

**CONSTITUTION FOR GRACE EVANGELICAL LUTHERAN CONGREGATION
GREEN BAY, WISCONSIN**

Chapters 1 – 9 and 15 – 19 provisionally approved: April 17, 2005

Chapters 10 – 11 provisionally approved: December 4, 2005

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Bylaw Revision for New Fiscal Year and Revisions from the 2005 and 2007 Churchwide Assemblies

Approved: May 4, 2008

Bylaw Revisions Approved: January 29, 2012

Bylaw Revisions Approved: January 26, 2020: change quorum for congregational meetings and omit 10.07 (hold nominating meetings in the fall). Change makeup of nominating committee.

Bylaw Revisions Approved: May 1, 2022: provide option that member who has served two consecutive terms can be appointed by Council to serve another two-year term if there is a vacancy.

In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

***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 Grace Evangelical Lutheran Congregation.

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

C1.11. This congregation shall be incorporated under the laws of the State of Wisconsin.

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. 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.

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 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.

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

Chapter 5.

POWERS OF THE CONGREGATION

- *C5.01. The powers of this congregation are those necessary to fulfill its purpose.
- *C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- *C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by 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;
 - 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, Congregation Council, and boards, and require them to carry out their duties in accordance with the constitution, and 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 East Central Synod of Wisconsin 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 East Central Synod of Wisconsin 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.
 - 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. 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.
 - 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 shall consult with this congregation during a period of at least 90 days.
 - d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
 - e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
 - f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
- *C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

Chapter 7.

PROPERTY OWNERSHIP

- *C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the East Central Synod of Wisconsin of the Evangelical Lutheran Church in America.
- *C7.02. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.
- *C7.03. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the East Central Synod of Wisconsin.
- *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, 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.

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 and eligibility for elected offices or membership on the Congregation Council of this congregation.

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

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

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; 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 Congregation Council; 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.

Chapter 9.

THE PASTOR

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

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

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

- a. Every ordained minister shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care; and
 - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
- b. Each ordained minister with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) supervise all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council; and
 - 4) with the council, administer discipline.
- c. Every pastor shall:
 - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and

- 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the East Central Synod of Wisconsin of the ELCA.
- *C9.04. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.05. a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only 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, 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 or mental incapacity of the pastor;
 - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
 - 6) the dissolution of the congregation; or
 - 7) suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
- c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled 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.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, 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 to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor 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.
- e. If, in the course of proceedings described in *C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
- f. 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 Congregation Council.
- *C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop

- of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- *C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.
 - *C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
 - *C9.11. With the approval of the bishop of the synod, the congregation may depart from *C9.05.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.

Chapter 10.

MEETINGS OF THE CONGREGATION

- C10.01. The power and authority of the congregation shall be exercised through the congregational meeting, which shall be called and conducted in conformity with civil laws and the provisions of the constitution and bylaws of the congregation.
- C10.02. Ten percent of the confirmed members as of January 1 of each year shall constitute a quorum for all meetings of the congregation.
- C10.03. A meeting of the congregation may by majority vote recess to reconvene at a specified time and place. A meeting may also recess to reconvene upon call; provided however, that the time and place of such a reconvened meeting is announced at a public service of the congregation, and not less than three days' written notice be given to the congregation of the reconvened meeting.
- C10.04. The annual meeting of the congregation shall be held during the month of January of each year at a time and place designated by the Congregation Council. Notice of the meeting shall be given as provided in the bylaws.
- C10.05. A special meeting of the congregation may be called by action of the congregation, by petition of at least five of the confirmed members, or by any one of the following: The Congregation Council, the president of the congregation, or a pastor of the congregation. The president or Congregation Council shall call a special meeting upon the request of the Synod Bishop. Official notice of a special meeting of the congregation shall be in writing and shall be posted conspicuously in the place where the congregation customarily worships. Such notice shall state the time, the place, and the purpose of the meeting. It shall be signed by the president and the secretary of the congregation, or by the person or persons who have called the meeting, as authorized by this paragraph. The notice of a special meeting shall also be read at all public services of the congregation held during the ten days preceding the date of the meeting. If no services are held during the stipulated time, not less than five days' written notice of such meeting shall be given; provided, however, that no less than ten days' written notice of a meeting called to consider a resolution requesting a pastor to resign shall be given; and provided further that a meeting called to

consider the disposition or encumbrance of real property must be called and held in conformity with such provisions of civil law as may be applicable.

a. The pastoral staff shall be notified of the time and place at which a special meeting of the congregation is to be held.

b. Only the business for which a special meeting has been called shall be transacted at the meeting.

C10.06. *This section is currently lost.*

C10.07. The Nominating Meeting of the Congregation and Election: there shall be a meeting of the congregation for the purpose of nominating and/or electing candidates for all congregational elections at a time to be designated by the Congregation Council.

C10.07.01 The Nominating Meeting and Election:

a. At the Nominating Meeting of the congregation the nominees of the nominating committee shall be presented to the congregation. Any additional nominations from the floor shall be accepted at this time. No nominees should be placed on the official ballot without the prior consent of the nominees. No further nominations shall be accepted after the nominating meeting. When all nominees are uncontested a motion to elect the slate may be presented at this meeting.

b. Ballots will be tabulated by the Nominating Committee and announced to the congregation as soon as possible.

Chapter 11.

THE CONGREGATION COUNCIL, OFFICERS AND BOARDS OF THE CONGREGATION

C11.01. The Congregation Council

a. There shall be a Congregation Council to consist of:

(1) The officers of the congregation

(2) One member from each of the Boards, said members to be elected annually by the respective Boards.

(3) Four members-at-large from the congregation. The at-large members shall be elected by the congregation for a term of two years. At least one of the at-large members of the Council shall be elected annually.

(4) The pastoral staff shall be advisory members of the Congregation Council, without voting privileges.

b. Members of the Congregation Council shall not be eligible to succeed themselves more than twice.

c. Duties and responsibilities of the Congregation Council shall be to have general supervision of the life and work of the congregation, to coordinate the activities of the Boards, to make suggestions and recommendations to its Support Committees and the Boards of the congregation, to review and act upon the work of its Support Committees, to authorize covenants for Mission Teams, to determine rosters of the baptized and confirmed members of the congregation, and to perform such other duties and responsibilities as is provided in this constitution and its bylaws.

C11.02. The Officers of the Congregation

a. The congregation shall annually elect a president, vice president, secretary, and treasurer of the congregation for a term of one year and these shall be the officers of the congregation. The officers shall not be eligible to succeed themselves more than twice. The duties of the officers of the congregation shall be as provided in the bylaws. If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.

b. The pastoral staff shall serve in an advisory capacity to the officers.

C11.03. The Boards of the Congregation: The pastors of this congregation shall be *ex officio* members of all committees and boards of the congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of the congregation, except the Nominating Committee. *Ex officio* shall be defined as voice and not vote.

a. The Christian Board of Celebration: There shall be a Christian Board of Celebration elected by the congregation, each member serving for a term of two years. At least two of the members of the Board shall be elected annually by the congregation. No member of the Board shall be eligible to succeed himself/herself more than two times, unless after the member's last term, a vacancy exists following the election at the annual meeting. In this case, a Board member may be appointed by Council upon request of the member to serve another two-year term. The pastoral staff shall serve in an advisory capacity to

the Board. The duties and responsibilities of the Christian Board of Celebration shall be to enable the gathered congregation to experience the activity of God through the Word and Sacraments, and to enable the individual person to respond to God's presence in his/her life, in the lives of those in the community, and in the world.

b. The Christian Board of Education: There shall be a Christian Board of Education elected by the congregation, each member serving for a term of two years. At least two of the members of the Board shall be elected annually by the congregation. No member of the Board shall be eligible to succeed himself/herself more than two times, unless after the member's last term, a vacancy exists following the election at the annual meeting. In this case, a Board member may be appointed by Council upon request of the member to serve another two-year term. The pastoral staff shall serve in an advisory capacity to the Board. The duties and responsibilities of the Christian Board of Education shall be to develop and provide a Christian educational program for the entire congregation.

c. The Christian Board of Personal Growth: There shall be a Christian Board of Personal Growth elected by the congregation, each member serving for a term of two years. At least two of the members of the Board shall be elected annually by the congregation. No member of the Board shall be eligible to succeed himself/herself more than two times, unless after the member's last term, a vacancy exists following the election at the annual meeting. In this case, a Board member may be appointed by Council upon request of the member to serve another two-year term. The pastoral staff shall serve in an advisory capacity to the Board. The duties and responsibilities of the Christian Board of Personal Growth shall be to provide opportunities designed to enable individual members of the congregation to become the whole persons that God intends them to be.

d. The Christian Board of Outreach: There shall be a Christian Board of Outreach elected by the congregation, each member serving for a term of two years. At least two of the members of the Board shall be elected annually by the congregation. No member of the Board shall be eligible to succeed himself/herself more than two times, unless after the member's last term, a vacancy exists following the election at the annual meeting. In this case, a Board member may be appointed by Council upon request of the member to serve another two-year term. The pastoral staff shall serve in an advisory capacity to the Board. The duties and responsibilities of the Christian Board of Outreach shall be to provide opportunities to the members of the congregation to become informed of, to develop an understanding of, and to respond to the needs of the world in which they live.

e. The Christian Board of Youth and Family Ministry: There shall be a Christian Board of Youth and Family Ministry elected by the congregation, each member serving for a term of two years. At least two of the members of the Board shall be elected annually by the congregation. No member of the Board shall be eligible to succeed himself/herself more than two times, unless after the member's last term, a vacancy exists following the election at the annual meeting. In this case, a Board member may be appointed by Council upon request of the member to serve another two-year term. The pastoral staff shall serve in an advisory capacity to the Board. The duties and responsibilities of the Christian Board of Youth and Family Ministry shall be to provide a healthy youth ministry for the congregation and to provide opportunities for the youth of the congregation to be closer to God.

f. The Christian Board of Stewardship: There shall be a Christian Board of Stewardship elected by the Congregation, each member serving for a term of two years. At least two of the members of the Board shall be elected annually by the congregation. No member of the Board shall be eligible to succeed himself/herself more than two times, unless after the member's last term, a vacancy exists following the election at the annual meeting. In this case, a Board member may be appointed by Council upon request of the member to serve another two-year term. The pastoral staff shall serve in an advisory capacity to the Board. The duties and responsibilities of the Christian Board of Stewardship shall be to develop a time, talents and treasures stewardship program for the total congregation.

g. The Christian Board of Structures and Grounds: There shall be a Christian Board of Structures and Grounds elected by the Congregation, each member serving for a term of two years. At least two of the members of the Board shall be elected annually by the congregation. No member of the Board shall be eligible to succeed himself/herself more than two times, unless after the member's last term, a vacancy exists following the election at the annual meeting. In this case, a Board member may be appointed by Council upon request of the member to serve another two-year term. The pastoral staff shall serve in an advisory capacity to the Board. The duties and responsibilities of the Christian Board of Structures and Grounds shall be to supervise the maintenance of structures and grounds of the congregation.

Chapter 12.

WORSHIP

C12.01. As an expression of the unity of the Church in Christ, the congregation recognizes the desirability of conforming to the practices of other member congregations in using such forms of worship, including liturgies and hymn books, such as are recommended by the ELCA. Only such variations as are authorized by the Christian Board of Celebration shall be permitted.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.
- *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, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregation 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 Congregation Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before the Congregation 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 Congregation Council may proceed with the hearing and may pass judgment in the member's absence.
- *C15.03. Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation 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 Congregation 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.
 - d. Disciplinary actions b. and c. shall be delivered to the member in writing.
- *C15.04. The member against whom disciplinary action has been taken by the Congregation 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.
- *C15.05. Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.
- *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.
- *C15.07. No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.
- *C15.10. Adjudication
- *C15.11. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the 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 Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation 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 *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 Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.
- *C17.02. An amendment to this constitution, proposed under *C17.01., shall:
 - a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 - c. have the effective date included in the resolution¹ and noted in the constitution.
- *C17.03. Any amendments to this constitution that result from the processes provided in *C17.01. and *C17.02. shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the East Central Synod of Wisconsin of the ELCA.
- *C17.04. Whenever the *Model Constitution for Congregations* is amended by the Churchwide Assembly, this constitution may be amended to incorporate such amendment 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 subsequent legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail 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 Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the Synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18.

CONTINUING RESOLUTIONS

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

¹Such an effective date must be stated in relation to the requirements of *C17.03. to allow time for synodical review of the amendment.

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

Chapter 19.

INDEMNIFICATION

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

BYLAWS

PROPERTY OWNERSHIP

C07.01.01

The records of the congregation shall consist of:

- a. The roster of baptized and confirmed members.
- b. The ministerial acts performed by the pastoral staff.
- c. The minutes of the meetings of the congregation and the Congregation Council, for which the secretary of the congregation shall be responsible.
- d. The financial records of the congregation, for which the treasurer of the congregation shall be responsible.
- e. The pastoral staff shall report to the secretary of the ELCA such statistics as may be requested and shall annually report to the congregation a summary of ministerial acts. Should the congregation be dissolved, the official records of the congregation shall be deposited in the archives of the ELCA or its successor.

COMMUNION PARTICIPATION

C08.04.01

This congregation invites all of its members, who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.

C08.04.02

Preparation for Holy Communion will normally be provided for persons as young as 10 years of age.

C08.04.03

Participation in Holy Communion shall be open to members of other congregations who accept the Lutheran teaching in regard to this Sacrament.

C08.04.04

It shall be made known to prospective participants that the belief of this congregation is: Participation in the Lord's Supper is the reception of "the body and blood of our Lord Jesus Christ given with bread and wine, instituted by Christ himself for us to eat and drink."

C08.04.05

Record of participation in Holy Communion shall be maintained. If a member of another congregation communes, notice shall be sent to their pastor.

MEMBERSHIP

Baptized Members

C08.02a.02

A child, neither of whose parents or guardians is a member of the congregation, shall, upon receiving Baptism, become a baptized member of the congregation; unless for good reason he/she is to be a baptized member of another congregation, in which case his/her membership shall be transferred to that congregation.

C08.02a.03

A child baptized in another congregation shall be received as a baptized member in the congregation when a transfer has been received.

C08.02a.04

An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran church, shall, upon confession of faith and Baptism become a baptized member of the congregation.

Confirmed Members

C08.02b.01

A baptized adult shall become a confirmed member of this congregation after having received instruction, having given evidence of adequate understanding of the teachings of the Word of God as confessed by the Lutheran church, and having publicly affirmed his/her faith.

C08.02b.04

An applicant for membership who presents evidence of confirmation in a Lutheran congregation but does not have a Letter of Transfer shall be admitted to confirmed membership when the Church Council has determined that she/he meets the standards of Christian faith and life indicated in the constitution and bylaws and when she/he has reaffirmed her/his faith before the congregation.

Discontinuance of Membership

C08.05.01

The congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve him/her effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of his/her residence shall be notified.

C08.05.02

A confirmed member in good standing desiring to change his/her membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.

C08.05.03

A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with his/her offerings, and does not appear to desire to participate in the life and worship of the congregation shall be contacted by a pastor and the congregation's officers and encouraged by them to active membership. If, during the second year, the confirmed member does not actively participate, his/her name may be removed from the membership roster of the congregation, at the discretion of the Congregation Council.

C08.05.04

A child, neither of whose parents or guardians is a member of the congregation, may be removed from the roster of baptized members if he/she fails to participate in the life and the worship of the congregation.

THE PASTORAL STAFF

C09.12.01.

All pastors of the pastoral staff are responsible for the whole life of the congregation and shall be advisory to any Boards and Committees. Specific pastoral responsibilities shall be determined by the pastoral staff with the concurrence of the Congregation Council.

MEETINGS OF THE CONGREGATION

C10.01.01.

The current rosters of confirmed members shall be available at each meeting of the congregation.

C10.01.02.

Voting by proxy or absentee ballot shall not be permitted.

C10.01.03.

Unless otherwise ordered, parliamentary procedure shall be in accord with the current edition of Robert's Rules of Order.

C10.04.01

The Annual Meeting of the Congregation: Announcement of the time and place of the annual meeting of the congregation shall be made to the congregation at least two (2) weeks prior to the said meeting. The

Annual Meeting of the congregation shall be held during January. At the Annual Meeting, the congregation will act upon such matters as are brought before it. They shall receive the reports of the Pastoral Staff, the Congregation Council, its Support Committees and the Boards and Mission Teams of the congregation.

C10.07.01

The Nominating Meeting and Election:

- a. At the Nominating Meeting of the congregation the nominees of the nominating committee shall be presented to the congregation. Any additional nominations from the floor shall be accepted at this time. No nominees should be placed on the official ballot without the prior consent of the nominees. No further nominations shall be accepted after the nominating meeting. When all nominees are uncontested a motion to elect the slate may be presented at this meeting.
- b. If any election is contested, election ballots shall be made available for two weekends following the nominating meeting of the congregation. Ballots will be tabulated by the Nominating Committee and announced to the congregation as soon as possible.
- c. Newly elected members of the Congregation Council and the Officers and the Boards of the Congregation shall take office following the Annual Meeting.
- d. Newly elected members of the Congregation Council and the Officers and the Boards of the Congregation shall be invited to observe any meetings scheduled before they take office.

THE CONGREGATION COUNCIL AND ITS SUPPORT COMMITTEES,
THE OFFICERS, BOARDS, AND MISSION TEAMS OF THE CONGREGATION

C11.01.01

Meetings of the Congregation Council: In addition to the provisions of the constitution, the following shall govern the Congregation Council in the conduct of its meetings:

- a. A quorum for any regular or special meeting shall be one-half of the membership of the Congregation Council.
- b. A member of the Congregation Council who is absent from two consecutive regular meetings shall be consulted by the president of the congregation; if he/she is absent from three consecutive meetings without valid excuse, the Congregation Council may declare the office vacant.
- c. An unscheduled meeting of the Congregation Council may be called by a pastor of the congregation or the president, or any three members of the Congregation Council. Notice of such meeting shall be given to all members of the Congregation Council and must be announced at the regular worship services prior to the meeting.

C11.01c.01

Duties and Responsibilities of the Congregation Council: In addition to the duties and responsibilities provided in the constitution, the Congregation Council shall:

- a. Conduct regular meetings not less than once each quarter, at such time and place as the Congregation Council may determine.
- b. Annually appoint Support Committees and to review and act upon their recommendations.
- c. The Council may approve expenditures of non-budgeted amounts. This authorization may not, in any one year, exceed 2% of the current operating budget of the congregation.
- d. Exercise discipline in accordance with the provisions of this constitution and its bylaws.
- e. Report its activities to the annual meeting of the congregation and such other times as the congregation may decide.
- f. If a vacancy occurs on the Congregation Council, the Congregation Council shall fill the vacancy for the remainder of the term. Should the unexpired term be one year or less, it shall not be considered in determining eligibility for succession.
- g. Have authority between meetings of the congregation to choose delegates to any group or meeting in which the congregation is entitled to representation.
- h. Have authority to appoint ad hoc committees for specified tasks and times, the work of which shall be reported to and acted upon by the Congregation Council.
- i. Have authority to appoint a Financial Secretary who shall supervise the counting of the offerings and shall have the responsibility for keeping records for all funds, including memorial funds and bequests. Further, he/she shall record all transactions in appropriate bookkeeping records, prepare payrolls and payroll reporting forms, and compile the expense and capital budgets and financial information and statements for submission to the Congregation Council. The financial secretary may be an employee of

the congregation, but shall not be a member of the Congregation Council, and he/she shall perform such other duties as are required of him/her by the Congregation Council. He/she shall be paid such salary as shall be fixed by the Congregation Council.

- j. Receive reports regularly from the treasurer and financial secretary to ascertain that the expenditures are within the budget approved by the congregation, or as otherwise provided in these bylaws.
- k. Review the annual capital and expense budget and plan for funding them and make a recommendation for submission to the annual meeting of the congregation.
- l. Require that the treasurer, financial secretary, and any other person whom they may designate be adequately bonded.
- m. Provide for a review of the financial records of the congregation and report the findings to the annual meeting of the congregation.
- n. Provide for adequate insurance coverage for the church.
- o. Be responsible for evaluating the long-range needs of the church building, property, and programs.
- p. Be responsible for memorial funds and bequests.
- q. Secure staff authorized by the Congregation and annually fix and review their salaries.

The Support Committees of the Congregation Council

C11.01c.01.

The Finance Committee: There shall be a Finance Committee of at least three members appointed by the Congregation Council annually. The pastoral staff shall serve in an advisory capacity to the Committee.

The Finance Committee shall:

- a. Present all its recommendations to the Congregation Council for approval.
- b. Conduct annual meetings at such time and place as the Committee may determine.
- c. Review all possible sources of income to fund the proposed expense and capital budgets and recommend a plan for funding for them.
- d. Conduct a semi-annual meeting upon request of the Congregation Council to review all possible sources of income to fund the expense and capital budgets and recommend adjustments to the plan for funding for them.

C11.01c.02.

The Long-Range Planning Committee: There shall be a Long-Range Planning Committee of at least five members appointed by the Congregation Council annually. The pastoral staff shall serve in an advisory capacity to the Committee. The Long-Range Planning Committee shall:

- a. Present all its recommendations to the Congregation Council for approval.
- b. Elect from its own membership a chairperson, vice-chairperson, and a secretary.
- c. Conduct regular meetings at such time and place as the Committee may determine.
- d. Identify the long-range needs of the church building, property, and programs and to make recommendations to the Congregation Council to address these needs.

C11.01c.03.

The Pastoral Compensation Review Committee: There shall be a Pastoral Compensation Review Committee consisting of the Vice-President of the congregation and two other members of the congregation appointed annually by the Congregation Council. The pastoral staff shall serve in an advisory capacity to the Committee. The Pastoral Compensation Review Committee shall:

- a. Present all its recommendations to the Congregation Council for approval.
- b. Conduct annual meetings at such time and place as the Committee may determine.
- c. Review the salary and benefits of the pastoral staff and recommend to the Congregation Council adjustments in accordance with the guidelines approved by the East Central Synod of Wisconsin.

C11.01c.04.

The Audit Committee: There shall be an Audit Committee of at least three members appointed by the Congregation Council annually. The pastoral staff shall serve in an advisory capacity to the Committee. The Audit Committee shall:

- a. Present its report to the congregation for approval.
- b. Conduct annual meeting(s) at such time and place as the Committee may determine.

- c. Review the financial records of the congregation and report its findings to the Congregation Council and the annual meeting of the congregation.

C11.01c.05.

The Personnel Committee: There shall be a Personnel Committee a minimum of three members appointed by the Congregation Council annually. The pastoral staff shall serve in an advisory capacity to the Committee. The Personnel Committee shall:

- a. Elect from its own membership a chairperson, vice-chairperson, and a secretary.
- b. Conduct meetings at such time and place as the Committee may determine.
- c. Recommend policy to the Congregation Council for hiring, evaluation, and dismissal of all employees and independent contractors of the congregation.
- d. Recommend policy to the Congregation Council for salaries, wages, and benefits for all employees and independent contractors of the congregation.
- e. Serve in an advisory capacity to the Boards and/or the pastoral staff in the annual evaluation of all program and support staff.

C11.01c.06.

The Insurance Committee: There shall be an Insurance Committee of at least three members appointed by the Congregation Council annually. The pastoral staff shall serve in an advisory capacity to the Committee. The Insurance Committee shall:

- a. Present all its recommendations to the Congregation Council for approval.
- b. Conduct annual meetings at such time and place as the Committee may determine.
- c. Review the congregation's insurance programs and to make a report and recommendations regarding said insurance coverage to the Congregation Council.

C11.01c.07.

The Nominating Committee

- a. The Nominating Committee of the congregation shall be composed as follows:
 - (1) One member from each of the Boards, as elected annually by the Board.
 - (2) One member of the Congregation Council, as appointed annually by the President of the congregation. This member shall serve as chairperson of the Nominating Committee.
 - (3) The pastoral staff shall serve in an advisory capacity to the Committee.
- b. The Nominating Committee shall nominate at least one candidate for each office of the congregation and at least one candidate for election for the vacancies on each Board, Congregation Council, and Nominating Committee.
- c. The Nominating Committee shall plan and supervise the election.
- d. In the event of a vacancy on the Nominating Committee, said vacancy shall be filled by the Congregation Council.

Mission Teams

C11.01c.08.

Mission Teams may be formed by a group of at least three confirmed members of the congregation to accomplish any mission in accordance with the Mission Statement of the Congregation. Mission Teams shall develop a written covenant defining their mission which shall be approved by the Congregation Council. Mission Teams are accountable to the congregation through the Congregation Council and once approved are fully authorized to accomplish the mission described in their covenant provided they do not exceed their budget and provided they do not make permanent alterations of church structures or grounds. Exceptions to these rules may be granted only by the Congregation Council.

Eligibility and Duties of Officers

C11.02.01.

Only a confirmed member of the congregation who has attained the age of majority shall be eligible to serve as an officer of the congregation.

C11.02.02.

The president shall preside at the meetings of the Congregation Council and of the congregation.

C11.02.03.

The vice-president shall preside at the meetings of the Congregation Council and of the congregation in the absence of the president.

C11.02.04.

The secretary shall keep the minutes of the Congregation Council and of the congregation and have custody of the archives of the congregation.

C11.02.05.

The treasurer shall have the responsibility to supervise the financial statements and reports submitted to the Congregation Council, to serve as a member of the Memorial Trust Committee, and to assist the Finance Committee in the preparation of financial budgets and planning.

C11.02.06.

In addition to these duties, the officers shall have the authority to act in concert on behalf of the Congregation Council in emergency situations.

C11.03.01

Membership and Meetings of the Boards and Support Committees: In addition to the provisions of the constitution the following shall govern membership on the Boards and Support Committees and the conduct of their meetings:

- a. Boards shall include a minimum of five and a maximum of seven members. Only a confirmed member of the congregation shall be eligible for membership on the Boards and Support Committees of the Congregation.
- b. If a vacancy occurs on a Board or Support Committee, the Congregation Council shall seek to fill the vacancy for the remainder of the term. Should the unexpired term of a Board member be one year or less, it shall not be considered in determining eligibility for succession.
- c. A member of a Board or Support Committee who is absent from two consecutive regular meetings shall be consulted by the Chairperson of the Board or Support Committee; if he/she is absent from three consecutive regular meetings without valid excuse, the Board or Support Committee may declare the office vacant.
- d. A quorum of any regular or unscheduled meeting of a Board or Support Committee shall be a simple majority of the members of the Board or Committee.
- e. An unscheduled meeting of a Board or Support Committee may be called by a pastor or the president of the congregation, the chairperson of the Board or Support Committee or any three members of the Board. All board and support committee members shall be notified of such meetings.
- f. Boards and Support Committees shall have authority to appoint sub-committees for specified tasks and times, the work of which shall be reported to and acted upon by the Board or Support Committee they serve. Boards and Support Committees shall report the formation of sub-committees to the Congregation Council. (Examples: Interiors, Exteriors)
- g. Any variance in any budget line item for a Board or Support Committee shall be reported to the Congregation Council at its next meeting.

Duties and Responsibilities of the Boards of the Congregation

C11.02.01.

The Christian Board of Celebration: In addition to the duties and responsibilities provided in the constitution the Christian Board of Celebration shall:

- a. Elect from its own membership a chairperson, vice-chairperson, and a secretary.
- b. Conduct regular meetings at such time and place as the Board may determine.
- c. Develop a schedule and program of worship services with focus on the content, form, and music to be used in such services and to determine the participation and various roles of the members of the congregation at the worship services.

C11.03.01.

The Christian Board of Education: In addition to the duties and responsibilities provided in the constitution, the Christian Board of Education shall:

- a. Elect from its own membership a chairperson, vice-chairperson, and a secretary.
- b. Conduct regular meetings at such time and place as the Board may determine.
- c. Establish programs designed to equip the members of the congregation with a fundamental knowledge of the revelation of God in Jesus Christ.
- d. Evaluate educational programs, and review and evaluate methods, materials, and resources utilized in education programs in order to upgrade effectiveness.

C11.04.01.

The Christian Board of Personal Growth: In addition to the duties and responsibilities provided in the constitution, the Christian Board of Personal Growth shall:

- a. Elect from its own membership a chairperson, vice-chairperson, and a secretary.
- b. Conduct regular meetings at such time and place as the Board may determine.
- c. Initiate, review and encourage programs of the church and within the organizations of the congregation which will reflect the congregation's continuing concern for personal growth, happiness, and welfare of each member of the congregation.

C11.05.01.

The Christian Board of Outreach: In addition to the duties and responsibilities provided in the constitution, the Christian Board of Outreach shall:

- a. Elect from its own membership a chairperson, vice-chairperson and a secretary.
- b. Conduct regular meetings at such time and place as the Board may determine.
- c. Implement programs within the church which will educate and enlighten the members of the congregation to the needs of the immediate community and of the world in which we live.

C11.06.01.

The Christian Board of Youth and Family Ministry: In addition to the duties and responsibilities provided in the constitution, the Christian Board of Youth and Family Ministry shall:

- a. Two additional members of the Board may be confirmed youth.
- b. Elect from its own membership a chairperson, vice-chairperson, and a secretary.
- c. Conduct regular meetings at such time and place as the Board may determine.
- d. Establish programs that provide healthy youth ministry for the congregation and to provide opportunities for the youth of the congregation to be closer to God.

C11.07.01.

The Christian Board of Stewardship: In addition to the duties and responsibilities provided in the constitution, the Christian Board of Stewardship shall:

- a. Elect from its own membership a chairperson, vice-chairperson, and a secretary.
- b. Conduct regular meetings at such time and place as the Board may determine.
- c. Establish programs for the financial and service growth of the congregation, help promote its spiritual growth, and emphasize the need for congregational support of the mission of the church.

C11.08.01.

The Christian Board of Structures and Grounds: In addition to the duties and responsibilities provided in the constitution, the Christian Board of Structures and Grounds shall:

- a. Elect from its own membership a chairperson, vice-chairperson and a secretary.
- b. Conduct regular meetings at such time and place as the Board may determine.
- c. Prepare the annual capital budget
- d. Be responsible for the building and premises of the congregation.