

CHRIST OUR SHEPHERD LUTHERAN CHURCH

101 N. Peachtree Parkway, Peachtree City, Georgia 30269

Governing Documents

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The Constitution

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CONSTITUTION

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NOTE: All sections marked with an asterisk (*) are mandatory sections from the ELCA Model Constitution and are included unaltered in this local Congregation Constitution.

* 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 Christ Our Shepherd Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying bylaws and/or continuing resolutions, the Christ Our Shepherd Lutheran congregation is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Georgia.

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,

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beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.

c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

- * **C2.03.** This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- * **C2.04.** This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- * **C2.05.** This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- * **C2.06.** This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- * **C2.07.** This congregation confesses the Gospel, recorded in the Holy Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

CHAPTER 3 - NATURE OF THE CHURCH

- * **C3.01.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- * **C3.02.** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and

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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.

- *C3.03.** The name Evangelical Lutheran Church in America (ELCA or “this Church”) as used herein refers in general references to this whole church, including its three expressions – congregations, synods, and the 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

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peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.

- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

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

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy.

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- *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 Council.
- *C4.05.** This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.
- *C4.06.** References herein to the nature of the relationship between the three expressions of this church – 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 or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;

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- d. adopt amendments to the constitution, as provided in Chapter 17, amendments to the bylaws, as specified in Chapter 16, and continuing resolutions, as provided in Chapter 18.
- e. approve the annual budget;
- f. acquire real and personal property by gift, devise, purchase, or other lawful means;
- g. hold title to and use its property for any and all activities consistent with its purpose;
- h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- i. elect its Congregation Council, and require them]to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

***C5.04.** This congregation shall choose from among its voting members 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 Southeastern Synod of the Evangelical Lutheran Church in America.

C5.05 This congregation may have mission endowment funds that will operate as specified in the bylaws and/or continuing resolutions.

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 Southeastern Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

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- *C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of ordained ministers of the Evangelical Lutheran Church in America or to contracting for pastoral services with an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
 - d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
 - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America 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.

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- 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.** A congregation may terminate its relationship with this church by the following procedure:

- a. A resolution indicating the intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the congregation council. Unless he or she is a voting member of the congregation, the bishop's designees, if any, shall have voice but not vote at the meeting.
- b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.
- d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless she or she is a voting member of the congregation, the bishops and

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the bishop's designees, if any, shall have voice but not vote at the meeting.

- e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non- Lutheran church
- f. Notice of termination shall be forwarded by the bishop to the secretary of this church, who shall report the termination to the Churchwide Assembly.
- g. Congregations which seek to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *C6.05., shall be required to receive Synod Council approval before terminating their membership in this church.
- h. Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to receive synodical approval before terminating their membership in this church.
- i. Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- j. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must

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follow all requirements of *C6.05. and may begin no sooner than six months after that second meeting.

- *C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate program unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is affected.
- *C6.07.** If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate program unit of the churchwide organization before any steps are taken leading to such action.

CHAPTER 7 - PROPERTY OWNERSHIP

- *C7.01.** If this congregation ceases to exist, title to undisposed property shall pass to the Southeastern Synod of the Evangelical Lutheran Church in America.
- *C7.02.** If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.
- *C7.03.** If a two-thirds majority of the voting members of this congregation present at a 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 Southeastern Synod.
- *C7.04.** If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, 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

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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 *C.7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America, this congregation accepts such restrictions and:
- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
 - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Southeastern Synod—re-convey 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

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transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.

- c. **VOTING** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
- d. **ASSOCIATE** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

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

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

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

***C8.05.** Membership in this congregation shall be terminated by any of the following:

- a. death
- b. resignation

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- c. transfer or release
- d. disciplinary action by the Congregation Council
- e. removal from the roll due to inactivity as defined in the bylaws.

Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

CHAPTER 9 - THE PASTOR

- *C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by 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 clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.
- *C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,
 - a. Every ordained minister shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care; and
 - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

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b. Each ordained minister with a congregational call shall, within the congregation:

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- 2) supervise all schools and organizations of this congregation;
- 3) install regularly elected members of the Congregation Council; and
- 4) with the council, administer discipline.

c. Every pastor shall:

- 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
- 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
- 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
- 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Southeastern 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.

***C9.05.** a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:

- 1) mutual agreement to terminate the call or the completion of a call for a specific term;

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- 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
- 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
- 4) the physical or mental incapacity of the pastor;
- 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
- 6) the dissolution of the congregation, or the termination of a parish arrangement; or
- 7) suspension of the congregation as a result of discipline proceedings.

b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.

c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.

d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in *C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the

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synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

e. If, in the course of proceedings described in *C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop, who may bring charges in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.

f. If, following the appointment of the committee described in *C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).

***C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

***C9.07.** During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor. 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

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service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.

- *C9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.11.** With the approval of the bishop of the synod, the congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12.** The pastor of this congregation:
- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
 - b. shall submit a summary of such statistics annually to the synod; and
 - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- *C9.13.** The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14.** The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the

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installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

C9.20. Ecumenical pastoral ministry

C9.21. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

CHAPTER 10 - CONGREGATION MEETING

C10.01. An annual meeting and other meetings of this congregation shall be held at times specified in the bylaws and/or continuing resolutions.

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

C10.03. Notice of all meetings of this congregation shall be given as specified in the bylaws and/or continuing resolutions.

C10.04. Ten 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 by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution.

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

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CHAPTER 11 - OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice president, and secretary.
- a. Duties of the officers shall be specified in the bylaws and/or continuing resolutions.
 - b. The officers shall be voting members of the congregation.
 - c. The Congregation Council elects its officers from the elected membership of the Congregation Council.
- C11.02.** The Congregation Council shall elect its officers and they shall serve for one year or until their successors are elected. Their terms shall begin at the close of the council meeting at which they are elected. The treasurer shall be appointed at the first meeting of the new Congregation Council.
- C11.03.** No officer shall hold more than one office at a time. The president shall be limited to serving two consecutive terms in the same office.

CHAPTER 12 - CONGREGATION COUNCIL

- C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s), treasurer, and not more than 12 or fewer than 8 members of the congregation and may include one youth representative. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause, or (c) resigns. Consistent with the laws of the State of Georgia, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

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- C12.02.** Nomination for membership on Congregation Council shall be made by the Nominating Committee. The Nominating Committee shall select one person per vacancy to be nominated. Additional nominations may be made from the floor during the Annual Congregation Meeting. Election shall be by a majority vote of those voting at the Annual Congregational Meeting.
- C12.03.** The members of the Congregation Council except the pastor(s), the treasurer, and the youth representative shall be elected to serve terms of office as described in the by-laws.
- C12.04.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting
- C12.05.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:
- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
 - b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
 - c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling 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.

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- g. To arrange for pastoral service during the sickness or absence of the pastor.
- 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.

C12.06. 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 the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Georgia, 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 shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption. 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.
- d. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to

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the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.

- e. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- f. For items not included in the budget, the Congregation Council may enter into individual contracts, as identified in the bylaws and continuing resolutions.

C12.07. The Congregation Council shall see that the provisions of this constitution, its bylaws and continuing resolutions are carried out.

C12.08. The Congregation Council shall provide for an annual review of the membership roster.

C12.09. The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.

C12.10. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

C12.11. The Congregation Council shall normally meet once a month. Special meetings may be called by a pastor or the president, and shall be called at the request of at least one-half of the Congregation Council 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 or interim pastor requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the 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 A Nominating Committee shall be comprised of the pastor(s), two (2) members elected from and by the Congregation Council, and one member from each standing committee, elected from and by each committee. Each member shall

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be elected for a one-year term. An elected member of the Nominating Committee shall be eligible to serve no more than two consecutive years. The Congregation Council shall appoint one of its representatives to serve as chairperson. The chairperson is responsible for convening the meeting, contacting all candidates to obtain their permission to nominate them, and submitting a written report of the committee's activities to be included in the Annual Report to the congregation.

- C12.14.** Other Committees of the Congregation Council shall be identified in the bylaws and/or continuing resolutions.

CHAPTER 13 - CONGREGATION COMMITTEES

- C13.01.** The Key Ministry Leaders of the congregation are those specified in the continuing resolutions.
- C13.02.** Other congregation committees may be formed as the need arises, by decision of the Congregation Council.
- C13.03.** Duties of committees of this congregation shall be specified in the continuing resolutions.

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

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CHAPTER 15 - DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps:
- a. private admonition by the pastor(s),
 - b. admonition by the pastor(s) in the presence of two or three witnesses, and
 - c. citation to appear before the Congregation Council. If, for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.
- *C15.02.** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregation Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. The written citation that specifies the time and place of the hearing before the Congregation Council and requests the presence of a member charged with the offense shall be sent at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.
- *C15.03.** Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt

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of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

- a. censure before the council or congregation;
- b. suspension from membership for a definite period of time; or
- c. exclusion from membership in this congregation.

Disciplinary actions b. and c. shall be delivered to the member in writing.

- *C15.04.** The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.
- *C15.05.** Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.
- *C15.06.** For disciplinary actions in this congregation, “due process” shall be observed as specified in 20.41.03. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C15.07.** No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.
- *C15.10.** Adjudication
- *C15.11.** When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to

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resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

CHAPTER 16 - BYLAWS

- *C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- *C16.03. Changes to the bylaws may be proposed by any voting member provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting.
- *C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

CHAPTER 17 - AMENDMENTS

- *C17.01 Unless provision *17.04 is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 10% of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.
- *C17.02 An amendment to this Constitution proposed under *C17.01. shall:

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- a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
- a. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
- b. have the effective date included in the resolution and noted in the constitution.

***C17.03** Any amendments to this constitution that result from the processes provided in *C17.01 and *C17.02 shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the Southeastern Synod of the ELCA.

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

CHAPTER 18 - CONTINUING RESOLUTIONS

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- *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 for indemnification of each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding.

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CONSTITUTION
REVISION HISTORY

PROPOSED CHANGE

DATE	May 20, 2012
REQUESTOR	Danny Lucsko, Bill Grabill, Bob Spruck
REFERENCE	Rev 00 Initial
NEW TEXT	Updates

REVIEW AND ACCEPTANCE

DATE TO COUNCIL	Feb 27, Mar 26, 2012
DATE TO CONGREGATION	April 30, 2012
DATE OF CONGREGATIONAL MEETING/VOTE	May 20, 2012
AMENDMENTS/CHANGES	None
VOTE RESULTS	Unanimous
DATE OF SECOND VOTE	Jan 27, 2013
VOTE RESULTS	Unanimous
DATE TO SYNOD/ELCA	Feb 5, 2013
DATE OF SYNOD/ELCA RESULTS	
SUBMISSION RESULTS	

IMPLEMENTATION

DATE OF DOC CHANGE	
CHANGED BY	
EFFECTIVITY DATE OF CHANGE	
NEW REVISION NUMBER	

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The By-Laws

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The organization of these elements of the COS By-Laws is consistent with the structure of, and is cross-referenced to, the appropriate paragraph and Chapter in the COS Constitution and/or Continuing Resolutions

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CHAPTER 1 - NAME AND INCORPORATION

No By-Laws

CHAPTER 2 - CONFESSION OF FAITH

No By-Laws

CHAPTER 3 - NATURE OF THE CHURCH

No By-Laws

CHAPTER 4 - STATEMENT OF PURPOSE

No By-Laws

CHAPTER 5 - POWERS OF THE CONGREGATION

B05.05.01 This congregation shall have a mission endowment fund that will operate as specified in this congregation's continuing resolutions. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation.

CHAPTER 6 - CHURCH AFFILIATION

No By-Laws

CHAPTER 7 - PROPERTY OWNERSHIP

No By-Laws

CHAPTER 8 - MEMBERSHIP

B8.05.01 The congregation shall, when a member moves from the community served by the church, encourage the member to request a transfer to a Lutheran congregation which can serve that member effectively. Should the member fail to request a

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transfer, a Lutheran congregation in the community of the member's residence shall be notified.

- B8.05.02** A confirmed member in good standing desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
- B8.05.03** A confirmed member who does not for a period of one year, partake of Holy Communion, support the church with offerings, and does not appear to desire to participate in the life and worship of the congregation shall be visited by a pastor, the congregation's officers, or a designated visitation committee and be encouraged to become an active member. If, by the conclusion of the second year, the confirmed member has not actively participated, that member's name shall be removed from the active membership roster of the congregation, but be retained on a responsibility list as one who is in special need of the congregation's prayer and concern.
- B8.05.04** A child, whose parent(s) or guardian is not a member of the congregation, may be removed from the roster of baptized members if that child fails to participate in the life and worship of the congregation for a period of two years following the baptism. The parent(s) or guardian(s) shall be visited by a pastor, the congregation's officers, or a designated visitation committee and be encouraged to develop active membership. If, by the conclusion of the second year, the baptized member has not actively participated, that member's name shall be removed from the active membership roster of the congregation, but be retained on a responsibility list as one who is in special need of the congregation's prayers and concerns.

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CHAPTER 9 - THE PASTOR

- B9.04.01** When the congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect, in a form approved by the Evangelical Lutheran Church in America. It shall be signed by the President and Recording Secretary of the congregation, and shall be attested by the signature of the bishop of the synod.
- B9.04.02** A call to a member of the clergy to be an associate or assistant pastor, an Associate in Ministry, or diaconal minister, shall be issued only with the concurrence of the Senior Pastor of the congregation and in accordance with C9.01.01. Said call shall be coterminous with the resignation of the Senior Pastor.

CHAPTER 10 - CONGREGATIONAL MEETINGS

- B10.01.01** There shall be a meeting of the congregation annually on such date as shall be determined by the Congregation Council.
- B10.01.02** Prior to the annual meeting, the pastor(s), the treasurer, the director of operations, the standing committee chairpersons, other committee chairpersons and organizations of the congregation shall submit written reports to be included in the annual report of the congregation. The annual report shall be made available in both printed and electronic form to the members of the congregation at least 10 days prior to the congregation meeting.

Notice of all congregational meetings shall be given at services of worship the preceding two consecutive weeks and by electronic or regular mail sent to the members last known address.

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B10.06.01 The current roster of voting members shall be available at each meeting of the congregation.

CHAPTER 11 - OFFICERS

B11.01.01 The President shall be elected by the Congregation Council from the membership of the council and acts as chairperson of the Congregation Council. The President of the congregation shall:

- a. preside at all council meetings, executive committee meetings, and congregational meetings.
 - b. develop the agendas for all such meetings, with the assistance of the members of the Congregation Council and the standing committee chairpersons.
 - c. coordinate special projects as deemed necessary by the President or Congregation Council.
 - d. assist the pastor(s) as needed.
1. serve on the Executive Committee

B11.01.02 The Vice President shall be elected by the Congregation Council from the membership of the council. The Vice President shall:

- a. Preside at all Council meetings and Congregational meetings in the absence of the President
- b. Chair the Ministry Leaders' meetings
- c. Serve on the Personnel Committee
- d. Serve on the Executive Committee

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- B11.01.03** The Secretary shall be elected by the Congregation Council from the membership of the council. The secretary shall:
- a. Record and maintain the minutes of all meetings of the Congregational Council, the Executive Committee, and Congregational Meetings
 - b. Serve on the Executive Committee
 - c. Record all Church policies established by the Congregation Council each year and insure the annual updating of the Congregation Council Manual
 - d. Gather and store all Church legal documents
 - e. Handle all correspondence as directed by the Congregational Council

- B11.01.04** The Treasurer is an ex-officio member of the council, appointed annually by the council, with voice but not vote and shall:
- a. Oversee the financial records for disbursements of the Congregation
 - b. Oversee the development of written monthly and annual reports on the financial status of the Congregation
 - c. Oversee the development of a balance sheet of all Congregational assets and liabilities quarterly to the Finance Committee and the Congregational Council
 - d. Oversee the development of a balance sheet of all congregational assets and liabilities for inclusion in the annual report
 - e. Oversee the development of the Annual Budget
 - f. Oversee the preparation of payroll checks
 - g. Oversee the reconciliation of bank statements
 - h. Oversee the payment of all approved bills in a timely fashion
 - i. Serve on the Executive Committee

CHAPTER 12 – CONGREGATION COUNCIL

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B12.01.01 No two members of an immediate family shall be elected to serve on the Congregation Council at the same time. Immediate family is defined as husband, wife, parent, child or sibling. Youth representatives shall be exempt from this restriction.

B12.03.01 The term of office for an elected, lay member of the Congregation Council shall be a single 3 year term. Consecutive terms are not allowed.

If the Council decides to have a youth representative on the Council, he or she shall be elected by ballot vote of the members attending senior high school. The youth member shall serve a single one year term beginning at the close of the annual meeting at which he or she is elected.

B12.05.02 Duties of the Congregation Council are to:

- a. Suggest actions for Standing Committees to implement.
- b. Monitor the work and scope of all committees and task forces
- c. Set financial policies and review church finances approve applications for membership in the congregation and transfers out of the congregation.
- d. Recommend an annual budget for congregational approval.
- e. Approve the hiring of paid church staff other than the pastor(s).
- f. Appoint an Audit Committee each year
- g. Approve applications for use of church property by groups or individuals not associated with the congregation
- h. Approve any and all changes to the Congregation Council Manual
- i. Approve financial charges and building use policies for Christ Our Shepherd
- j. Appoint a Treasurer
- k. Appoint a Nominating Committee

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B12.05.03 The Duties of Congregation Council Members are to:

- a. Attend every called Congregation Council and Congregational Meeting or contact the President, Recording Secretary, or Pastor(s) by phone or written communication if unable to attend.
- b. If not on the Executive Committee, to serve as an advisor to one or more of the Standing Committees by:
 - 1) Attending either the Ministry Leaders' meeting or the Committee Meeting
 - 2) Serving as liaison between the Committee and the Congregation Council.
- c. Periodically serve as a Supervisor of the Count Team counting offerings after a Church service and ensure a timely deposit of the Church funds.
- d. Prayerfully evaluate the reports given at a Meetings by:
 - 1) Listening and responding to both sides of any report
 - 2) Bringing to Congregation Council concerns of the Congregation
- e. Provide guidance to the assigned Committee by reacting to committee work and surfacing concerns of the Congregation which pertain to Committee functions.
- f. Offer new ideas, deal with problems, be creative, and surface new possibilities to enhance the ministries of Christ Our Shepherd.
- g. Vote on any matter that comes before the Congregation Council which requires official action.
- h. Grow in understanding of the Church through participation in worship and educational instruction at Congregation Council Meetings.

For items not included in the budget, the Congregational Council may enter into individual contracts, the total of which shall not exceed 3% of the operating budget of the current fiscal year. This restriction shall not apply to designated gifts.

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The appointment of a lay Associate In Ministry (AIM) shall be made only with the concurrence of the Senior Pastor. Said appointment shall be coterminous with the call of the Senior Pastor.

B12.06.01 For items not included in the budget, the Congregational Council may enter into individual contracts, the total of which shall not exceed 3% of the operating budget of the current fiscal year. This restriction shall not apply to designated gifts.

B12.09.01 The appointment of a lay Associate In Ministry (AIM) shall be made only with the concurrence of the Senior Pastor. Said appointment shall be coterminous with the call of the Senior Pastor.

B12.11.01 The Congregation Council shall meet monthly on a date specified in the Continuing Resolutions. Any change in the regular monthly meeting day shall be approved by the Congregation Council and shall be preceded by a two-month notice to the congregation. Special called meetings, when needed to deal with specific issues, may be called by the Council President or Senior Pastor without notification to the congregation.

B12.11.02 At the request of the President or the Senior Pastor, the Congregation Council shall have the right to go into Executive Session to deal with sensitive and confidential matters. The Executive Session shall include only the voting members of the Congregation Council, and any others if deemed necessary by the council president. Any discussion in the Executive Session shall be confidential.

B12.14.01 The following are Council Committees that assist the Congregational Council in managing the Church:

a. Executive Committee

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- b. Nominating Committee
- c. Audit Committee
- d. Personnel Committee
- e. Call Committee

The membership and functions of these Committees are detailed in the Continuing Resolutions

CHAPTER 13 - CONGREGATION COMMITTEES

B13.02.01 The Standing Committees of the Church shall be:

- a. Christian Education
- b. Evangelism
- c. Finance
- d. Property
- e. Social Services Ministry
- f. Stewardship
- g. Worship and Music
- h. Youth and Family

Individual Committee missions and functions are described in the COS Continuing Resolutions

CHAPTER 14 - ORGANIZATIONS WITHIN THE CONGREGATION

No by-laws

CHAPTER 15 - DISCIPLINE OF MEMBERS AND ADJUDICATION

No by-laws

CHAPTER 16 - BYLAWS

No by-laws

CHAPTER 17 - AMENDMENTS

No by-laws

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CHAPTER 18 - CONTINUING RESOLUTIONS

No by-laws

CHAPTER 19 - INDEMNIFICATION

No by-laws

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BY-LAWS

REVISION HISTORY

PROPOSED CHANGE

DATE	May 20, 2012
REQUESTOR	Danny Lucsko, Bill Grabill, Bob Spruck
REFERENCE	Rev 00 Initial
NEW TEXT	Updates

REVIEW AND ACCEPTANCE

DATE TO COUNCIL	Feb 27, Mar 26, 2012
DATE TO CONGREGATION	April 30, 2012
DATE OF CONGREGATIONAL MEETING/VOTE	May 20, 2012
AMENDMENTS/CHANGES	None
VOTE RESULTS	Unanimous
DATE OF SECOND VOTE	Jan 27, 2013
VOTE RESULTS	Unanimous
DATE TO SYNOD/ELCA	Feb 5, 2013
DATE OF SYNOD/ELCA RESULTS	
SUBMISSION RESULTS	

IMPLEMENTATION

DATE OF DOC CHANGE	
CHANGED BY	
EFFECTIVITY DATE OF CHANGE	
NEW REVISION NUMBER	

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**The Continuing
Resolutions**

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CHAPTER 1 NAME AND INCORPORATION

No Continuing Resolutions

CHAPTER 2 CONFESSION OF FAITH

No Continuing Resolutions

CHAPTER 3 NATURE OF THE CHURCH

No Continuing Resolutions

CHAPTER 4 STATEMENT OF PURPOSE

R4.05.A97 MISSION STATEMENT

The mission of Christ Our Shepherd Lutheran Church is to share God's love. With God's help, we will witness to our family, our community, and our world.

Enabled by the Gospel and Sacraments and as stewards of God's Word, we will be an unending source of worship, education, fellowship, and Christian love.

The Congregation Council shall review and revise this Mission Statement every three years.

R4.06.A10 DECLARATION REGARDING ROSTERED MINISTRY

Christ Our Shepherd Lutheran Church, as a congregation of the Evangelical Lutheran Church in America, understands that it has the right to call, or refuse to call, as a pastor or rostered lay leader, any person who is on the roster of ordained ministers or lay rosters or any candidate approved for those rosters.

R4.07.B10 Christ Our Shepherd Lutheran Church, in accordance with the 2009 Church wide Assembly which resolved that the Evangelical Lutheran Church in America "make provision in its policies to recognize the conviction of members who believe that this church should not call or roster people in a publicly accountable, lifelong, monogamous, same-gender relationship" declares that this congregation will not call, commission, consecrate, or ordain a pastor or lay rostered leader who is or intends to be in such a

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same-gender relationship and expects its pastors and rostered leaders to live according to the expectations of the 1990 document “*Vision and Expectations: Ordained Ministers in the Evangelical Lutheran Church in America*”.

R4.08.A10 DECLARATION REGARDING MARRIAGE AND BLESSINGS

Christ our Shepherd Lutheran Church believes and confesses that the marriage of male and female is an institution created and blessed by God. Therefore, we declare that marriages, civil unions, or blessings of same-gender relationships will not be performed in this church building or authorized by this congregation.

R4.09.A10 AFFIRMATION OF PURPOSE & EXPECTATIONS OF RESPECT

Christ Our Shepherd Lutheran Church affirms its purpose of reaching out to all people and bringing them to faith in Christ and shall commit to doing so by inviting all people to participate in the life, sacraments, and ministries of the congregation. Christ Our Shepherd Lutheran Church shall also commit itself to bearing one another’s burdens, loving its neighbors, and respecting all of its members.

R4.10.A10 Christ Our Shepherd Lutheran Church will expect the Evangelical Lutheran Church in America to honor its declared intent to allow structured flexibility in decisions about candidacy, the call process, and ministry policy documents, and to honor its commitment to those who disagree with the actions taken at the National Assembly in August of 2009, and that they will be sensitive to such views as they prepare for all synod youth gatherings and events.

CHAPTER 5 POWERS OF THE CONGREGATION

No Continuing Resolutions

CHAPTER 6 CHURCH AFFILIATION

No Continuing Resolutions

CHAPTER 7 PROPERTY OWNERSHIP

No Continuing Resolutions

CHAPTER 8 MEMBERSHIP

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No Continuing Resolutions

CHAPTER 9 THE PASTOR

No Continuing Resolutions

CHAPTER 10 CONGREGATION MEETINGS

No Continuing Resolutions

CHAPTER 11 CONGREGATION OFFICERS

No Continuing Resolutions

CHAPTER 12 CONGREGATION COUNCIL

R12.05.A90 The Treasurer and lay Associates in Ministry, if not Congregation Council members, shall have voice, but no vote at Council meetings.

R12.11.A90 The order of business for regularly called Congregation Council meetings shall be:

- a. Devotion
- b. Secretary's report
- c. Treasurer's report
- d. Financial report
- e. Staff reports
- f. Committee Reports
- g. Old business
- h. New business
- i. Closing Prayer

R12.11.B90 The Congregation Council shall normally meet on the fourth Monday of each month.

R12.12 The following Council Committees assist the Congregational Council in managing the church:

Audit Committee

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Call Committee

Executive Committee

Nominating Committee

Personnel Committee

R12.12.A11 Audit Committee

The Audit Committee shall arrange for an annual audit by an accounting firm or by volunteers, provide any records or information needed to complete the audit, and report to the Congregation in the Annual Report the status of the financial records.

R12.12.B11 Call Committee

The call committee shall consist of 8 members and shall be appointed by the Congregation Council from members of the Congregation, the Congregation Council, and the Personnel Committee such that the Call Committee represents a cross section of the Congregation.

The Call Committee shall follow the actions specified in the Constitution and By-laws in the call process for pastoral positions. The Committee will communicate with the Council and the Congregation as to the status and activities of the process as it deems appropriate.

R12.12.C11 Executive Committee

The Executive Committee of the Congregation Council shall meet on a monthly basis and at such times as meetings are called by the Senior Pastor of the Congregation or the President of the Congregation Council. The Executive Committee of the Congregation Council shall be composed of the Council President, Vice-President, Secretary, Treasurer, Operations Director, and the Pastor(s).

The Executive Committee is empowered to:

- a. Research and clarify complex issues to be brought to the Congregation Council for discussion and/or action, giving options and/or specific recommendations
- b. Present nominations for offices within the Council and Congregation

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- c. Establish agendas for Congregation Council meetings
- d. Expedite action in emergency situations by polling Congregation Council members to vote on such issues
- e. Make recommendations on financial matters of major consequence
- f. Deliberate issues of a sensitive nature concerning personnel
- g. Perform those duties assigned to it by the Congregation Council
- h. Report any actions or decisions made by this committee to the next meeting of the Congregation Council for information and approval

R12.12.D11 Nominating Committee

The duties of the Nominating Committee are to generate a list of candidates to be nominated for positions on the Congregation Council, to organize and conduct the selection of the candidates for the open position(s), and to notify the candidates of their selection.

R12.12.E11 Personnel Committee

The Personnel Committee shall assist the Congregation Council in fulfilling its oversight responsibilities for human resource management for Church staff. It will do this by making recommendations to the Council for proper human resource management practices including:

- a. developing staffing plans
- b. developing personnel policies
- c. recruiting, hiring, and firing of staff
- d. encouraging sound supervisory and management practices
- e. insuring fair treatment of staff
- f. and making compensation recommendations

CHAPTER 13 CONGREGATION COMMITTEES

R13.01.A11 Standing Committees of the Congregation

The Standing Committees of the Congregation shall be responsible for the ongoing governance of specific areas of the business and religious operations of the Congregation.

Each Committee shall normally meet at an agreed upon time prior to the regular Congregation Council meeting on the fourth Monday of the month.

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Each Committee shall provide a written report of their meetings to the Congregation Council. It shall be the responsibility of each Committee's Council liaison person to present and discuss such reports at the next Congregation Council meeting.

Should a Committee fail to meet or conduct any business for a period of 6 months, the Congregation Council shall appoint a new chairperson and solicit new members for the Committee.

Chairpersons of Committees shall, with the advice and assistance of the pastoral staff and information from Time and Talent Sheets, recruit members for their Committee.

The Standing Committees shall be:

- a. Christian Education
- b. Evangelism
- c. Finance
- d. Property
- e. Social Service
- f. Stewardship
- g. Worship and Music
- h. Youth and Family

The purpose of each Standing Committee shall be:

Christian Education Committee

This Committee shall develop, implement, and evaluate the educational programs of the Congregation.

Evangelism Committee

This committee shall be responsible for planning, organizing, and supervising specific activities that witness to God's love in Jesus Christ. The Committee shall work with other Christians to witness to the community and to all Christians at large.

Finance Committee

This Committee shall exercise oversight of all financial affairs of the

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Congregation.

Property Committee

This Committee shall see to the proper maintenance, repair, and protection of all the property of the Congregation.

Social Service

This Committee shall be responsible for activities that bring the Congregation and God's word into the communities the Congregation serves. It will involve members in serving the community via numerous programs internally and externally.

Stewardship

This Committee shall promote the expression of Christian faith in daily living, the Christian use of money, the knowledge of the congregation's local, national, and world-wide ministries, and to lead all its members to higher levels of proportionate giving for the Lord's work.

Worship and Music

This Committee shall see that the services of God's house are conducted regularly and in accordance with the liturgy of the ELCA.

Youth and Family

This Committee, in association with the Coordinators of the various youth groups, shall oversee the conduct and promotion of youth and family programs and organizations within the Congregation.

R13.02.A11 KEY MINISTRY LEADERS COUNCIL

The purpose of the Key Ministry Leaders Council is to foster communication between the various Committees and Ministries of the Congregation by having the leaders of those organizations meet periodically to exchange ideas, status of their Committee's activities, future plans, and opportunities to work together.

The Congregation Council Vice President will be the facilitator of the Key Ministry Leaders Council. He/she will call the meetings, create the agenda, and facilitate the communication between the leaders of the Committees, Ministries, and other groups.

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The Key Ministry Leaders Council will meet every other month on the second Monday of the month.

Key Ministry Leaders Council shall be composed of the Chairperson of the following Congregation Committees, Standing Committees, and Ministries and the Congregation Council member who has been designated as the Committee Liaison person for each Committee.

Care

Christian Education

Evangelism

Finance

Personnel

Property

Social Services

Stewardship

Worship & Music

CHAPTER 14 ORGANIZATIONS WITHIN THE CONGREGATION

R14.01.A11 Certain organizations and groups may be formed within the Church community that may be short lived or have a specific purpose and are not defined as a Committee. They may be identified as a Task Group, a Study Group, or by some other appropriate terminology. Some of these organizations are:

Senior Go-Getters

Salt Shakers

Stephen Ministers

Baby Peaches

Grace Flock

G.I.F.T Groups

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CHAPTER 15 DISCIPLINES OF MEMBERS AND ADJUDICATION

No Continuing Resolutions

CHAPTER 16 BYLAWS

No Continuing Resolutions

CHAPTER 17 AMENDMENTS

No Continuing Resolutions

CHAPTER 18 CONTINUING RESOLUTIONS

No Continuing Resolutions

CHAPTER 19 INDEMNIFICATIONS

No Continuing Resolutions

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CONTINUING RESOLUTIONS
REVISION HISTORY

PROPOSED CHANGE

DATE	May 20, 2012
REQUESTOR	Danny Lucsko, Bill Grabill, Bob Spruck
REFERENCE	Rev 00 Initial
NEW TEXT	Updates

REVIEW AND ACCEPTANCE

DATE TO COUNCIL	Feb 27, Mar 26, 2012
DATE TO CONGREGATION	April 30, 2012
DATE OF CONGREGATIONAL MEETING/VOTE	May 20, 2012
AMENDMENTS/CHANGES	None
VOTE RESULTS	Unanimous
DATE OF SECOND VOTE	Jan 27, 2013
VOTE RESULTS	Unanimous
DATE TO SYNOD/ELCA	Feb 5, 2013
DATE OF SYNOD/ELCA RESULTS	
SUBMISSION RESULTS	

IMPLEMENTATION

DATE OF DOC CHANGE	
CHANGED BY	
EFFECTIVITY DATE OF CHANGE	
NEW REVISION NUMBER	