

**Constitution and Bylaws
of
St. John's Lutheran Church of Highland**

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 the associated bylaws, 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 St. John's Lutheran Church of Highland.

C1.02. For the purpose of this constitution and the accompanying bylaws, the St. John's Lutheran Church of Highland congregation is herein after designated as "this congregation."

C1.11. This congregation shall be incorporated under the laws of the Commonwealth of Pennsylvania.

**CHAPTER 2
CONFESSION OF FAITH**

**C2.01.1* 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. Therefore, derives 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 church wide 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 the 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 Evangelical Lutheran Church in America.

i. Foster and participate in ecumenical relationships consistent with church wide 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 groups and shall review their actions. Such description shall be contained in continuing resolutions of the Congregation Council.

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

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

CHAPTER 5. POWERS OF THE CONGREGATION

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

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

***C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in the congregation's governing documents is recognized. All remaining authority is retained by this 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, 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, Congregation Council, and require them to perform 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 lay persons 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 Western Pennsylvania Synod of the Evangelical Lutheran Church in America.

***C5.05.** This congregation shall have a mission endowment fund that will operate as specified in this congregation's bylaws. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation.

CHAPTER 6. CHURCH AFFILIATION

***C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Western Pennsylvania 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 or with the constitution of the synod.

***C6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated for any of the following reasons:

a. This congregation takes action to dissolve.

b. This congregation ceases to exist.

c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.

d. This congregation follows the procedures outlined in C6.05.

***C6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

a. A resolution indicating the intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the congregation council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting

b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation This notice shall be submitted within 10 days after the resolution has been adopted.

c. The bishop of the synod and the congregation shall continue in 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 the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be

mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting

e. A 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 the congregation and this church shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.

f. Notice of termination shall be forwarded by the bishop to the secretary of this church, who shall report the termination to the Church wide 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. Congregations which had been members of the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to receive synodical approval before terminating their membership in this church.

i. Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to satisfy all financial obligations to this church and receive synod council approval before terminating their membership in this church.

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 congregations 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 Southwestern Pennsylvania synod 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 program 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 indisposed property shall pass to the 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 regularly 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 Southwestern Pennsylvania Synod.

*C7.04. If a two-thirds majority of the voting members of this congregation present at a regularly 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 the 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 the congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

C7.05. Notwithstanding the provisions of *C7.02. and *C.7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America, this congregation accepts such restrictions and:

- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
- b. Shall, upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Southwestern Pennsylvania Synod, reconvey and transfer all right, title, and interest in the property to the synod.

CHAPTER 8. MEMBERSHIP

*C8.01. Members of this congregation shall be those baptized persons on the roll of the 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.

*8.02. 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 made a contribution of record during the current or preceding year.

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. 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 and 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 regularly called for that purpose. Before a call is issued, the officers, and the call committee shall seek the advice and help of the bishop of the Southwestern Pennsylvania Synod.

***C9.02.** Only a member of the clergy roster of the Evangelical Lutheran Church in America or a person who has been recommended for the roster 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 and strive to extend the Kingdom of God in the community, in the nation, and abroad;
3. impart knowledge of the Evangelical Lutheran Church in America 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 Evangelical Lutheran Church in America church wide organization and of the Southwestern Pennsylvania Synod of the Evangelical Lutheran Church in America.

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

***C9.05.** a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only 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; or
- 6) the dissolution of the congregation, or termination of a parish arrangement, 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 the case of alleged physical or mental incapacity of the pastor or ineffective conduct of the pastoral office, it shall be the responsibility of the bishop of the synod, when such difficulties are personally known or 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, to investigate such conditions personally in company with a committee of two ordained ministers and one lay person. 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.

d. In the case of alleged local difficulties that imperil the effective functions 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 church wide 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 this congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor, and any 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.²

****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.²

***C9.11.** With the approval of the bishop of the synod, the congregation may depart from Section 9.05 and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. At least six months prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and the Staff Support Committee for a review of the call. Promptly following this meeting, the Staff Support Committee shall make a recommendation to the Congregation Council on extending the call. Such call may be terminated before its expiration in accordance with the provisions of Section 9.05a.

***C9.12.** The pastor of this congregation:

a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;

b. shall submit a summary of such statistics annually to the synod and;

c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.

***C9.13.** The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

***C9.14.** The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

C9.20. Ecumenical pastoral ministry

C9.21. 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 MEETINGS

C10.01. The semi-annual meetings of this congregation shall be held at a times specified in the bylaws.

C10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called at the written request of 25 voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient. Electronic notice of meetings may be provided in addition to notice by regular mail.

C10.04. Twenty five (25) voting members shall constitute a quorum.

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

C10.06. All actions by the congregation shall be by majority vote except as otherwise provided in this constitution or by state law.

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

CHAPTER 11. OFFICERS

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

a. Duties of the officers shall be specified in the bylaws.

b. The officers shall be voting members of the congregation.

c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.

C11.02. The Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin at the close of the council meeting at which they are elected.

C11.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

CHAPTER 12. CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the pastor(s) and not more than 12 members of the congregation, of which one may be a youth and one may be a young adult. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

C12.02. The members of the Congregation Council, except the pastor(s), shall be elected by written ballot to serve for three years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next Semi-annual meeting for election of council members.

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

a. to lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and evaluating 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.
- h. to emphasize partnership with the synod and church wide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. to recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. to seek out and encourage qualified persons to prepare for the ministry of the Gospel.

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

- a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and managing 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 Commonwealth of Pennsylvania, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may enter into contracts of up to an amount not to exceed five percent (5%) of the budget for items not included in the budget.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations more than 10% in excess of the anticipated receipts only after approval by a Congregation Meeting. 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 church wide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence moneys to the synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

C12.06. The Congregation Council shall see that the council, committees and all members comply with the provisions of this constitution, its bylaws and the continuing resolutions..

C12.07. The Congregation Council shall provide for an annual review of the membership roster.

C12.08. The Congregation Council shall be responsible for the employment and supervision of the staff of this congregation. Nothing in this provision shall be deemed to affect the congregation's responsibility for the call, terms of call, or termination of call of any employees who are on the roster of this church.

C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the January Semi-annual meeting.

C12.11 The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called 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.

C12.12. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents, and has given prior approval to an agenda for a particular regular or special meeting which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

CHAPTER 13 CONGREGATIONAL COMMITTEES

C13.01. The officers of the Congregation Council and the pastor(s) shall constitute the *Executive Committee*.

C13.02. A *Nominating Committee* four voting members of this congregation, who shall be outgoing members of the Congregation Council each year, shall serve for one election, and are not eligible for consecutive reelection.

C13.03. An *Audit Committee* of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office will be three years, with one member elected each year. Members shall be eligible for reelection.

C13.04. A *Staff Support Committee* of six members shall be appointed jointly by the president and the pastor. Term of office shall be two years, three members to be appointed each successive year. Committee members will not be congregation officers or members of the Congregation Council during their term.

C13.05. When a pastoral vacancy occurs, a *Call Committee* of six to nine voting members shall be elected by the Congregation Council. Term of office will terminate at installation of the newly-called pastor.

C13.06. An *Endowment Committee* shall be appointed by the Congregation Council to oversee management of and disbursements from the St. John's Lutheran Endowment Fund. This committee shall consist of five members, all of whom shall be voting members of this congregation. The term of office shall be 3 years, and a member may serve no more than two consecutive terms. This committee shall make a full report to the Congregation Council at least semi-annually and to this congregation at its January semi-annual meeting. The duties and method of operation of this committee shall be specified in a continuing resolution.

C13.07. There shall be standing congregation committees on *Christian Education, Church Property, Evangelism, Finance, Social Ministry, Stewardship* and *Worship and Music*.

C13.08 Other congregation committees may be formed, as the need arises, by decision of the Congregation Council.

C13.09 Duties of standing congregation committees shall be specified in the bylaws. Duties of other congregation committees shall be specified in continuing resolutions.

C13.10 The (Senior) Pastor of this congregation shall be ex officio a member 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 unless he/she is an outgoing member of the Congregation Council.

CHAPTER 14.

ORGANIZATIONS WITHIN THE CONGREGATION

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

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

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. The written citation that specifies the time and place of the hearing before the Congregation Council and requests the presence of a member charged with the offense shall be sent 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.

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 disciplinary action for offences that the Congregation Council has heard and decided, unless so ordered by the Synod Council after an appeal.

***C15.10** Adjudication

***C15.11** When there is a 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 Congregational 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 members of the proposal with its 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 Southwestern Pennsylvania Synod of the ELCA.

CHAPTER 17. AMENDMENTS

***C17.01.** Amendments to this Constitution may be proposed by at least twenty- five 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 its regular or special meeting called for that purpose. The Congregation Council shall notify the members by mail of the proposal with their recommendations at least 30 days in advance of the meeting.

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

a. be approved at a legally called Congregation meeting of members of this congregation, 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 resolution and noted in the constitution.

***C17.03.** Any amendments to this constitution that result from the process 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 Southwestern Pennsylvania Synod of the ELCA.

***C 17.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the Model Constitution for Congregations of the Evangelical Lutheran Church in America as most recently amended by the Churchwide Assembly. Such amendments may be approved by a 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 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 25 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 which describe the function of the various committees or organizations of this congregation.

***C18.02.** Continuing resolutions shall be enacted or amended by a congregational majority 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. Any such provisions, if adopted, shall be as described in the Continuing Resolutions.

BYLAWS

CHAPTER 8. MEMBERSHIP

C8.01.01. Confirmed members who have received Holy Communion or made a contribution of record to this congregation within the preceding year shall be on the active roll of members for report to the Evangelical Lutheran Church in America and to the Southwestern Pennsylvania Synod. Those confirmed members who no longer qualify for that roll because they have neither received Holy Communion nor made a contribution of record to this congregation within the preceding year shall be classified as inactive. As such, they shall remain within the continuing concern of this congregation and shall be given conscientious pastoral care. An inactive member shall be restored to the roll of active members by the Congregation Council when he/she again received Holy Communion and makes a contribution of record to this congregation.

C8.01.02 Any members who, despite pastoral care and counseling, have failed for a period of three years to receive Holy Communion and to make any contribution of record to this congregation, shall be classified by the Congregation Council as not in good standing and shall be removed from the roll of membership. He/she shall be restored to the roll of membership in good standing by the Congregation Council, when he/she again receives Holy Communion, makes a contribution of record, and enters once more upon the rights and obligations of a member of this congregation.

C8.01.03 A communing member is defined as a member who has received the Sacrament of the Lord's Supper at least once within the year.

C8.01.04 At the request of a confirmed member a certificate of standing or of transfer of membership to another Lutheran or other evangelical congregation shall be issued to him/her.

CHAPTER 9. THE PASTOR

C9.01.01 As soon as practicable, after entering upon his/her duties, a pastor of this congregation shall be duly installed in his office by the bishop of the Southwestern Pennsylvania Synod or his/her appointee.

C9.01.02 The pastor shall keep the membership rolls of this congregation, reporting thereon periodically to the Congregation Council. He/she shall record acts in the official parish register, which shall be and remain the property of this congregation. The Senior Pastor of this congregation shall be the alternate keeper of the corporate seal.

C9.01.03 When a pastor of this congregation desires to terminate his/her period of service, he/she shall submit his/her resignation to the Congregation Council for report to this congregation. Unless otherwise agreed, the resignation shall become effective two months after the date on which it is submitted.

C.9.01.04 Election of a pastor shall be by written ballot at a properly called congregational meeting presided over by the bishop of the synod or his/her appointee. Balloting shall be limited at any one meeting to a single nominee, presented by the Congregation Council with at least two-thirds of its members concurring. Two thirds of the votes cast shall be necessary for election. After this congregation has determined the salary and other emoluments to be offered to the pastor-elect, the Congregation Council shall execute a call accordingly and forward the same to him/her. Unless otherwise agreed, the call shall become invalid unless a definite answer is received within 30 days after its receipt. If a nominee fails of election or declines the call, the Congregation Council shall make another nomination at a subsequent meeting.

CHAPTER 10 CONGREGATION MEETINGS

C10.01.01 A semi-annual congregation meeting shall be held in January, and a second one in June, at times and places to be determined by the Congregation Council.

C.10.01.02 At the January semi-annual meeting, the pastor(s) and the treasurer of this congregation shall each submit a written report. Each committee, organization and school within this congregation shall also submit a written reports as specified in these bylaws. Other items of congregational interest may be presented and acted upon at this meeting, provided prior written notice of the subject is presented to the congregation 30 days in advance of the meeting.

C10.01.03 The June Congregational meeting shall be held for the purpose of electing members to serve on the Congregation Council. Other items of congregational interest may be presented and acted upon at that meeting, provided prior written notice of the subject is presented to the congregation 30 days in advance of the meeting.

C10.01.04 This congregation shall elect persons on the active roll of confirmed members in this congregation as delegates in the permitted numbers to the conventions of the synod and the meetings of the district to which the congregation belongs. The expenses incurred by such delegates in connection with their attendance, except for travel to the convention of the synod, shall be paid by this congregation.

CHAPTER 11 OFFICERS

C11.01.01 THE PRESIDENT

a. The President, or in his/her absence the Vice President, or in his/her absence officers in order of seniority, or in the absence of the above, a chairman pro

tempore, shall preside at all meetings of the Congregation and the Congregation Council.. He/she shall exercise the usual functions of a presiding officer, and shall enforce a strict observance of the Constitution and By-Laws, and of the regulations and rules of the Synod and ELCA. He/she shall appoint all committees not otherwise provided for in the Constitution and Bylaws. In accordance with Roberts Rules of Order, the Presiding Officer, at all meetings, shall cast a vote only in the event of deciding a tie.

C11.01.02 THE VICE PRESIDENT

a. The Vice President, shall perform such duties as usually appertain to his office and shall promote the interests and activities of the Congregation. He/she shall encourage the enrollment of new members. The Vice President shall assume those duties delegated to the President in the event of his/her absence or incapacitation. .

C11.01.03 THE SECRETARY

a. The Secretary shall conduct the general correspondence of the Congregation and such other matters as may be directed by the Congregation Council. He/she shall have charge of the certificate of incorporation, of any Constitution and By-Laws, Continuing Resolutions or other records of the Congregation and, together with the presiding officer, shall certify all acts of the Congregation and Congregation Council.

b. He/she shall keep fair and accurate records of all the proceedings and orders of the Congregation and Congregation Council, and shall give notice to the several officers of all votes, orders, resolves and proceedings of the Synod and the ELCA affecting them or appertaining to their respective duties.

c. He/she shall notify all members of their election, and shall, under the direction of the President, or Vice President, give due notice of the time and place of all meetings of the Congregation and Council and attend the same.

d. He/she shall send or mail a copy of the minutes of the Council to each of its members when directed to do so by the Congregation Council.

e. He/she shall periodically, as required by ELCA or Synod action, or by congregation council direction, provide for necessary amending or updating of the Constitution and Bylaws so as to keep them current and copied to the Synod secretary.

f. He/she shall be the primary keeper of the seal and oversee its use where required.

C11.01.04 THE TREASURER.

a. The Treasurer, with the assistance of a Council appointed Financial Secretary, shall collect and keep the funds and securities of the Congregation. They shall be deposited in a National Bank, a savings bank or a trust institution, as approved by the Congregation Council, and shall be placed to the credit of the St. John's Lutheran Church of Highland. The funds shall be drawn on the check of the Treasurer upon properly

approved vouchers for the purposes of the St. John's Lutheran Church. Out of these funds, he/she shall pay only such sums as may be ordered by the Council.

b. He/she shall, keep a true account of his/her receipts and payments and at each January semi-annual meeting render an audited written account of the same to the Congregation. He shall also make such other monthly reports as may be required by, the Council.

c. A committee shall be elected by the Congregation Council, during their reorganization meeting each year, to audit accounts prepared by the Financial Secretary and the Treasurer..

d. All financial officers, and related employees, shall give corporate surety, in amounts determined by the Congregation Council, for which the premiums shall be paid by the Evangelical Lutheran Church in America or this congregation.

e. The Treasurer and the Financial Secretary shall be ex officio members of, and work with, the Finance committee of the Congregation Council. Duties of the Financial Secretary, and/or other financial assistants, shall be as described in the Continuing Resolutions.

CHAPTER 12 CONGREGATION COUNCIL

C12.01.01 Nominations for membership on the Congregation Council shall be proposed by the Nominating Committee, which shall be appointed by the Congregation Council. No less than one nominee shall be presented for each vacancy to be filled. Additional nominations may be made from the floor, during the June Semi-annual Congregation Meeting, provided the person nominated has agreed to serve if elected.

C12.01.02 All elections of lay members of the Congregation Council shall be by written secret ballot at the semi-annual congregation meeting in June, and the results shall be recorded in full by the secretary. A majority of the votes cast shall be necessary for election.

C12.01.03 A term shall begin July 1 and end June 30. One third of the terms shall expire annually. No Congregation Council member who has been elected to serve a full term of three years shall be eligible for reelection until one year after the expiration of the term for which he/she was elected, whether or not he/she served the full term.

C12.01.04 All lay members of the Congregation Council properly elected or reelected shall be installed by the pastor at the next public service following their election or as soon thereafter as possible.

C12.01.05 At its first re-organizational meeting in each congregational year, following the election, the Congregation Council shall appoint members to the standing committees specified in Article C13.07. Each such committee shall be composed of one or more members of the Congregation Council and other additional persons on the roll of active confirmed members of this congregation.

C12.01.06 The Congregation Council shall meet on the second Tuesday of each month, or as near thereto as possible, to transact the business of this congregation.

C12.01.07 The following shall constitute the Order of Business at regular meetings of the Congregation Council:

- a. Devotions
- b. A period for the study of the life and work for the Church
- c. Roll call and action on excuses for absences

- d. Consideration of minutes
- e. Reception of petitions and communications
- f. Report of the treasurer and/or Financial Secretary
- g. Reports of standing committees
- i. Reports of special committees
- j. Other reports
- k. Unfinished business
- l. New business
- m. Adjournment

C12.01.08 The Congregation Council shall be responsible to see that all standing congregation committees meet on a regular basis and complete their assigned duties.

CHAPTER 13 CONGREGATION COMMITTEES

C13.07.01 Although appointed by and responsible to the Congregation Council, these committees shall be recognized as representative of the interest of, and performing essential services for, this congregation as a whole. The pastor(s) shall have voice and vote in all committees except the *Mutual Ministry Committee*.

C13.07.02 All committees shall meet regularly and shall provide a written report of their actions to the Congregation Council.

C13.07.03 **The Christian Education Committee**, in association with the pastor(s), shall:

- a. oversee the conduct and promotion of the school(s) and the activities of all Christian Education organizations within this congregation
- b. encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America;
- c. seek to introduce the church's periodicals and books of family devotion into the homes of this congregation and;
- d. bring the call to the ministry of the Gospel and to other full-time church vocations to the attention of qualified youth of this congregation.

C13.07.04 **The Church Property Committee** shall:

- a. see to the proper maintenance and protection of all property of this congregation and take care that the same is kept in good operation and repair.

C13.07.05 **The Evangelism Committee** shall:

- a. stimulate and lead all members of this congregation in continuous and, from time to time, concerted endeavors to reawaken the spiritually indifferent and to reach others, who are as yet unknown, with the Gospel and attach them to Christ's Church;
- b. devote itself to deepening the spiritual life of the members of this congregation;
- c. periodically study this congregation in the context of its surrounding community.

13.07.06 **The Finance Committee**, of which the treasurer and the Financial Secretary shall be members ex-officio, shall:

- a. prepare a draft budget for the succeeding year, including this congregation's full indicated share in support of the wider ministry being carried on in its behalf by the Evangelical Lutheran Church in America and the synod;
- b. submit such draft budget to the Congregational Council for its action and later presentation to this congregation for its approval at a congregation meeting;
- c. exercise oversight of all the financial affairs of this congregation to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all

obligations and to the regular forwarding of benevolence moneys to the synodical treasurer;

d. be responsible for this congregation's investments and its total insurance program, subject to the approval of the Congregation Council and;

e. provide for annual audits of the accounts of the treasurer and the financial secretary, as well as of the accounts of the school(s) and organizations within the congregation.

f. Refer to paragraph C13.07.08 following.

C13.07.07 The Social Ministry Committee shall:

a. extend Christian compassion and hopefulness to the ill, the aged, the orphaned, the underprivileged, the imprisoned, and persons of all ages in need of aid in body or soul;

b. strive to enlist in these efforts as many of the individual members and organizations of the congregation as possible, and

c. study social conditions, primarily in the local community, in order to bring the cleansing and healing light of Christian truth to bear upon critical problems through Christian discussion of facts and issues.

C13.07.08 The Stewardship Committee, of which the treasurer shall be a member ex-officio, shall:

a. evoke and promote the expression of Christian faith in daily living;

b. teach the Christian use of money;

c. diffuse knowledge of this congregation's local, national and world-wide ministries;

d. lead all the members of this congregation to higher levels of proportionate giving for the Lord's work; and

e. be responsible for the annual Every Member Response and other congregational efforts which lead to informed and grateful giving.

C13.07.09 The Worship and Music Committee shall:

a. assist the Congregation Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America.

b. see that competent ushers, lectors, acolytes, communion deacons, and communion assistants are recruited and trained;

c. see that hymnals and other devotional materials are provided and properly cared for;

d. supervise the choirs of this congregation and strive to advance their welfare and the effectiveness of their service;

e. arrange for the care of paraments, vestments, and musical instruments; and, in consultation with the pastor(s), the organist, and the choir director(s), furnish music supplies appropriate for use in the worship of a congregation of the Evangelical Lutheran Church in America.

C13.07.10 The Mutual Ministry Committee shall:

a. maintain job descriptions, in the Continuing Resolutions, for all employees of this congregation by reviewing such job descriptions periodically to ensure that they are up to date;

b. meet individually with the pastor(s) and other staff members to review performance, job satisfaction, and other issues of concern to this congregation and the staff, such meetings to be held quarterly with the pastor(s), semiannually with new employees (those with less than two years service), and annually with all others;

- c. make recommendations for salary adjustments to the Finance Committee;
- d. serve as an additional source of liaison between the pastor(s) and this congregation; and in this capacity, inform the pastor(s) of any potential problems that may come to the committee's attention;
- e. meet promptly with the pastor(s) or any staff member at his/her request, and attempt to resolve any problem that may surface;
- f. maintain confidentiality when appropriate;
- g. bring to the attention of the Congregation Council any matters which come to the committee's attention and which the committee believes require Council action;
- h. at least six months prior to the end of a term call, make a recommendation to the Congregation Council on extending the call; and
- i. perform such other assignments as may, from time to time, be assigned by the pastor(s) or the Congregation Council.

C13.07.11 The Cemetery Trust Committee shall:

- a. consist of five (5) members, all of whom shall be voting members of the Congregation. The term of office shall be three (3) years, and a member shall serve no more than two (2) consecutive terms. Members shall be appointed by the Congregation Council, with one or two members being appointed or re-appointed each year at the September Council meeting. Council shall also fill any vacancies that result from resignation or other cause, upon notification by the Committee that such vacancy has occurred;
- b. elect a chairperson, who shall serve for one year and shall be eligible for reelection
- c. perform as the Trustee of the Cemetery and the Cemetery Trust Fund. In this capacity, the Committee shall oversee the general operations of the Cemetery, including financing, maintenance, and use;
- d. have the following duties:
 1. develop and maintain a set of Cemetery Regulations to govern all aspects of the operation of the Cemetery, including fees and conditions governing issued deeds, and of the Cemetery Trust Committee. The original regulations and any modifications thereto shall be submitted to the Congregation Council for approval
 2. oversee the Cemetery Endowment Fund. The Endowment Fund shall be the recipient of all memorial funds designated for the benefit of the Cemetery and of all income derived from the sale of lots or from other sources arising from the operation of the Cemetery. The Committee, at its discretion, shall determine the amount of funds to be transferred from the Endowment Fund for the purpose of Cemetery capital improvement;
 3. approve and arrange for the sale or resale of lots and/or deed transfers to congregational members in good standing. The sale or resale of lots and/or deed transfers to other than congregational members in good standing must be approved by the Church Council;
 4. provide an annual report to the Congregation Council for inclusion in the Bulletin of Reports. The report shall not only cover the operations of the Committee, but also include a detailed accounting of the Cemetery Trust Fund.
 5. provide the Congregation Council with copies of minutes of all meetings and provide any special reports as Council shall request.

Constitution and Bylaws

Approved by the Congregation: Date: _____

Attest by Congregation Council Secretary: _____

Constitution and Bylaws

Sent to Synod for review and approval: Date: _____

² Ratified by Congregation: Date: _____

² Paragraph numbers missing are reserved for future ELCA use.