



**Evangelical Lutheran  
Church in America**

God's work. Our hands.

**CONSTITUTION  
FOR**

**PEACE LUTHERAN CHURCH OF PITTSFIELD,  
INC.**

**OF THE  
EVANGELICAL LUTHERAN**

**CHURCH IN AMERICA<sup>®</sup>  
2020**

1954 County Road U  
Green Bay, WI 54313

Congregational Ratification Vote:

Amendments Approved by Congregation on:

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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 Peace Lutheran Church of Pittsfield, Inc.

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

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

## **Chapter 2. CONFESSION OF FAITH**

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

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

- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
- b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
- c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them, God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

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

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

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

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

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

### **Chapter 3. NATURE OF THE CHURCH**

\* Required provision

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

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

- \***C4.01.** The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- \***C4.02.** To participate in God's mission, this congregation as a part of the Church shall:
  - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
  - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
  - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
  - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, standing with the poor and powerless, and committing itself to their needs.
  - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.

f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

**\*C4.03.** To fulfill these purposes, this congregation shall:

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy. **\*C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. [Such descriptions shall be contained in continuing resolutions in the section on the Congregation Committees.]

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

**\*C4.06.** 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 the congregation. The congregation is authorized to:

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. call 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 officers, and Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, and 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 choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the East Central Synod of the Evangelical Lutheran Church in America.

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

**C5.06.** This congregation shall support a childcare center which will operate as outlined in the child care center bylaws as ratified by the Congregational (Church) Council. The purpose of the childcare center is to provide a private outreach to the community.

## **Chapter 6. CHURCH AFFILIATION**

**\*C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the East Central Synod of 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 the congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod. **\*C6.04.**

Affiliation with the Evangelical Lutheran Church in America may be terminated as follows: a. This congregation takes action to dissolve.

- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
- d. This congregation follows the procedures outlined in \*C6.05.

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

- a. A resolution indicating the intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than thirty (30) days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within ten (10) days after the resolution has been adopted.
- c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least ninety (90) days after receipt by the synod of the notice as specified in paragraph b, above.
- d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least ten (10) days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within ten (10) days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to paragraph g, below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.
- f. Notice of termination shall be forwarded by the bishop to the secretary of the ELCA, who shall report the termination to the Churchwide Assembly.
- 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 synodical 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 the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six (6) months after that first meeting. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d, above, another attempt to consider termination of relationship with this church must follow all requirements of \*C6.05. and may begin no sooner than six (6) months after that second meeting.
- \*C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.
- \*C6.07.** If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

## **Chapter 7. PROPERTY OWNERSHIP**

- \*C7.01.** If this congregation ceases to exist, title to undisposed property shall pass to the East Central Synod of the Evangelical Lutheran Church in America.
- \*C7.02.** If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.
- \*C7.03.** If two-thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in \*C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the East Central Synod.
- \*C7.04.** If two-thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in \*C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.
- C7.05.** 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 the East Central 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 the congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
- d. **Associate** members are persons holding membership in other [ELCA] [Lutheran] [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 ELCA congregations 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 the ELCA;
  - 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 (2) 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.

**\*C8.05.** 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 ELCA constitutional provision 20.41, and the accompanying bylaws; 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.

## **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 the congregation by the synodical bishop may be called as a pastor of this congregation.

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

a. Every 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 distribution of its communications and publications;
- 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; and
- 5) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of the East Central Synod of the ELCA.

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

**\*C9.04.01.** Peace Lutheran Church Sabbatical Leave (See Bylaws – Appendix 1.)

**\*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 death or, following consultation with the synodical bishop, for the following reasons:

- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
- 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than thirty (30) days after the date on which it was submitted;
- 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions;
- 4) physical disability or mental incapacity of the pastor;
- 5) suspension of the pastor through discipline for more than three (3) 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 the congregation;
- 8) dissolution of the congregation or the termination of a parish arrangement; or
- 9) suspension of the congregation through discipline for more than six (6) 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 (2) rostered ministers and one (1) 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 the congregation, the bishop personally shall investigate such conditions together with a committee of two (2) rostered ministers and one (1) 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 as disabled. 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 the congregation under paragraph a.3, above, the bishop's committee shall endeavor to hear from all concerned persons, after

which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.

- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any 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 related to the Evangelical Lutheran Church in America.

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

**\*C9.11.** With the approval of the bishop of the synod, the congregation may depart from \*C9.05.a, and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.05.a.

**\*C9.12.** The pastor(s) of this congregation:

- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
- b. shall submit a summary of such statistics annually to the synod; and
- c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.

- \*C9.13.** The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least ninety (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(s) and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor(s) before the installation of that pastor(s) in another field of labor or the granting by the synod of retired status to the pastor(s).
- \*C9.15.** Under special circumstances, subject to the approval of the synodical 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 the congregation and the pastor in a form proposed by the synodical bishop and approved by the congregation.
- \*C9.16.** Authority to call a minister of Word and Service 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's Church Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- \*C9.17.** 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 synodical bishop may be called as a deacon of this congregation.
- \*C9.18.** 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 the ELCA 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.
- \*C9.19.** 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.
- \*C9.20.** 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 death or, following consultation with the synodical bishop, for the following reasons:

- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
  - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than thirty (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 (3) 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 (6) 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 (2) rostered ministers and one (1) 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 (2) rostered ministers and one (1) 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 as disabled. 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.

**\*C9.21.** The deacon shall make satisfactory settlement of all financial obligations to a former congregation before:

- a. installation in another field of labor; or
- b. the issuance of a certificate of dismissal or transfer.

**\*C9.22.** 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.

**\*C9.23.** 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.

**\*C9.24.** 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 (1) of the congregations.

**\*C9.25.** The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least ninety (90) days prior to each regular meeting of the Synod Assembly.

## **Chapter 10. CONGREGATION MEETING**

**C10.01.** The annual meeting of this congregation shall be held at a time specified in the bylaws.

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

**C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two (2) consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least ten (10) days in advance of the date of the meeting.

**C10.04.** One hundred (100) or ten (10) percent of the voting members shall constitute a quorum.

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

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

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

## **Chapter 11. OFFICERS**

**C11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer. (See Bylaws, Appendix 1.)

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of the congregation.
- c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- d. If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.

**C11.02.** The Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by oral or written ballot and shall serve for one (1) year or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.

**C11.03.** No officer shall hold more than one (1) office at a time. No elected officer shall be eligible to serve more than two (2) consecutive terms in the same office.

## **Chapter 12. CONGREGATION COUNCIL**

**C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation, and not more than fifteen (15). Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four (4) successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

**C12.02.** The members of the Congregation Council except the pastor(s) shall be elected by oral or 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 (2) full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

**C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. Individuals who assumed a vacant seat, who have served less than one-half of a regular term shall be eligible for nomination and possible election to two (2) full terms.

**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 pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples, individually and corporately, of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor(s).
- h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

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

- a. The Congregation Council shall be the board of directors of this congregation and, as such, shall be responsible for maintaining and protecting its property and managing its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Wisconsin, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may enter into contracts of up to Ten Thousand (10,000.00) Dollars for items not included in the budget.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than 7.5% in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

**C12.05.A10.** Memorial Fund (Continuing Resolution; – see Appendix 2.)

**C12.05.A11.** Seminary Fund (Continuing Resolution – see Appendix 2.)

**C12.05.A12.** Building Usage (Continuing Resolution – see Appendix 2.)

**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 the 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 will normally meet at least four (4) times in a calendar year. Special meetings may be called by the pastor(s) 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 pastor(s) or interim pastor, except when the pastor(s) 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 pastor(s) 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 synodical 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.** The officers of this congregation and the pastor(s) shall constitute the *Executive Committee*.

**C13.01.A01.** Executive Committee (Continuing Resolution, see Appendix 2.)

**C13.02.** A *Nominating Committee* of three (3) voting members of this congregation, two (2) of whom, if possible, may be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one (1) year. Members of the Nominating Committee are not eligible for consecutive re-election.

**C13.03.** *Financial Review Committee* (for purposes of internal financial audit) of three (3) voting members shall be elected by the Congregation Council. Financial Review Committee members shall not be members of the Congregation Council. Term of office shall be three (3) years, with one (1) member elected each year. Members shall be eligible for re-election.

**C13.04.** *Mutual Ministry Committee* (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) consisting of six (6) voting members, shall be appointed jointly by the president, vice president and the rostered minister(s). Term of office shall be two (2) years, with three (3) members to be appointed each successive year.

**C13.05.** When a pastoral vacancy occurs, a *Call Committee* of six (6) voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.

**C13.06.** Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.

**C13.07.** Duties of committees of this congregation shall be specified in the continuing resolutions.

**C13.08.** The pastor(s) of this congregation shall be *ex officio* members of all committees and boards of the congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of the congregation, except the Nominating Committee.

#### **Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION**

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

**C14.01.A01.** Organizations within the Congregation (See Appendix 2.)

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

**C14.02A01.** Outreach Organizations (See Appendix 2.)

#### **Chapter 15. DISCIPLINE OF MEMBERS AND ADJUDICATION**

**\*C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause 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(s), b) censure and admonition by the pastor(s) in the presence of two (2) or three (3) 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(s) 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 the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to \*C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the 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 (5) members, three (3) laypersons and two (2) 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 forty-five (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 (6) members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six (6) 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 (1) 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(s) and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
  - c. termination of membership in the congregation; or
  - d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.
- \*C15.06.** The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the 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 the 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 among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

## **Chapter 16. 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 ten (10)% of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council sixty (60) days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal together with the council's recommendations

at least thirty (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 a legally called Congregation Meeting according to this constitution by a majority vote of those voting members present and voting;
- b. be ratified without change at the next annual meeting by a two-thirds vote of those voting members present and voting; and
- c. have the effective date included in the resolution<sup>1</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 the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

**\*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 the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least thirty (30) days prior to the meeting. Upon the request of at least two (2) voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

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

**\*C17.04.** Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

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<sup>1</sup> Such an effective date must be stated in relation to the requirements of \*C16.03. to allow time for synodical review of the amendment.

## **Chapter 18. CONTINUING RESOLUTIONS**

- \***C18.01.** The congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- \***C18.02.** Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of all voting members of the Congregation Council.

## **Chapter 19. INDEMNIFICATION**

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

<b>Appendix 1</b>
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### **BYLAWS of the Constitution**

#### **C4.04.01: Organizational Structure**

**Financial Review Committee** shall have the responsibility, under the guidance of the Church Council to perform an annual **Financial Review** at each end of year. This is a temporary committee, nominated at the annual meeting of the previous year. Results of the Annual Review are presented at the Annual Meeting. (See Continuing Resolution C13.03.A01 for specific duties.)

**Building & Grounds Committee** shall have the responsibility, under the guidance of the Administrative Staff, for the care of the inside and outside property of the church. They shall make recommendations thereon to the Church Council. The Committee's mission is to create and maintain a comfortable atmosphere for people to worship and "Share God's Love." (See Continuing Resolution C4.04.B01 for specific duties.)

**Call Committee** (See Continuing Resolution C13.05A01.)

**Constitution Committee** shall have the responsibility, under the guidance of the Church Council, for the necessary updates to the Constitution, Bylaws, and Continuing Resolutions. This committee only is in session when deemed necessary. (See Continuing Resolution C4.04.C01 for specific duties.)

**Endowment Fund Committee** shall be responsible for the administration of the Peace Lutheran Church Endowment Fund.

**Health Ministries Committee** shall have the responsibility under the guidance of the Administrative Staff, to address health needs of the body, mind, heart and soul of congregational members and others in the larger community throughout the continuum of life by offering knowledge, skills, resource referrals, and other services for health promotion and health protection. (See Continuing Resolution C4.04.E01 for specific duties.)

**Life and Growth Committee** shall have the responsibility, under the guidance of the Administrative Staff, for the development of a sound program of evangelism and for the general spiritual care of the Congregation and shall make recommendations thereon to the Church Council. (See Continuing Resolution C4.04.F01 for specific duties.)

**Long Range Planning Committee** shall be a permanent committee to review long-range plans and goals of the Congregation and make comments, changes, and recommendations as necessary. (See Continuing Resolution C4.04.G01 for specific duties.)

**Ministry Support Committee** shall have the responsibility, under the guidance of the Administrative Staff, for the Congregation's development in accordance with the scriptural principles of the stewardship for the raising of funds, for the management of funds and for the preparation of the annual congregational Financial Ministry Plan, and shall make recommendations thereon to the Church Council. (See Continuing Resolution C4.04.K01 for specific duties.)

**Mutual Ministries Executive Committee** shall have the responsibility to care, advise, interpret, advocate and reflect as a staff support committee appointed jointly by the president and the pastor(s). (See Continuing Resolution C13.04.A01 for specific duties.)

**Parish Education Committee** shall have the responsibility, under the guidance of the Administrative Staff, to operate the Sunday School and other schools of the Congregation to promote adult education and make recommendations thereon to the Church Council. (See Continuing Resolution C4.04.I01 for specific duties.)

**Staffing Committee** shall have the responsibility, under the guidance of the Administrative Staff, to ensure a qualified and dedicated staff that works well together as a team to support the needs of the congregation to "Share God's Love" with each other and the community. (See Continuing Resolution C4.04.J01 for specific duties.)

**Technology Committee, sub-committee of the Building & Grounds Committee**, shall have the responsibility, under the guidance of the Administrative Staff, to be the steward of the church's technology in the office, sanctuary, and in other areas of the church building where needed. (See Continuing Resolution C4.04.L01 for specific duties.)

**Worship Committee** shall have the responsibility, under the guidance of the Administrative Staff, for matters pertaining to the Congregation's worship and for the general spiritual care of the congregation and

should make recommendations thereon to the Church Council. (See Continuing Resolution C4.04.M01 for specific duties.)

**Youth Committee** shall have the responsibility, under the guidance of the Administrative Staff, to develop the youth program in the congregation and shall make recommendations thereon to the Church Council. (See Continuing Resolution C4.04.N01 for specific duties.)

#### **C8.05.01: Inactive Members**

Those confirmed members who have not communed in the current or previous calendar years shall be dismissed from the congregation if so recommended by the Pastor and approved by the Church Council. If possible, such members will be notified of any such actions taken.

Children, neither of whose parents or guardians are active members of this congregation, shall be dropped from the Baptized Membership Roll if they fail to participate in the Christian Education Program of the Congregation.

#### **C9.04.01: Sabbatical Leave**

**Purpose:** Sabbatical leave is recommended for clergy and associates in ministry as a time for renewal of one's professional and personal life. A sabbatical leave is a significant time away from congregational responsibilities; a time to receive, to be nurtured, to dig deeper into one's self, and to reflect on the call to ministry and relationship to God. Sabbatical leave should be holistic, including time for prayer, reflection, relaxation, and refreshment of body and spirit, as well as further developing gifts for continuing ministry. Sabbatical leaves may vary and invite different considerations in each congregation and in each ministry. Congregations and clergy both benefit from study, growth, and renewal and long-term mutual ministry is revitalized and stimulated (2008 Comp Guidelines; Feb 2007).

#### **Sabbatical Times and Duration**

1. After first ten (10) years of service, option of every five (5) years thereafter.
2. A sabbatical will be for twelve (12) weeks (including the two (2) continuing education weeks normally granted).
3. Vacation should not be included as sabbatical time. The sabbatical leave may be split into two (2) blocks of time, which do not have to be consecutive, but shall be taken within a twelve (12) month period from the beginning of the first block of time.
4. If additional time is requested, it must be approved by the Church Council and at the participants own expense.
5. The time of the Sabbatical will be negotiated between the Pastor(s), Staffing Committee, and the Church Council.
6. The Bishop will be notified when the Sabbatical is being negotiated.
7. Coverage will be determined by the Church Council, of Peace Lutheran Church.

**Coverage and Costs during the Sabbatical:**

1. The congregation will continue to fund full compensation and benefits for the Pastor(s) on Sabbatical. The congregation, with the Synod and conference support, is responsible for providing interim ministry during the sabbatical.
2. Salary and benefits for interims will be determined by type of coverage procured i.e., procuring one (1) or more person(s) full-time or part-time, using ordained pastors.
3. Peace Lutheran Church will look into creative ways of financing which could include special outside funding.

**Sabbatical Application Process:**

1. Pastor(s) will submit a written application and plan at least six (6) months before proposed Sabbatical.
2. Application can be made in less than six (6) months for extenuating circumstances.

**C11.01.01: Duties of Officers**

**President** – It is the President’s responsibility to call the meeting to order at the appointed time, to preside at all the meetings, to announce the business before the assembly in its proper order, to state and put all questions properly brought before the assembly, to preserve order and decorum, and to decide all questions of order (subject to an appeal).

**Vice President** – It is the Vice President’s responsibility to call the meeting to order at the appointed time, to preside at the meeting, to announce the business before the assembly in its proper order, to state and put all questions properly brought before the assembly, to preserve order and decorum, and to decide all questions or order (subject to an appeal) when the President is unavailable to be at a scheduled meeting.

**Secretary** – It is the Secretary’s responsibility to keep a detailed, but concise record, of the proceedings, and to record every resolution or motion that is adopted. This record of proceedings will then be available to the congregation at large.

**Treasurer** – It is the Treasurer’s responsibility to deposit funds received, pay bills, and prepare financial documents which show the financial state of the church.

**Appendix 2**

**Continuing Resolutions of the Constitution C4.03a.A01: Communion Participation** This congregation invites all of its members, who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.

1. Preparation for Holy Communion will normally be provided for fifth (5<sup>th</sup>) graders in the latter part of the school year. Earlier participation is possible at the discretion of parents.
2. Participation in Holy Communion shall be open to baptized Christians who accept the Lutheran teaching in regard to this Sacrament. Participation in the Lord’s Supper is the reception of *“the body and blood of our Lord Jesus Christ given with bread and wine, instituted by Christ himself for us to eat and drink.”* We hold that a *“person is well prepared and worthy who believes these words, given and shed for you for the remission of sins. But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words ‘for you’ require simply a believing heart.”*

#### **C4.03a.A02: Baptism**

Parents meet with Pastor and if infant:

1. The Parish Education Committee provides a rose.
2. The Worship Committee provides a baptismal napkin.
3. The Worship Committee takes care of the banner.
4. The napkin and rose are given to the parents.

#### **C4.04.B01: Building and Grounds Committee Responsibilities**

1. Facilitate a grounds “clean-up” day in the spring and fall of each year.
2. Maintain and inventory building plans, blueprints, and manuals.
3. Establish an annual Financial Ministry Plan to address expected costs, and prepare for unexpected costs through a contingency fund.
4. Establish recommendations regarding physical improvements so they are forecasted and predictable.
5. Assist in establishing procedures with the Church Administrator.
6. Assist in establishing long term goals for proper up-keep of the building and grounds area.
7. Assist the Church Administrator in overseeing the work of the Building Superintendent.

#### **C04.04.C01: Constitution Committee Responsibilities**

This is a temporary committee formed to review and update Peace Lutheran Church’s Constitution to conform to the requirements of the Evangelical Lutheran Church of America Constitution, upon the request of the Church Council.

#### **C04.04.E01: Health Ministries Committee Responsibilities**

1. Grow the programs, resources and services to meet the identified needs of the congregation members across the age span.
2. Grow the number of health professionals and others from the congregation to support the health ministries in a growing congregation to 50% of the health professionals being engaged in some part of the health ministry each year.
3. Congregational members, through an annual survey will have the opportunity to identify needs for programs and services as well as members of the Health Ministries Committees.
4. The Health Ministries Committee as well as the Parish Nurse will be mindful of the gifts and resources that we have been entrusted with through the love of God and use them wisely in carrying out our mission of sharing our love and talents with others.
5. The Health Ministries Committee will provide the Church Council with timely reports.

#### **C4.04.F01: Life and Growth Committee Responsibilities**

1. Responsible for Greeters, Visitor Program, and New Member Program.
2. To work with Pastor(s) on prospective members, inactive, shut-in and hospitalized members.
3. Responsible for advertising.
4. Responsible for fellowship events.
5. Responsible for the Peace Neighborhood Program.
6. Prepare Council Meeting report quarterly, or whenever a meeting is held.

7. Prepare articles for the newsletter, bulletins, etc., as needed.
8. Prepare budget needs for Ministry Support Committee annually.
9. Prepare report for the annual meeting held in January.

**C4.04.G01: Long Range Planning Committee**

It shall consist of members which may include the President, Vice-president and Secretary of the Church Council, as well as representatives from the Ministry Support Committee and Building and Grounds Committee. A member of the committee shall serve as the chairman of the committee and shall be responsible to call and chair committee meetings. Other persons may be added to the committee as needed and will be added by appointment of the chairman of the committee. It shall be required that the committee meet at least once a year and review the long-range plans and goals of the congregation and make comment and changes and recommendations as necessary.

The specific goals of the Long-Range Planning Committee will be:

1. Develop a master plan for the congregation to follow for five (5), ten (10) and twenty (20) years.
2. Surface issues and concerns that affect the ongoing and long-range life and mission of the congregation.
3. Seek to keep before the congregation high, mission-minded, Christ-centered goals.
4. Review the long-range building and facility needs of the congregation and make necessary recommendations.
5. Review present yearly decisions as they affect long-range goals and plans.

**C4.04.I01: Parish Education Committee Responsibilities**

1. Recruit and support Sunday School Steering Committee.
2. Recruit and support Vacation Bible School Coordinator.
3. Responsible to work with pastors with the Confirmation Program, and Adult Education Program.
4. Coordinate with Life and Growth a Volunteer appreciation event each year.
5. Ensure that Bibles are presented to second (2<sup>nd</sup>) graders each year.
6. Prepare Council Meeting Report, quarterly.
7. Prepare articles for newsletter, bulletins, etc., as needed.
8. Prepare the Financial Ministry Plan needs for the Ministry Support Committee annually.
9. Prepare report for Annual meeting held in January.

**C4.04.J01: Staffing Committee Responsibilities**

The work of the team is to ensure a qualified and dedicated staff that works well together as a team to support the needs of the congregation.

The Staffing Committee responsibilities are to:

1. Research existing job descriptions and develop new job descriptions, as needed.
2. Research salary structure.
3. Coordinate, manage, and review annual personnel assessments.
4. Research, develop and revise policies and procedures.
5. Act as a mediator when necessary.

**C4.04.K01: Ministry Support Committee Responsibilities**

1. Responsible for Hunger, Memorial, Stewardship, and Benevolence programs.

2. May serve as members of Long Range Planning Committee.
3. Oversee work of the Treasurer.
4. Prepare Council Meeting Report Quarterly, or whenever committee meets.
5. Work with Committees to prepare the Financial Ministry Plan for the Annual Meeting.
6. Prepare a report for Annual Meeting.

**C4.04.L01: Technology Committee Responsibilities** (Sub-committee of the Building and Grounds Committee.)

Responsible for the computers, printers, servers, and routers in the offices and building.

1. Responsible for the Audio/Visual Area in the Sanctuary, but also any Audio/Visual needs within the building.
2. Responsible for keeping Peace current with software and technology, as Financial Ministry Plan allows.

**C4.04.M01: Worship Committee Responsibilities**

1. Responsible for worship planning together with the Pastor(s).
2. Responsible for organists, choir directors and choir accompanists.
3. Responsible for ushers, acolytes, lay readers and coffee servers.
4. Responsible for banners, paraments and seasonal decorations (Christmas, Easter, etc.).
5. Responsible for candles and bulletins.
6. Responsible for communion supplies.
7. Responsible for hymnals.
8. Prepare their committee report after each meeting and submit to Church Administrator.
9. Prepare articles for the “Tidings” newsletter, bulletins, etc. as needed.
10. Prepare Financial Ministry Plan needs for the Ministry Support Committee annually.
11. Prepare Worship Report for the Annual Meeting.

**C04.04.N01: Youth Committee Responsibilities** 1.

Responsible for Youth Group.

2. Responsible for promotion of overall youth program.
3. Responsible for overseeing the work of the Youth.
4. Prepare their committee report after each meeting and submit to Church Administrator.
5. Prepare articles for the Tidings newsletter, bulletins, etc., as needed.
6. Prepare Financial Ministry Plan needs for the Ministry Support Committee annually.
7. Prepare Youth Report for the Annual Meeting.

**C12.05.A10: Memorial Fund**

1. Memorials to be recommended by the Ministry Support Committee and approved by the Church Council.
2. No memorial plaques to be placed within the church building or on the grounds (1-10-74).
3. Fund to be kept in a savings account if not used immediately.

**C12.05.A11: Seminary Scholarship Fund**

1. Fund to provide financial help to students attending an ELCA Seminary.

2. The congregation will budget an amount at the Annual Meeting and it will be disbursed from the General Financial Ministry Plan.

### **C12.05.A12: Building & Ground Usage – General Information**

1. Peace Lutheran Church building and all outside entrances are *smoke free*.
2. *No alcoholic beverages* can be brought in or consumed on the premises.
3. *Water* is the only beverage allowed in the Sanctuary. *Food* only allowed in Fellowship Hall.
4. All program materials or food brought in by a group will be removed when the event is over.
5. Requests to decorate the space must be stated on the written application. No screws, nails, or tacks may be used. *Masking tape is the only tape that can be used on glass, walls, or ceilings.*
6. *No candles, open flames, or flammable items* allowed on the premises, unless granted permission by the Church Administrator.
7. *Helium Balloons are prohibited in any part of the church building premises.*
8. *Non-member use* of any part of the facility will need the church administrator and pastor's approval. Sanctuary use for a non-member wedding with a pastor brought in will need a pastor's approval.
9. Groups using the building are expected to leave it in the condition they found it. This will include cleaning up after you are done with the room (i.e., throwing away trash, cleaning the tables and chairs off, etc.) Vacuuming and Garbage will be taken care of by the custodian.
10. All non-church groups using the premises must vacate the building by **9:00 pm**.
11. Peace Lutheran congregational programs or events have priority over all requests.
12. Commitments to outside groups may be altered due to emergency church needs.
13. Building may be closed on short notice due to weather.
14. Changes in requests for the facility will be treated as new requests.
15. The phone for use by outside groups is located in the kitchen area. Dial 9 to get an outside line. Only local calls are permitted.

#### **Equipment Usage:**

1. Equipment shall not be removed from the building except for church functions.
2. Peace audio-visual equipment is available for in-house functions using a trained individual from the church. Use of church instruments (i.e., piano, organ) need prior approval from a pastor(s), church administrator or choir director. Hourly fees may apply and are available at the church office.
3. Group is responsible for any breakage/damage that may occur.
4. Kitchen facilities are available, including a stove, refrigerator, and coffee pot. Kitchen items which are used need to be washed and placed back in the place where found. Coffee machines are available – you must *supply your own coffee, creamers & sugar products*.

#### **Child Care:**

1. Use of the church nursery by special permission only.
2. Group is responsible for overseeing children in their group. Children are to be kept in area requested.

#### **Fees:**

1. Fees are payable when application is approved.
2. Use of facility more than four (4) hours will involve additional fees.

**Room Use Fees:** All fees set by policy and available in Church Office.

**Per event/Per day** – for a maximum period of four (4) hours.

1. If more than four (4) hours are requested, listed fees will be charged for each hour over the four (4) hours that the facility is in use.)
2. Funerals (members) – Building Usage fees are waived.
3. Custodial fee information is available in the Church Office.

#### **C04.04.: Ministry Support Committee**

Peace Lutheran Church is to use a one-pocket envelope system (4-5-70).

1. Peace Lutheran Church will give members the opportunity to use a pre-authorized withdrawal payment system for donations from their checking, savings, or credit cards. Members are able to gift weekly, semi-monthly, or monthly.
2. Peace Lutheran Church gives members the opportunity to give using a Giving Kiosk located in the Gathering Area. Members and friends are able to give a donation with their debit or credit card.

#### **C13.01.A01: Executive Committee**

1. This committee is made up of the President, Vice President, and Secretary of the Church Council.
2. The Executive Committee members are responsible for conducting the Church Council meetings, Annual Congregational Meetings, and any Congregational Meetings which are held.
3. This committee is responsible for the review of the Pastor(s), Treasurer, and Church Administrator positions.
4. Act as consultants or mediators when conflicts arise.

#### **C13.02.A01: Nominating Committee**

This committee shall search out members of the congregation, who have been a member for more than a year, to serve on the Church Council.

1. This committee shall nominate members for the Endowment Fund per C5.05.01 Section 3)
2. Members of this committee are responsible for providing, the candidate for nomination, a copy of the Church Council Job Description to look at before a decision to run for nomination has been made.
3. A representative of the Nominating Committee is responsible to attend and inform the congregation of the nominees for election to the Church Council and the Endowment Fund at the Annual Meeting.

#### **C13.03.A01: Financial Review Committee Responsibilities (for internal audit)**

Follow procedures written by the [Congregational Audit Guide](http://www.elca.org/treasurer/congregations) provided by the ELCA ([www.elca.org/treasurer/congregations](http://www.elca.org/treasurer/congregations))

#### **C13.04.A01: Mutual Ministry Committee**

1. This committee shall strive to be effective, not just efficient. Building relationships takes time, often without visible progress. Effectiveness is a long-term goal.

2. Confidentiality is vital. Information shared in the meetings is not to be talked about outside the group unless permission is given by the one who shared it.
3. This committee has no authority to set policy or program. This is the work of the Church Council.
4. Administratively, this committee is accountable to the congregation.
5. No committee minutes should be kept, and no public reports need to be made.
6. This group should be devotional in attitude.
7. Decisions, if any, are normally reached by consensus rather than by majority vote.
8. Open and honest communication on areas of agreement and disagreement is essential.
9. Membership should be limited to six (6) members.
10. A member's term should be three (3) years. A member should be allowed to serve only two (2) consecutive terms.
11. For purposes of committee member selection, the Church President should prepare a list of qualified people from which the President and the Pastor(s) may select the committee.
12. One of the members is to be an officer of the Council. Representatives of various age groups and backgrounds should be included.

#### **C13.05.A01: Call Committee Responsibilities**

The responsibilities of a Call Committee is to compile a congregational profile, seek congregational input, compile interview questions to be used for the interviews, keep the Church Council and Bishop's office up to date on progress. The Call Committee will ultimately make a formal recommendation to the Church Council.

#### **C14.01.A01: Organizations of Peace Lutheran**

1. **MERGE Youth Group** – Outreach and a fellowship organization for high school age students.
2. **Katie's Circle (formerly ELECTA) Women's Group** – Outreach and a fellowship organization for Women of the church.
3. **Full Circle Women's Group** – Outreach and a fellowship organization for women of the church.
4. **Men at Peace** – Project, outreach, and fellowship organization for men of the church.
5. **Men's Bible Study** – Morning Bible Study for men
6. **Men & Women's Bible Study**- Morning Bible Study for men and women.
7. **Senior Choir** – Confirmed members share their singing talents, and perform on some Sunday mornings, and special events.
8. **Children's Choir** – Choir for four (4) year olds through sixth (6<sup>th</sup>) graders to share their singing talents, and perform on some Sunday mornings and for special events.
9. **Bell Choir** – Confirmed members share their musical talents playing the hand bells. They perform on some Sunday mornings and for special events.

#### **C14.02.10 Outreach Organizations**

1. **Peaceful Beginnings Christian Childcare Center** – A 4K and Daycare Facility organized to offer quality pre-school education services and daycare to the surrounding community. It is governed by a Board of Directors with representation from Peace Lutheran Church and the Church Council.
2. **Boy Scouts** – Use facilities of Peace Lutheran Church for their meeting and special events for a discounted yearly building usage fee to be set by Church Council.

3. **Girl Scouts** – Use facilities of Peace Lutheran Church for their meeting and special events for a discounted yearly building usage fee to be set by Church Council.

### **Appendix 3**

## **Policies and Guidelines of Peace Lutheran Church**

### **Background Checks**

A background check will be performed on all new employees who will be working in the church facility and for volunteers who will be working with the education and youth program. A release of information form will be signed by the prospective employee/ volunteer before this search is completed. Information will be kept confidential.

### **Building Church opening and closing Communication of Community and Solicitor Advertising Policy**

Keys for the Church Building shall be distributed by the Pastor or Church Administrator.

The advertising of community announcements or solicitor advertising shall be given to the Church Administrator for approval before being placed on the community bulletin board located in the Gathering Area. These types of announcements will not be listed in church publications.

### **Confirmation Guidelines**

Classes are held for seventh and eighth graders as scheduled by the pastor(s). Expectations held for young people to become confirmed at Peace:

1. Regular Class Attendance.
2. Regular Worship Attendance – Students will be expected to attend Sunday and special worship services as frequently as possible. Special consideration has been made in the class schedule for the Lenten and Advent seasons. Ten (10) “Worship Reports” will be expected from students per year. (At least one (1) report will be from an Advent Service and one (1) from a Lenten Service.)
3. Regular Sunday School Attendance.
4. Serve as an Acolyte.
5. Understanding our Christian Sexuality: A special class opportunity to deal with the topic of sex and sexuality. The class is for students and parents.

### **DVD Ministry**

A Sunday service is recorded on a DVD to be played on the Pulaski Cable Station each Sunday. When a baptism is celebrated in one of the services of the day, we will record that service, to give a copy to the parents as a keepsake.

### **Education Guidelines**

1. Sunday School classes provided for three (3) year olds through Adult.
2. Teachers or leaders shall be confirmed members of Peace Lutheran Church who are sixteen (16) years of age or older.
3. Materials to be used are to be selected by the Youth and Parish Education Committees under the guidance of the Administrative Staff along with the Steering Committee.

## **Fire Alarm**

Current “Fire Alarm Information and Procedures” are located in the Furnace Room near the Church kitchen.

## **Funeral Lunch Policy**

In the event of a funeral at the church, the family shall be asked if they wish to have a lunch served following the service. If so, the following policy should apply:

1. The arrangements for the lunch will be made between the Pastor(s), Church Administrator and the family.
2. The Pastor(s) or Church Administrator will explain the policy of the church in this regard:
  - a. The Funeral Lunch Coordinator will contact a caterer to order food dependent on the anticipated number of people to attend.
  - b. Friends of the family and members can donate salads, cakes and bars.
  - c. The family will pay for the ham and cheese, buns, butter, milk, etc., which will be purchased and served by the funeral volunteers.
  - d. It is assumed that the above-mentioned food is adequate for a noon or afternoon lunch.
3. Only under special circumstances shall we depart from the above guidelines. This policy shall be followed uniformly so that all are treated in an equal and fair manner.
4. If any problems arise, the Pastor(s) or Church Administrator shall be responsible to meet with the family and work toward a solution.
5. It shall be the responsibility of the Pastor(s) or Church Administrator to communicate the necessary information to the Funeral Lunch Coordinator as soon as he/she has talked to the family.
6. This policy statement will be in the church policy and procedure manual, have church council approval, and be available to the members of the church.

## **Library**

The Library is under the direction of the Parish Education committee of Peace Lutheran Church. The librarian will serve as a resource person to all committees.

## **Music**

All music to be performed at Peace must be cleared with the Pastor(s).

## **New Members**

Applicants for membership shall complete an orientation program with the pastor(s) and members of the church council.

## **Staff Assessments/Appraisals Policy and Procedures**

### **August Council Meeting**

1. Packets are handed out to the committees which have staff members that they are responsible for, and instructions given.
2. Church Administrator maintains a list of who was given a packet.
3. October 1<sup>st</sup> - deadline for completed packets; all forms turned in to the Church Administrator.
4. October 7<sup>th</sup> – Church Administrator begins contacting those who have not turned in their packets.

5. October 21<sup>st</sup> – Church Administrator and Staffing Committee members contact those who have not turned in their packets.

### **November Staffing Meeting**

6. Recommendation of wages reviewed.
7. Staffing Committee Chairperson turns recommendations over to the Stewardship Committee Chairperson.
8. Staff appraisals will be reviewed and concerns of the staff will be addressed.

### **Solicitation Policy; Non-member or member**

An individual is not permitted to solicit their personal wares or hand out fliers on Peace Lutheran Church property. A poster of appropriate nature, at the discretion of the Church Administrator and Pastor(s), can be hung on the “Community Bulletin Board” which is located outside of the church offices.

### **Organizations or groups not part of the Peace Lutheran Church ministry**

An organization not associated with Peace Lutheran Church is not permitted to solicit their wares or hand out fliers on Peace Lutheran Church property. A poster of appropriate nature at the discretion of the Church Administrator and Pastor(s) can be posted on the “Community Bulletin Board” which is located outside of the church offices.

### **Organizations or groups that are part of the Peace Lutheran Church ministry (example: Women’s Group, Youth Group)**

Solicitation of fliers, handouts, and fundraising can be conducted in the Gathering Area or the small Fellowship Hall during the Sunday morning church services and coffee hour. Solicitation can only be conducted by someone sitting at a table presenting their information. People will then have the option to receive the information by going to the table. No solicitation by handing out fliers as people enter or leave the church sanctuary or church building or in any forced action will be permitted.

### **Use of Peace Lutheran Church building for sale and solicitation of personal business wares:**

**Non-members** or outside organizations are prohibited from using the facility for sale and solicitation of their personal business wares.

**Members:** An application for use of the building facilities for personal sale and solicitation of personal business wares would need to be approved by the Church Administrator and the pastor(s). Appropriate fees for building usage and custodial help would need to be paid in advance.

### **Stationery**

Stationery format is to be approved by the Church Council.

### **Website Ministry**

Peace Lutheran Church’s website is [www.peacelc.org](http://www.peacelc.org)

A volunteer webmaster cares for the site. Direction is given to him/her by the Administrative Staff.

### **Wedding Policy**

1. The couple meets with Pastor for pre-marital counseling.
2. Suggested fees: Fee Schedule for all services available in Church Office.
3. Music must be approved by Pastor (The organist/ pianist/ musicians, is an/or are independent contractor(s) not paid by or provided by Peace Lutheran Church).
4. Rice, confetti, real flower petals, and aisle runners are prohibited.
5. Pastor(s) of Peace to officiate unless other arrangements previously arranged and approved by the Pastor(s) and/or Church Council.
6. Flash pictures are prohibited during ceremony. Flash pictures can be taken during the processional and recessional.
7. Electrical devices should be silenced or off during the ceremony.

### **Worship Policy**

Sunday morning worship services will be held every Sunday, at times deemed necessary to meet the needs of the congregation. Changes to times need to be approved by the Worship Committee, Church Council, and Pastor(s). A Thursday evening service will be available for those who cannot worship on Sunday. Non-Sunday worship opportunities will be scheduled on an individual basis: Advent, Christmas Eve, Christmas Day, New Year's Eve, Lenten Services and Thanksgiving Eve.

The President of the Church Council, Pastor(s) and the Church Administrator will make the decision when a church service or services should be canceled.