

***CONSTITUTION***

***OF***

***CHRIST THE KING LUTHERAN CHURCH***

***BOZEMAN, MONTANA 59718***

*Approved Revisions: 1/20/2008*  
*Latest Revision: 9/11/2018*

Revisions highlighting color code. (this will be absent from the final copy)

### **Mandated Revisions**

Revisions highlighted in **yellow** are mandated revisions issued by the ELCA, they can not be changed. Articles containing mandated language may also be identified with an \* next to the article number. example: **\*C3.02.**

Our constitution's mandated revisions have been pre approved by our synod reviewer.

### **Non mandated Revisions**

Revisions highlighted in **green** are non mandated revisions. This language may be changed. Articles containing non mandated language appear with no \* next to the article number. example: **C5.05**

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

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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.

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## **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 bylaws, the congregation of Christ the King Lutheran Church is hereinafter 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.
- C2.06.01.**
- C2.06.02.**
- C2.06.03.**
- \*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.** 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

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universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

**\*C3.04.** This church inspired and led by the Holy Spirit, participates in the Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.

**\*C3.05.** The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

## **Chapter 4.**

### **STATEMENT OF PURPOSE**

**\*C4.01.** The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.

**\*C4.02.** To participate in God's mission, this congregation as a part of the Church shall:

- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, standing with the poor and powerless, and committing itself to their needs.
- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

#### **C4.02.01.**

**\*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.

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- 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.

**C4.03.01.**

**C4.03.02.**

**C4.03.A07**

**\*C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. (Such descriptions shall be contained in continuing resolutions in the section on the Congregation **Committees.**)

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

**C4.05.A13**

**\*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 bylaw

**\*C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. call a minister of Word and Service;
- d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
- e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
- f. approve the annual budget;
- g. acquire real and personal property by gift, devise, purchase, or other lawful means;
- h. hold title to and use its property for any and all activities consistent with its purpose;
- i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- j. elect its officers, Congregation Council, boards and committees, and require them (members of the council) to carry out their duties in accordance with the constitution, and bylaws, and continuing resolutions; and

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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 Montana Synod of the Evangelical Lutheran Church in America.

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

## **Chapter 6. CHURCH AFFILIATION**

**\*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 roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
- d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

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

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

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#### **C6.04.01.**

#### **\*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.
- 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:
  - 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

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their membership in this church.

3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.

h. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six 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 effected.

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

## **Chapter 7.**

### **PROPERTY OWNERSHIP**

**\*C7.01.** If this congregation ceases to exist, title to undisposed property shall pass to the 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 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 Montana Synod.

**\*C7.04.** If two thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in \*C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

**C7.05.** Notwithstanding the provisions of \*C7.02 and \*C7.03 above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts

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such restrictions and:

- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council
- b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Montana Synod—reconvey and transfer all right, title, and interest in the property to the synod.

## Chapter 8. MEMBERSHIP

### \*C8.01.

Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

#### C8.01.01.

### \*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 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;

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- 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.

**C8.02.01.**

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

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

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

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

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action in accordance with ELCA constitutional provision 20.41 and the accompanying bylaws; or
- e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.

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

**Chapter 9.**

**ROSTERED MINISTER**

**\*C9.01.** Authority to call a pastor shall be in this congregation by at least a two thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop of the synod.

**C9.01.01.**

**\*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

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abroad; and  
8) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

- b. Each pastor with a congregational call shall, within the congregation:
- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
  - 2) relate to all schools and organizations of this congregation;
  - 3) install regularly elected members of the Congregation Council;
  - 4) with the council, administer discipline; and
  - 5) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and 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.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:

- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:
- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
  - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 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 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

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opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament as disabled. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.

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

#### **C9.05.01.**

- \*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

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

**\*C9.12.**

The pastor of this congregation:

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

**C9.12.01.**

**C9.12.02.**

**\*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.

**\*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 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;

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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 a 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;
- 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.

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- 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.

**\*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(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.

### **C10.01.01.**

**C10.02.** A special Congregation Meeting may be called by the pastor(s), the Congregation Council, or the president of this congregation, and shall be called by the

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president of the congregation upon the written request of 1/8 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 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.c. shall constitute a quorum.

**C10.05.** Voting by proxy or 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 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.

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.

d. The congregation shall select its vice-president 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.

e. 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.

### **C11.01.01.**

**C11.02.** The congregation shall elect its vice-president. The vice-president will serve as president during his or her second year as an officer as stated in C11.01.d. 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. The Congregation Council shall elect a secretary and treasurer as stated in C11.01.e. The secretary and treasurer shall be eligible to serve no more than two full terms consecutively.

**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.

## **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

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be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

**C12.02.** The members of the Congregation Council, except the pastor(s), shall be elected to serve for three years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are selected. Council members shall be elected at the annual meeting 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 rostered minister(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 organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

**C12.04.01.**

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

- a. The Congregation Council shall be the board of directors of this congregation and, as such, shall be responsible for maintaining and protecting its property and managing its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of 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 may enter into contracts of up to, the greater of: 10% of the total spending plan or \$30,000, for items not included in the spending

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- plan without approval by a Congregational Meeting.
- d. 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 full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
  - e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
  - f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

**C12.05.A13**

**C12.05.A02**

**C12.05.A08**

- C12.06.** The Congregation Council shall see that the provisions of this constitution, its bylaws, and 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 or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.
- C12.13.** The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference and, to the extent permitted by state law, notice of all meetings may be provided electronically.

**Chapter 13.**

**CONGREGATION COMMITTEES**

- C13.01.** The officers of this congregation and the pastor shall constitute the **Executive Committee.**
- C13.02.** 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.

**C13.02.01.**

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- C13.03.** **C13.02.A00** An **Audit Committee** of three voting members shall be selected by the congregation at the annual meeting. **Audit Committee members shall not be members of the Congregation Council.** Term of appointment shall be three years, with one member appointed each succeeding year. Members shall be eligible for reappointment.
- C13.04.** **C13.03.01.** A six member **Mutual Ministry Committee(s)** shall be appointed jointly by the president and the **rostered minister.** Term of office shall be three years, with two members to be appointed each successive year.
- C13.05.** **C13.04.01.** When a pastoral vacancy occurs, a **Call Committee** of six voting members shall be elected by this congregation. Term of office will terminate upon installation of the newly called pastor.
- C13.06.** **C13.05.01.** Other committees or task groups of this congregation may be formed, as the need arises, by decision of the Congregation Council.
- C13.06.A07**  
**C13.06.B07**  
**C13.06.C07**  
**C13.06.D07**  
**C13.06.E07**  
**C13.06.F07**  
**C13.06.G07**
- C13.07.** Duties of committees and task groups of this congregation, shall be specified in the bylaws and continuing resolutions.
- C13.08.** The lead pastor of this congregation shall be ex officio a member of all committees and boards of the congregation.

#### 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.** 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

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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 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;
  - 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

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

## Chapter 16. AMENDMENTS

**\*C16.01.** Unless provision \*C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 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 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:

- be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those voting members present and voting;
- be ratified without change at the next annual meeting by a two-thirds majority vote of those voting members present and voting; and
- have the effective date included in the resolution<sup>2</sup> and noted in the constitution.

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

**\*C16.03.** Any amendments to this constitution that result from the processes provided in \*C16.01. and \*C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

**\*C16.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

## Chapter 17. BYLAWS

**\*C17.01.** This congregation may adopt bylaws. No bylaw may conflict with this constitution.

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

- \*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**

- \*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. Omitted
- \*C20.02. Omitted
- \*C20.03. Omitted
- \*C20.04. Omitted
- \*C20.05. Omitted.
- \*C20.06. Omitted

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# CHRIST THE KING LUTHERAN CHURCH BYLAWS

## Bylaws Coding

Bylaws are codified with three sets of numbers: the chapter number (preceded by a "C"), the related constitutional provision number, and a two-digit number. There are periods after the chapter number, after the reference to the constitutional provision, and after the bylaw number. Thus, a bylaw provision related to "Membership" would be codified as "C8.02.01."

## COMMUNION PARTICIPATION

- C4.02.01.** Believing that our Lord is the host, this congregation invites and welcomes everyone to his table.
- C4.03.01.** 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).
- C2.06.01.** 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'."*

## MEMBERSHIP

### Baptized Members

- C8.01.01.** 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. 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.
  - e. 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.
  - f. 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.
  - g. An unbaptized adult who has received instruction shall, upon confession of faith and Baptism, become a baptized member of this congregation.

### CONFIRMED MEMBERS

- C8.02.01.** A person shall be considered a Confirmed Member of the congregation after meeting any of the following:
- a. A baptized adult, not previously a confirmed member of a Lutheran

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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 **C8.02.01.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 bylaws and has reaffirmed that faith before this congregation.

#### **PASTORAL CARE OF MEMBERSHIP**

**C4.03.02.** 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.

- 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 him or her effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of residence shall be notified.
- b. A member desiring to change his or her membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
- c. 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.

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

## CONFIRMATION

**C2.06.02.** 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.

**C2.06.03.** Confirmation will be an ongoing process beginning with Baptism and culminating with the completion of a confirmation curriculum designed and implemented by the pastor and the appropriate ministry team(s).

## THE PASTOR

**C9.01.01.** 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.

**C9.05.01.** 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.

## OFFICERS AND CONGREGATION COUNCIL

**C11.01.01.** 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. **The treasurer will also serve as a member of any endowment board or committee.**

**C10.01.01.** **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 bylaws. If no notice requirements are specified in the constitution or bylaws, 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.

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

- 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.

**C12.04.01. Duties and Responsibilities of the Congregation 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 bylaws.
- 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).
- e. Annually review and issue the Governance Manual defined in **C4.04.01.**

**Governance Manual**

**C4.04.01.** The congregation shall have a Governance Manual detailing policies structuring the congregation council, Lead Pastor, and the relationship between them. This manual will contain the following four types of policies:

- 1. Affirmative policies with respect to the Strategic Direction
- 2. Policies setting the style and rules with respect to the Congregation Council
- 3. Limiting policies with respect to the Lead Pastor
- 4. Clarifying policies detailing the relationship between Lead Pastor and Congregation Council.

**CONGREGATION COMMITTEES**

**C13.02.01.** 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

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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.

**C13.03.01.** 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.

**C13.05.01.** A **Call Committee** shall be responsible for locating and interviewing candidates to fill a pastoral vacancy in this congregation.

**C13.04.01.** 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.

## PARISH RECORDS

**C9.12.01.** 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.

**C9.12.02.** 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.

**C6.04.01.** 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.

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

## **CHRIST THE KING LUTHERAN CHURCH CONTINUING RESOLUTIONS**

### **Continuing Resolution Coding**

Continuing resolutions also are codified with three sets of numbers: the chapter number (preceded by a “C”), the related constitutional provision number, the last two numbers of the year the resolution was adopted preceded by a capital letter. Thus, a continuing resolution describing congregational committees in Chapter 13 might be numbered “**C13.07.A13**.” The initial numbers “C13.07” indicate that the continuing resolution relates to the designated constitutional provision. The final letter and numbers “A13” designate that this is the first continuing resolution “A” and the year that it was adopted, in this example 2013.

### **C4.05.A13**

#### **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, worshipping 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

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

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 2/21/2013)*

### **C13.06.A07 Worship and Arts Ministry Team**

#### **Mission**

To assist the pastor(s) and Congregation Council in providing for the highest quality in the congregation's worship, and to involve as many members as possible as participants and leaders, according to their gifts.

#### **Responsibilities**

- Assist in planning all regular and special worship services of the congregation
- Provide for the recruitment and training of members of the congregation to serve as worship leaders, including lectors, cantors, assisting ministers and others as needed.
- Develop ways the arts (including visual and performing arts) can be used to enhance the congregation's worship, giving special attention to using the artistic gifts of members of the congregation.
- Help the congregation grow in its understanding of and appreciation for the seasons of the church year and its lectionary.
- Develop and ongoing program of education about the sacraments, so that members can grow in their understanding and appreciation of Holy Baptism, and the Lord's Supper.
- Work with the pastor(s) and musicians to develop ways in which worship can be strengthened to effectively proclaim the gospel.
- Review new worship materials (such as hymn collections and new settings of the liturgy) as they become available, and plan for their introduction and use in the congregation as appropriate.

#### **Skill Development Expectations**

Review ELCA resources. Attend congregational leadership, training, and planning events.

#### **Accountability and Reporting**

- The team will provide reports of its accomplishments and recommendations to the Congregational Council.
- The Team will prepare an annual written report of its work to be included in the reports given at the annual meeting of the congregation.
- The Team will prepare an annual spending plan request as part of the congregation's spending plan development process.

*(Adopted/Updated 11/14/07)*

### **C13.06.B07 Learning Ministry Team**

#### **Mission**

Through the joyful work of God's love, we are Jesus' disciples learning the Gospel, living in faith, and springing forth in grace.

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

**Vision**

Uniting faith and action, we seek to nurture all God's children through Christian education (study, worship and service) in Jesus' name through faithfulness, leadership, global responsibility and generosity.

**Membership**

The Team will consist of no less than four members of the congregation, recruited by the Congregation Council; the pastor and the Congregation Council liaison may serve as advisors.

**Responsibilities**

- To awaken in parents, guardians, mentors a sense of responsibility to instruct their children about Christ's teachings and to give them initial guidance and continued support. To provide basic training and materials for Christian nurture of all God's children of any age.
- Plan ongoing, regular educational experiences that will appeal to the needs of all segments of the congregation.
- Provide Bible-based, Christ-centered, and life-related curriculum. Review available curricula and other educational materials and select those that will be used in the education program of the congregation, giving special attention to those from the publishing house of the Evangelical Lutheran Church in America.
- Recruit and equip volunteer leaders and teachers.
- Promote, encourage and provide resources for family life ministries.
- Give special attention to programs that support faith development and involvement in the life of the church, such as confirmation ministry, incorporation of new members, early childhood, and family support programs.

**Time Commitment**

The term of service is two years. The Team meets monthly, and for special meetings at times mutually agreeable to Team members. Team members may be asked to serve as liaisons to Education Task Forces, which may include: Sunday School; Junior High and Confirmation Ministry; Youth Education; Young Adult Education; Adult Education; Vacation Bible School; and Family Ministries.

**Skill Development Expectations**

Review annual ELCA Parish Education packet. Attend congregational leadership, training, and planning events.

**Accountability and Reporting**

- The Team will provide a written report of its accomplishments and recommendations to the Congregational Council.
- The Team will prepare an annual written report of its work to be included in the reports given at the annual meeting of the congregation.
- The Team will prepare an annual spending plan request as part of the congregation's spending plan development process.

(Adopted by Council 12/17/07)

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## **C13.06.C07 Share Ministry Team**

### **Mission**

To provide opportunities for members to share their time and talents in support of the work of the church and the community.

### **Membership**

The team will consist of a chair appointed by the Congregation Council and additional members as required and/or requested by the chair. The pastor and Congregation Council will be advisory members of the Team.

### **Responsibilities**

- Publish a newsletter
- Organize home and hospitalization visits
- Develop educational programs through which all members of the congregation can grow in their understanding of themselves and God's word and be able to share that knowledge with others.
- Provide programs through which people are educated in making a commitment to financially support the congregation.
- Maintain confidential records of member's giving
- Provide fellowship opportunities for people to gather and share their gifts and talents
- Establish and maintain a prayer chain

### **Time Commitment**

The time commitment for this team will vary according to the sub-group a person is assigned to. Each sub-group will meet as needed to complete their respective responsibilities.

### **Sub-Groups will include but are not limited to:**

Newsletter, Men's Bible Studies, Women's Lutheran Woman Today Studies, Tuesday Noon Text Study, Women's Book Group, Financial Stewardship, Fellowship, Hospital Visitation Team, Home Visitation and Prayer Chain.

### **Accountability and Reporting**

- The team will provide written reports of its accomplishments and recommendations to the Congregation Council.
- The team will prepare an annual written report of its work to be included in the reports given at the annual meeting of the congregation.
- The team will prepare an annual budget request as part of the congregation's spending plan development process.

(Adopted/Modified by Council 12/17/07)

## **C13.06.D07 Welcome Ministry Team**

### **Mission**

To welcome newcomers, help them get connected, and offer them opportunities to become involved in congregational ministries.

### **Responsibilities**

- To provide the processes and resources to greet newcomers and connect them with other people. Some examples include providing Bread to Visitors, Newcomer Guides, newcomer welcoming activities, and invitations to fellowship and outdoor recreation events.

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

- Work with other ministry teams to involve newcomers in congregational ministries.
- Welcome other ELCA congregations and community associations to Christ the King Lutheran Church, e.g. annual ELCA Jamboree, use of facility by outside groups.

### **Membership**

The team will consist of a chair appointed by the Congregation Council and additional members as required and/or requested by the chair. The pastor and one Congregation Council liaison will be advisory members of the team.

### **Time Commitment**

The team will meet quarterly, as well as for other special meetings as necessary at times mutually agreeable to the team members. Those serving on the team are also asked to serve as liaisons to various Task Forces that research and implement various activities or projects with the time commitment varying as needed.

### **Accountability and Reporting**

- The team will provide reports of its accomplishments and recommendations to the Congregation Council.
- The team will prepare an annual written report to be included in the reports given at the annual meeting of the congregation.
- The team will prepare an annual budget request as part of the congregation's spending plan development process.

(Adopted/Updated 11/14/07)

## **C13.06.E07 Witness/ Outreach Ministry Team**

### **Mission**

To lead this congregation's efforts to address the social, economic, and emotional needs of people in the community at large, and to lead this congregation in witnessing the gospel of Jesus Christ to those who are not active members of a Christian congregation.

### **Responsibilities**

The responsibilities of this team fall into two broad areas, education and facilitation.

#### **Education:**

- Study and make the congregation aware of material needs of people in the community it serves.
- Develop partnerships with other agencies or institutions that target the alleviation of social problems and human need. Inform congregational members of their work and/or provide opportunities to these agencies for financial support as appropriate.
- Receive and study social statements of the ELCA, develop means by which they can be discussed by the congregation, and develop action plans based on such statements.
- Provide training in outreach skills for congregation members.
- Develop outreach materials for congregational members and the community it serves.

#### **Facilitation:**

- Conduct programs, either as a congregation or in cooperation with other congregations and institutions that provide material and spiritual assistance to people who are poor, hungry, or victimized.
- Lead the congregation in active participation in the ELCA Hunger Program; provide for education

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

concerning hunger issues, provide opportunities for people to contribute to the Hunger Appeal, and regularly report on the effects of relief efforts.

- Cooperate in the work of Lutheran Social Services (or the equivalent in the synod) and serve as advocates in the congregation for their work.
- Develop opportunities for congregational members to offer their time and abilities in social ministry efforts.
- Plan and conduct promotional campaigns for special events designed for or open to non-members of the congregation.
- Identify populations in the congregation's community (or service area) that should be targeted for outreach efforts, and develop specific strategies to communicate with and invite these people to participate in our congregation's ministry.
- Develop ways for the work of the congregation to be regularly advertised and promoted in the community.

### **Skill Development Expectations**

Review ELCA Division of Outreach and Division for Church in Society resources. Attend congregational and community events.

### **Accountability and Reporting**

- The team will provide a written report of its accomplishments and recommendations to the Congregational Council.
- The team will prepare an annual written report of its work to be included in the reports given at the annual meeting of the congregation.
- The team will prepare an annual spending plan request as part of the congregation's spending plan development process.

(Adopted/ Modified by Council 12/17/07)

## **C13.06.F07 Serve Ministry Team**

### **Health Cabinet Ministry**

#### **Mission**

The Health Cabinet at Christ the King Lutheran Church was created through the understanding that the church has a role in healing which has been recognized since earliest Christianity. The very nature of the church is to be a healing community, recognizing health as encompassing all dimensions: physical, emotional, social, intellectual and spiritual. The Health Cabinet will embody this concept in their ministry in the congregation, stressing health maintenance and illness prevention.

#### **Responsibilities**

Health Education; Health Advocacy; Facilitation of Health Volunteers; Clarifier of the Close Relationship Between Faith and Health; and Liaison with Community Health Organizations.

#### **Membership**

The Health Cabinet Ministry will consist of members of the congregation; Parish Nurse, and Physicians Guide. The pastor and on Congregation Council liaison will be advisory members of the Cabinet.

### **World Hunger Ministry**

#### **Mission**

The World Hunger Ministry was created to alleviate the hunger in Third World countries through a

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

monthly offering whereby each congregant is encouraged to donate the equivalent of a fast food meal.

**Responsibilities**

Offerings are collected monthly in cups from fast food establishments. Collections are then forwarded to the ELCA World Hunger Appeal.

**Membership**

Members of the congregation.

**Family Promise Ministry**

**Mission**

To provide a sanctuary for families while they search for work and housing for one week at a time, on a rotating basis with other churches.

**Responsibility**

To provide meals, shelter and overnight supervision during our host week.

**Membership**

A coordinator oversees the setting up and taking down of the beds and all other “touches of home”. Also, the coordinator checks that all volunteer positions are filled for the host week. Members of the congregation are required to fill all duties for the host week.

**Quilters Guild Ministry**

**Mission**

The Quilters’ guild was created to provide quilts for those in need in the community.

**Membership**

Anyone who can sew or cut material.

**Food Bank Ministry**

**Mission**

The congregation donates food items throughout the year to support the Gallatin Valley Food Bank.

**Responsibility**

Presently, the Gallatin Valley Food Bank suggests that each church focus on one or more items. The responsibility of Christ the King is to provide vegetable soup and cereal.

**Membership**

Members of the congregation.

**Love INC Ministry**

**Mission**

To enable churches and ministries in a community to pool their resources and outreach services so that those in need are not turned away.

**Responsibilities**

It is the responsibility of each participating church to provide volunteers to help attain the mission. Christ

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the King is responsible for providing cotton balls and band aids for the Personal Care Pantry.

### **Membership**

The Congregation Council liaison automatically assumes the role as Love INC Coordinator for Christ the King. This person keeps the congregation aware of volunteer opportunities and the needs of Love INC. In addition, the liaison requires the help of members/volunteers of the congregation.

## **Fair Trade Coffee Ministry**

### **Mission**

To support coffee farmers without a middleman.

### **Responsibilities**

To keep inventory of supplies current and to collect the money for purchased items; forwarding money to appropriate recipients.

### **Membership**

One member assumes responsibility for the above duties.

(Adopted/Updated 11/14/07)

## **C13.06.G07 Property Ministry Team**

### **Mission**

To provide for improvements to and the maintenance of all the real and personal property of the congregation; and to provide the equipment and materials necessary and/or helpful for the congregation to carry out its mission and ministry.

### **Membership**

The team (called the Building and Grounds Committee) will consist of a chair appointed by the Congregation Council and additional members as required and/or requested by the chair. The pastor and one Congregation Council liaison will be advisory members of the team.

### **Responsibilities**

- Provide for improvement to and the maintenance and repair, of all real and personal property of the congregation, to ensure that the interior and exterior of the building is attractive, inviting, safe and suitable for use by the entire congregation in its programs.
- Advise the Council liaison with regard to the performance of those who care for the property.
- Enter into contracts for repairs or other services on behalf of the Congregation Council, up to limits established by spending plan, congregational policy (for unbudgeted items), or Council action.
- Regularly audit the congregation's environmental practices, including energy efficiency, and pursue more environmentally sound and cost effective systems and procedures.
- Regularly audit the safety of the facilities and property and various safety protocols, giving attention both to the potential for damage, loss or personal injury and to the security and safety of all the people who use the property.

### **Time Commitment**

The term of service for team members is two years. The team meets quarterly, as well as for other special meetings as necessary at times mutually agreeable to the team members. Those serving on the team are also asked to serve as liaisons to various Task Forces that research and implement various

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activities or projects, with the time commitment varying as needed.

#### **Accountability and Reporting**

- The team will provide a written report of its accomplishments and recommendations to the Congregational Council as appropriate.
- The team will prepare an annual budget request as part of the congregation's spending plan development process.

(Adopted/Updated 11/14/07)

### **C4.03.A07 Stewardship Ministry Team**

#### **Mission**

To provide an ongoing, year round program of stewardship education; to invite all members to participate according to their means in the financial support of the congregation and of the Evangelical Lutheran Church in America; to encourage and facilitate planned giving; to challenge all members to offer their time and talents in support of the work of the church.

#### **Responsibilities**

- Develop educational programs through which all members of the congregation can grow in their understanding of themselves as stewards of all God's gifts.
- Annually provide a program through which people make commitment to financially support the congregation.
- Maintain confidential records of the member's giving, providing an efficient system to receive, record and acknowledge member contributions.
- Analyze trends, and challenge members and participants to grow in their giving.
- Provide an opportunity for members and participants to offer their time and abilities to participate in the work of the church.
- Developing a pool of human resources by attaining and maintaining records of interests and talents.
- Interpret to congregation the mission and work of its synod and of the ELCA as a whole; encourage the support of the ELCA through prayer, financial support, and other ways.
- As appropriate, plan and carry out the programs that support giving to special needs of the congregation; the ELCA, and other causes that have been endorsed by the synod.

#### **Time Commitment**

The team will meet on an as needed basis, initially forming and organizing early in the year. A plan for the year should be developed and submitted to Council by its March meeting.

#### **Skill Development Expectations**

Review ELCA Stewardship resources. Attend congregational leadership, training and planning events.

#### **Accountability and Reporting**

- The team will provide a written report of its accomplishments and recommendations to the Congregational Council.
- The team will prepare an annual written report of its work to be included in the reports given at the annual meeting of the congregation.
- The team will prepare an annual spending plan request as part of the congregation's spending plan development process.

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(Adopted/Modified 12/17/07)

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## **C12.05.A08 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
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.

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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 photograph 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)*

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**C13.02.A00 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)*

### **C12.05.A13 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)*

### **C12.05.A02 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

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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)

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