

**CONSTITUTION and BYLAWS of
OUR SAVIOUR'S LUTHERAN CHURCH**
Bremerton, Washington

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.

~~**ARTICLE I**~~ **Chapter 1**
NAME AND INCORPORATION

C1.01. The name of this Congregation shall be **OUR SAVIOUR'S LUTHERAN CHURCH**. ~~The~~ **This** Congregation shall be incorporated under the laws of the State of Washington. The legal location of the Congregation shall be in the City of Bremerton, the County of Kitsap, and the State of Washington.

C1.02. For the purpose of this constitution and the accompanying bylaws, the Congregation of Our Saviour's Lutheran Church is hereinafter designated as "this Congregation."

~~**ARTICLE II**~~ **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.

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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.

**~~ARTICLE III~~ 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.

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~~ARTICLE IV~~ **Chapter 4**
STATEMENT OF PURPOSE

~~1-~~ **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.

~~2-~~ **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.

~~3-~~ **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.

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- 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.
- ~~4-~~ **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.
- ~~5-~~ **C4.05.** This Congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

~~**ARTICLE V**~~ **Chapter 5**
POWERS OF THE CONGREGATION

- ~~1-~~ **C5.01.** The powers of this Congregation are those necessary to fulfill its purpose.
- ~~2-~~ **C5.02.** The powers of this Congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- ~~3-~~ **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 ~~Article~~ **Chapter 9**;
 - b. terminate the call of a Pastor as provided in ~~Article~~ **Chapter 9**;

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c. call or terminate the ~~appointment~~ **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.

~~d.~~ **e.** approve the annual budget;

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

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

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

~~h.~~ **i.** elect its Congregation Council, and require them to carry out their duties in accordance with the constitution and bylaws.

~~i.~~ **j.** terminate its relationship with the Evangelical Lutheran Church in America as provided in ~~Article~~ **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 Southwestern Washington Synod of the Evangelical Lutheran Church in America.

~~4.~~ **C5.05.** Real property shall not be purchased, disposed of, or encumbered in any manner except by resolution adopted by not less than two-thirds majority ballot vote of the voting members present at a legally called meeting of the Congregation.

~~**ARTICLE VI**~~ **Chapter 6**
CHURCH AFFILIATION

~~1.~~ **C6.01.** This Congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Southwestern Washington Synod of the Evangelical Lutheran Church in

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America. This Congregation is subject to the discipline of the Evangelical Lutheran Church in America.

~~2-~~ **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.

~~3-~~ **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 ~~appointment~~ **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.

~~4-~~ **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 ~~Article VI~~
~~Section 5~~ **C6.05.**

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~~5-~~ **C6.05.** This Congregation may terminate its relationship with the Evangelical Lutheran Church in America (**ELCA**) 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 ELCA 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.

~~6-~~ **C6.06.** If this Congregation is considering 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.

**~~ARTICLE VII~~ Chapter 7
PROPERTY OWNERSHIP**

~~1-~~ **C7.01.** If this Congregation ceases to exist, title to undisposed property shall pass to the Southwestern Washington Synod of the Evangelical Lutheran Church in America.

~~2-~~ **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.

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~~3-~~ **C7.03.** If a two-thirds majority of the voting members of this Congregation present at a ~~regularly~~ **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 Southwestern Washington Synod.

~~4-~~ **C7.04.** If a two-thirds majority of the voting members of this Congregation present at a ~~regularly~~ **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.

~~**ARTICLE VIII**~~ **Chapter 8**
MEMBERSHIP

~~1-~~ **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.

~~2-~~ **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 shall have communed **in this Congregation and** made a contribution of record during the current or preceding year **to this Congregation.**
~~, and participated in the life of the Congregation.~~

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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.

~~e. There shall be no membership restrictions with respect to race or color.~~

~~3. C8.03.~~ All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

~~4. 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 church wide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

~~5. 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.

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**~~ARTICLE IX~~ Chapter 9
THE PASTOR**

~~1-~~ **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 **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.

~~2-~~ **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.

~~3-~~ **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) 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;

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- 2) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
- 3) endeavor to increase the support given by the Congregation to **the** work of the ELCA churchwide organization and of the Southwestern Washington Synod of the ELCA.

~~4.~~ **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.

~~5.~~ **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 Councilor 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

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of two ordained ministers and one lay person. ~~The committee members shall not have served, or have been members of this Congregation.~~

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 ~~Article 9 Section 5.b~~ **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 by a two-thirds majority vote of the voting members present at a ~~regularly~~ **legally** called meeting after consultation with the bishop.

e. If, in the course of proceedings described in ~~Article 9 Section 5.d~~ **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 ~~Article 9 Section 5.b or d~~ **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 church-wide/synod fund and with housing provided by the Congregation(s).

~~6-~~ **C9.06.** At a time of Pastoral vacancy, an interim Pastor ~~may~~ **shall** be appointed by the bishop of the synod with the consent of this Congregation or the Congregation Council.

~~7-~~ **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.

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~~8.~~**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.**

~~9.~~**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.

~~10.~~**C9.11.** With the approval of the bishop of the synod, the Congregation may depart from ~~Article 9 Section 5.a.~~**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 call may also be terminated before its expiration in accordance with the provisions of ~~Article 9 Section 5.a.~~**C9.05.a.**

~~11.~~**C9.12.**~~The Pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the Congregation, and shall submit a summary of such statistics annually to the synod. The Pastor shall be a member of the Congregation that has extended the letter of call. In a parish of multiple Congregations, the Pastor shall hold membership in one of the Congregations.~~**The Pastor of this Congregation shall**

- a. keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the Congregation;**
- b. submit a summary of such statistics annually to the synod; and**
- c. 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.**

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~~12-~~**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.

~~ARTICLE X~~ **Chapter 10**
CONGREGATION MEETING

~~1-~~**C10.01.** The Annual Meeting of this Congregation shall be held at a time specified in the bylaws.

~~2-~~**C10.02.** A special Congregation Meeting may be called by the Pastor, the Congregation Council, or the president of this Congregation, and or shall be called at the written request of 10 percent of the 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.

~~3-~~**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 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.

~~4-~~**C10.04.** Twenty percent of the voting members **average Sunday attendance as published in the Annual Report** shall constitute a quorum.

~~5-~~**C10.05.** Voting by proxy or by absentee ballot shall not be permitted.

~~6-~~**C10.06.** All actions by this Congregation shall be by majority vote except as otherwise provided in this constitution.

~~7-~~**C10.07.** Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this Congregation.

~~8-~~**C10.08.** The Pastor shall be notified of the time and place at which a special meeting of this Congregation is to be held.

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~~**ARTICLE XI**~~ **Chapter 11**
OFFICERS

~~1-~~ **C11.01.** The officers of this Congregation shall be a president, vice president, and secretary.

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of this Congregation.
- c. Officers of this Congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- d. The president, vice president, and secretary shall be selected from the elected membership of the Congregation Council.

~~2-~~ **C11.02.** The Congregation Council shall elect its officers and they shall be the officers of this 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 and end at the regular Council meeting in January.

~~3-~~ **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. A partial term by appointment to the Church Council shall not be defined as a term as this document defines it.

~~**ARTICLE XII**~~ **Chapter 12**
CONGREGATION COUNCIL

~~1-~~ **C12.01.** The voting membership of the Congregation Council shall consist of the Pastor(s), and not more than 12 members of this Congregation. Any voting member of this 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 three successive regular meetings of the Congregation Council without cause.

~~2-~~ **C12.02.** Members of the Congregation Council except the Pastor(s) shall be elected at a legally called meeting of this Congregation during the month of December. Their term of office shall be for three years with the term of office beginning on the second Tuesday of January following the Congregational meeting and ending three years later on the same day.

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Newly elected Congregation Council members shall be installed at worship the Sunday prior to the date they assume office.

~~3-~~ **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 Annual Meeting.

~~4-~~ **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 to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this Congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this Congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the Pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, 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 churchwide ~~units~~ **organizations** 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.

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j. To seek and encourage qualified persons to prepare for the ministry of the Gospel.

~~5-~~ **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 for this Congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Washington, 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 this Congregation.

c. The Congregational Council may expend up to ten percent of the budget, for items not included in the budget, for any given year.

d. The Congregation Council shall ~~prepare~~ **be responsible for** an annual budget for adoption by this Congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may not incur obligations in excess of the anticipated receipts without 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 churchwide 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 monies to the synodical treasurer.

f. The Congregation Council shall be responsible for this Congregation's investments and its total insurance program.

~~6-~~ **C12.06.** The Congregation Council shall see that the provision of this constitution and its bylaws are carried out.

~~7-~~ **C12.07.** The Congregation Council shall provide for an annual review of the membership roster.

~~8-~~ **C12.08.** The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers of this Congregation.

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~~9-~~ **C12.09.** The Congregation Council shall submit a comprehensive report to this Congregation at the Annual Meeting.

~~**ARTICLE XIII**~~ **Chapter 13**
CONGREGATION COMMITTEES

~~1-~~ **C13.01.** The officers of this Congregation and the Pastor(s) shall constitute the Executive Committee. All legal documents shall be signed by the president and secretary on behalf of this Congregation.

~~2-~~ **C13.02.** A Nominating Committee of five ~~four~~ voting members of this Congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the Annual Meeting for a term of one year. Members of the Nominating committee are not eligible for consecutive re-election. **shall be composed of the outgoing Church Council members, the Pastor and the President of the Church Council.**

~~3-~~ **C13.03.** An Audit Committee of three voting members shall be elected by this Congregation. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.

~~4-~~ **C13.04.** The Staff Support Committee shall be appointed jointly by the President and the Pastor. Term of office shall be two years, two members to be appointed each successive year. Committee members ~~will hold no other office in the Congregation during their term.~~ **shall not be members of the Church Council.**

~~5-~~ **C13.05.** When a Pastoral vacancy occurs, a Call Committee of six voting members shall be elected by this Congregation. Term of office will terminate upon installation of the newly called Pastor.

~~6-~~ **C13.06.** Other Congregation committees may be formed as the need arises, by decision of the Congregation Council.

~~7-~~ **C13.07.** Duties of this Congregation's committees shall be specified in the bylaws.

~~**ARTICLE XIV**~~ **Chapter 14**
ORGANIZATIONS WITHIN THE CONGREGATION

~~1-~~ **C14.01.** All organizations within this Congregation shall exist to aid it in ministering to the members of this Congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this Congregation's life, the organizations are subject to its oversight and direction. This Congregation at its meeting shall determine their policies,

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guide their activities, and receive reports concerning their membership, work, and finances.

~~2-~~ **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}~~.

~~**ARTICLE XV**~~ **Chapter 15**
DISCIPLINE OF MEMBERS AND ADJUDICATION

~~4-~~ **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.

~~2-~~ **C15.02.** ~~A member charged with the offense shall appear before the Congregation Council having received a written notice, specifying the exact charges that have been made against the member, at least 10 days prior to the meeting. 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 this 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 offenses 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**

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hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.

~~3. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council 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.~~

C15.03. 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.

~~4. C15.04. The member against who 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.~~

~~5. 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 20.04.04. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.*

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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.

~~6. C15.10. Adjudication~~

~~7. 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.~~

~~**ARTICLE XVI Chapter 16**~~
BYLAWS

~~1. C16.01. This Congregation may adopt bylaws. No bylaw may conflict with this constitution.~~

~~2. 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.~~

~~3. 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 ~~it's~~ **the Council's** recommendations at least 30 days in advance of the Congregation Meeting.~~

~~4. C16.04. Approved changes to the bylaws shall be sent by the secretary of this Congregation to the synod.~~

~~**ARTICLE XVII CHAPTER 17**~~
AMENDMENTS

~~1. Amendments to this constitution may be proposed by at least 30 voting members of the Congregation 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 of the proposal with the Council's recommendations at least 30 days in advance of the meeting.~~

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~~2. A proposed amendment to this constitution shall:~~

- ~~a. Be approved at a properly called 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 resolution and noted in the constitution.~~

~~3. Any amendments to this constitution 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 Washington Synod.~~

~~4. Whenever the Model Constitution for Congregations is amended by the Church wide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent 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 at least 30 days prior to the meeting. Following the adoption of an amendment, the secretary of the Congregation shall submit a copy thereof to the synod, consistent with Article XVII Section 3.~~

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 any voting member 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.

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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 resolution ⁴ 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 Southwestern Washington Synod of the ELCA.

C17.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*—as most recently amended by the Churchwide Assembly—by a simple majority vote of those voting members present and voting at any legally called meeting of this Congregation without presentation at a prior meeting of this Congregation, provided that the Congregation Council has submitted by mail notice to this Congregation of such an amendment or amendments, together with the Council's recommendations, at least 30 days prior to the meeting. Following the adoption of an amendment, the secretary of this Congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

⁴ *Such an effective date must be stated in relation to the requirements of C17.03. to allow time for synodical review of the amendment.*

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~~**ARTICLE XVIII**~~ **CHAPTER 18**
CONTINUING RESOLUTIONS

~~1. The Congregation Council may enact continuing resolutions which describe the function of the organizations of the various resolutions various committees or organizations of this Congregation.~~

~~2. Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.~~

C18.01. This 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 of this Congregation.

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

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BYLAWS

**PART + 1
COMMUNION PARTICIPATION**

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

~~2. Preparation for Holy Communion will normally be provided for persons as young as ten years of age.~~

~~3.~~ **2.** Participation in Holy Communion shall be open to members of other Congregations who accept the Lutheran teaching in regard to this Sacrament.

~~4.~~ **3.** 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."*

We hold that a " ... person is well prepared and worthy who believes these words, given and shed for you for the remission of sins. But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words 'for you', require simply a believing heart." *

* (Quotes from Luther's Small Catechism)

~~5.~~ **4.** Records of participation in Holy Communion shall be maintained. If a member of another Congregation communes, notice may be sent to his/her Pastor.

**PART ++ 2
CONFLICTING LOYALTIES**

1. While the buildings of this Congregation shall be open to all people to share in its worship, instruction, Pastoral care, and fellowship, this Congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or which practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the Eternal Son of God Incarnate, to be our only Savior from sin, and which thus teach salvation by works.

2. Ceremonies of lodges or other such organizations shall not be permitted in the buildings or premises of this Congregation; nor shall its Pastor(s) or lay assistant(s) take part in any such ceremonies wherever they are conducted.

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**PART III 3
MEMBERSHIP**

A. Baptized members

1. A child, one or both of whose parents or guardians are members of this Congregation shall, upon receiving baptism, become a baptized member.
2. A child, neither of whose parents or guardians is a member of this Congregation, shall upon receiving baptism, become a baptized member of this Congregation. Such membership shall then be transferred to the parents or guardians home Congregation.
3. A child baptized in another Congregation shall be received as a baptized member in this Congregation when a transfer has been received.
4. 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, shall become a baptized member of this Congregation.
5. When one or both parents of baptized children are received into the membership of this Congregation, such children should be received as baptized members with the consent of the member parent or parents.
6. When the parents of a baptized child are not themselves members of the Lutheran Church but move into the area served by this Congregation and desire to have their child put within the Pastoral care of this Congregation, the child may be received as a baptized member.

B. Confirmed members

1. A baptized adult, not previously a confirmed member of a Lutheran Congregation, 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.
2. A baptized member of this Congregation shall become a confirmed member through the rite of Affirmation of Baptism, except that an adult, who has become a baptized member in accordance with the provisions of Section A.4 of this Part of the Bylaws, shall be considered a confirmed member without participation in the fore mentioned rite.
3. An applicant for membership who presents a Letter of Transfer which certifies that he/she is a confirmed member in good standing of a Lutheran

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Congregation shall become a confirmed member of this Congregation upon approval by the Church Council. ~~The acceptance of the applicant shall be reported to the Congregation.~~

~~4. An applicant for membership who presents evidence of confirmation in a Lutheran Congregation who cannot receive a Letter of Transfer shall be admitted to confirmed membership (status) when the Church Council has determined that he/she meets the standards of Christian faith and life indicated in this Document, and when he/she has re-affirmed his/her faith before the Congregation.~~

C. Voting members

The Church Council shall determine the roster of voting members of this Congregation in accordance with the provisions of this Document. The term "in good standing", must include:

1. Those who partake of Holy Communion, ~~or in this Congregation,~~
and
2. Those who participate in the life and worship ~~of the Congregation,~~
~~or of this Congregation, and~~
3. Those who contribute their time, talents and possessions to ~~the~~
this Congregation.

D. Discontinuance of membership

1. This Congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a Letter of 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.
2. A confirmed member in good standing desiring to change his/her membership to another Lutheran Congregation shall, upon request, receive a Letter of Transfer.
3. 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 this Congregation shall be visited by the Pastor(s) and this Congregation's officers and be encouraged by them to active membership. If, during the second year, the confirmed member does not actively participate, his/her name shall be removed from the membership roster of this Congregation but be retained on a responsibility list as one who is in special need of this Congregation's prayers and concern.

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4. A child, neither of whose parents is a member of this Congregation, may be moved from the roster of baptized members, to the responsibility list if he/she fails to participate in the life and worship of this Congregation.

E. Discipline

In exercising discipline as provided in this Document **after due process**, the following shall be the procedure:

~~4.~~ A person who is requested to appear before the Church Council for possible discipline shall be advised, in writing, no less than ten days prior to the hearing. The written notice shall include the time and place of the hearing and shall specify the exact reason for the possible discipline. ~~If~~ **Should** a person fails to appear at the time and place without valid excuse, the Church Council may proceed with the hearing and may reach its conclusion in his/her absence.

**PART ~~IV~~ 4
THE PASTOR**

1. When this Congregation has voted to Call a Pastor, it shall issue a Letter of Call to the Pastor-elect, in a form approved by the Evangelical Lutheran Church in America. It shall be signed by the chairperson and the secretary of the meeting at which the Call was voted, and shall be attested by the signature of the Bishop of the Southwest Washington Synod. A Call to a Pastor to be an Assistant or Associate Pastor shall be issued only with the concurrence of the current Pastor of this Congregation and in accordance with the provisions of this paragraph.

2. The Call shall normally be for an indefinite time. A Call to an Assistant or Associate Pastor may be for a definite time.

3. If a Pastor receives a Call to another ministry, he/she shall consult the Church Council and this Congregation. He/She shall announce his/her decision as quickly as possible, normally within three weeks. He/She shall notify the Bishop of the Synod of his/her decision. When a Call has been accepted, the Pastor shall terminate his/her ministry as soon as feasible, normally within a month.

4. Clergy - persons, other than this Congregation's Pastor(s), qualified according to ~~Article IX~~ **Chapter 9** of this Document may occasionally perform Pastoral functions in this Congregation with the approval of the Pastor(s) or in the case of a vacancy in the Pastorate, with the approval of the Synod's Bishop.

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**PART ~~4~~ 5
MEETING OF THE CONGREGATION**

1. Announcement of the time and place of the Annual Meeting of this Congregation shall be made at two public services immediately preceding the meeting, said services to be at least a week apart; and in such publications as this Congregation or the Pastor(s) may periodically issue, and by written notice to the voting members mailed not less than ten days in advance of the meeting. The Annual Meeting shall be held the first Sunday of December unless circumstances prevent, in which case the meeting shall be rescheduled as soon as possible.
2. The current rosters of voting, confirmed and baptized members shall be available at each meeting of this Congregation.
3. The Annual Meeting shall receive reports from all the organizations of this Congregation. Such reports, including a financial statement, shall be ~~submitted in writing to the Pastor(s),~~ **published** not less than twenty-one days before such meeting.
4. The Nominating Committee, consisting of ~~five~~ **four** voting members of this Congregation, shall be elected by this Congregation at the Annual Meeting of this Congregation. The Pastor(s) shall convene the first meeting and act as an advisory member(s) of the committee.
- ~~5-~~ **a.** The Nominating Committee shall nominate ~~two~~ candidates for each vacancy to be filled on the Church Council. They shall nominate ~~at least one~~ **a** candidate for each vacancy to be filled on the Nominating Committee. They shall secure the consent of each candidate to be a nominee for the vacancy, and explain the duties and responsibilities of the position.
- ~~6-~~ **b.** The list of nominees shall be published in the church bulletin at least seven days before the Congregational meeting takes place.
- ~~7-~~ **c.** In addition to the candidates submitted by the Nominating Committee, additional nominations may be made from the floor, with the nominees consent and eligibility.
- ~~8-~~ **d.** The Church Council shall elect from its own members a President, Vice-president and a Secretary, at the first regular meeting of the "new" Council.
- ~~10-~~ **e.** The Church Council shall fill vacancies on the Nominating Committee.

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- ~~11.~~ f. Unless otherwise ordered, parliamentary procedures shall be in accordance with Robert's Rules of Order.

**PART ~~V~~ 6
OFFICERS AND COMMITTEES**

A. Membership and meetings of Church Council

In addition to the provisions of the Constitution, the following shall govern membership on the Church Council and the conduct of its meetings:

1. Only voting members of this Congregation shall be eligible for membership on the Church Council. Qualifications for membership shall include such practical ability as is needful in promoting the various interests of this Congregation as outlined in the duties of the various committees of the Council. All Council members must serve on a Standing Committee.
2. If a vacancy occurs on the Church Council, the Council shall fill the vacancy until the next Annual Meeting of this Congregation. Should the unexpired term be one year or less, it shall not be considered in determining eligibility for succession.
3. A member of the Church Council who is absent from two consecutive regular meetings shall be consulted by the President of this Congregation; if he/she is absent from three consecutive regular meetings without valid excuse, the Council shall declare the office vacant.
4. Since it is incumbent upon all members of this Congregation, according to ~~Article V~~ **Chapter 6** of the Constitution, to make diligent use of the Word of God in public worship and to attend the Lord's Supper, any officer or Council member who neglects these privileges shall forfeit the right to serve in his/her elected or appointed office.
5. A quorum for any regular or special meeting of the Church Council shall be a two-thirds majority of its membership.
6. A special meeting may be called by the Pastor(s), the President, or any four members of the Church Council. Notice of such meeting shall be given not less than seven days prior to the meeting and shall be announced at a public worship service if one is held during that period.
7. At its Annual Meeting, this Congregation shall elect enough members to the Church Council ~~to maintain a total of twelve members.~~ **of at least nine members up to a maximum of twelve.** Church Council terms shall be three years each, with approximately one-third of the terms expiring annually. A member may serve two consecutive

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full terms. A partial term by appointment to the Church Council shall not be defined as a term as this document defines it.

B. Duties and responsibilities of Church Council

In addition to the duties and responsibilities provided in the Constitution, the Church Council shall

1. secure necessary staff, other than the Pastor(s), such as administrative assistant, Christian Day School teachers, business administrator, church musician, parish education director, parish secretary, treasurer, financial secretary, parish worker, or youth worker, intern, custodian, athletic director, etc. and fix and review, annually, their salaries.
2. review, annually, the salary of the Pastor(s) and make adjustments from time to time within the limits of the total budget approved by this Congregation.
3. receive reports regularly from the Treasurer to ascertain that expenditures are within the budget approved by this Congregation.
4. ~~prepare~~ **submit** a budget ~~for submission~~ to the Annual Meeting of this Congregation. The budget shall be published at least seven days before the meeting.
5. assure itself that the Treasurer, **Financial Secretary** and others who have access to the funds of this Congregation are adequately bonded.
6. be responsible for the buildings and premises of this Congregation so that their use is normally limited to the functions of this Congregation. Should groups or individuals not associated with this Congregation desire to use the property, application shall be made to the Church Council for its approval.
7. have authority between meetings of this Congregation to choose delegates to any group or meeting in which this Congregation is entitled to representation.
8. elect Standing Committees, or others, and supervise their functions.
9. shall conduct itself in accordance with the provisions of this Constitution and its Bylaws.

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C. Duties of Officers

1. The President shall preside at meetings of the Church Council and of this Congregation. The President shall be a member of the Committee on ~~Finance/Property Management~~ **Finances and Facilities** and shall be exofficio member of all other committees.
2. The Vice-President shall preside at meetings of the Church Council and of this Congregation in the absence of the President. **The Vice-President shall be a member of the Budget Committee.**
3. The Treasurer shall have custody of all funds of this Congregation and shall disburse such funds in accordance with the decision of this Congregation and/or the Church Council and shall attend the ~~Finance~~ **Finances and Facilities** Committee.
4. The secretary shall keep the attendance record of the Council members and the minutes of Council meetings and of all Congregational meetings.

STANDING COMMITTEES

~~1.~~ At least one Council member shall be assigned to each Standing Committee. In addition to the duties of each committee listed below, they shall

- a. have at least three members, one of whom shall be a Council member.**
- ~~a.~~ **b. elect from their own membership, a chairperson and a secretary designate a record keeper;**
- ~~b.~~ **c. serve as this Congregation's link to the Southwest Washington Synod office, the ELCA office, or other sub-judicatories pertinent to their areas of responsibilities;**
- ~~c.~~ **d. report activities to the Council, regularly;**
- ~~d.~~ **e. report to this Congregation at its Annual Meeting;**
- ~~e.~~ **f. conduct regular meetings, not less than once each month, at such time and place as they may determine;**
- ~~f.~~ **g. all committee members (continuing, incoming and outgoing) shall meet together at the regular meeting in December;**
- ~~g.~~ **h. each committee shall keep a log of minutes of their meetings;**

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~~h. i. personnel~~ **Staff Support**, Nominating and Audit Committees are exempt from the above requirements, except as determined otherwise in their list of duties.

A. There shall be a Committee on ~~Education-Learning~~

~~It shall be composed of at least five members, at least one of whom shall be a Council member. One committee member shall serve on the Sycamore Tree Board, and~~ **One committee member** shall serve on the Leaf committee. ~~The Committee on Education shall:~~

They shall

1. develop an effective teaching ministry which includes the training of teachers and leaders, and provide opportunity for study by every member of this Congregation through its teaching agencies.
2. nominate candidates for ~~Sunday School~~ **Christian Education** Coordinator to the Church Council. The ~~Sunday School~~ Coordinator will meet with the committee on a regular basis.
3. determine policy for this Congregation's teaching ministry, supervise and coordinate all teaching agencies in this Congregation.
4. ~~seek to extend the Congregation's teaching ministry into constituent homes by trying to assist parents to fulfill their teaching responsibilities and into the community by attempting to reach the un-churched for Jesus Christ.~~ **seek to encourage the teaching of the Christian faith in the home.**
5. ~~this committee shall annually review the Sycamore Tree Preschool personnel policies, staff/child ratios, discipline policies, and program goals with its Director.~~

B. There shall be a Committee on ~~Evangelism~~ Witnessing

~~It shall be composed of at least five members, at least one of whom shall be a Council member. The Committee on Evangelism shall:~~

"Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you." (Matthew 28: 9)

Witness ministry objectives are

1. **to identify and recommend the short and long term** ~~what the~~ goals, ~~and objectives~~ **and programs this Congregation should**

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implement to effectively reach out into the surrounding community to bring people to know God and Jesus Christ. ~~of the work of Evangelism shall be in the congregation.~~

~~2. seek out the unsaved and un-churched in the community and design a method of confrontation that these may come to personal faith in Jesus Christ and enter the fellowship of the living Body, The Church.~~
to design, plan and implement programs that invite, introduce and educate both seekers and the unchurched members of our community about Christianity and enable them to have a personal faith in Jesus Christ.

~~3. seek out the inactive and negligent members of the Congregation and use every means laudable to restore such to active participation and true loyalty within the Christian Fellowship.~~
to encourage, support and motivate inactive and less involved members of this Congregation to become more active, spiritually renewed and involved with their time and God given gifts and talents.

4. to encourage, support and motivate all congregational members to maintain consistent active and ongoing witnessing in all areas of their personal life and activities within this Congregation. Assist and mentor new members as they enter into the fellowship of Our Saviour's and this Congregation.

~~45. to faithfully develop and sustain and develop the spiritual life of previously unchurched people, seekers and congregational members so as to deepen and enrich their spirit of Christian fellowship, while encouraging meaningful participation within the mission of Our Saviour's and continually seeking new commitments to God and Jesus Christ. all members in Christ, deepening and enriching the spirit of Christian Fellowship, exercising meaningful participation within the mission of the Church, and seeking new commitments to Jesus Christ within all areas of life.~~

6. to periodically evaluate our witnessing efforts and programs, always seeking new ways to effectively invite, introduce and minister to the spiritual needs of the local community and this Congregation.

**"Come, follow me and I will make you fishers of men."
(Matthew 4: 19)**

~~5. Make witnessing and serving foremost functions that flow out of the faith and worship life of the Congregation, thus giving reality and relevance to the profession of faith in a living God.~~

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~~6. Seek out the members of the Congregation who have special physical, emotional, or spiritual needs and minister the Gospel of Jesus Christ to the whole person, accordingly using whatever obvious or creative means as are necessary or helpful.~~

~~7. Stir up the Congregation's attitudes, call for cooperation and motivate the Congregational structures toward consistent evangelism in all elements of the Congregations' life.~~

~~8. Set in motion the forces and programs which will cause the Congregation as a whole, rather than merely the Committee itself, to fulfill the responsibilities of evangelism.~~

~~9. Minister meaningfully and specifically Congregational members in the Armed Forces.~~

~~10. Evaluate the Congregation's over-all evangelism program periodically, to seek ways of ministering to the whole person and to make recommendations accordingly.~~

**C. There shall be a Committee on ~~Finance/Property Management~~
Finances and Facilities**

~~It shall be composed of not less than seven members at least two of whom shall be Church Council members, the Financial Secretary and The Treasurer shall be a members of this committee. The Committee shall:~~

They shall

1. ~~be responsible for~~ **oversee the** counting **of** all offering monies, from whatever source they are derived.

2. see that all Benevolence gifts are disbursed to the assigned beneficiaries, promptly.

3. approve payment of all budgeted expenditures, except that ~~blanket~~ authority may be given the Treasurer to pay all routine monthly bills; ~~but unusual expenditures must be approved by this committee before payment is made.~~

4. work with the Pastor(s) **Called staff** and the Stewardship Committee in encouraging and disbursing Memorial and other legacy gifts to the worldwide program of this Congregation and the Evangelical Lutheran Church in America.

5. provide ~~quarterly or semi-annually, as Council determines,~~ **an annual** report to each financial contributor supporting this Congregation the record of their giving.

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~~6. report to this Congregation, the record of giving as the Council may determine.~~ **prepare and submit a Treasurer's report to the Church Council at the regular monthly meeting showing previous months and yearly income, expenditures, status of this Congregations funds/accounts and any other applicable financial actions.**

~~7. prepare a Financial Report for the Annual Meeting of this Congregation, listing assets and liabilities, giving this Congregation a bottom line of net worth.~~ **prepare a Financial Report for the Annual Meeting of this Congregation listing the yearly income, expenditures, status of this Congregations funds/accounts and any other applicable financial actions from the past year.**

8. advise and recommend actions to the Church Council regarding financial matters or this Congregations physical properties such as significant budget shortfall, major maintenance issues, etc.

~~89.~~ be responsible for the care, maintenance and improvements of all physical properties, including church furnishings, making certain adequate insurance coverage is maintained, bringing all needs to the attention of the Church Council and/or this Congregation so that necessary repairs, improvements, etc. may be made; advise and propose maintenance services, i.e., janitorial and landscaping, together with realistic costs associated with these and other proposals.

10. be responsible for establishing the duties and responsibilities of this Congregation's financial treasurer, grounds keeper, janitor, parish secretary and treasurer. Also, in conjunction with the Called Staff, be responsible for hiring and supervision of these positions.

D. There shall be a Committee on ~~Social Ministry~~ Serving

~~It shall be composed of at least five members, at least one of whom shall be a Council member.~~

~~The Social Ministry~~ **They** shall

~~1. think, plan, stimulate, coordinate and supervise the ministry of Social Concerns in the Congregation.'~~

~~2.~~ **1. attempt to discover** unmet human needs both within this Congregation and throughout its neighborhood and larger community, and to devise ways of meeting those needs. ~~and to involve Christians in the fulfillment of social concerns.~~

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~~3.~~ **2.** cooperate with the Committee on ~~Education~~ **Learning**, helping the members of this Congregation understand the issues that concern the community, nation and world, and the bearing of Christian faith upon them.

~~4.~~ survey the needs of the Congregation and community to see that social problems most call for action.

~~5.~~ take appropriate action upon the issues and help other members of the Congregation become involved in acting upon them, both as individuals and as the corporate community of faith.

~~6.~~ cooperate with other church and community agencies in their study, education, service and action.

E. There shall be a Committee on Stewardship

~~It shall be composed of at least five members, at least one of whom shall be a member of the Church Council and one shall be the financial secretary. The Committee on Stewardship shall:~~

They shall

1. encourage **support** ~~liberal~~ **generous**, thankful, loving, worshipful giving on the part of the membership.

2. study the best stewardship literature available, constantly discussing the principles of stewardship and using every God-pleasing means to promote a strong stewardship consciousness.

3. keep the talent forms of ~~individual~~ members in good order and **study utilize** these forms ~~periodically~~ to enlist as ~~many people as possible~~ members in the work of this Congregation.

~~4.~~ provide the Church Council, any 'Standing Committee or any such organization with people-power for any specific work project, ~~..doing so through a talent enlistment coordinator or his/her equivalent.~~

~~5.~~ **4.** sponsor **encourage faithful** stewardship. talks, discussion, forums and the like in the various organizations, using such visual aids as will be helpful.

~~6.~~ assist in the training of lay workers, possibly involving ~~the Congregational vice-president in such leadership training.~~

~~7.~~ inform the Congregation of stewardship challenges of the synod and National Body.

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~~8. plan and execute scripturally valid programs in which the learners of the Congregation systematically, regularly and adequately cover both the Congregation's own financial needs and constantly enlarge the proportion of giving beyond the Congregation.~~

~~9. encourage memorial and legacy gifts to the world-wide mission of the Congregation through the Evangelical Lutheran Church in America.~~

F. There shall be a Committee on Worship ~~and Music~~

~~It shall be composed of at least five members at least one shall be a member of the Church Council. The Committee on Worship and Music shall:~~

They shall

~~1. seek to interpret and enrich the worship life of the Congregation.~~

~~2. give leadership, counsel and guidance in all matters pertaining to worship and church music within the Congregation.~~

~~3. 1. be responsible for all elements needed for and contributing to regular and special services. including hospitality, ushering, preparation of the altar, preparation for and assistance with the communion Service, care of all paraments and vestments.~~

~~4. consult with the Pastor(s) and work with the Church Council and the Personnel Committee relative to music staff.~~

~~5. 2. establish criteria for music to be used in the worship services and at weddings and funerals, with counsel and cooperation of the Pastor (s') and music staff. **Called staff.**~~

~~6. 3. recruit and develop musical talent. for both present and future services.~~

G. There shall be a Committee on Youth and Family Fellowship

~~It shall be composed of at least eight and not more than fifteen, of which at least one member shall be a Council member. Half shall be youth with full speaking and voting privileges. The Youth and Family Ministry shall:~~

Half of the committee shall be youth, with full speaking and voting privileges with the exception of financial matters.

They shall

1. encourage a Congregational approach to Youth and Family fellowship. Be the voice of the Congregation' social concern for its ministry to youths as persons.

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- ~~2. promote, guide and relate youth activities to the total parish organism.~~
- ~~3. encourage abroad, meaningful, vital, balanced ministry to, with and through' youth,' including personal faith, worship, education, witness, stewardship, service,' fellowship and recreation.~~
- ~~4. seek to involve the entire Congregation, including specific lay leaders, in ministry to youth of both Congregation and community, which ministry means serving the whole person.~~
- ~~5. provide adequate, helpful counsel and assistance to Youth in determining their life's work under God, not least in their considering specific full-time service to others.~~
- ~~6. identify and interpret the needs and aspirations of local youth.~~
- ~~7. attempt to develop foresight, do long-range planning and make recommendations toward more meaningful and vital youth life, youth ministry and youth service.~~
- ~~8. seek to prepare Congregational youth for occupational or academic training beyond high school and to maintain meaningful, helpful contact with them during such training.~~
- ~~9. work with the Committee' on Evangelism in ministry to Congregational members in the Armed Forces.~~

H. There shall be a Committee for Staff Support

It shall be composed of four members, none of whom shall be members of the Church Council. ~~Staff Support Committee shall:~~

They shall

- ~~1. seek to open communication concerning the attitudes and concerns within the Congregation.~~
- ~~2. attend to early warnings of misunderstandings within the Congregation and/or with Staff people, seeking to resolve differences of understanding.~~
- ~~3. be a "listening post" for the Pastor(s) and all paid- staff, full or part-time, making them aware of Congregational perceived concerns.~~
- ~~4. interview all potential candidates for any position, excepting the Pastoral office, determining their qualifications and aptitude for the~~

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~~position applied for. Where feasible, do so in co-function with the appropriate Standing Committee. Recommend compensation in cooperation with the Finance Committee and report such findings to the Church Council.~~

~~5. all findings of the Committee, pertaining to personnel, shall be strictly confidential, unless release of such information is authorized by the Church Council. Breaking such confidentiality, excepting as provided above, will result in dismissal from this committee and an inquiry before the full Council and any party or parties harmed by such breaking of trust.~~

~~6. meet at least quarterly, or as necessary as circumstances suggest.~~

~~7. report as necessary to the Church Council. This Committee need not report to the Congregation at its Annual Meeting.~~

~~8. recommend salaries, salary increases and benefit packages for all paid staff.~~

1. meet with each Staff member at least annually seeking to maintain open communication within this Congregation. All findings of this committee shall be confidential.

2. interview all potential candidates for Staff positions with the appropriate Standing Committee.

3. report, as necessary, to the Church Council.

4. review and recommend salaries, salary increases and benefit packages for all paid staff.

I. There shall be a Nominating Committee

~~It shall be composed of five voting members of this Congregation, at least two of whom, if possible, shall be outgoing members of the Congregation Council. Members shall be elected at the Annual Meeting. Term of office shall be three years except the outgoing Council members whose term shall be one year. Members of the Nominating committee are not eligible for consecutive reelection. The Nominating Committee shall~~ **the outgoing Church Council members, the Pastor and the President of the Church Council:**

They shall

~~1. nominate candidates for the Church Council, They shall nominate at least two candidates for each vacancy to be filled on the Church Council.~~ **Lutherhaven Board, Martha and Mary Nursing Home**

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**Board, Southwestern Washington Synod Assembly, and the
Audit Committee.**

- ~~2. nominate candidates for each vacancy on the Lutherhaven Board.~~
- ~~3. nominate candidates for each vacancy on the Martha and Mary
Nursng Home Board.~~
- ~~4. nominate candidates for each position" allowed for the
Southwestern Washington Synod Annual Convention **Assembly.**~~
- ~~5. nominate candidates for each vacancy on the Nominating
committee.~~
- ~~6. **5.** nominate candidates for each vacancy on the Audit Committee.~~
- ~~7. ensure each candidate is capable and qualified for the position they
are nominated and understand the duties and responsibilities of the
position. They shall secure the consent of each candidate to be a
nominee for a vacancy.~~

J. There shall be an Audit Committee

It shall be composed of ~~three~~ **two** voting members of this Congregation
elected at the Annual Meeting. ~~Term of office shall be three years, with one
member elected each year. Members of the audit Committee shall be eligible
for reelection.~~

~~The Audit Committee~~ **They** shall

- ~~1. meet during February of each year to audit the records of the
Financial Secretary and the Treasurer.~~
- ~~2. report results of the audit to the Church Council within one month of
completing the audit. **the Finances and Facilities Committee.**~~

**Part ~~VIII~~ 7
PARISH RECORDS**

The records of ~~the~~ **this** Congregation shall be and remain the property
of this Congregation. The Pastor(s) shall be responsible for the maintenance
of the records, except as otherwise provided herein. Upon the termination of
his/her service to this Congregation, he/she shall have brought the records
up to date prior to his/her departure.

The records shall consist of

1. the roster of baptized, confirmed and voting members.

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2. the ministerial acts performed by the Pastor.
3. communion of membership by name.
- ~~4. the Minutes and Reports of the Synod and the Handbook of the Evangelical Lutheran Church in America.~~
- ~~5.~~**4.** the Minutes of the meetings of this Congregation and the Church Council, for which the secretary of this Congregation shall be responsible.
- ~~6.~~**5.** the financial records of this Congregation, for which the Treasurer of this Congregation shall be responsible.

The Pastor shall report to the Bishop of the Southwest Washington Synod such statistics as may be requested, and shall annually report to this Congregation a summary of his/her ministerial acts.

~~As amended and approved by a vote of the Congregation October 4, 1992 at a special Congregational meeting, and approved by a vote at the annual Congregational meeting December 6, 1992.~~

~~Effective date January 1, 1993.~~