

CONSTITUTION

OF

CHRIST THE KING LUTHERAN CHURCH

BOZEMAN, MONTANA 59718

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CONSTITUTION FOR CHRIST THE KING LUTHERAN CHURCH (ELCA)

***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.

** Required by the ELCA when a congregation amends its governing documents.*

Chapter 1.

NAME AND INCORPORATION

- C1.01.** The name of this congregation shall be Christ the King Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying by-laws, the congregation of Christ the King Lutheran Church is herein after designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Montana.

Chapter 2.

CONFESSION OF FAITH

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

Chapter 3.

NATURE OF THE CHURCH

- *C3.01.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- *C3.02.** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in

the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

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, and standing with the poor and powerless, and committing itself to their needs.
 - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
 - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- *C4.03.** To fulfill these purposes, this congregation shall:
- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
 - b. Provide pastoral care and assist all members to participate in this ministry.
 - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
 - d. Teach the Word of God.
 - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
 - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
 - g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
 - h. Foster and participate in interdependent relationships with other congregations, the Synod, and the churchwide organization of the Evangelical Lutheran Church in America.
 - I. Foster and participate in ecumenical relationships consistent with churchwide policy.
- *C4.04.** This congregation shall develop an organizational structure to be described in the by-laws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. (Such descriptions shall be contained in continuing resolutions in the section on the Congregation Council.)
- *C4.05.** This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

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 by-laws.
- *C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
- a. call a pastor as provided in Chapter 9;
 - b. terminate the call of a pastor as provided in Chapter 9;
 - c. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
 - d. approve the annual budget;
 - e. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - f. hold title to and use its property for any and all activities consistent with its purpose;
 - g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - h. elect its officers and Congregation Council and require them to carry out their duties in accordance with the constitution;
 - i. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16; and
 - j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- *C5.04.** This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by this Synod.

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 Montana 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 clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the Synod.
 - d. This congregation agrees to consider associates in ministry, deaconesses, and

diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.

- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the Synod for review to ascertain that all of its provisions are in agreement with the constitution and by-laws of the Evangelical Lutheran Church in America and with the constitution of the Synod.

***C6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

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

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

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- b. The secretary of this congregation shall submit a copy of the resolution to the Synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the Synod shall consult with this congregation during a period of at least 90 days.
- d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the Synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
- e. A certified copy of the resolution to terminate its relationship shall be sent to the Synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
- f. Notice of termination shall be forwarded by the Synodical bishop to the secretary of this church and published in the periodical of this church.
- g. Since this congregation was a member of the Lutheran Church in America, it shall be required, in addition to the foregoing provisions in *C6.05., to receive Synodical approval before terminating its membership in the Evangelical Lutheran Church in America (ELCA).
- h. Since this congregation was established by the Evangelical Lutheran Church in America, it shall be required, in addition to the foregoing provisions in *C6.05., to receive Synodical approval before terminating its membership in the ELCA.

***C6.06.** If this congregation is considering relocation, it shall confer with the bishop of the Synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

Chapter 7.

PROPERTY OWNERSHIP

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

***C7.02.** If this congregation is removed from membership in the Evangelical Lutheran Church in

America according to its procedure for discipline, title to property shall continue to reside in this congregation.

***C7.03.** If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Montana Synod.

***C7.04.** If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, 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.

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 by-laws.

***C8.02.** Members shall be classified as follows:

- a. Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. Confirmed members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. Voting members are confirmed members. Such confirmed members shall have communed and made a contribution of record during the current or preceding year.
- 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. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

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

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

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

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

- a. death;
- b. resignation;

- c. transfer or release;
 - d. disciplinary action by the Congregation Council; or
 - e. removal from the roll due to inactivity as defined in the by-laws.
- Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

**Chapter 9.
THE PASTOR**

- *C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, a committee nominated by the Nominating Committee and elected by this Congregation to recommend the call, shall seek the advice and help of the bishop of the Synod.
- *C9.02.** Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the Synodical bishop may be called as a pastor of this congregation.
- *C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,
- a. Every ordained minister shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care; and
 - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - b. Each ordained minister with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) supervise all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council; and
 - 4) with the council, administer discipline.
 - c. Every pastor shall:
 - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
 - 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Montana Synod of the ELCA.
- *C9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the Synod.
- *C9.05.**
- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only following consultation with the Synodical bishop and for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;

- 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 - 4) the physical or mental incapacity of the pastor;
 - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
 - 6) the dissolution of the congregation; or
 - 7) suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the Synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the Synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
 - c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the Synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the Synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
 - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the Synod together with the committee described in *C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the Synod. If either party fails to assent, the congregation may dismiss the pastor by a two-thirds majority vote of the voting members present and voting at a legally called meeting after consultation with the bishop.
 - e. If, in the course of proceedings described in *C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the Synodical bishop who may bring charges, in accordance with the provisions of the constitution and by-laws of the Evangelical Lutheran Church in America and the constitution of this Synod.
 - f. If, following the appointment of the committee described in *C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the Synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint Synodical and churchwide fund and with housing provided by the congregation(s).

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

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

***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.

- *C9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the Synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.11.** With the approval of the bishop of the Synod, the congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12.** The pastor of this congregation:
 - a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
 - b. shall submit a summary of such statistics annually to the Synod;
 - 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.

Chapter 10.

CONGREGATION MEETING

- C10.01.** The Annual Meeting(s) of this congregation shall be held at a time specified by the Congregation Council. One meeting shall be held within the first six weeks of the year.
- C10.02.** A special Congregation Meeting may be called by the 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 1/8 of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and/or by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.
- C10.04.** 1/4 voting members as defined in C8.02 shall constitute a quorum.
- C10.05.** Voting by proxy or absentee ballot shall not be permitted.
- C10.06.** All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.
- C10.07.** Robert's Rules of Order, latest edition, shall guide parliamentary procedure of all meetings of this congregation.

Chapter 11.

OFFICERS

- C11.01.** The officers of this congregation, selected from the membership of the congregation council, shall be president, vice-president, secretary and treasurer. The congregation shall select its vice-president by drawing lots from a pool of nominees having current or previous council experience. With the voted affirmation of the congregation, the vice-president shall serve as president during his or her second year as an officer.

- a. The duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of this Congregation.
- c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.

C11.02. The president and vice-president shall serve a one year term or until their successors are elected. The terms shall begin at the close of the Annual Meeting at which they are elected.

C11.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two terms consecutively in the same office.

C11.04. At its next regularly scheduled meeting after the Annual Meeting, the Congregation Council shall elect from within its members a secretary and treasurer who will serve for a term of one year. The secretary and treasurer shall be eligible to serve no more than two full terms consecutively.

Chapter 12.

CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation, and five additional members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause.

C12.02. The members of the Congregation Council, except the pastor(s), shall be selected to serve for three years or until their successors are selected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the Annual Meeting at which they are selected. Council members shall be selected at the Annual Meeting by the drawing lots from a pool of nominees recruited and oriented by the Nominating Committee.

C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next Annual Meeting.

C12.04. The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the Synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the Synod and the

Evangelical Lutheran Church in America.

- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

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

- a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Montana, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council shall prepare an annual spending plan for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations in excess of 5% of the approved current spending plan only after approval by a Congregational Meeting. The spending plan shall include this congregation's financial support of the wider ministry being carried on in partnership with the Synod and churchwide organization.
- d. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the Synodical treasurer.
- e. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

C12.06. The Congregation Council shall see that the provisions of this constitution 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 appointment and supervision of the salaried lay workers of this congregation.

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. The pastor or interim pastor must be present except when he/she requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting.

Chapter 13.

CONGREGATION COMMITTEES

C13.01. A **Nominating Committee** of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the Annual Meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive re-election.

- C13.02.** An **Audit Committee** of three voting members shall be selected by the Congregation at the Annual Meeting. Term of appointment shall be three years, with one member appointed each succeeding year. Members shall be eligible for reappointment.
- C13.03.** A six member **Mutual Ministry Committee** shall be appointed jointly by the president and the pastor. Term of office shall be three years, with two members to be appointed each successive year.
- C13.04.** When a pastoral vacancy occurs, a **Call Committee** of six voting members shall be elected by the Congregation. Term of office will terminate upon installation of the newly called pastor.
- C13.05.** Other committees or task groups of this congregation may be formed, as the need arises, by decision of the Congregation Council.
- C13.06.** Assignments for committees and task groups shall be developed by the Congregation Council.
- C13.07.** Duties of committees of this Congregation shall be specified in the by-laws and continuing resolutions.

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

- C14.01.** All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to the Congregation Council's oversight and direction.
- C14.02.** Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice-president shall administer such admonitions.
- *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, By-laws, and Continuing Resolutions of the Evangelical Lutheran Church in America. A member charged with the offense shall appear before the Congregation Council after having received a written notice, at least 10 days prior to the meeting, specifying the exact charges that have been made against the member.
- *C15.03.** Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council, who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:
 - a. censure before the council or congregation;

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

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

***C15.04.** The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

***C15.05.** Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

***C15.10.** 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 president 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 fails to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16.

BY-LAWS

***C16.01.** This congregation may adopt by-laws. No by-law may conflict with this constitution.

***C16.02.** By-laws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

***C16.03.** Changes to the by-laws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the members of the proposal with its recommendations at least 30 days in advance of the Congregation Meeting.

***C16.04.** Approved changes to the by-laws shall be sent by the secretary of this congregation to the Synod.

Chapter 17.

AMENDMENTS

***C17.01.** Amendments to this constitution may be proposed by at least 1/8 of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Congregation Council shall notify the members of the proposal with the council's recommendations at least 30 days in advance of the meeting.

***C17.02.** A proposed amendment to this constitution shall:

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

***C17.03.** Any amendments to this constitution shall be sent by the secretary of this congregation to the Synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the Synod unless the Synod informs this congregation that the amendment is in conflict with the constitution and by-laws of the Evangelical Lutheran Church in America or the constitution of the Montana Synod of the ELCA.

- *C17.04.** Whenever the Model Constitution for Congregations is amended by the Churchwide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments at least 30 days prior to the meeting. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the Synod, consistent with *C17.03.

Chapter 18.

CONTINUING RESOLUTIONS

- *C18.01.** The Congregation Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.
- *C18.02.** Continuing resolutions shall be enacted or amended by 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.

CHRIST THE KING LUTHERAN CHURCH

BY-LAWS

BY-LAW 1.

COMMUNION PARTICIPATION

- B1.01.** Believing that our Lord is the host, this congregation invites and welcomes everyone to his table.
- B1.02.** Preparation for Holy Communion will normally be provided for persons of any age who desire to participate at the Lord's Table (young children with their parents' consent).
- B1.03.** It shall be made known to prospective participants that the belief of this congregation is:

Participation in the Lord's supper is the reception of "the body and blood of our Lord Jesus Christ given with bread and wine, instituted by Christ himself for us to eat and drink." We hold that a "person is well prepared and worthy who believes these words, 'given and shed for you for the remission of sins'."

BY-LAW 2.

MEMBERSHIP

B2.01.

Baptized Members

We baptize in the name of the Father, Son, and Holy Spirit.

- a. A child, one or both of whose parents or guardians are members of the congregation, shall, upon receiving Baptism, become a baptized member.
- b. A child, neither of whose parents or guardians is a member of the congregation, shall, upon Baptism, become a baptized member of the congregation; unless for good reason the child is to be a baptized member of another congregation, in which case membership shall be transferred to that congregation.
- c. A child baptized in another congregation shall be received as a baptized member in this congregation when a Letter of Transfer has been received.
- d. An unbaptized adult who has received instruction shall, upon confession of faith and Baptism, become a baptized member of this congregation.
- e. When one or both parents of baptized children are received into membership of this congregation, such children should be received as baptized members with the consent of the member parent or parents.
- f. Where a baptized child is an orphan or a ward of someone and those people move into the area served by this congregation, the child may be received as a baptized member when it is commended to the care of this congregation by the congregation which baptized the child.
- g. When the parents of a baptized child are not themselves members of the Lutheran Church but move into the area served by this congregation and desire to have their child put within the pastoral care of this congregation, the child may be received as a baptized member.

B2.02. CONFIRMED MEMBERS

- a. A baptized adult, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of this congregation after having received instruction, having given evidence of adequate understanding of the teachings of the Word of God as confessed by the Lutheran Church, and having publicly affirmed his or her faith.
- b. A baptized member of this congregation shall become a confirmed member through the rite of confirmation: except that an adult who has become a baptized member

- in accordance with the provisions of B3.01.d. shall be considered a confirmed member without participating in the rite of confirmation.
- c. An applicant for membership who presents a Letter of Transfer which certifies that the applicant is a confirmed member in good standing of a Lutheran congregation shall become a confirmed member of this congregation upon approval by the Congregation Council. The acceptance of the applicant shall be reported to the congregation.
 - d. An applicant for membership who presents evidence of confirmation in a Lutheran congregation but does not have a Letter of Transfer shall be admitted to confirmed membership when the Congregation Council has determined that the applicant meets the standards of Christian life indicated in the constitution and by-laws and has reaffirmed that faith before this congregation.

B2.03. PASTORAL CARE OF MEMBERSHIP

- a. This congregation shall, in the event of the departure of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve them effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of their residence shall be notified.
- b. A member desiring to change their membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
- c. In the Sacrament of Baptism, God's saving grace is bestowed, and having been joined in union with Christ, we are called to a life of discipleship. In the rite of confirmation, we remember our Baptism, affirm our faith, and profess our intention to live in our baptismal covenant and be faithful in using the Means of Grace, that is God's Word and the Sacraments. Worship is therefore not optional in the Christian life, as the use of the Means of Grace is both the privilege and responsibility of the church member. It is part of the Church's pastoral task to encourage and challenge its members in faithful Christian living. Therefore, a confirmed member who does not, for a period of six months, appear to desire to participate in the life and worship of this congregation shall be visited by the pastor and/or the congregation's officers and encouraged by them to active membership. If, for one more year, the confirmed member does not actively participate, that person's decision to be apart from the congregation shall be honored and the person's name removed from the membership roster of the congregation, but be retained on a responsibility list as one who is in special need of the congregation's prayer and concern. Upon renewal of participation in the life of the church, the person's name shall be reported by the pastor to the Congregation Council for restoration to the membership roster of the congregation.
- d. A child who is a baptized member of this congregation, and neither of whose parents or guardians are members of this congregation, may be placed on the responsibility list if that child is unable to participate in the life and worship of this congregation.

BY-LAW 3. CONFIRMATION

- B3.01.** This congregation understands confirmation as the pastoral and educational ministry of the church which helps the baptized person through Word and Sacrament to identify more deeply

with the Christian community and participate more fully in its mission.

- B3.02.** Confirmation will be an ongoing process beginning with Baptism and culminating with the completion of a confirmation curricula designed and implemented by the pastor and the Education Ministry Team.

**BY-LAW 4.
THE PASTOR**

- B4.01.** When this congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect, in a form approved by the Evangelical Lutheran Church in America. It shall be signed by the chairperson and secretary of the meeting at which the Call was voted, and shall be attested by the signature of the Bishop of the Synod. In the case of a multiple pastoral staff, a Call to a member of the clergy shall be issued only with the concurrence of the pastor(s) of this congregation and in accordance with the provision of this paragraph.

- B4.02.** If a pastor receives a Call to another ministry, the pastor shall report to the Congregation Council president before responding. The pastor shall make a decision as quickly as possible, normally within three (3) weeks, and then notify the Congregation Council and the Synod Bishop. When a Call has been accepted, the pastor's ministry in this congregation shall be terminated as soon as feasible, normally within a month.

**BY-LAW 5.
OFFICERS AND CONGREGATION COUNCIL**

- B5.01.** The duties of the officers of this congregation shall be as follows:

- a. The president shall preside at meetings of the Congregation Council and of the congregation.
- b. The vice-president shall preside at the meetings of the Congregation Council and of the congregation in the absence of the president.
- c. The secretary shall keep the minutes of the Congregation Council and of the congregation and shall have custody of the archives of the congregation.
- d. The treasurer shall have custody of all funds of the congregation and shall receive and disburse such funds in accordance with the decisions of the congregation or the Congregation Council.

- B5.02.** Meetings of the Congregation and the Congregation Council

- a. In general, an open meeting policy shall apply to all meetings of the congregation. Meetings shall be announced in advance in accordance with the requirements of the constitution and by-laws. If no notice requirements are specified in the constitution or by-laws, notice of meetings shall be announced in the church bulletin or given verbally at Sunday services preceding the day of the meeting. Exceptions to the open meeting policy should be rare but examples may include:
 - 1) Discussions on business issues such as real estate offers that could be compromised by premature public knowledge.
 - 2) Situations where personal privacy issues warrant a closed meeting.
- b. The primary purpose of meetings of the Congregation Council is to conduct the business of the congregation. The Council meetings will start promptly at the scheduled time and the presiding officer will lead the council through the agenda items in an expeditious and efficient manner. Generally, discussion on an agenda item will be limited to ten (10) minutes unless a majority of the Council members present vote to extend the discussion, a vote is taken, or the agenda item is tabled until a later date.

- c. In the unusual circumstances that a special meeting of the Congregation Council is necessary and the required time for notification cannot be met, the following information on the meeting will be included in the Sunday bulletin at the earliest opportunity:
 - 1) The reason for the special meeting
 - 2) Persons attending.
 - 3) Actions taken.
 In addition, minutes for the special meeting will be placed in the library with the minutes of other Congregation Council meetings.

B5.03.

Duties and Responsibilities of the Congregational Council

In addition to the duties and responsibilities provided in the constitution, the Congregation Council shall:

- a. Exercise discipline in accordance with the provisions of this constitution and its by-laws.
- b. Report its activities to the Annual Meeting of the congregation and at such other times as the congregation may decide.
- c. Have authority between meetings of the congregation to choose delegates to any group or meeting in which the congregation is entitled to representation.
- d. Respond to requests for use of the congregation's building(s).

BY-LAW 6.

CONGREGATION COMMITTEES

B6.01.

The Nominating Committee shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate. Nominations shall be determined by a majority vote of the Nominating Committee. The pastor shall serve as the convener and as an advisory member. The list of nominees shall be announced to the congregation in conjunction with the announcement of the meeting of the congregation at which the selections are to take place. Members of the congregation are encouraged to submit names for consideration by the Nominating Committee. In lieu of nominations from the floor, members are encouraged to submit names of potential nominees to the Nominating Committee at least three weeks prior to the Annual Meeting. The Congregation Council shall fill vacancies on the Nominating Committee. When a pastoral vacancy occurs, the Nominating Committee shall provide a list of recommended candidates for a Call Committee.

B6.02.

The Audit Committee shall be responsible for the audit of the fiscal records of the congregation and report its findings in writing to the Annual Meeting.

B6.03.

A Call Committee shall be responsible for locating and interviewing candidates to fill a pastoral vacancy in this congregation.

B6.04.

The Mutual Ministry Committee shall provide support and counsel to the pastor(s). The committee shall meet with the pastor at six month intervals or more often as deemed necessary by the pastor(s) or committee.

BY-LAW 7.

PARISH RECORDS

B7.01.

The records of the congregation are the property of the congregation. The pastor(s) shall be responsible for the maintenance of the records, except as otherwise provided herein. Before the termination of a pastor's service to the congregation, the records shall be brought up-to-date prior to departure. The records shall consist of:

- a. The roster of baptized, confirmed, and voting members.
- b. The ministerial acts performed by the pastor(s).
- c. The minutes and reports of the Synod and the Handbook of the Evangelical Lutheran Church in America.
- d. The minutes of the meetings of the congregation and the Congregation Council for which the secretary of the congregation shall be responsible.
- e. The financial records of the congregation, for which the treasurer of the congregation shall be responsible.

B7.02. The pastor(s) shall report to the general secretary of the Evangelical Lutheran Church in America such statistics as may be requested and shall annually report to the congregation a summary of ministerial acts.

B7.03. Should the congregation be dissolved, the official records of the congregation shall be deposited in the archives of the Evangelical Lutheran Church in America or its successor.

CONTINUING RESOLUTIONS

Christ the King Lutheran Church – A Community of Disciples

Mission Statement: We are a Christian community practicing discipleship as we worship, learn and serve.

Christ the King Lutheran Church believes the true and simple purpose of our church and congregation is to be disciples of Christ and create disciples of Christ. We do this through worship, learning and service. Our intent is to align all that we do with this purpose. We believe that this purpose is fulfilled by connecting with God, each other and our world in worship, learning and service.

In the interest of creating and supporting disciples, at least one council member will commit to guiding and directly participating in each area below. These assignments and additional, ad hoc and flexible assignments of all council members will be reviewed at least annually by council, president, and/or pastors for assurance of purpose and quality.

The following will be the foundation for the work of this congregation and an outline of how to navigate the mission, activities and structure of Christ the King. The expectation is that there will be a place for all members and visitors to worship, learn and serve at Christ the King as they strive toward discipleship of Christ.

- Worship - Supporting the worship of God in our congregation and the world and celebrating God in our lives. This includes the daily inclusion of God in our lives, worshiping together as a congregation and looking to the greater world for ways to worship God in our community. We include the word of God and sacraments in our worship and welcome God in the celebrations and passages of our lives.
- Learn – Supporting ongoing learning about God, each other and our world for all ages.
- Serve – Supporting service to God within our congregation, our community and the world.
- Administrative – Supporting the care and feeding of disciples through care of our buildings, grounds and staff, participating in stewardship and mutual ministry service.

A team will be established to guide each the Worship, Learn, Serve and Administrative responsibilities of Christ the King. Each team will develop a specific plan to achieve the mission of creating disciples among ourselves, this congregation and the world and these plans will be approved by the council and shared and available to the congregation.

Reporting: Each team (Worship, Learn, Serve and Administrative) will provide a monthly report of its activities, accomplishments and recommendations to the Congregational Council and a written summary to be included in the reports given at the annual meeting of the congregation. Each team will also prepare an annual spending plan request as part of the congregation's spending plan development process.

(Adopted 2/21/2103)

WEDDING POLICY FOR CHRIST THE KING LUTHERAN

As part of our ministry to all couples seeking to marry at our church, we require that all couples participate in premarital counseling and be actively worshiping in a Christian congregation.

Who may get married at Christ the King?

Any couple may be married here with the pastor's permission. You are not required to be members of this congregation but to be actively worshiping in some congregation. If you don't have a church home we'd love to have you worship with us.

When you have decided to get married in the church, and would like to get married at CtK, schedule an appointment for both of you to meet with the pastor. The initial meeting should take place at least three months before your desired wedding date. A wedding date and premarital counseling sessions will be scheduled at that time.

Premarital Counseling

Premarital counseling typically includes four to six sessions and explores your relationship history, family backgrounds, and includes focused sessions, as well as the planning of your wedding. If you do not live in the Bozeman area, you will need to arrange counseling with a pastor or professional counselor where you live.

As time allows, our pastor may be available to provide premarital counseling to couples planning to marry outside the Bozeman area.

Scheduling

Weddings and rehearsals may not be scheduled during:

Holy Week	Easter Sunday	Christmas Eve Day	Christmas Day
New Year's Eve	New Year's Day	Any other church holidays	

Members can reserve the sanctuary up to a year in advance. Non-members can schedule their wedding up to six months in advance of the wedding.

Leadership

The pastor of Christ the King Lutheran Church will preside over all weddings held at our church. Participation of other clergy will be at the invitation of the CtK pastor. The pastor of CtK will work with you in planning the ceremony. If you are renting the space and providing your own clergy, that clergy person's policies will be honored.

Music

Music is expected to reflect the worship setting. The pastor will give final approval of all musical selections used within the wedding ceremony. All musical performance is live (not taped) with the exception of a bride's or groom's solo.

Decorations

You are welcome to decorate the sanctuary but we ask that they do not substantially change the appearance of the sanctuary. Nothing requiring nails may be used. Arrangements to decorate for the wedding as well as a delivery time for flowers can be made with the office manager. Altar candles are provided. Candelabra may be rented from local florists. A unity candle set can be purchased at many local stores. Corsages are not necessary for the pastor or musicians.

You are responsible for arranging for cleaning of the building following the wedding. All rooms used MUST be returned to their original arrangement(s).

Photography

Flash photography is permitted only during the entrance to and the exit from the sanctuary. All photographers, amateur or professional, are asked to revere the ceremony and place. Non-flash photographs taken during the ceremony are to be taken from behind the congregation so as to not distract from the worship. A video camera on a stationary tripod may be used during the entire service.

Church Building

Nothing may be thrown inside of the building. Bird seed or bubbles may be used outside of the building. With the exception of communion wine, no alcohol is allowed on the premises. No smoking is allowed in the church building (there is a receptacle outside the main doors for cigarette butt disposal.)

Responsible Conduct

Family, guests and members of the wedding party are to conduct themselves appropriately for a service of worship. Inappropriate conduct, particularly the appearance of intoxication, can result in ejection from the premises, and/or delay of the wedding.

Fee Schedule

	Members	Non-Members
Building Use	---	\$500 (to be paid at time of scheduling)
Premarital Counseling	---	\$200
Rehearsal and Ceremony	---	\$200 (plus mileage if wedding is off-site)
CtK Musician	\$150	\$150 (plus mileage if wedding is off-site)

Members of the congregation are not charged for the building use or the pastor's time. It is assumed that they and their families have been faithful contributors to the ministry of the congregation.

(Adopted 1/2008)

Nominating Committee

Procedure adopted by the Congregation Council

- 1.) During the October meeting, the Council nominates members and designates who will contact potential members of the committee.
- 2.) The Committee will meet for orientation before mid-November. Current composition of the Council and continuing members' strengths will be shared. Members will understand the role of the Council, the duties and length of term for each position, and the relevant chapters of the constitution. A chair will be elected from the group who will coordinate meetings. The committee will reconvene (after a week) of prayerful discernment to bring forth names for nomination.
- 3.) The Committee as a whole will come to consensus on the nominees: Committee members will approach possible nominees only with the entire committee's consensus. Committee members will decide who will approach whom of the nominees.
- 4.) Multiple nominees will typically be sought for each position.
- 5.) Each nominee will be provided a letter outlining the duties of the position, the relevant chapters from the constitution, the availability of council members for discussion, and an assurance of our prayers as each individual considers the nomination. A prayerfully considered "no" is as important as a prayerfully considered "yes". Each nominee will be asked to prayerfully consider accepting nomination and will be given a specified number of days for consideration.
- 6.) The Committee will reconvene to share responses from potential nominees and the process adjusted accordingly.

- 7.) The Committee will provide the final slate of nominees to the Congregation's secretary for inclusion in the Annual Report.

(Adopted 10/2000)

Policy on Designated Giving

Christ the King Lutheran Church accomplishes its mission by inviting offerings-charitable contributions-from its members and donors. Givers are strongly encouraged to tithe and support first and foremost, the current annual spending plan of the church. Christ the King will gratefully honor any gift designated for a line item or category of the spending plan. Although we welcome all gifts, the donors must be aware of our policy: The church council has administrative control over the use of all donated funds, except when the congregation itself designates a mission focus through a special offering or capital campaign. The council may decide to accept gifts designated for a specific purpose outside the current spending plan, but may transfer those monies to the general fund if they conclude that there has not been significant activity within a calendar year.

(Adopted 4/2013)

Honor and Memorial Gifts Policy

An honor or memorial gift is one way for you to express your sympathy or gratitude, or when you wish to celebrate an occasion or honor someone. All gifts are received as given to the glory of God and in support of the congregation's mission and ministry. The congregational council determines the use of such funds. The pastor will present options for the use of such gifts to the family.

When You Wish To Express More Than Sympathy

More and more, it is customary for friends, family members and associates of bereaved persons to establish memorials that live on in the name of the deceased. On many such occasions, when you and others wish to offer consolation to the bereaved family on the loss of a colleague or friend, it will be appropriate to establish a memorial tribute.

When You Wish To Express Your Gratitude

There are times when you wish to give thanks, and when a material gift is not quite appropriate. Such occasions could include: the recovery of a friend or loved one from a serious illness or accident; the occurrence of a special anniversary or birthday; or an unusual achievement by an associate or relative you could, in lieu of a gift, honor that person by establishing an honor tribute in his or her name.

Ways of Giving

Gifts of Cash - Cash contributions are deductible up to 50 percent of your adjusted gross income. If you exceed that limit in any single year, you can "carry over" the excess deduction into the next five years.

Gifts of Appreciated Securities or Real Estate - Stocks (including mutual funds), many bonds, and other securities and property may make ideal contributions. If you have been considering selling a

particular holding, check first with your professional advisor to see if it would make a suitable gift. Tax savings may allow you to give more than if giving cash.

Gifts by Will - A simple addition to a will which states "I give the sum of _____ dollars to Christ the King Lutheran Church for such purposes as its Council shall determine" can provide long-term benefits for our congregation's ministry while reducing the federal estate tax. Your attorney can provide additional information.

Gifts of Life Insurance - A current policy can be changed or a new policy naming Christ the King Lutheran Church as owner and beneficiary can provide both a substantial contribution and tax advantages.

Matching Gifts - Many companies will match the contributions their employees make to charitable institutions. If your company offers this benefit, be sure to complete the necessary form to multiply your gift dollars. Contact your Personnel Department.

Acknowledgment

Each Honor or Memorial Gift is acknowledged by a letter sent to the person, or the family of the person, in whose name the gift is made. This notification does not include the amount of the gift. However, you as a benefactor receive a separate acknowledgment for your own use. The name of the person being honored or remembered will be recorded in the memorials book of the congregation.

How To Establish a Memorial

When the occasion arises for establishing a memorial, you may contact the office administrator or pastor. All necessary arrangements can be made by telephone or letter.

In the case of a memorial in lieu of flowers, it is also suggested that you instruct the funeral director to include in the obituary notice the phrase:

"The family suggests memorial contributions be made to
Christ the King Lutheran Church, 4383 Durston Road, Bozeman, Mt 59718."

If desired, the bereaved family may place the following notice in church bulletins and newspapers:

Honor and/or Memorial Gifts may be sent to:

Christ the King Lutheran Church
4383 Durston Road
Bozeman, MT 59718

All contributions are tax deductible as provided by law.

(Adopted 1/27/2002)

