



# **Evangelical Lutheran Church in America**

God's work. Our hands.

## **CONSTITUTION, BY-LAWS AND CONTINUING RESOLUTIONS**

**FOR**

### **THE TRINITY ENGLISH EVANGELICAL LUTHERAN CHURCH OF LINDSTROM, MINNESOTA**

**2021**

**The Constitution of The Trinity English Evangelical Lutheran Church of  
Lindstrom, Minnesota  
of the  
EVANGELICAL LUTHERAN  
CHURCH IN AMERICA®**

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**\*PREAMBLE**

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

**Chapter 1. NAME AND INCORPORATION**

- C1.01.** The name of this congregation shall be The Trinity English Evangelical Lutheran Church of Lindstrom, Minnesota.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of The Trinity English Evangelical Lutheran Church of Lindstrom, Minnesota is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Minnesota.

**Chapter 2. CONFESSION OF FAITH**

- \*C2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- \*C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
  - a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
  - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
  - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- \*C2.03.** This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- \*C2.04.** This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- \*C2.05.** This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- \*C2.06.** This Congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- \*C2.07.** This congregation confesses the Gospel, recorded in the Holy 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.

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\* Required provision

### **Chapter 3.**

#### **NATURE OF THE CHURCH**

- \*C3.01.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- \*C3.02.** This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- \*C3.03.** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.
- \*C3.04.** This church inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.
- \*C3.05.** The name Evangelical Lutheran Church in America as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

### **Chapter 4. STATEMENT OF PURPOSE**

- \*C4.01.** The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- \*C4.02.** To participate in God's mission, this congregation as a part of the Church shall:
  - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
  - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
  - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
  - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, standing with the poor and powerless, and committing itself to their needs.
  - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
  - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- \*C4.03.** To fulfill these purposes, this congregation shall:
  - a. Provide services of worship at which the Word of God is preached, and the sacraments are administered.
  - b. Provide pastoral care and assist all members to participate in this ministry.
  - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
  - d. Teach the Word of God.
  - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
  - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
  - g. Motivate its members to provide financial support for this congregation's ministry and the ministry of the other expressions of the Evangelical Lutheran Church in America.

- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- \*C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. Such descriptions shall be contained in Continuing Resolutions in the section on the Congregation Committees.
- \*C4.05. This congregation shall adopt and periodically review a mission statement which will provide specific direction for its programs.
- \*C4.06. References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God’s mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

## **Chapter 5.**

### **POWERS OF THE CONGREGATION**

- \*C5.01. The powers of this congregation are those necessary to fulfill its purpose.
- \*C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws
- \*C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation’s governing documents is recognized. All remaining authority is retained by this congregation. This congregation is authorized to:
  - a. call a pastor as provided in Chapter 9;
  - b. terminate the call of a pastor as provided in Chapter 9;
  - c. call a minister of Word and Service;
  - d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
  - e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
  - f. approve the annual budget;
  - g. acquire real and personal property by gift, devise, purchase, or other lawful means;
  - h. hold title to and use its property for any and all activities consistent with its purpose;
  - i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
  - j. elect its Congregation Council, Nominating and Endowment committee members, and require them to carry out their duties in accordance with the constitution, bylaws and continuing resolutions; and
  - k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- \*C5.04. This congregation shall elect 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 this congregation and other qualifications shall be as prescribed in guidelines established by the St. Paul Area 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 continuing resolutions. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation. The bylaws of the Mission Endowment Fund may be found in Appendix A.

## **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 St. Paul Area Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

- \*C6.02.** This congregation accepts the Confession of Faith and agrees to the purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- \*C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
  - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
  - c. This congregation agrees to call pastoral leadership from the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
  - d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in this congregation according to the procedures of the Evangelical Lutheran Church in America.
  - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- \*C6.04.** Affiliation with the Evangelical Lutheran Church in America is 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 or in accordance with provision 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.
  - d. The St. Paul Area Synod takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to †S13.24. of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
  - e. 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 two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first 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 this 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 this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the first meeting.
  - b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this 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 send copies of the resolution and certification to voting members of this congregation.
  - c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation as specified in paragraph a. above, during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified in the paragraph b. above.
  - d. If this congregation, after such consultation, is still considering termination of its relationship with this church, 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 second meeting shall be sent 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 this congregation, the bishop, and the bishop's designees, if any, shall have voice but not vote at the second meeting.

- e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the second special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to the voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting members present at the second meeting, the relationship between the congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g. below.
- f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another Lutheran denomination, this congregation shall be deemed an independent or non-Lutheran church, in which case \*C7.04. shall apply.
- g. This congregation shall abide by these covenants by and among the three expressions of this church:
  - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in \*C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
  - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to receive synod approval before terminating their membership in this church.
  - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- h. If this congregation fails to achieve the required two-thirds vote of voting members present at this congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds vote of voting members present at this congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of \*C6.05. and may begin no sooner than six months after the meeting at which the two-thirds vote was not achieved.

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

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

## **Chapter 7. PROPERTY OWNERSHIP**

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

**\*C7.02.** If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline or pursuant to 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.

**\*C7.03.** If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in \*C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the St. Paul Area Synod.

**\*C7.04.** If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in \*C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the process established by the synod, 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. In neither case does title to this congregation's property transfer to the synod.

- \*C7.05.** Notwithstanding the provisions of \*C7.02. and \*C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:
- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
  - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of St. Paul Area Synod reconvey and transfer all right, title, and interest in the property to the synod.

## **Chapter 8. MEMBERSHIP**

- \*C8.01.** Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- \*C8.02.** Members shall be classified as follows:
- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
  - b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
  - c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
  - 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. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
  - e. **Seasonal** members are voting members of other congregations of this church who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
    - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
    - 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
    - 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with this church;
    - 4) they shall not be eligible to serve as voting members, from this congregation, of the Synod Assembly or the Churchwide Assembly;
    - 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
    - 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.
- \*C8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.
- \*C8.04.** It shall be the privilege and duty of members of this congregation to:
- a. make regular use of the means of grace, both Word and sacraments;
  - b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and

- c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- C8.04.01** The Congregation invites all its members and visitors who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.
- C8.04.02** 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."
- C8.04.03** We hold that a "person is well prepared and worthy who believes these words, given and shed for you for the forgiveness of sins. But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words, 'for you' require a believing heart."
- C8.04.04** Records of participation in Holy Communion will be maintained.
- \*C8.05.** Membership in this congregation shall be terminated by any of the following:
- a. death;
  - b. resignation;
  - c. transfer or release;
  - d. disciplinary action in accordance with Chapter 20 of the constitution and bylaws of the Evangelical Lutheran Church in America; or
  - e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.
- Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.
- C8.05.01** A confirmed member who, in the judgment of the Church Council, does not partake of Holy Communion for a period of two years; and who does not contribute to the congregational treasury according to the Congregation's records for a period of two years, shall be classified as inactive. A confirmed member who has been classified as inactive shall be requested in writing by letter from the President of the Congregation to reaffirm his/her desire to retain membership. Those who fail to reply within ninety [90] days shall be presumed to no longer desire membership and shall lose the right to vote, and membership shall be terminated in Trinity Lutheran Church. Those who reaffirm their desire to retain membership shall be reclassified as active members.

## **Chapter 9. ROSTERED MINISTER**

- \*C9.01.** Authority to call a pastor shall be, in this congregation, by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- \*C9.02.** Only a member of the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for this congregation by the synod 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 minister of Word and Sacrament shall:
    - 1) preach the Word;
    - 2) administer the sacraments;
    - 3) conduct public worship;
    - 4) provide pastoral care;
    - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
    - 6) impart knowledge of this church and its wider ministry through available channels of effective communication;
    - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
    - 8) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
  - b. Each pastor with a congregational call shall, within the congregation:
    - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
    - 2) relate to all schools and organizations of this congregation;



- 3) install regularly elected members of the Congregation Council;
- 4) with the council, administer discipline;
- 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the St. Paul Area Synod; and
- 6) encourage adherence to covenantal relationship with this church as expressed in the *Constitutions, Bylaws and Continuing Resolutions of the Evangelical 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.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:

- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the pastor's death or, following consultation with the synod bishop, for the following reasons:
  - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
  - 2) resignation of the pastor, which shall become effective, unless otherwise agreed no later than 30 days after the date on which it was submitted;
  - 3) inability to conduct the pastoral office effectively in this congregation in view of local conditions;
  - 4) physical disability or mental incapacity of the pastor;
  - 5) suspension of the pastor through discipline for more than three months.
  - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church.
  - 7) termination of the relationship between this church and this congregation;
  - 8) dissolution of this congregation or the termination of a parish arrangement; or
  - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,
  - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
  - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament with disability status. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to this congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, this congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- \*C9.06.** 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 rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.
- \*C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.
- \*C9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- \*C9.11.** With the approval of the bishop of the synod, this congregation may depart from \*C9.05. a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.05. a.
- \*C9.12.** The pastor of this congregation:
- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from this 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 this 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 call or approval of a request for change in roster status.
- C9.15.** Under special circumstances, subject to the approval of the synod bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between this congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.
- \*C9.21.** Authority to call a deacon shall be, in this congregation, by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- \*C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synod bishop may be called as a deacon of this congregation.
- \*C9.23.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
- a. Be rooted in the Word of God, for proclamation and service;
  - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;

- c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
  - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
  - e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
  - f. Practice stewardship that respects God's gift of time, talents, and resources;
  - g. Be grounded in a gathered community for ongoing diaconal formation;
  - h. Share knowledge of this church and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
  - i. Identify and encourage qualified persons to prepare for ministry of the gospel.
- \*C9.24.** The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.
- \*C9.25.** The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:
- a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod bishop, for the following reasons:
    - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
    - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
    - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
    - 4) physical disability or mental incapacity of the deacon;
    - 5) suspension of the deacon through discipline for more than three months;
    - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
    - 7) termination of the relationship between this church and this congregation;
    - 8) dissolution of this congregation or the termination of a parish arrangement; or
    - 9) suspension of this congregation through discipline for more than six months.
  - b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
    - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
    - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
  - c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.
  - d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.

- e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
  - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- \*C9.26.** This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon 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.
  - \*C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
  - \*C9.28.** With the approval of the bishop of the synod, this congregation may depart from \*C9.25. a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.25. a.
  - \*C9.29.** The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
  - \*C9.31.** The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

## **Chapter 10. CONGREGATION MEETINGS**

**C10.01.** This congregation shall have at least one regular meeting per year. Other meetings of this congregation shall be held at the times specified in the bylaws. Consistent with the laws of the State of Minnesota the bylaws shall designate one regular meeting per year as the annual meeting of this Congregation.

### **C10.01.01 ANNUAL MEETING OF THE CONGREGATION**

- a. The annual meeting of this Congregation will be held in February.
- b. The business of the annual meeting shall include:
  - 1. Vote on the proposed budget for the new fiscal year. The annual reports and the proposed budget shall be available in the church narthex at least ten (10) days prior to the annual meeting.
  - 2. Reports from all the organizations of this Congregation. Such reports, including a financial statement, shall be submitted in writing to the Church Office not less than fourteen (14) days before each meeting.
  - 3. The election of Nominating Committee members.
  - 4. Elect the necessary number of Endowment members.

**C10.02.** A special Congregation Meeting may be called by the senior pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of this congregation upon the written request of 10 % of the voting members. The president of the Congregation Council shall also call a special meeting upon request of the synod bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.

**C10.02.01** At a meeting to be held in October, new Council members will be elected. At least thirty (30) days prior to the October meeting, the Nominating Committee shall submit a slate of nominees together with the biographical information of each nominee, which shall be posted on the narthex board and mailed to all members of this Congregation.

**C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or by electronic means, as permitted by state law, 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 mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

**C10.04.** Fifty (50) voting members shall constitute a quorum.

**C10.04.01** The current roster of voting members shall be available at each meeting of this congregation.

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

**C10.06.** All actions approved by this congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.

**C10.06.01** Written Ballot shall be used:

1. to elect members to the Congregational Council, and Endowment committees.
2. to adopt or amend the Articles of Incorporation, and Constitution, or By-Laws of this congregation.
3. To request resignation of a pastor, to excommunicate a member from this Congregation, or to remove a member from office in this Congregation.
4. to sever membership in the Evangelical Lutheran Church of America
5. to dispose of, encumber, improve, or purchase real property.
6. to call a pastor
7. whenever so requested by ten [10] or more voting members present.

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

**C10.08.** This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous oral communication. To the extent provided under law, notice of all meetings may be provided electronically.

## **CHAPTER 11 OFFICERS**

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

- a. Duties of the officers shall be specified in the Continuing Resolutions of Appendix B.
- b. The officers shall be voting members of this congregation.
- c. If the Congregation Council elects its officers, the president, vice president, and secretary and shall be selected from the elected membership of the Congregation Council.

**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. The President, Vice President and Secretary shall serve for one year or until their successors are elected. Their terms shall begin at the close of the January 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 pastors, the officers of this congregation and not more than eleven (11) 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 four successive regular meetings of the Congregation Council without cause or c) the member resigns. Consistent with the laws of the state in which this congregation is incorporated, this 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 pastors, shall be elected by written ballot to serve for three (3) 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 on January 1 following the special 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 annual meeting.

**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 rostered ministers 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 support of the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

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

- a. The Congregation Council shall be the board of trustees 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 State of Minnesota 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 Congregation Council may enter into contracts of up to 5% of the annual operating budget for items not included in the budget.
- d. The Congregation Council, with recommendation from the Treasurer and Finance Committee, shall prepare an annual budget for adoption by this congregation. The Congregation Council shall supervise the expenditure of funds in accordance therewith following the adoption of the annual budget. 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, in consultation with the Treasurer, 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 mission support monies to the synod treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

**C12.05.01** The Congregation Council shall annually appoint a Treasurer whose duties will be specified in the Continuing Resolutions of Appendix B. The Executive Committee shall recommend a candidate to the Congregation Council. An individual may be reappointed by the Congregation Council after an annual evaluation of their performance. If a Treasurer leaves or is removed by the Executive Committee before their term ends, the Executive Committee shall recommend a new candidate to the Congregation Council for approval. The appointment of the Treasurer will be confirmed by the Congregation at the annual meeting.

**C12.05.02** The treasurer shall have access to all financial matters and all financial data, regardless of form of this congregation and be the custodian of the funds of this congregation. The treasurer, along with the bookkeeper, shall oversee the receipts and disbursement of such funds in accordance with the budget or other resolutions of this congregation, Congregation Council, or Executive Committee. The treasurer will work with the bookkeeper of this congregation to ensure that payments are made only on order of the congregation, Congregation Council, or Executive Committee. The treasurer shall provide this congregation, the Congregation Council, and the Executive Committee with a monthly report. The treasurer, in consultation with the officers, pastors, the bookkeeper, and Congregation Council shall prepare an initial draft of the budget.

**C12.05.03** The treasurer shall serve as an advisor to the Executive Committee and the Finance Committee.

- C12.05.04** If the treasurer is not selected from the elected membership of the Congregation Council but is appointed, the treasurer shall have voice but not vote at the meetings of the Congregation Council.
- C12.05.05** If the treasurer is from the elected membership of the Congregation Council, the treasurer shall have voice and vote at the meetings of the Congregation Council.
- C12.06.** The Congregation Council shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.
- 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 this congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.
- C12.09.** The Congregation Council shall submit a comprehensive report to this congregation at the 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 by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the senior pastor or interim pastor, except when the senior pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the senior pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synod bishop.
- C12.13.** The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference and, to the extent permitted by state law, notice of all meetings may be provided electronically.

### **Chapter 13. CONGREGATION COMMITTEES**

**C13.01** There are established the following Congregational Committees: **Executive Committee; Nominating Committee, Audit Committee; and Endowment Committee.** There shall also be a **Call Committee** formed when a vacancy occurs in the position of rostered minister. Other operational committees of the Congregation may be formed, as the need arises, by decision of the Congregation Council as noted in Appendix C.

**C13.02. Composition:** With exception of those committees formed by the Congregation Council, the composition of the committees provided by the Constitution shall be as follows:

- a. Executive Committee:** The officers of this congregation, the Treasurer, and the Senior pastor shall constitute the *Executive Committee*. The duties and functions of the Executive Committee shall be 1) to conduct the business of this Congregation between Council meetings, 2) to review the agenda for the Council meetings and make recommendations to the Council, and 3) to function as the Personnel committee of the Congregation and have charge of the preparation, maintenance and updating of the Personnel Manual and of implementing personnel policies, procedures, compensation and benefits.  
Special meetings of the Executive Committee may be called by the President or any two of its members.
- b. Nominating Committee:** A *Nominating Committee* of six 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.
- c. Audit Committee:** An *Audit Committee* will be appointed by the Congregation Council. A chairperson will be selected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member selected each year. Members shall be eligible for reappointment.
- d. Mutual Ministry Committee(s)** (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and

the rostered minister. Term of office shall be two years, with three members to be appointed each successive year.\*\*

- e. **Call Committee:** When a vacancy occurs in a position for which this congregation calls a rostered minister, a *Call Committee* of seven to nine (7 to 9) voting members shall be appointed by the Congregation Council and ratified by this Congregation. Term of office will terminate upon installation of the newly called rostered minister.
- f. **Endowment Committee – Refer to Appendix A under Continuing Resolutions.**

- C13.07. Congregation Committees are determined by the Congregation Council and are specified in the Continuing Resolutions. The duties of those committees shall be determined also by the Congregation Council.
- C13.08. The Senior Pastor of this congregation shall be *ex-officio* a member of all committees and boards of this congregation. The president of this congregation shall be *ex-officio* a member of all committees and boards of this congregation, except the Nominating Committee.

#### Chapter 14. ORGANIZATIONS WITHIN THIS 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 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. Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of this congregation, or willful and repeated harassment or defamation of member(s) of this congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.
- \*C15.02. The process for discipline of a member of this congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to \*C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.
- \*C15.03. If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee

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<sup>1</sup> For use if the pastor is president of the congregation under two of the options in C11.02.



on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.

- \*C15.04. The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- \*C15.05. By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
  - a. suspension from the privileges of congregation membership for a designated period of time;
  - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
  - c. termination of membership in this congregation; or
  - d. termination of membership in this congregation and exclusion from the church property and from all congregation activities.
- \*C15.06. The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
- \*C15.07. No member of this congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.
- \*C15.10. **Adjudication**
- \*C15.11. When there is disagreement between or among factions within this congregation on a substantive issue which cannot be resolved by the parties, members of this congregation may petition the synod bishop for consultation after informing the president of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18. d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the Council deems necessary. The Synod Council's decision shall be final.

## Chapter 16. AMENDMENTS

- \*C16.01. Unless provision \*C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 10% voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify this congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- \*C16.02. An amendment to this constitution, proposed under \*C16.01., shall:
  - a. be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting;
  - b. be ratified without change at the next regular meeting of this congregation held pursuant to C10.01 by a two-thirds vote of those voting members present and voting; and
  - c. have the effective date included in the resolution<sup>2</sup> and noted in the constitution.\*\*\*
- \*C16.03. Any amendments to this constitution that result from the processes provided in \*C16.01. and \*C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify this congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

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<sup>2</sup> Such an effective date must be stated in relation to the requirements of \*C16.03. to allow time for synod review of the amendment.

- \*C16.04. 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 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 or electronic means, as permitted by state law, notice to this congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of this congregation, the Congregation Council shall submit such notice. 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.

#### **Chapter 17. BYLAWS**

- \*C17.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- \*C17.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
- \*C17.03. Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify this congregation's members of the proposal with recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.
- \*C17.04. Adopted or amended bylaws shall be sent by the secretary of this congregation to the synod.

#### **Chapter 18. CONTINUING RESOLUTIONS**

- \*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.
- \*C18.03. Adopted or amended continuing resolutions shall be sent by the secretary of this congregation to the synod.

#### **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.

#### **Chapter 20. PARISH AUTHORIZATION**

*[\* Required provisions when congregation is part of a parish]*

- \*C20.01. This congregation may unite with one or more other congregations recognized by the synod named in \*C6.01. to form a parish. Except as provided in \*C20.02. and \*C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.
- \*C20.02. One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.

- \*C20.03.** One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- \*C20.04.** Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18. d. of the synod constitution of the synod named in \*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- \*C20.05.** Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43. d. of the synod constitution of the synod named in \*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- \*C20.06.** Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.

# CONTINUING RESOLUTIONS

## Appendix A

### ENGLISH EVANGELICAL LUTHERAN CHURCH OF LINDSTROM, MINNESOTA

#### MISSION ENDOWMENT FUND

##### **8.1 ESTABLISHMENT**

**8.1.1** A Mission Endowment Fund, whose purpose, governance and operational procedures shall be defined by special resolution adopted by the congregation, is established.

##### **8.2 COMMITTEE MEMBERSHIP**

**8.2.1** The committee shall consist of five members, all of whom shall be voting members of The Trinity English Evangelical Lutheran Church of Lindstrom, Minnesota. Except as herein limited, the term of each member shall be three (3) years. The initial Committee shall consist of five (5) voting members whose term consists of: two (2) for a term of three (3) years; two (2) for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter, at each special meeting, this congregation shall elect the necessary number for a term of three (3) years. No member shall serve more than two consecutive three (3) year terms. After a lapse of one (1) year, former COMMITTEE members may be re-elected. A pastor of Trinity and a designated member of the church council shall be non-voting advisory members of the COMMITTEE. The church council of the congregation shall report at the annual congregational meeting in the same manner as for other offices and committees. In the event of a vacancy on the COMMITTEE, the church council shall appoint a member to fill the vacancy until the next special meeting of this congregation, at which time this congregation shall elect a member to fill the term of the vacancy.

**8.2.2** The Committee shall meet at least quarterly, or more frequently as deemed by it in the best interest of the Fund.

**8.2.3** A quorum shall consist of three (3) members. When only three (3) members are present a unanimous vote shall be required to carry any motion or resolution.

**8.2.4** The Committee shall elect from its membership a chairperson, recording secretary, financial secretary, first vice chairperson and a second vice chairperson. The chairperson, or member designated by the chairperson, shall preside at all Committee meetings.

**8.2.4.1** The chairperson shall preside at all meetings, prepare agendas for meetings, prepare annual reports, sign and finalize award letters.

**8.2.4.2** The recording secretary of the Committee shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member of the committee. The recording secretary shall also supply a copy of the minutes to the Church Council. Other responsibilities include coordinating with the Administrative Assistant at church and chairperson to get award letters and rejection letters written and ready for the chairperson to sign and be mailed to recipients.

**8.2.4.3** The financial secretary of the Committee shall work with the Congregation's treasurer in maintaining and coordinating complete and accurate accounts for the Fund and provide a quarterly report to the committee. The books shall be audited annually by a certified public accountant or other appropriate person who is not a member of the Committee.

**8.2.4.4** The 1<sup>st</sup> vice chair responsibilities include developing and implementing ideas to sustain and potentially increase the Fund through congregational support.

**8.2.4.5** The 2<sup>nd</sup> vice chair responsibilities include coordinating with the Pastor for Award Recognition and assisting in this service.

**8.2.5** The Committee shall report on a quarterly basis to the Church Council and, at each annual or duly called special meeting of this congregation, shall render a full and complete audited account of the administration of the Fund during the preceding year.

**8.2.6** The Committee may request other members of the congregation to serve as advisory members and, at the expense of Fund income, may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the Fund.

**8.2.7** Members of the Committee shall not be liable for any losses which may be incurred upon the investments of the assets of the Fund except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he or she acts in good faith and with ordinary prudence. Each member shall be liable only for his or her own willful misconduct or omissions and shall not be liable for the acts or omissions of any other member. No member shall engage in any "self-dealing" or transactions with the Fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his or her personal interests would conflict with the interest of the Fund.

### **8.3 FUND OBJECTIVE**

**8.3.1** The objective of the Fund is: 1) Provide a device for the receipt of gifts including cash, securities, real estate, life insurance, bequests and other types of endowments; 2) Encourage bequests and gifts promoting faithful Christian stewardship; 3) Distribute the income of the Fund annually to include:

**8.3.1.1** Mission and outreach at large (global outreach)

**8.3.1.2** Community outreach and ministry (local outreach)

**8.3.1.3** Educational and scholarship outreach (for religious career and other religious opportunities)

**8.3.1.4** Capital or building fund needs of Trinity Lutheran Church (may include prepayment of mortgage)

**8.3.2** Priority shall be given to new applications over repeat recipients.

### **8.4 RECEIPT OF GIFTS**

**8.4.1** Undesignated bequests and gifts of less than \$5,000 will not be placed in the Fund. If an immediate and urgent need for an undesignated bequest or gift does not exist, the gift shall be directed to the Fund. However, for any undesignated gift over \$5,000, at least fifty percent (50%) shall be placed in the Fund. The Church Council can place additional bequests and gifts in the Fund. Designated gifts and bequests will always be placed as directed by the giver.

### **8.5 INVESTMENT POLICY**

**8.5.1** The investment policy of the Fund will follow the guidelines established by the ELCA and will place the Fund moneys in the ELCA Endowment Fund Pool. All assets are to be held in the name of the Evangelical Lutheran Church in America, for the benefit of The Trinity English Evangelical Lutheran Church of Lindstrom, Minnesota Mission Endowment Fund. The Fund will have an initial minimum balance of \$25,000.

## **8.6 DISTRIBUTION OF FUNDS**

**8.6.1** The annual distribution of the funds shall be 6% of the Fund balance at the close of the fourth quarter of the ELCA Investment Report of Principal Balance and Yearly Fund Income from the previous year. No distribution shall be made which will reduce the value of the Fund below \$300,000. The distribution shall be directed to each of the four (4) designated categories of Paragraph 8.3.1 in 20% increments each.

**8.6.2** The total amount to be distributed annually shall be rounded to the nearest one hundred (\$100) dollars.

## **8.7 FUND STRUCTURE REVIEW**

**8.7.1** The Fund structure will be reviewed once each five years. The purpose of the review will be to ensure bequests and gifts, distribution and distribution categories meet the purposes and goals of the Endowment Fund and Trinity Lutheran Church. The Committee will conduct the review.

**8.7.2** The distribution formula shall be reviewed every three years. The purpose of the review is to ensure that the Fund remains healthy and is appropriate for the goals of the Endowment Fund and Trinity Lutheran Church. The Committee will conduct the review.

## Appendix B

### Duties and Functions of Officers and Treasurer

**PRESIDENT:** The President shall prepare the agenda for, and preside over, the business of this Congregation, the Executive Committee, and the Church Council. The President shall be a voting member of the Church Council and shall be ex-officio, non-voting member of all committees and organizations of the Congregation.

**VICE-PRESIDENT:** The Vice President shall assume the duties of the President during the absence or disqualification of the President, shall be the chair of the Nominating Committee, and shall assist the President in preparing the agenda for the Council meetings and in carrying out the President's duties together with such other duties the President may assign. The Vice President shall attend the meetings of the Council as a voting member including while service in place of the President. The Vice President also functions as a liaison between the staff and the Congregation Council and serves as the chairperson of the Personnel committee.

**SECRETARY:** The Secretary shall be responsible for the minutes of this Congregation, Executive Committee and Council business meetings and shall be a voting member of the Council. Copies of the Council meeting minutes shall be made available for distribution to the Congregation following each meeting.

**TREASURER:** The Treasurer oversees the financial transactions of this congregation. The treasurer works closely with the Council, Bookkeeper, Pastors, and Executive Committee to make sure the budget remains balanced. Financial information is provided to the Congregation Council, Executive Committee, and Congregation on an on-going basis to maintain open channels of communication. The Treasurer will attend all Congregation Council meetings.

## Appendix C

### Operational Committees

Operational Committees are formed under the direction of the Congregation Council. These committees change according to the needs of the Congregation. Each committee selects its own chairperson and is represented by a Council liaison. The Council liaison attends the Committee meetings and reports back to the Council on the work of the Committee. Each Operational committee determines if the Council liaison has voting privileges with that committee. Each Operational Committee determines when and how often the Committee meets. More complete information on the duties of each Operational Committee is available with the committee.

1. **Worship and Music:** This Committee is responsible for Sunday morning worship, special services, Wednesday evening worship services, maintaining the organ, piano and the sound and technical equipment. They welcome suggestions from the Congregation regarding how to enhance the worship experience and are open to new members.
2. **Educational Ministries-Adult:** There are several small groups that meet regularly for different types of study, each with a different focus, but all related in some way to God's teachings. One group may be relationship focused while another may have emphasis on public policy and how God's word fits into the modern world. Another group is more of a Bible study while other small groups are more of a book discussion.
3. **Educational Ministries-Children:** Activities for children and youth involve the staffing of the nursery each Sunday for the 9 a.m. service, working with the Confirmation students, and being involved with the Children's Education program for children ages 3 through 5<sup>th</sup> grade. Volunteers are needed for the nursery each Sunday from September through May and involves an adult and a Confirmation age youth. Confirmation is held on Wednesdays for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. As part of this program, children are involved in Faith Friends, Club 2027, retreats, and service projects. For our younger students, Sunday School is offered each week along with a variety of other activities, such as CIA, Day Camp in the Summer, Pray and Play day, Teddy Bear Picnic, and many other family events. Bibles are given to 2<sup>nd</sup> graders and 3-year-olds.
4. **Witness and Outreach:** This Committee is called by God to connect with the members of the Chisago Lakes community by providing witness to the love of Jesus Christ, encouraging and engaging individuals in the ministry of Trinity, providing opportunities to grow in individual faith and as a community of believers, and to empower others to serve locally and throughout the world by creating awareness and extending outreach opportunities. Some of the programs the Witness and Outreach Committee participates in includes New Members, overseeing the Welcome table on Sunday mornings, coordinating the Second Sunday Offerings program, participation in programs such as Path to Home,



Trinity's annual Garage and Bake Sale, Operation Christmas Child, and the Outer Wear Fair.

5. Finance Committee: This Committee, along with the Treasurer and Bookkeeper, advises the Church Council in the preparation of the annual budget for adoption by this congregation, reviews financial statements and makes recommendations regarding financial transactions of Trinity.
6. Property: The Property Committee oversees the maintenance of our church structure. They work closely with the Spit and Shine Committee, a dedicated group of volunteers within Trinity, who do a lot of building maintenance, such as yardwork, cleaning windows, cleaning gutters, repair work, building picnic tables and putting up seasonal decorations. Spit and Shine also helps with setting up and taking down for various church events such as the Garage Sale and Path to Home. The Property Committee also assists with obtaining contract bids for outside services needed by the church. They also assist others in our community, lending their physical help and vehicles occasional to assist with a move or lawn care.
7. Youth: In looking at the youth at Trinity specifically from middle school age through high school, lessons can be taken from scripture to describe this program: "Let everything you do be done in love." 1 Corinthians 16:14. The youth at Trinity grow in their faith by serving others at Trinity and throughout the community. Service projects include many opportunities at Trinity and Community Outreach activities such as Path to Home, Outerwear Fair, food shelf and Community Meals. The program encourages the development of new relationships, not only among peers but people of all age groups and teaches lifelong lessons, rooted in a strong faith. This is affirmed as the youth share stories of their camp, work camp, lock-in, retreat, and youth led worship experiences.
8. Stewardship: The goal of the Stewardship committee is to strengthen and support members of Trinity in their knowledge of their role as God's stewards. Just as evangelism invites people into the Christian life; and worship celebrates and sustains that Christian life; stewardship provides the expression for people to respond to their Christian life. The Stewardship committee meets on a regular basis to educate, review, plan, support, and act regarding members' involvement in understanding their role as stewards of the gifts given to us by God. The committee plans and carries out the Fall stewardship campaign to gather the commitments from members for their financial support of Trinity's mission and ministry.
9. Service Ministry: The mission of Service Ministry is to strengthen the body of Christ within Trinity Lutheran Church. Their primary responsibilities include setting up the Service Group Book which coordinates Coffee Hosts, Greeters and Office Attendants. Other duties include maintaining the kitchen assets, being involved with the funeral team, and coordinating special events that revolve around the use of the kitchen. They are service and fellowship oriented.

10. Special Projects: The Committee was created to take on Trinity tasks that are essential to the life of the congregation but tend to have a specific purpose and are short lived in duration. For example, the updating of the Trinity Constitution fell into this category. Committee members are gathered for the purpose of the project and once the project is completed, the committee members are disbanded. The next project would have different committee members even though the Council liaison would remain the same.
11. Endowment: The mission of the Endowment Committee is listed in Appendix A of the Trinity Constitution. The members of the Endowment Committee are elected by the Trinity Congregation. There is a Congregational Council representative who acts as a liaison to this committee as a non-voting member of the committee.

## Appendix D

### Organizations within this Congregation

1. Women of the Evangelical Church of America (W/ELCA): As women of the ELCA, all members are committed to “grow in faith, affirm their gifts, support one another in their callings, engage in ministry and action, and promote healing and wholeness in the church, the society and the world.” W/ELCA is an organization consisting of groups of women called Circles and are affiliated with the National W/ELCA. Trinity W/ELCA is engaged in ministry and action within the congregation of Trinity. All women of Trinity are invited to participate in a Circle to grow in their faith with the support of a strong faith community of women. In addition to Bible studies, different events take place throughout the year where women come together to nurture each other and enjoy fellowship with the larger organization.
2. Altar Guild at Trinity: The mission of Altar Guild is to care for the sanctuary of the church, furnish suitable vestments for the altar, and be custodians of the altar linens and all the furnishings of the sanctuary. Responsibilities throughout the year include preparing for communion at both the 9 and 10:30 services, seasonal and special occasion preparation of the altar and vestments, and decorations for Easter and Christmas. Altar Guild works closely with Trinity Staff, Spit and Shine and other church volunteers to prepare the church for services.

### Sponsored Organization

1. Troop 159 Boy Scouts of America: Trinity Lutheran Church is the sponsoring charter organization of Troop 159. Founded in 1944, Troop 159 has a strong Scouting heritage with a mission to provide opportunities for Chisago Lakes youth to have fun through outdoor experiences and community service while developing life skills, character, and leadership. Troop 159 Scouting programs empower youth to be leaders by allowing them to develop and deliver a Troop program and then take responsibility and action to achieve their Scouting goals. Troop 159 holds many fun Scouting events and campouts and

participates in a variety of community service projects every year, including Trinity's Outreach Ministry.