

Zion Lutheran Church

Constitution

1/1/2019

Zion Lutheran Church
100 South Sixth Street
Indiana, PA 15701

Contents

*PREAMBLE	2
Chapter 1. NAME AND INCORPORATION.....	2
Chapter 2. CONFESSION OF FAITH	3
Chapter 3. NATURE OF THE CHURCH	5
Chapter 4. STATEMENT OF PURPOSE	6
Chapter 5. POWERS OF THE CONGREGATION	9
Chapter 6. CHURCH AFFILIATION	11
Chapter 7. PROPERTY OWNERSHIP	16
Chapter 8. MEMBERSHIP	18
Chapter 9. ROSTERED MINISTER	21
Chapter 10. CONGREGATION MEETING.....	32
Chapter 11. OFFICERS.....	33
Chapter 12. CONGREGATION COUNCIL.....	34
Chapter 13. CONGREGATION COMMITTEES	39
Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION	43
Chapter 15. DISCIPLINE OF MEMBERS AND ADJUDICATION	44
Chapter 16. AMENDMENTS	47
Chapter 17. BYLAWS PROCEDURE	49
Chapter 18. CONTINUING RESOLUTIONS PROCEDURE	50
Chapter 19. INDEMNIFICATION	50
Chapter 20. PARISH AUTHORIZATION	51
Chapter 21. BYLAWS	53
Chapter 22. CONTINUING RESOLUTIONS.....	58

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

Zion Evangelical Lutheran Church 2019 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 Zion Evangelical Lutheran Church.

C1.02. For the purpose of this constitution and the accompanying bylaws, the congregation of Zion Evangelical Lutheran Church is hereinafter designated as "this congregation."

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

Chapter 2. CONFESSION OF FAITH

- *C2.01.** 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.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- *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.** 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.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

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.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- *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; and
 - 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.]

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- *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;

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- j. Elect its Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- k. Terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

***C5.04.** This congregation shall 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 Northwestern Pennsylvania Synod of the Evangelical Lutheran Church in America.

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

Chapter 6. CHURCH AFFILIATION

- *C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Northwestern Pennsylvania Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02.** This congregation accepts the Confession of Faith and agrees to the purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community;
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America;
 - c. This congregation agrees to call pastoral leadership from the 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

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

according to the procedures of the Evangelical Lutheran Church in America; and

- 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; or
- d. This congregation follows the procedures outlined in *C6.05.

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

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

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted;
- c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above;
- d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting;
- e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to 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:

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- 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; and
 - 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; and
- 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 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 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 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

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

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 Northwestern Pennsylvania 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 Northwestern Pennsylvania 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

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

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; and
- b. Shall, upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Northwestern Pennsylvania Synod, 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 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 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

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

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 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.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

***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 [this congregation][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

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

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 Northwestern Pennsylvania 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.** 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;

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- 2) Resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) Inability to conduct the pastoral office effectively in 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 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 months.
- b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,
- 1) The bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) When such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

together with a committee of two rostered ministers and one layperson.

- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament 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.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

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

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

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

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- *C9.21.** 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 [this congregation][the Congregation Council] to recommend the call, shall seek the advice and help of the bishop of the synod.
- *C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synodical bishop may be called as a deacon of this congregation.
- *C9.23.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
- a. Be rooted in the Word of God, for proclamation and service;
 - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
 - c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
 - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
 - e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
 - f. Practice stewardship that respects God's gift of time, talents, and resources;
 - g. Be grounded in a gathered community for ongoing diaconal formation;

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- 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.

***C9.24.** The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.

***C9.25.** The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:

- a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by 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 30 days after the date on which it was submitted;
 - 3) Inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) Physical disability or mental incapacity of the deacon;
 - 5) Suspension of the deacon through discipline for more than three months;
 - 6) Resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- 7) Termination of the relationship between this church and this congregation;
 - 8) Dissolution of this congregation or the termination of a parish arrangement; or
 - 9) Suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
- 1) The bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) When such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service 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.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

***C9.26.** 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.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- *C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.28.** With the approval of the bishop of the synod, this congregation may depart from *C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.25.a.
- *C9.29.** The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- *C9.31.** The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10. CONGREGATION 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 a pastor, 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 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 consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.
- C10.04.** The number of the voting members present 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.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

Chapter 11. OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer.
- a. Duties of the officers shall be specified in the bylaws.
 - b. The officers shall be voting members of the congregation.
 - c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
 - d. The Congregation Council elects the president, vice president, and secretary from the elected membership of the Congregation Council
 - e. The Congregation Council elects the treasurer and the financial secretary from the voting members of the congregation. Their term shall begin on January 1 and end on December 31 or until their successors are elected.
- C11.02.** No officer shall hold more than one office at a time. No elected officer shall be permitted to serve more than six consecutive years in the same office.

Chapter 12. CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the four officers listed in Chapter 11 plus the other duly elected council members. All called clergy shall have voice on council. 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, either:

- 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.
- c. 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) and the treasurer*, shall be elected at a legally called meeting of the congregation during the month of November. Their term of office shall be for three years, with the term of office beginning at the close of the November congregational meeting. Such members shall be eligible to serve no more than two full terms consecutively. Newly elected Congregation Council members shall be installed at worship the Sunday following their election.

(*The treasurer is elected by the Congregation Council and becomes a member of the Congregation Council by virtue of the office to 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 to complete the unexpired term. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to two full

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

terms. Individuals who have served more than one-half of a regular term shall be eligible for nomination and possible election to one full term.

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 be to:

- a. 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. Seek to involve all members of this congregation in worship, learning, witness, service, and support;
- c. Oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission;
- d. Maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment;
- e. Be examples individually and corporately of the style of life and ministry expected of all baptized persons;
- f. Promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding;
- g. Arrange for pastoral service during the sickness or absence of the pastor;
- h. Emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America;

- i. Recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America; and
- j. 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. The Congregational Council:

- a. Shall be the board of trustees of this congregation and, as such, shall be responsible for maintaining and protecting its property and managing its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the Commonwealth of Pennsylvania, except as otherwise provided herein;
- b. 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. May enter into contracts of up to 10% for items not included in the budget;
- d. 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 10% of the budget 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. 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

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

forwarding of benevolence monies to the synodical treasurer;
and

- f. Shall be responsible for this congregation's investments and its total insurance program.

- 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 shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the 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.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

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 (president, secretary, treasurer, and financial secretary) and the pastor shall constitute the **Executive Committee**.

See Bylaws and Continuing Resolutions C13.01.A05 for the duties of the Executive Committee.

- C13.02.** A **Nominating Committee** shall be elected at the annual meeting for a term of one year. The committee shall consist of six voting members of this congregation. Outgoing members of the Congregation Council are encouraged to allow their names to be placed in nomination.

Members of the Nominating Committee are not eligible for consecutive re-election

It shall be the responsibility of the president of the Congregation Council to call an organizational meeting of the Nominating Committee sometime during the first quarter of the year.

See Bylaws and Continuing Resolutions C13.02.A05 for the duties of the Nominating Committee.

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

See Bylaws and Continuing Resolutions C13.03.A05 for the duties of the Audit Committee.

- C13.04.** **Mutual Ministry Committee (or committees)** shall be appointed jointly by the president and the rostered minister.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- a. There shall be a separate committee of three for each pastor or associate in ministry;
- b. Each member shall serve for three years, with terms staggered so that one member is replaced each year;
- c. Members of the Congregation Council are not eligible to serve on the Mutual Ministry Committee.

See Bylaws and Continuing Resolutions C13.04.A05 for the duties of the Mutual Ministry Committee.

C13.05. A **Staff Support Committee** shall be appointed jointly by the president and the pastor(s). Term of office shall be three years, two members to be appointed each successive year. Committee members will hold no other office in the congregation during the term.

See Bylaws and Continuing Resolutions C13.05.A05 for the duties of the Staff Support Committee.

C13.06. An **Administration and Finance Committee** consisting of the pastor (s), associate(s) in ministry, president, secretary, treasurer, financial secretary, administrative assistant, the president of the Congregation Council from the previous year and three additional members elected by the congregation at the annual meeting. The three elected members shall serve three year terms which are staggered thus requiring one person to be elected each year. The elected members must be voting members of the congregation and may not serve more than two consecutive three year terms nor can they simultaneously serve on both Administration and Finance Committee and Congregation Council. The administrative assistant and the president of Congregation Council from the previous year shall have voice but no vote at the Administration and Finance Committee meetings.

See Bylaws and Continuing Resolutions C13.06.A05 for the duties of the Administration and Finance Committee.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

C13.07. This congregation realizes the whole-life Christian stewardship involves management of all assets God has entrusted to His people, including abilities, time, income, appreciated assets and possessions.

Members have the privilege and duty to support the work of the congregation, the Northwestern Pennsylvania Synod, and the Evangelical Lutheran Church in America through contributions of time, abilities, and financial support as stewards of God's gifts.

Members can fulfill their privileges and duty by giving to the work of the church through, for example, bequests in wills, assignment of life insurance, charitable gift annuities, charitable remainder trusts, assignment of certificates of deposit, transfer of property such as cash, stocks, bonds, real estate, etc.

In order to encourage and receive these gifts to be administered or utilized for ministry, a Mission Endowment Fund shall be established. A **Mission Endowment and Memorial Fund Committee** shall also be established to administer the fund.

Membership of the Mission Endowment and Memorial Fund Committee shall consist of five voting members elected at the congregation's annual meetings, as well as the treasurer of the congregation. The term of office for elected members of this committee shall be three years, with the first slate of members serving staggered terms. Each year following the initial election, two members will be elected, with one elected every third year. The treasurer shall maintain the account of the Mission Endowment Fund.

See Bylaws and Continuing Resolutions C13.07.A05 for the duties of the Endowment and Memorial Fund Committee.

C13.08. When a pastoral vacancy occurs, a **Call Committee** of six voting members and four alternate members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

See Bylaws and Continuing Resolutions C13.08.A05 for the duties of the Call Committee.

- C13.09.** Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.
- C13.10.** Duties of committees of this congregation shall be specified in the continuing resolutions.
- C13.11.** The pastor(s) of this congregation shall be *ex officio* member(s) of all committees and boards of the congregation. The president of this congregation shall be *ex officio* member(s) 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.
- C14.02.** Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

Chapter 15. DISCIPLINE OF MEMBERS AND ADJUDICATION

***C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of 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;
- b. Censure and admonition by the pastor in the presence of two or three witnesses;
- c. Written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod; and
- d. Written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.

***C15.02.** The process for discipline of a member of 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

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

synod's Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.

- ***C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.

- ***C15.04.** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

- ***C15.05.** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
 - a. Suspension from the privileges of congregation membership for a designated period of time;

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- b. Suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - c. Termination of membership in 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.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

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 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 of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C16.02.** An amendment to this constitution, proposed under *C16.01., shall:
- a. Be approved at 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 resolution² and noted in the constitution. (²*Such an effective date must be stated in relation to the requirements of *C16.03. to allow time for synodical review of the amendment.*)
- *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.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

***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 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 PROCEDURE

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

Chapter 18. CONTINUING RESOLUTIONS PROCEDURE

- *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.

Chapter 20. PARISH AUTHORIZATION

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

- *C20.01.** This congregation may unite in partnership with one or more other congregations recognized by the synod named in *C6.01. to form a parish. Except as provided in *C20.02. and *C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.
- *C20.02.** One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- *C20.03.** One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- *C20.04.** Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synodical constitution of the synod named in *C6.01. In such

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.

- *C20.05.** Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synodical constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- *C20.06.** Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.

Chapter 21. BYLAWS

C4.05.01 MISSION STATEMENT

God calls us into a community in Christ to gather for worship; share the good news; reach out in love and service to our world using the gifts God gave us; and support one another in our ministries.

C8.02.01 ASSOCIATE MEMBERSHIP

All applications for associate membership shall be submitted to and shall require the approval of the Congregation Council.

C8.05.01 CARE OF INACTIVE MEMBERS

- a. At the font, God claims the baptized as beloved children, extends to them the promises of the kingdom, invites participation in the body of Christ, and offers discipleship as a way of life. God, the author of promises, judges the response of the baptized; the Church, the proclaimer of promises, encourages the response of the baptized; the congregation, the body of Christ in a place, responds to the response of the baptized.
- b. The responsibility of the congregation to unresponsive members is pastoral care and the common consolation of the faithful -- to bring the Good News of Jesus Christ to bear in the lives of its absent members. The responsibility of the absent member is to discern their proper place and to determine their continued participation in the congregation. Finally, it becomes the responsibility of the congregation to confess that long-standing unresponsiveness is, in fact, a sign that membership is ended. Adjustment of the rolls is acceptance of a sad reality.
- c. When members move from the local community, the congregation encourages them to transfer their membership. If relocated members continue to receive Holy Communion and to make contributions of record, they continue on the roll of

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

baptized, confirmed and voting members. If after two years such members neither transfer their membership nor commune and contribute in the congregation:

1. The pastor will send a pastoral letter encouraging resumption of active participation through transfer of membership.
 2. If there is no response, six months later the congregation council and evangelism committee, in consultation with the pastor(s), will send a letter of concern indicating that membership dismissal will follow should the members neither transfer nor commune and contribute in the congregation.
 3. If there is no response, six months later the council may dismiss the person from the rolls, and the pastor may remove the person from membership records. This action will be reported to the person by letter.
- d. When members do not move from the community but, for a period of two years, fail to participate by communing and contributing in the congregation, they remain on the rolls of baptized and confirmed members but are not counted as voting members in reports to the Northwestern Pennsylvania Synod or the Evangelical Lutheran Church in America. The congregation reaches out to them with pastoral care and common consolation, acting intentionally to restore them to full participation.
- e. When members do not move from the community and, for a period of two calendar years, do not participate by communing and contributing in the congregation and do not respond to repeated efforts to restore them to full participation, the council may dismiss them and the pastor may remove their names from the roll of baptized and confirmed members. This decision is made with sensitivity and this action is taken with caution, according to the time table listed in number three, above.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- f. When the members in question are minors, these guidelines apply:
 - 1. Baptized minors remain on the child membership roll, regardless of residence or membership status of their parents, until they are confirmed or reach twenty-one years of age.
 - 2. Baptized children who reach the age of twenty-one without becoming confirmed members may be dismissed under the same circumstances, by the same procedure, and with the same personal care as adults.
- g. Members who have been removed from the rolls are restored by the congregation council when they again commune and make a contribution of record.

C10.01.01 ANNUAL MEETING

- a. The Annual Meeting of the congregation shall be held during the month of November, the day and time of day to be fixed by the Congregation Council.
- b. For the Annual Meeting, all persons responsible to the congregation council shall submit written reports.
- c. At the Annual Meeting of the congregation:
 - 1. The annual reports shall be approved;
 - 2. The budget for the next fiscal year shall be presented and approved; and
 - 3. Elections shall be held for the Congregation Council, the Nominating Committee, the Audit Committee, the Administration and Finance Committee, the Mission Endowment and Memorial Fund Committee and the representatives to synod assembly. Terms of office will begin immediately following the Annual Meeting.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

C11.01.01 DUTIES OF OFFICERS

- a. The President shall chair all meetings of the congregation and congregation council and, with the Executive Committee, prepare agendas. The President, together with the Pastor(s), shall appoint members of the Staff Support and Mutual Ministry Committees. See C13.04 and C13.05. It shall be the responsibility of the President of council to see that all Constitution Committees are functioning. Special attention must be given to the Nominating Committee, the Audit Committee and the Staff Support Committee. The President must call an organizational meeting for each of these three committees sometime during the first quarter of the year. In the case of the Audit Committee it will be necessary for the President to solicit nominations by council and carry out elections for any vacancies on this committee prior to any organizational meeting. Likewise the President should take the initiative in seeing to the selection of new members to the Staff Support Committee.
- b. The Secretary shall keep accurate minutes of all meetings of the congregation and the Congregation Council in a volume provided by the congregation which shall be preserved permanently in the archives. The Secretary shall have oversight of the Zion Archives, insuring the proper preservation of records and historical material, keeping record of the material contributed and writing letters of thanks to the contributors.
- c. The Financial Secretary shall receive and keep record of all income from contributing members and other sources, render monthly reports to the Congregation Council, and periodically issue giving records to the membership. The Financial Secretary shall have oversight of the tellers and the computerized record of contributions and shall serve as a resource person for the Committee on Parish Support.
- d. The Treasurer shall oversee the bookkeeping functions of the Administrative Assistant; shall receive all funds and disburse them on proper order, making monthly remittance of benevolence to the treasurer of Synod; shall make a monthly

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

written report of all financial transactions to the Congregation Council and to the congregation yearly at its Annual Meeting. The Treasurer and administrative assistant shall provide the documents necessary for the Audit Committee to provide a satisfactory audit. All financial officers shall hold fidelity coverage provided by the ELCA.

C13.09.01 STANDING COMMITTEES

- a. At its first meeting in each congregational year, the Congregation Council shall appoint as many standing committees as the local and wider concerns of the congregation shall require. Each committee shall be composed of one or more members of the council and, in addition, others members from the congregation. Although appointed and responsible to the council, these committees shall be recognized as representatives of the interests of, and performing essential services for, the congregation as a whole. These committees shall report their actions to council in a timely fashion.
- b. In addition to those mandated in the Constitution (Chapter 13), the committees of the congregation shall be: Building Use, Evangelism, Parish Education, Parish Support, Property, Recreation and Fellowship, Social Ministry, Worship and Music, Youth Ministry, and Zion Adult Ministry (ZAM).

Chapter 22. CONTINUING RESOLUTIONS

C8.03.A05 CONFIRMATION AND FIRST COMMUNION

- a. Catechism instruction leading to confirmation is an educational ministry of the church for children in grades seven through nine. Special approval for children below this level may be given by the Congregation Council in consultation with the pastor(s) and parents.
- b. First Communion is normally given to a child in the second grade following instruction and with parental approval and help. Special approval for children below that level or for those individuals with special needs may be given by the Congregation Council in consultation with the pastor and parents.

C13.00.A05 DUTIES OF THE CONGREGATION COMMITTEES

C13.01.A05 DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee:

- a. Prepares the agenda for regular meetings of the Congregation and the Congregation Council;
- b. Plans the annual council retreat; and
- c. May act in lieu of Congregation Council in emergency situations.

The composition of this committee appears in C13.01 of the main body of the constitution.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

C13.02.A05 DUTIES OF THE NOMINATING COMMITTEE

The responsibilities of the Nominating Committee are to compile a list of voting members of the congregation, willing to stand for election at the Annual Meeting, to:

- a. Fill vacancies on Congregation Council;
- b. Fill vacancies on the Mission Endowment and Memorial Fund Committee;
- c. Fill vacancies on the Administration and Finance Committee;
- d. Fill vacancies on the Nominating Committee;
- e. Serve as representatives at Synod Assembly; and
- f. Fill vacancies on the Trinity 3-2-1 Ministry Board.

The Nominating Committee is urged to find more candidates than the number of vacancies.

The composition of this committee appears in C13.02 of the main body of the constitution.

C13.03.A05 DUTIES OF THE AUDIT COMMITTEE

The Audit Committee seeks to make a satisfactory audit of the financial records of the congregation and of the accounts of the organizations within the congregation.

The composition of this committee appears in C13.03 of the main body of the constitution.

C13.04.A05 DUTIES OF THE MUTUAL MINISTRY COMMITTEES

The Mutual Ministry Committees are to represent the congregation's intention to minister to each pastor and associate in ministry. Each committee shall meet monthly with the pastor or associate in ministry for a free exchange of concerns, assessment of the shared ministry

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

of the congregation with attention particularly to the needs of the staff person. Members of this committee must understand that all discussions are strictly confidential. Minutes or notes are not to be taken. Reports to Congregational Council need only consist of whether or not the committee met.

The composition of this committee appears in C13.04 of the main body of the constitution.

C13.05.A05 DUTIES OF THE STAFF SUPPORT COMMITTEE

The Staff Support Committee:

- a. Supports and cares for the congregation's professional staff;
- b. Interprets the work of the staff to the congregation;
- c. Endeavors to resolve conflicts that may arise among staff members;
- d. Conducts an annual review of the staff; and
- e. Recommends salary and benefit packages to the Congregation Council.

The composition of this committee appears in C13.05 of the main body of the constitution.

C13.06.A05 DUTIES OF THE ADMINISTRATION AND FINANCE COMMITTEE

The Administrative and Finance Committee:

- a. Prepares a draft of an annual budget based upon their best estimate of the expected income for the upcoming year and submits it to Congregation Council by August 25. Included in the budget will be this congregation's intentions concerning their full share of benevolence;

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- b. Oversees the financial affairs of the congregation and insures the prompt payment of all obligations;
- c. Oversees the regular forwarding of benevolence moneys to the Northwestern Pennsylvania Synod treasurer;
- d. Is responsible for the congregation's investments and total insurance programs, with the approval of the Congregation Council;
- e. Provides the necessary documentation for the Audit Committee;
- f. Provides an updated membership roster to the Congregation Council following an annual review;
- g. Endeavors, with the office staff, to serve the administrative needs of all committees of the church;
- h. Supports the needs of the administrative assistant;
- i. Is responsible for the maintenance of office equipment, systems, and materials; and
- j. Establishes a Capital Improvement Fund to underwrite major repairs and renovation projects for the congregation's property. The congregation will be encouraged to contribute to the Capital Improvement Fund after they reach their Current and Benevolence pledge goal.

The composition of this committee appears in C13.06 of the main body of the constitution.

C13.07.A05 DUTIES OF THE MISSION ENDOWMENT AND MEMORIAL FUND COMMITTEE

- a. The Mission Endowment and Memorial Fund Committee shall accept large and small gifts which are given by family and friends in remembrance of loved ones and shall seek appropriate ways for these gifts to be used to the glory of God.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- b. The Mission Endowment and Memorial Fund Committee provides annual distributions beyond the operating budget of this congregation to ministry expressions such as:
 - 1. Extraordinary programs/ministry initiatives within this congregation;
 - 2. Special projects within the local area wherein the congregation resides;
 - 3. Special ministries within the Northwestern Pennsylvania Synod, ELCA; and
 - 4. ELCA Churchwide ministries.
- c. The Mission Endowment and Memorial Fund Committee may recommend ministry expression (as described in paragraph b above) to the Congregation Council for funding through annual distributions from the Mission Endowment and Memorial Fund (the "Fund"). Annual distributions may include interest and dividends received, realized gains, and/or unrealized gains.
- d. The committee shall recommend to Congregation Council how the Fund assets will be invested. The treasurer of the congregation shall report at least quarterly to the Congregation Council on any and all activity within the Fund. Current balance, additions, distributions and any other activity should be included with the report. Annual accounting and a report of ministry support through the Fund shall be distributed to the Congregation at its annual meeting. In any event, all investments shall be invested by outside individuals or agencies such as in the ELCA Endowment Fund Pooled Trust and/or the ELCA Mission Investment Fund.
- e. Should the congregation be in dire need of the assets in the Fund or have an emergency of such a nature that the future of the congregation is at stake, and the only recourse is to use the Fund assets, such expenditure of funds may be recommended to the congregation by a two-thirds majority vote of the

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

Congregation Council. The congregation must then approve such use by a two-thirds majority vote at a properly called congregational meeting.

- f. Gifts such as bequests, life insurance proceeds and remainders from life income agreements that are otherwise undesignated shall be distributed to the Mission Endowment and Memorial Fund at a minimum amount of 10% of the value. Additional amounts from these proceeds will be distributed to the Mission Endowment and Memorial Fund if those funds are deemed unnecessary for use within the congregation for extraordinary expenses to be determined by a 2/3 majority vote of the Congregation Council.

The composition of this committee appears in C13.07 of the main body of the constitution.

C13.08.A05 DUTIES OF THE CALL COMMITTEE

The Call Committee works with the Bishop to fill pastoral vacancies according to the procedures of the Northwestern Pennsylvania Synod. The Call Committee shall:

- a. Hold an organizational meeting called by the President of the Congregation Council at which a chairperson is elected;
- b. Consult with the bishop and inquire as to the procedures of the Northwestern Pennsylvania Synod as to any procedural requirements that the Synod may have for the Call Committee;
- c. Adhere to the following rules of operation:
 - 1. Roll of alternate members: The alternate members shall be designated first alternate, second alternate, etc. by means of a lottery. If a voting member should resign, he or she will be replaced by the first alternate or the second alternate if the first is not available, etc. The alternate members participate fully in all aspects of the call procedure. They may make motions, vote, participate in

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

interviews and express their opinions regarding the suitability of candidates. However, they may not vote on recommending candidates to Congregation Council unless they are acting in place of a voting member.;

2. Voting to recommend a candidate to Congregation Council: In order to be recommended to Congregation Council, a candidate must receive a minimum of four affirmative votes regardless of the total number of votes actually cast. Only those voting members attending the candidate's interview may vote on a recommendation. If a voting member is absent from an interview, the first alternate, if present at the interview, shall vote in the place of the voting member. If the first alternate is also absent from the interview, the second alternate shall vote in place of the voting member, etc.; and

- d. Ultimately recommend a candidate to Congregation Council.

The composition of this committee appears in C13.08 of the main body of the constitution.

C13.09.A05 DUTIES OF ADDITIONAL COMMITTEES

1. BUILDING USE

There shall be a committee on building use to oversee, regulate and monitor the use of Zion's facilities by Zion members as well as by outside individuals, groups and organizations.

The Building Use Committee shall:

- a. Prepare guidelines and sets fees for the use of facilities by Zion members; and
- b. Prepare guidelines and sets fees for the use of facilities by outside groups and organizations.

2. EVANGELISM

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

There shall be a committee on Evangelism to motivate members to witness to their faith in their daily lives, and to encourage the communication of the Gospel in the wider community.

The Evangelism Committee shall:

- a. Seek to make witness intentional by outreach to all persons without regard to socio-economic status, ethnic or racial background, physical or mental abilities, age or gender, sexual preference or marital status;
- b. Develop ministries to shut-ins, the hospitalized, and those in special care institutions;
- c. Endeavor to re-awaken the spiritually indifferent and restore those who have lapsed from active membership;
- d. Bring new members into the church and endeavor to assimilate them into the life of Zion;
- e. Periodically assess the inclusiveness of this congregation in the context of the Indiana community;
- f. Promote through media a public image of this congregation to the community; and
- g. Relate to the Northwestern Pennsylvania Synod Committee on Evangelical Outreach, and the Committee on Ministry in Daily Life.

3. MEMORIAL FUNDS

In 2019, this committee was combined with the Mission Endowment Committee. See C13.07.A05 above for a description of the duties of the Mission Endowment and Memorial Funds Committee.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

4. PARISH EDUCATION

There shall be a committee on Parish Education to assist persons to respond to God's self-revelation in Jesus Christ. As individual faith develops, so shall this congregation study to clarify its mission in relation to community and culture.

The Parish Education Committee shall:

- a. Seek to make learning intentional so that adequate study undergirds the other functions of this congregation;
- b. Provide schools and other learning activities and oversees their conduct and promotion;
- c. Encourage the use of ELCA teaching materials and/or other appropriate educational publications;
- d. Seek to introduce the church's periodicals and devotional materials into members' homes;
- e. Recruit, equip, and support members for educational leadership;
- f. Maintain and encourage members to use the library, website, and Resource Center;
- g. Provide for First Holy Communion instruction;
- h. Provide for catechetical studies leading to confirmation;
- i. Serve as a liaison to, and promote attendance and participation in, Camp Lutherlyn activities; and
- j. Relate to the Northwestern Pennsylvania Synod Committees on Congregational Life and Outdoor Ministries and shall encourage leadership to attend synodical Learning Ministries workshops and events.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

5. STEWARDSHIP

There shall be a committee on Stewardship to motivate and enable the members to respond with joy and thanksgiving to what God has first given us, "our selves, our time, and our possessions".

The Stewardship Committee shall:

- a. Intentionally promote stewardship as an expression of faith and challenge members in their understanding of the mutuality of ministry;
- b. Present plans to enthuse members about the broad possibilities of their stewardship;
- c. Diffuse knowledge of local, synodical, national, and global stewardship opportunities;
- d. Challenge and lead members to a higher level of proportionate giving;
- e. Plan and execute annual stewardship programs;
- f. Develop and update a "sector" list of members;
- g. Administer congregational policy on special appeals;
- h. Make recommendations for the distribution of church envelopes;
- i. Identify members for leadership development and provide opportunities for training;
- j. Protect members from over- commitment;
- k. Develop appropriate methods to thank members for their stewardship responses of time, talent, and financial contributions; and

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- I. Relate to the Northwestern Pennsylvania Synod Committee on Congregational Life, and The Committee on Ministry in Daily Life.

6. PROPERTY

There shall be a committee for care of the property where Zion members congregate for worship, learning, and fellowship.

The Property Committee shall:

- a. Intentionally keep the doors of Zion Church open to all functions of the congregation, as well as community organizations of good will;
- b. See to the proper maintenance and protection of all property of the congregation, and take care that the same is kept in good repair;
- c. Plan and suggest improvements for persons with special needs;
- d. Plan and suggest ecological, energy efficient, and cost saving measures;
- e. Plan and provide measures for the physical safety of the members of this congregation, visitors, and guests; and
- f. Will compile a priority list for needed capital improvements, along with a budget detailing the expected costs needed to complete the projects. This will be presented to the Congregation at the Annual meeting or at a legally called special Congregational meeting. A 2/3 majority vote of the congregation present will be needed to approve these projects.

7. RECREATION AND FELLOWSHIP

There shall be a committee on Recreation and Fellowship to include all members of the Zion family for the purpose of strengthening harmony, particularly during times of joy and times of grief.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

The Recreation and Fellowship Committee shall:

- a. Intentionally strive toward inclusiveness in fellowship and, through awareness, bring together special interest groups;
- b. Form special interest groups in response to requests and perceived needs in the congregation;
- c. Encourage special interest groups' policies that foster open and charitable practice;
- d. Plan special events throughout the year which gather a large representation of Zions congregation;
- e. Oversee the Hospitality Task Force which provides for dinners and receptions;
- f. Encourage fellowship with university students and relate to the IUP Lutheran Campus Ministry; and
- g. Promote recreational opportunities with social groups of other faiths.

8. SOCIAL MINISTRY

There shall be a committee on Social Ministry to motivate, equip, and support members to live by faith, active in love, as we are sent into the world to be God's servants to all people.

The Social Ministry Committee shall:

- a. Extend congregational compassion and minister to all persons in need;
- b. Encourage members to serve as Christians in all institutions and structures of society of which they are a part;
- c. Study current social issues and ELCA social statements to help individuals confront critical concerns;

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- d. Encourage Congregation Council and the congregation to join other organizations to seek justice in social change;
- e. Be a liaison with missionaries, providing and promoting opportunities for corporate and individual relationships to Mission Partners, World Hunger, and ELCA Global Missions;
- f. Provide space for and act as a liaison to community organizations; and
- g. Relate to Northwestern Pennsylvania Synod Committees on Church in Society, Ecumenical Relationships, and Agencies and Institutions.

9. WORSHIP AND MUSIC

There shall be a committee on Worship and Music to assist members to acknowledge God's rule over their lives, their own unity as Christ's body on Earth, and to express their relationship with God in public and private.

This committee shall:

- a. Seek to make Word and Sacrament intentional as the congregation gathers to celebrate Holy Communion each Lord's Day;
- b. Conduct the services of the Family of God regularly and in accordance with the liturgy and traditions of the ELCA;
- c. Recruit, train, and support members for worship leadership;
- d. Provide and properly care for hymnals and appropriate worship materials;
- e. Supervise and strive to advance the effective services of the choirs of the congregation;
- f. Arrange for the care of paraments, vestments, and accoutrements;

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

- g. Care for musical instruments and, in consultation with the organist(s) and the choir director(s), furnish music supplies appropriate for the use of an ELCA congregation; and
- h. Relate to the Northwestern Pennsylvania Synod Committee on Congregational Life, and encourages staff and interested members to attend workshops and events related to Lutheran liturgy and music.

10. YOUTH MINISTRY

There shall be a committee on Youth Ministry for the purpose of supporting our youth so that the church is strengthened and its life enhanced by their witness. Young people are the building blocks on which tomorrow's community of faith is built.

The Youth Ministry Committee shall:

- a. Intentionally seek ways to include youth within the life of this congregation and to encourage and nurture their relationship with the Church, the community and the world;
- b. Develop activities and programs specifically for young people;
- c. Encourage the incorporation of youth within all organizations of this church;
- d. Support the adult leadership of youth;
- e. Encourage youth participation in church-wide and ecumenical programs and events;
- f. Encourage the use of resources made available by the ELCA; and
- g. Relate to the Northwestern Pennsylvania Synod Committee on Ministries with Youth.

The sections marked with an asterisk () are required by the 2016 model constitution of the ELCA.

11. ZION ADULT MINISTRIES

There shall be a committee on Zion Adult Ministries.

The Zion Adult Ministries Committee shall:

- a. Help people to grow in faith;
- b. Help people to build relationships;
- c. Help people to identify God's gifts to them; and
- d. Help people to develop these gifts from God.