 3) install regularly elected members of the Executive Council; and
- 4) with the council, administer discipline.

c. Every pastor shall:

- 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
- 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;

- 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and**
- 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Saint Paul Area 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.**

C9.04.01. The senior pastor shall be the spiritual leader of the congregation, shall be responsible for the day-to-day administration of the church, and shall guide the work of the called and employed staff.

C9.04.02. The senior pastor shall be responsible for the maintenance and preservation of the official records of this congregation and shall update them prior to terminating service to the congregation. The official records, which shall be the property of this congregation, shall consist of:

- a. Roll of Members;
- b. Records of ministerial acts performed during and prior to the senior pastor's service to the congregation;
- c. Minutes of the meetings of this congregation and the Executive Council, the recording of which shall be the responsibility of the secretary of this congregation;
- d. Financial records of this congregation, the preparation of which shall be the responsibility of the treasurer of this congregation.

***C9.05.**

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

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

8) dissolution of the congregation or the termination of a parish arrangement; or

9) suspension of the congregation through discipline for more than six months.

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

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

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

d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.

e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

***C9.06. At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Executive 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 Executive Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.**

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

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

***C9.10. Reserved**

***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 senior 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 senior 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. When a new senior pastor has been called to this congregation, the call of each associate pastor then under call to this congregation shall terminate no later than six months after the arrival of the new senior pastor. An associate pastor whose call is terminated in accordance with this section shall be eligible for a new call to this congregation in accordance with *C9.01.

C9.16. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America 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 in a form proposed by the synodical bishop and approved by the congregation.

Chapter 10. CONGREGATION MEETING

C10.01. The annual meeting of this congregation shall be held on the church premises on the last Sunday in January or at such other time as the Executive Council may designate.

C10.01.01.

a. The regular business of the annual meeting shall be organized with an agenda and shall include:

- 1) Opening devotions;
- 2) Approval of the minutes of the previous meeting;
- 3) Reports of the pastor(s), Executive Council, treasurer, Ministry Teams, Property Committee, and others;
- 4) Election of officers, members-at-large of the Executive Council, elected members of the Ministry Board, members of the Auditing Committee, members of the Nominating Committee, and voting members and alternates to synod and conference assemblies;
- 5) Approval of the budget;
- 6) Unfinished business;
- 7) New business, and any other business that requires congregational action or consideration may be transacted.
- 8) Closing prayer.

b. New business that involves property, significant non-budgeted expenses or paid staff shall be submitted in writing to the Executive Council at least 10 days prior to the annual meeting. Business involving real property must be enacted per terms of C.7.06.

C10.02. A special Congregation Meeting may be called by a pastor, the Executive Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of 50 voting members. The president of the Executive Council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

C10.03. Notice of all meetings of this congregation shall be given at the services of

worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.

C10.04. Fifty voting members shall constitute a quorum.

C10.04.01. If a quorum fails to appear at a meeting properly called pursuant to C10.03 or if during the meeting the absence of a quorum is noted, voting members present at the meeting, although fewer than a quorum, must adjourn the meeting to reconvene at a specified time and place to provide opportunity to obtain a quorum. Announcement shall be made of the time and place the meeting will reconvene, with notice pursuant to C10.03 must be given

C10.04.02 The number of voting members constituting a quorum shall be reviewed annually by the Executive Council. If the number of congregation members changes more than +/- 10%, the number shall be updated to reflect the change. Membership shall be determined by use of the annual updated membership roll as reported to the ELCA.

C10.05. Remote attendance and voting privileges may be given for annual and special congregational meetings.

C10.05.01 The Executive Council may authorize the following procedure for congregational meetings. Authorization of the procedure shall expire no later than the next annual meeting.

a. Voting members unable to be physically present at a meeting may by prior request ask to utilize live, real time communication (such as conference and speaker phone arrangement) to participate in the meeting such that all attending members may communicate with each other during the meeting.

b. Any request for participation by a voting member under this procedure must be made to the Secretary no less than 10 days prior to the congregational meeting. The Secretary must maintain a written list of any such requests to facilitate a roll call vote for the remote attendees for any actions involving a vote at the meeting.

c. Participation in a meeting by such means constitutes presence at the meeting.

C10.05.02. If a written ballot is required for a vote, then voting members who are electronically connected must verbally communicate their vote with an officially designated ballot counter. The ballot counter will be designated by the Executive Council and will be identified on the agenda. The ballot counter will record each vote on a separate document after each remote voting member has cast their verbal vote.

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 the accompanying bylaws or by state law.

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

Chapter 11. OFFICERS

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

- a. The duties of the officers shall be specified in the bylaws.**
- b. The officers shall be voting members of the congregation.**
- c. The officers shall be elected by the congregation at its annual meeting.**

1) The president and vice-president/president-elect shall serve for one year or until their successors are elected. The secretary shall serve for two years or until his or her successor is elected. The terms of the officers shall begin at the close of the meeting at which they are elected.

2) No officer shall hold more than one office at a time or serve more than one full elective term in the same office unless at least one year has elapsed between terms.

3) If the presidency is declared vacant, the vice-president/president-elect shall serve as president for the remainder of the term. If an office other than the presidency is declared vacant, the Nominating Committee shall nominate and the Executive Council shall elect a successor to serve for the remainder of the term. The Executive Council may declare an office vacant if the officer (a) ceases to be a voting member of this congregation, (b) is absent from four successive regular meetings of the Executive Council without cause, or (c) is unable to serve.

- d. Officers of this congregation shall serve the same offices of the Executive Council and shall be voting members of the Executive Council.**

C11.01.01. The duties of the officers shall be as follows:

a. The president shall preside at meetings of this congregation, the Executive Council, and, as provided in C13.10.b., shall be an advisory member of the Ministry Board and all committees of this congregation, except the Audit Committee.

b. The vice-president/president-elect shall preside at meetings of the congregation and Executive Council in the absence of the president. If the presidency is declared vacant, the vice-president/president-elect shall serve as president for the remainder of the term as provided in C11.01.b.4. and shall continue to serve for the following term. As provided in

C13.10.c., the vice-president/president-elect shall be an advisory member of the Ministry Board and all committees of this congregation, except the Audit Committee.

c. The secretary shall be responsible for the recording of the minutes and preserving of the documents of all meetings of the congregation and Executive Council and for preserving the archives of the congregation.

d. Officers of this congregation must be at least 18 years of age.

Chapter 12. EXECUTIVE COUNCIL

C12.01. The voting membership of the Executive Council shall consist of the officers of the congregation and 5 members at large of the congregation. The pastor(s) and the treasurer shall have voice but no vote.

a. Members-at-large of the Executive Council shall be nominated by the Nominating Committee and elected by the congregation at the annual meeting to serve for two years or until their successors are elected. Each year the congregation shall elect, on an alternating basis, two or three members-at-large, so that the term of at least two of the five members-at-large expires each year. Their terms shall begin at the close of the meeting at which they are elected. No member-at-large shall serve more than one elective term as a member-at-large unless at least two years have elapsed between terms.

b. The members-at-large of the Executive Council shall be voting members of this congregation.

c. The place of a member-at-large on the Executive Council shall be declared vacant if the member-at-large (i) ceases to be a voting member of this congregation, (ii) is absent from four successive regular meetings of the Executive Council without cause, or (iii) is unable to serve.

d. If the place of a member-at-large on the Executive Council is declared vacant, the Nominating Committee shall nominate and the Executive Council shall elect a successor to serve until the next annual meeting of the congregation, at which time the congregation shall elect a successor to serve for the remainder of the term. Individuals who have served less than one-half of a regular term shall be eligible for nomination and election to one full term.

C12.01.01. A quorum is defined as 6 voting members.

C12.01.02. In the first year following adoption of this bylaw, two members-at-large of the Executive Council shall be elected to a one-year term and three members-at-large shall be elected to a two-year term. Thereafter, this bylaw shall cease to be in effect and the terms of members-at-large shall be as in C12.01.a.

C12.02. The Executive 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 Executive Council shall include the following:

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

C12.02.01. The Executive Council shall delegate to the Ministry Board described in Chapter 13 responsibility and authority to establish and coordinate Ministry Teams to define and implement C12.02.b. above. Such delegation shall be subject to budgeting and reporting requirements which the Executive Council shall determine and may revise from time to time.

C12.03. The Executive Council shall be responsible for the financial and property matters of this congregation.

a. The Executive 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 Executive Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.

c. The Executive Council may enter into contracts for items not authorized in the budget that, cumulatively, do not exceed ten percent (10%) of the annual budget for that year. The intent is for use in emergencies or for expenditures that require timely decisions. The Executive Council shall notify the congregation both verbally and in writing when this provision has been exercised.

d. The Executive Council shall prepare an annual budget for adoption by this Congregation, and shall supervise the expenditure of funds in accordance therewith following its adoption. Any expenditure in excess of 10 percent above the total voted budget must be approved by the congregation.

e. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.

f. The Executive Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.

g. The Executive Council shall be responsible for this congregation's investments and its total insurance program.

C12.04. The Executive Council shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.

C12.05. The Executive Council shall adopt and maintain a written statement of operation ethics policy relating to fiduciary duties and addressing conflicts of interest and business ethics, which covers all congregation officers, members of the Executive Council, Ministry Board, committees, and congregation staff.

a. The Executive Council shall provide a copy of the policy statement to each person covered by the statement at its adoption and to each new person covered by the policy at the time of their installation or employment and, upon request, to any member of this congregation.

b. The Executive Council shall review and revise the policy statement from time to time and shall provide a copy of any revised statement to each person covered by the statement and, upon request, to any member of this congregation.

C12.06 The Executive Council shall provide for an annual review of the membership roster.

C12.07. The Executive Council shall adopt and maintain a Personnel Manual outlining policies, procedures, compensation, and benefits governing the called and employed staff of this congregation and containing a written description of the responsibilities of each member of the staff.

C12.08. The Executive Council shall be responsible for the employment and supervision of pastors not subject to call, program staff not subject to call, specialized staff, support staff, and any other staff employed by this congregation.

C12.08.01. As used in this constitution and bylaws, “program staff” refers to members of the staff of this congregation whose responsibilities include program areas of this congregation’s ministry, and who may be called or employed. “Specialized staff” refers to employed members of the staff whose responsibilities include business administration and related tasks, and “support staff” refers to employed members of the staff whose responsibilities include clerical, custodial, and similar tasks.

C12.08.02. The employed staff of this congregation includes pastors not subject to call, members of the program staff not subject to call, and members of the specialized staff and support staff. All members of the staff are accountable to and under the guidance of the senior pastor or a person designated by the senior pastor. The senior pastor is accountable to the Executive Council and the congregation.

C12.08.03. Pastors not subject to call, members of the program staff not subject to call, members of the specialized staff, and members of the support staff shall be employed upon the recommendation of the senior pastor in consultation with the Executive Council. Personnel issues shall be handled according to the policies and procedures outlined in the Personnel Manual. Pastors not subject to call, members of the program staff not subject to call, members of the specialized staff, and members of the support staff may be dismissed upon the recommendation of the senior pastor in consultation with the Executive Council.

C12.08.04. At the time of employment, all members of the staff shall be provided with a written description of their responsibilities. Changes to written descriptions may be made periodically by the senior pastor in consultation with the Executive Council.

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

C12.10. The Executive Council shall normally meet once a month. Special meetings may be called by the senior pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.10.01. Members of this congregation may attend any meeting of the Executive Council, except when the Executive Council is meeting in executive session. An executive session

will be used when it is desirable to have a closed meeting such as a meeting to deal with personnel issues or litigation matters.

a. Members who are not members of the Executive Council who intend to attend a meeting of the Executive Council are advised to discuss their attendance with the senior pastor or the president of the Executive Council in advance of the meeting.

b. Members who are not members of the Executive Council shall have the right and privilege to speak at a meeting of the Executive Council when granted such privilege by the presiding officer and subject to any rules adopted by the Executive Council. Rules may relate to, among other things, limits on the number of times and length of time a nonmember may speak

c. When the Executive Council meets in executive session, members who are not members of the Executive Council may attend at the invitation or approval of the president of the Executive Council

C12.11. A quorum is required for the transaction of business by the Executive Council.

C12.12. All actions approved by the Executive Council shall be by the affirmative vote of a majority of those members present at any legally held meeting at which a quorum is present or has been present, except as otherwise provided in this constitution or the accompanying bylaws.

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

C12.14. At any legally held meeting at which a quorum is present, the Executive Council may (i) authorize the following procedure for taking action between meetings, (ii) restrict further use of the procedure, and/or (iii) rescind its previous authorization of the procedure. In any event, authorization of the procedure shall expire no later than the next annual meeting.

a. An action required or permitted to be taken at a meeting of the Executive Council may be taken by written action signed, or consented to by authenticated electronic communication, by the number of members that would be required to take the same action at a meeting of the Executive Council at which all members were present, provided that (i) such action requires action before the next regularly scheduled or special meeting of the Executive Council, and (ii) the action to be taken has been discussed at a meeting of the Executive Council and/or notice of the text of the action to be taken has been given to all members of the Executive Council.

b. The written action is effective when signed, or consented to by authenticated electronic communication, by the required number of members, unless a different effective time is provided in the written action.

c. All members must be notified immediately of the text and effective date of any written action taken as permitted by this section. Failure to provide the notice does

not invalidate the written action. A member who does not sign or consent to the written action is not liable for the action.

Chapter 13. MINISTRY BOARD, MINISTRY TEAMS, AND CONGREGATION COMMITTEES

C13.01. Ministry Board

- a. There shall be a Ministry Board to lead the ministry of this congregation.**
- b. The ministry of this congregation shall be organized and conducted through Ministry Teams, which shall be established, coordinated, and supported by the Ministry Board.**
- c. For the purpose of C13.01.04 and C13.09.01., “youth” are defined as members under the age of 18 at the time of their election or appointment, and “young adults” are defined as members between the ages of 18 and 30 at the time of their election or appointment.**

C13.01.01. The Ministry Board shall be led by the senior pastor and shall consist of the called pastors, one member designated by the senior pastor, and four members elected by the congregation.

- a. Elected members of the Ministry Board shall be nominated by the Nominating Committee and elected by the congregation at the annual meeting to serve for two years or until their successors are elected. Each year the congregation shall elect two board members, so that the terms of two of the four elected members of the Ministry Board expire each year. Their terms shall begin at the close of the meeting at which they are elected. Elected members of the Ministry Board shall be eligible to serve up to two elective terms consecutively.
- b. The elected members of the Ministry Board shall be voting members of this congregation.
- c. The place of an elected member of the Ministry Board shall be declared vacant if the elected member (i) ceases to be a voting member of this congregation, (ii) is absent from four successive regular meetings of the Ministry Board without cause, or (iii) is unable to serve.
- d. If the place of an elected member of the Ministry Board is declared vacant, the Nominating Committee shall nominate and the Executive Council shall elect a successor to serve until the next annual meeting of the congregation, at which time the congregation shall elect a successor to serve for the remainder of the term. Individuals who have served less than one-half of a regular term shall be eligible for nomination and election to up to two full terms.
- e. In the first year following adoption of this bylaw section, two individuals shall be elected to one-year terms as elected members of the Ministry Board and two individuals shall be elected to two-year terms as elected members of the Ministry Board. Thereafter, this bylaw section shall cease to be in effect and the terms of elected members of the Ministry Board shall be as in C13.01.01.a.

C13.01.02. The Ministry Board shall lead the ministry of this congregation in light of the congregation's mission as articulated by the Executive Council, and endeavor to further the achievement of long-range plans, goals, and priorities set out by the Executive Council.

- a. The Ministry Board shall meet in its entirety at least six times per year and shall determine the frequency and form of its other meetings. The Ministry Board shall determine the time and place of its meetings, its internal organization, and the method of recording and maintaining timely public records of its decisions and activities.
- b. The work of the Ministry Board shall be subject to budgeting and reporting requirements which the Executive Council shall determine and may revise from time to time.
- c. The Ministry Board shall submit a comprehensive report to the congregation at the annual meeting. The report shall include, among other information, a list of all existing Ministry Teams.

C13.01.03. The Ministry Board shall establish and support Ministry Teams to develop and carry out both ongoing and new programs and activities of this congregation and shall provide coordination and communication among the Ministry Teams.

- a. There shall be the following standing Ministry Teams:

Worship Ministry Team shall have special responsibility under the guidance of the pastor(s) for the total worship life of the congregation, music programs, and ecumenical services, and shall make recommendations thereon to the Ministry Board.

Education Ministry Team shall have special responsibility under the guidance of the pastor(s) to operate the Sunday School, Confirmation Program and other schools of the congregation, to maintain the Church Library, and to promote adult education, and shall make recommendations thereon to the Ministry Board.

Mission Ministry Team shall have special responsibility under the guidance of the pastor(s) in global outreach and evangelism, benevolence and social ministry programs in the church, and shall make recommendations thereon to the Ministry Board.

Congregational Life Ministry Team shall have special responsibility under the guidance of the pastor(s) for the development of programs which promote the support and fellowship of singles, men, women, seniors, and other groups within the congregation, and shall make recommendations thereon to the Ministry Board.

Stewardship Ministry Team shall have special responsibility under the guidance of the pastor(s) for the congregation's development in accordance with scriptural principles of stewardship, for the raising of funds and utilization of the time and talents of the people, and shall make recommendations thereon to the Ministry Board.

Youth Ministry Team shall have special responsibility under the guidance of the pastor(s) for the Youth Program of the church, including from early elementary through young adult, and it shall make recommendations thereon to the Ministry Board.

Evangelism Ministry Team shall have special responsibility under the guidance of the pastor(s) to spread the word of the gospel of Jesus Christ and shall make recommendations thereon to the Ministry Board.

Membership Ministry Team shall have special responsibility under the guidance of the pastor(s) for hospitality to new members, reaching out and involving inactives in the life of the church, and visitation to present and prospective members, and shall make recommendations thereon to the Ministry Board.

1) The Ministry Board shall specify the purpose of each standing Ministry Team in a written record or document maintained by the Ministry Board.

2) The Ministry Board shall determine the size and leadership of each standing Ministry Team. There shall be a minimum of 3 members per team.

3) The Ministry Board shall develop policies and procedures regarding composition of each standing Ministry Team, length of service by members, the manner and frequency of reports by each standing Ministry Team, and such other matters.

b. The Ministry Board shall establish additional Ministry Teams to develop and carry out both ongoing and new programs and activities of this congregation.

1) The Ministry Board shall determine the number, nature, and configuration of the additional Ministry Teams and, at any time, may establish or discontinue any additional Ministry Team, task force, or subcommittee.

2) The name and purpose of each additional Ministry Team shall be specified in a written record or document maintained by the Ministry Board and shall be communicated to this congregation at least annually.

3) The Ministry Board may develop policies and procedures regarding composition of each additional Ministry Team, length of service by members, manner and frequency of reports by each ministry team, and such other matters.

c. The Ministry Board shall be responsible for the recruitment and enlisting of members of each Ministry Team. All members of this congregation, and persons who are not members of this congregation, may be members of or participate in Ministry Teams, subject to the policies and procedures of the Executive Council or the Ministry Board.

d. Each Ministry Team shall be associated with a member of the Ministry Board, who shall serve as a primary resource for that ministry team.

e. Subject to approval by the Ministry Board, any Ministry Team may establish task forces or subcommittees to assist with programs and activities in its area of concern and shall assure the necessary coordination and communication among any such task forces and subcommittees.

f. The actions of each Ministry Team, and any task force or subcommittee established by a Ministry Team, shall be subject to review and approval by the Ministry Board.

C13.01.04. This congregation will strive to have youth and/or young adults comprise at least ten percent of the membership of each ministry team.

C13.02. There shall be a Nominating Committee of six voting members of this congregation elected by the congregation for terms of two years.

a. To provide continuity on the Nominating Committee, each year at its annual meeting the congregation shall elect three members to serve two-year terms.

b. No member of the Nominating Committee shall serve two consecutive elective terms.

c. If the position of a Nominating Committee member is declared vacant, the Nominating Committee shall nominate and the Executive Council shall elect a successor for the remainder of the term. The Executive Council may declare a position vacant if the member (i) ceases to be a voting member of this congregation, (ii) is absent from four consecutive meetings of the committee without cause, or (iii) is unable to serve.

C13.02.01. The Nominating Committee shall be responsible for selection, development, and support of the leadership of this congregation.

C13.02.02. The Nominating Committee shall nominate one candidate for each of the offices to be filled by election by the congregation. These offices include but are not limited to officers of the congregation, members-at-large of the Executive Council, elected members of the Ministry Board, members of the next Nominating Committee, members of the Audit Committee, members of a Call Committee when appropriate under C9.01.01. or C9.01.02.,

C13.02.03. The outgoing president of the congregation, the pastors subject to call, and other members of the staff designated by the senior pastor shall serve as advisors to the Nominating Committee to assist the committee in identifying interested, available and qualified nominees.

C13.02.04. The nominating proceedings and discussions of the Nominating Committee shall be held in confidence.

C13.03. A Financial Review Committee shall be appointed by the Executive Council. The Financial Review Committee shall consist of the Office Manager, treasurer, a member of the audit committee, financial secretary, pastor, the Executive Council president, and two at-large members.

C13.03.01. The Financial Review Committee shall oversee the policies and procedures and be responsible for management of this congregation's business and financial affairs, subject to the direction and approval of the Executive Council Executive Council.

C13.03.02. The two at-large members shall be appointed from among the voting members of this congregation. The term of the at-large members shall be two years. No at-large member shall serve more than 1 term unless at least one year has elapsed between terms. The Financial Review Committee shall elect a chairperson each year from its membership. The Financial Review Committee chairperson shall report to the Executive Council.

C13.04. There shall be an Audit Committee of three voting members of this congregation elected by the Congregation. Audit Committee members shall not be members of the Executive Council. Term of office shall be three years, with one member elected each year at the annual meeting. Members shall be eligible for re-election to consecutive terms.

C13.04.01. The Audit Committee shall be responsible for the annual auditing of the financial reports, records, and internal controls of the congregation. The Audit Committee shall conduct such audit internally, except, however, that at least every seventh year the Audit Committee shall arrange for a certified public accounting firm to perform the audit.

Each year, the Audit Committee shall submit a report to the Executive Council and to the congregation at the annual meeting. To avoid a conflict of interest, the CPA firm hired must not have a relationship to the congregation.

C13.05. There shall be a Property Committee consisting of four members elected by the Executive Council from among the voting members of this congregation. Terms shall be two years, with two members elected each year. No member shall serve more than three consecutive terms. The Property Committee shall report and be responsible to the Executive Council.

C13.05.01. The Property Committee shall oversee the long-term and ongoing management and maintenance of this congregation's property, develop policies for its use, and perform other duties as assigned by the Executive Council. The Property Committee shall work directly with the Ministry Board to provide for the routine maintenance of the property.

C13.05.02. In the first year following adoption of this bylaw section, two individuals shall be elected to one-year terms as members of the Property Committee and two individuals shall be elected to two-year terms. Thereafter, this bylaw section shall cease to be in effect and the terms shall be as in C13.05. The Property Committee will provide meeting minutes to the Executive Council and will provide an annual report for the Annual Meeting.

C13.05.03 The Property Committee will establish a Cemetery Board and a Parsonage Subcommittee and may also establish other subcommittees as needed.

C13.06. There shall be a Personnel Committee consisting of the president of the congregation, who shall serve as chair, the senior pastor, , the vice-president/president-elect, one Executive Council member, one Ministry Board member, and two other members elected by the Executive Council from among the voting members of this congregation. The term of the two members elected by the Executive Council shall be two years, with one member elected each year. No member elected by the Executive Council shall serve more than one elective term unless at least one year has elapsed between terms. The Personnel Committee shall report and be responsible to the Executive Council.

C13.06.01. The Personnel Committee shall perform personnel related duties assigned by the Executive Council. These duties may include developing, recommending and maintaining personnel policies and procedures regarding the called and employed staff of this congregation.

C13.07. When a pastoral vacancy occurs, a Call Committee of seven voting members of this congregation shall be elected by this congregation pursuant to C9.01.01. or C9.01.02. of this constitution. The Call Committee's term of office will terminate upon installation of the newly-called pastor.

C13.08. Other committees of this congregation may be formed, as the need arises, by decision of the Executive Council. Duties of committees of this congregation shall be specified in the bylaws or continuing resolutions.

C13.08.01. This congregation will strive to have youth and/or young adults comprise at least ten percent of the membership of each organization or committee in this congregation, where appropriate.

C13.09.

- a. The senior pastor shall be an advisory member of all committees of this congregation, except the Audit Committee.**
- b. The president of this congregation shall be an advisory member of the Ministry Board, and all committees of this congregation, except the Audit Committee.**
- c. The vice-president/president-elect of this congregation shall be an advisory member of the Ministry Board, and all committees of this congregation, except the Audit Committee.**
- d. The president of the congregation and an Executive Council member appointed by the Council shall serve as advisory members of the Christiania Lutheran Church Foundation.**

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 Jesus Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its annual meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

C14.02 The Christiania Lutheran Church Women (CLCW) operates under their own constitution and under their own fiduciary responsibilities under the auspices of Christiania Lutheran Church.

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 Executive Council and specified in a continuing resolution.

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 the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause of 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 Executive Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Council.

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

***C15.04.** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

***C15.05.** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:

- a. suspension from the privileges of congregation membership for a designated period of time;
- b. suspension from the privileges of congregation membership until the pastor and Executive Council receive evidence, satisfactory to them, of repentance and amendment of life;
- c. termination of membership in the congregation; or
- d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.

***C15.06.** The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Executive 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 Executive Council and recorded in the minutes of the next council meeting.

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

C.15.08 Reserved

C.15.09 Reserved

***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 Executive 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 Executive Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Executive Council shall notify this congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.

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

Chapter 17. AMENDMENTS

***C17.01.** Unless provision *C17.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 50 voting members or by the Executive Council. Proposals must be filed in writing with the Executive Council at least 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Executive Council shall notify this congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.

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

- a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those voting members present and voting;
- b. be ratified without change at the next annual meeting of this congregation by a two-thirds majority vote of those voting members present and voting; and
- c. have the effective date included in the resolution¹ and noted in the constitution. Such an effective date must be stated in relation to the requirements of *C17.03. to allow time for synodical review of the amendment.

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

***C17.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*—as most recently amended by the Churchwide Assembly—by a simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Executive 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 50 voting members of the congregation, the Executive Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18. CONTINUING RESOLUTIONS

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

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

Chapter 20. Separately Incorporated Ministries

C20.01 The church shall have a separately incorporated ministry known as Christiania Lutheran Church Foundation.

Revision History

<u>Level</u>	<u>Date</u>	<u>Revision</u>
Draft A	07/05/2013	Reformatted document Added Cemetery Committee
Draft B	07/12/2013	Reformatted
Draft C	09/20/2013	ELCA Revisions