

**CONSTITUTION OF  
HOLY SPIRIT LUTHERAN CHURCH  
GRAND BLANC, MICHIGAN**

**\*PREAMBLE\***

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

**Chapter 1.**

**NAME AND INCORPORATION**

- C1.01.** The name of this congregation shall be Holy Spirit Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Holy Spirit Lutheran Church is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Michigan.

**Chapter 2.**

**CONFESSION OF FAITH**

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

**Chapter 3.**

**NATURE OF THE CHURCH**

- \*C3.01.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- \*C3.02.** This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- \*C3.03.** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America,

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

- \*C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.
- \*C3.05. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

#### **Chapter 4.**

#### **STATEMENT OF PURPOSE**

- \*C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- \*C4.02. To participate in God's mission, this congregation as a part of the Church shall:
  - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
  - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
  - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
  - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
  - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
  - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- \*C4.03. To fulfill these purposes, this congregation shall:
  - a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
  - b. Provide pastoral care and assist all members to participate in this ministry.
  - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
  - d. Teach the Word of God.
  - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
  - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
  - g. Motivate its members to provide financial support for this congregation's ministry and the ministry of the other expressions of the Evangelical Lutheran Church in America.
  - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
  - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- \*C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions.
- \*C4.05. This congregation shall adopt and periodically review a mission statement which will provide specific direction for its programs.
- \*C4.05.01. **Holy Spirit Lutheran Church Mission Statement: Worship God, Follow Jesus, Share the Word.**  
This mission statement reflects: what we have done, what we are doing, and what we are being called to

do! We are open to the direction of the Holy Spirit as this Mission statement is lived out in the days ahead. We are ready to act upon the leading of the Holy Spirit with energy and excitement. We want to be a community that is constantly fluid in approaching the changing needs of mission knowing that the Holy Spirit is guiding us on our journey.

**a. WORSHIP GOD**

We worship God through encouraging an active participation in worship for all age levels. We see this realized in the many opportunities we offer to be worship leaders, musicians, technicians, lay ministers, and in being energized singers and listeners.

We Worship God by continuing to challenge ourselves to explore other worship opportunities at different times and in different formats.

We Worship God by lifting up Music as a way to reaffirm the Gospel message for the day

We worship God by equipping all ages for outreach through Bible Study and Sunday School programs.

**b. FOLLOW JESUS**

We follow Jesus out of a sense of being called by the Holy Spirit.

We actively seek to determine what it is that Jesus wants us to be doing and then we invite our members to participate fully.

We focus on outreach and invite people from the community to participate with us.

We follow Jesus by doing what we do with Joy, not expecting or seeking recognition but knowing the reward is in the doing!

We follow Jesus because we are not only a Community of Faith but a Family of Faith and as a family we truly care for each other.

**c. SHARE THE WORD**

We share the Word by being a light in the community.

We share the Word through our participation in mission outreach.

We share the Word through offering Sunday School and Vacation Bible School and Adult Bible Studies.

We share the Word by making available to our homebound the worship services.

We share the Word by inviting friends to join us in this community for worship and mission.

We share the Word by being ready to expand our small group ministry to fill a need to reach others and impact our community.

- \*C4.06. References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God’s mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

**Chapter 5.**

**POWERS OF THE CONGREGATION**

- \*C5.01. The powers of this congregation are those necessary to fulfill its purpose.

- \*C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.

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

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. call a minister of Word and Service;
- d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
- e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18.
- f. approve the annual budget;
- g. acquire real and personal property by gift, devise, purchase, or other lawful means;
- h. hold title to and use its property for any and all activities consistent with its purpose;

- i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
  - j. elect its officers, and Congregation Council, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
  - k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- \*C5.04.** This congregation shall elect 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 this congregation and other qualifications shall be as prescribed in guidelines established by the Southeast Michigan Synod of the Evangelical Lutheran Church in America.
- C5.05.** This congregation shall have a mission endowment fund that will operate as specified in this congregation's 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 Southeast Michigan 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 this 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 is terminated as follows:
- a. This congregation takes action to dissolve.
  - b. This congregation ceases to exist.
  - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America or in accordance with provision 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.
  - d. The Southeast Michigan Synod takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to †S13.24. of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
  - e. This congregation follows the procedures outlined in \*C6.05.
- \*C6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a. A resolution indicating the intent to terminate its relationship must be adopted at two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first 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 this 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 this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the first meeting.

- b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this 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 send copies of the resolution and certification to voting members of this congregation.
  - c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified in paragraph b. above.
  - d. If this congregation, after such consultation, is still considering termination of its relationship with this church, 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 second meeting shall be sent 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 this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the second meeting.
  - e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the second special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to the voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting members present at the second meeting, the relationship between the congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g. below.
  - f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another Lutheran denomination, this congregation shall be deemed an independent or non-Lutheran church, in which case \*C7.04. shall apply.
  - 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 synod approval before terminating their membership in this church.
    - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
  - h. If this congregation fails to achieve the required two-thirds vote of voting members present at this congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds vote of voting members present at this 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 the meeting at which the two-thirds vote was not achieved.
- \*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 taken.
- \*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 Southeast Michigan 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 or pursuant to 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.
- \*C7.03. If 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 Southeast Michigan Synod.
- \*C7.04. If 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 process established by the synod, 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. In neither case does title to this congregation's property transfer to the synod.
- \*C7.05. Notwithstanding the provisions of \*C7.02. and \*C.7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:
  - a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
  - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Southeast Michigan Synod—reconvey and transfer all right, title, and interest in the property to the synod.

## Chapter 8. MEMBERSHIP

- \*C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- \*C8.02. Members shall be classified as follows:
  - a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
  - b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
  - c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
  - 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 congregations of this church 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 this church;
- 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
- 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
- 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.

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

**\*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 Chapter 20 of the constitution and bylaws of the Evangelical Lutheran Church in America; or
- e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.

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

## **Chapter 9.**

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

**\*C9.02.** Only a member of the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for this congregation by the synod 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 available channels of effective communication;
  - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and

- 8) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
- b. Each pastor with a congregational call shall, within the congregation:
    - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
    - 2) relate to all schools and organizations of this congregation;
    - 3) install regularly elected members of the Congregation Council;
    - 4) with the council, administer discipline;
    - 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the Southeast Michigan Synod; and
    - 6) encourage adherence to covenantal relationship with this church as expressed in the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- \*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 the pastor's death or, following consultation with the synod 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 this 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 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 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 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 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 with disability status. 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 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 pastor and then to this 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 this 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, this congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
  - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- \*C9.06. At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
  - \*C9.07. During the period of service, an interim pastor shall have the rights and duties in this 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.
  - \*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, this congregation may depart from \*C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.05.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 this congregation;
    - b. shall submit a summary of such statistics annually to the synod; and
    - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
  - \*C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
  - \*C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of this 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 call or approval of a request for change to roster status
  - C9.15. Under special circumstances, subject to the approval of the synod 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 this congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.
  - \*C9.21. Authority to call a deacon 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.

- \*C9.22.** 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 synod 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;
  - h. Share knowledge of this church 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 the deacon's death or, following consultation with the synod 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 with disability status. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.

- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
  - e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
  - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- \*C9.26. This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon 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.
  - \*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. This congregation shall have at least one regular meeting per year. The regular meeting(s) of the congregation shall be held at the time(s) specified in the bylaws. Consistent with the laws of the State of Michigan, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.
- C10.01.01. Regular Congregation Meetings shall be held semi-annually in the spring and fall. Dates and times of all Congregation Meetings shall be set by the Congregation Council. The fall Congregation Meeting shall include the consideration and acceptance of the budget for the following year. The spring Congregation Meeting shall consider the election of congregation council members.
- C10.02. A special Congregation Meeting may be called by the senior pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of this congregation upon the written request of 20% of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synod bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.
- C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all members at least 10 days in advance of the date of the meeting.
- C10.04. 10% of the voting members shall constitute a quorum.

- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by this congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07.** *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.
- C10.08.** This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication. To the extent permitted by state law, notice of all meetings may be provided electronically.

## **Chapter 11. OFFICERS**

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, and director of finance.
- a. Duties of the officers shall be specified in the bylaws.
  - b. The officers shall be voting members of this congregation.
  - c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- C11.01.01.** The President of this Congregation shall preside at all Congregation Meetings. The President shall, to the best of their ability, enforce the Constitution and Bylaws of the Congregation and carry out the expressed will of the Congregation. The President shall also call and preside over the meetings of the Congregation Council, and shall endeavor to coordinate the functions, plans, and activities of the Congregation in all its parts, for the total furtherance of the work of Christ's Kingdom in our midst. The President shall prepare and distribute the agenda for Congregation Meetings and Congregation Council Meetings in advance of such meetings. The President shall represent the council in legal matters and find appropriate legal counsel when needed. The President shall, in consultation with the senior pastor, recruit and chair the Nominating Committee if their term is up for renewal, otherwise the Vice-President shall recruit and chair the Nominating Committee.
- C11.01.02.** The Vice President of the Congregation, in the absence of the President, shall act for and in the stead of the President. The Vice President shall be available for whatever duties the President shall assign to them as their representative. The Vice President, in conjunction with the pastor, shall serve on and shall appoint members to the Mutual Ministry Committee. The Vice President shall, in consultation with the pastor, recruit and chair the Personnel Committee. The Vice-President shall, in consultation with the senior pastor, recruit and chair the Nominating Committee if their term is up for renewal, otherwise the President shall recruit and chair the Nominating Committee.
- C11.01.03.** The Secretary shall be present at all Congregation Meetings and all meetings of the Congregation Council, and shall take and enter the minutes of all meetings of said groups in a permanent record. The Secretary shall conduct all official correspondence of the Congregation Council, under the supervision of the President, with input from the pastor. The Secretary shall work with the pastor and congregation staff, if any, to ensure the storage and protection of all important documents and papers.
- Work with the treasurer and pastor to ensure timely filing of the congregation's annual parochial report
  - Sign the letter of call for rostered staff at the time of a call meeting
  - Attest to the synod office that the congregation's records are up to date and under your control at the time of pastoral transition
  - Submit copies of constitution and bylaw amendments to the synod
- C11.01.04.** The Director of Finance shall oversee financial operations of this congregation, including overall financial planning, capital campaigns and budgeting and help in providing adequate financial resources for this congregation's ministries. The Director of Finance shall be responsible for this congregation's investments. The Director of Finance shall see that an annual audit of this congregation's financial records is conducted and the results reported to the Congregation Council and at a Congregational Meeting. The Director of Finance shall serve as Chairperson of the Finance Committee. In the absence of the Treasurer, the Director of Finance shall make payments by check of all authorized expenditures.
- a. The Financial Secretary, appointed by the Congregation Council, shall report to the Director of Finance and be responsible for keeping the congregation's members advised of their personal giving. In addition the Financial Secretary will provide the Director of Finance with regular reports and analysis on the financial stewardship of the membership. The Financial Secretary shall be

responsible for overseeing receipt and deposit of all funds of this congregation. They shall also be responsible for issuance of regular, quarterly statements to members, showing their offerings to date. The Financial Secretary shall be a member of the Finance Committee. The Financial Secretary shall be bonded.

- b. The Treasurer, appointed by the Congregation Council, shall report to the Director of Finance and be responsible for all funds after deposit in the bank designated by the Congregation Council and shall, without order, make prompt payments by check of all incurred expenses authorized in the budget. All other disbursements shall be made on order of the congregation through the Congregation Meeting or the Congregation Council as specified in the bylaws. The Treasurer shall provide a monthly financial statement to the Director of Finance. The Treasurer shall serve as a member of the Finance Committee. The Treasurer shall be bonded.
- c. The Purchasing Agent shall be appointed by the Congregation Council and shall be directly responsible to the Director of Finance. The Purchasing Agent shall be a member of the Finance Committee. The Purchasing Agent shall provide requisition forms for use by those persons authorized to requisition supplies and equipment; purchase requested quality supplies in the most economical manner having them on hand by the anticipated use date; in conjunction with the ministry directors, research prices for major purchases. Final approval will remain with the director; maintain in the church office a list of current suppliers; and maintain in the church office a pending requisition file.

**C11.02.** The congregation shall elect its officers and they shall be the officers of this congregation. The officers shall be elected by written or verbal ballot and shall serve for two years or until their successors are elected. Their terms shall begin 30 days after the close of the meeting at which they are elected.

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

## **Chapter 12.**

### **CONGREGATION COUNCIL**

**C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s), the officers of this congregation, and not more than 7 nor fewer than 3 at-large members of this congregation, at least one of whom shall be a youth. Any voting member of this congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, this congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

**C12.01.01** The term of service and term limits are defined as follows:

- a. The term of service is two (2) years in the position to which election has occurred.
- b. Members shall be eligible to serve two (2) consecutive full terms in the position to which he/she was elected. He/she shall not be eligible again until one (1) year has elapsed for that position.

**C12.01.02** A youth member shall be elected to the council by the congregation at the annual meeting to serve a term of two (2) years and may be reelected.

- a. This person will work with all the standing teams to have exposure to the many facets of congregation life.
- b. He/she will have full voice and vote on the council.
- c. The term "youth" means a voting member of a congregation who has not reached the age of 18 at the time of election or appointment for service.
- d. If a youth member cannot be identified to serve, the council may elect to have the position filled by a young adult member of the congregation. The term "young adult" means a voting member of a congregation between the ages of 18 and 30 at the time of election or appointment for service.

**C12.01.03** For the purpose of this constitution, the definition of youth shall correspond to the definition set forth by the ELCA. The term "youth" means a voting member of this congregation who has not reached the age of 18 at the time of election or appointment for service.

**C12.02.** The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for 2 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 elected.

Newly elected Congregation Council members shall be installed at worship at a time appointed by the Congregational Council.

- 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 support of the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
  - i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
  - j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- C12.05.** The Congregation Council shall be responsible for the financial and property matters of this congregation. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Michigan, 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 this congregation.
  - c. The Congregation Council may enter into contracts of up to 2% for items not included in the budget.
  - d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than 2% in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in collaboration 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 mission support monies to the synod treasurer.
  - f. The Congregation Council shall approve all contracts that the church enters into and such approval shall be documented in the meeting minutes.
  - g. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- C12.06.** The Congregation Council shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.
- C12.07.** The Congregation Council shall provide for an annual review of the membership roster.
- C12.08.** The Congregation Council shall be responsible for the employment and supervision of the staff of this congregation. Nothing in this provision shall be deemed to affect this 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 senior pastor or interim pastor, except when the senior pastor 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 senior 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 synod 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, at least two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual fall meeting for a term of one year. Members of the Nominating Committee are eligible for one consecutive re-election.
- C13.02.01.** The Nominating Committee shall prepare a list of candidates drawn from among voting members of this congregation. The confirmed membership may submit to the committee in writing, the names of possible candidates for office. When a slate of candidates is confirmed, prior to the end of April, the list shall then be made available to confirmed members of the congregation. Following the publication of the Nominating Committee's list, any confirmed member of the congregation may submit to the Committee additional names for inclusion on the list, and such names shall be placed in nomination by the Committee, along with the candidates already chosen, provided that:
1. Such names shall be submitted at least ten (10) days before the Spring Congregation Meeting.
  2. The Nominating Committee, through consultation with the pastor, shall have investigated the status of the proposed candidates, and found them eligible for office and willing to serve. The Nominating Committee, at least one (1) week before the date of the Spring Congregational Meeting, shall post on the church bulletin board the list of candidates.
- C13.02.02.** From the list of candidates for each elective office submitted by the Nominating Committee, the congregation shall, at its Spring Congregation Meeting, elect by ballot and simple majority.
- C13.03.** An *Audit Committee* of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.
- C13.03.01.** The Finance Ministry shall provide all necessary documents for a full annual audit of the congregation's financial records.
- C13.04.** *Mutual Ministry Committee(s)* (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the vice president and the roster minister. Term of office shall be two years, with three members to be appointed each successive year.
- C13.04.01.** The purpose of the Mutual Ministry Committee is to affirm and strengthen the mission of the congregation and its leaders through listening and clarifying, sharing and communicating and reviewing and reflecting. The Mutual Ministry Committee helps to develop and equip the whole congregation through cultivating a strong relationship between the pastoral staff and the congregation.
- C13.04.02.** The Tasks of the Mutual Ministry Committee are as follows:
1. Meet regularly with the pastoral staff to discuss the mental, physical, and spiritual health and well-being of the pastor and his/her family.
  2. Act as a sounding board for the pastor, assisting the pastor and congregation in keeping communication open and helpful.
  3. Provide the pastor with an annual review.
  4. Assist the pastor in developing a plan for their continuing education for the year.

- C13.05.** When a vacancy occurs in a position for which this congregation calls a rostered minister, a *Call Committee* of five to nine voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called rostered minister.
- C13.06.** Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.
- C13.06.01.** The Christian Education Ministry, under the direction of the Pastor, shall plan and administer the total Christian education program of the congregation; to determine policies; to recruit and train volunteer staff for the various educational programs; to provide the necessary means and facilities for the programs; and to direct and supervise the entire Christian education ministry of the congregation. The tasks of the Christian Education Ministry are as follows:
1. The Christian Education Ministry shall form a Children's Ministry Committee to coordinate and support the various Children's educational ministries in the congregation, which include, but are not limited to: First Communion Instruction, Sunday School, Vacation Bible School and the Nursery.
  2. The Christian Education Ministry shall require and assist all volunteers in ministries to children and youth to follow all abuse prevention guidelines, as developed by the Personnel Committee.
  3. The Christian Education Ministry shall supervise the performance and offer training for all teachers on the staff of the congregation by providing for their growth through continuing education and requesting the necessary funds in the yearly budget.
  4. The Christian Education Ministry shall form an Adult Ministries committee that will meet periodically to coordinate and support the various adult educational opportunities to be offered to the congregation. These events will include, but are not limited to: Adult Sunday School, Weekday and Weeknight Bible Studies, Small Group Ministries, and other adult retreats and workshops.
  5. If a church library is established, The Christian Education Ministry shall maintain and cultivate its use.
  6. The Christian Education Ministry shall be responsible for the Christian nurture of all children, youth, and the adults in the congregation and through them, in the community and beyond by providing Christian educational opportunities for all age groups.
  7. The Christian Education Ministry shall, together with the Pastor, assist with the confirmation ministry of the congregation by helping recruit and fund a team of people to work together to provide learning, fellowship and service opportunities to, and with, the youth enrolled in confirmation.
  8. The Christian Education Ministry shall recommend and approve curriculum and analyze performance of each educational program, seeking constant improvement.
  9. The Christian Education Ministry shall be responsible for church-wide education classes, courses, conferences, and retreats.
  10. The Christian Education Ministry shall gather lists of candidates from among Confirmed Membership for vacancies in the teaching staff.
  11. The Christian Education Ministry shall encourage increased participation of every member of the congregation in Bible Study, both privately and in groups.
  12. Perform other duties as may be assigned by this congregation and/or the Congregation Council.
- C13.06.02.** The Church Properties Ministry shall work for the proper maintenance and repair of church property; and the general protection of the congregation against loss or damage of whatever nature. The tasks of the Church Properties Ministry are as follows:
1. The Church Properties Ministry shall conduct an annual inventory of all church properties, equipment, and supplies, including acquisition date and approximate value of each item.
  2. The Church Properties Ministry shall make an annual inspection of church properties and equipment, and recommend to the congregation council needed repairs, improvements, or replacements as a part of the annual budgeting process. If large purchases are necessary, prepare a report to the annual Congregational Meeting recommending purchases or other action requiring their authorization. Arrange for immediate repairs of an urgent nature, and all normal repairs and alterations for which budget funds have been allocated.
  3. The Church Properties Ministry shall determine and engage, with Congregation Council and the Personnel Committee approval, adequate custodial help. The Ministry and the pastor shall also meet periodically with custodians to discuss the care of the building, needs and problems in custodial service, including a detailed list of the required daily, weekly, monthly or annual maintenance tasks for the building.

4. The Church Properties Ministry shall determine and establish, with the approval of the Congregation Council, policies governing the use of church property and equipment.
  5. The Church Properties Ministry shall make recommendations to Congregation Council regarding policies and fees for the rental, lending, and use of facilities and in coordination with the staff and other Ministry Directors, approve usage of the facilities .
  6. The Church Properties Ministry shall make and issue keys for church property, and keep and review annually a list of the keys issued.
  7. The Church Properties Ministry shall supervise, control, and recommend adequate storage facilities for all church property, equipment, supplies and the orderly maintenance of same.
  8. The Church Properties Ministry shall check all property twice a year for fire and safety hazards and provide emergency plans and equipment.
  9. The Church Properties Ministry shall enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping, and other projects.
  10. The Church Properties Ministry shall negotiate service contracts for the organ, office machines, and the like.
  11. The Church Properties Ministry shall make an annual inventory of official documents in safekeeping, and enter its completion in the official minutes of the congregation.
  12. The Church Properties Ministry shall sign official documents and contracts that have been negotiated and approved by the Congregation, as they may relate to church properties.
  13. The Church Properties Ministry shall make recommendations to the Congregation Council to accept, or decline all offers of non-solicited material gifts to the congregation.
  14. The Church Properties Ministry shall carry out all resolutions of the Congregation Council and Congregation Meetings for purchases, repairs, replacement of church property and equipment, in conjunction with the congregation's Purchasing Agent.
  15. The Church Properties Ministry shall annually review and recommend salaries to the congregation council for all custodial services, and to that end study and recommend policies regarding union labor, fair employment practices, and the like, to be applied to suppliers and to the Congregation.
  16. The Church Properties Ministry shall annually check the adequacy of all types of insurance for church property and equipment, and negotiate insurance contracts.
  17. The Church Properties Ministry shall obtain legal information necessary for the wise consideration of contracts, deeds, and the like by the Congregation Council.
  18. Perform other duties as may be assigned by this congregation and/or the Congregation Council.
- C13.06.03.** The Finance Ministry shall work to provide for appropriate oversight, coordination, and long-range planning of the financial aspects of the ministry, which will strengthen the overall ministry of Holy Spirit Lutheran Church. This ministry shall consist of the following members: Pastor, President, Financial Secretary, Purchasing Agent, Treasurer, Stewardship Committee Chair, and one member at large. The Director of Finance will serve as chairperson. The tasks of the Finance Ministry are as follows:
1. The Finance Ministry shall create (with input from all ministry chairs) and regularly review, the annual budget of the congregation, presenting that budget to the congregation council for their review before presenting it to the Fall Congregation Meeting
  2. The Worship Ministry, the Church Properties Ministry, the Christian Education Ministry, the Outreach Ministry and the Youth Ministry shall each submit an annual budget request in the form, and at the time requested by the Finance Ministry.
  3. The Finance Ministry shall review all investments of the church and make recommendations to congregation council as necessary for their development and appropriate management.
  4. The Finance Ministry shall review the status of all capital and building funds, as well as exploring options for the long-term repayment of those funds.
  5. The Finance Ministry shall regularly report, in whatever way that is most helpful, the full financial status of the congregation in newsletters and congregational meetings.
  6. The Finance Ministry shall oversee and coordinate the distribution of envelopes to members and participants.
  7. Perform other duties as may be assigned by this congregation and/or the Congregation Council.
- C13.06.04.** The Outreach Ministry shall work to bring the Gospel to all people and the enlistment of all God's people in the work of spreading the Gospel. The tasks of the Outreach Ministry are as follows:

1. The Outreach Ministry shall promote and direct congregation-wide evangelism undertakings, receiving ideas by studying and researching suggestions from the evangelism departments of the Synod, the ELCA and other Christian churches.
2. The Outreach Ministry shall encourage an atmosphere of friendliness in the congregation toward members and visitors and suggest ways and means to promote this.
3. The Outreach Ministry shall promote the congregation's outreach into the community via mass-media advertising, canvassing, or other means, including the formation of a visitation committee in collaboration with the pastor.
4. The Outreach Ministry shall work to maintain the church bulletin boards indoors and outdoors as well as creating appropriate messages and themes for publication.
5. The Outreach Ministry shall provide, and/or promote, subscriptions to church periodicals and devotional materials.
6. Perform other duties as may be assigned by this congregation and/or the Congregation Council.

**C13.06.05.** The Personnel Committee shall work to provide for the well-being of the congregation and staff of the congregation, through the development of policies, procedures and guidelines of the paid and volunteer staff of the congregation. The Vice President and Pastor shall work collaboratively to recruit and appoint committee members from the congregation at large. The tasks of the Personnel Committee are as follows:

1. Create and review job descriptions for all non-rostered (non-clergy) staff.
2. Create and review on a regular basis, personnel policies, procedures and guidelines for the congregation.
3. Work with the pastor to provide for yearly performance reviews of all staff, including the development of appropriate review materials.
4. Make recommendations to the Congregation Council regarding salaries for staff.
5. Participate in the hiring process for all non-rostered (non-clergy) staff and make recommendations to the Congregation Council.
6. Perform other duties as may be assigned by this congregation and/or the Congregation Council.

**C13.06.06.** The Social Missions Ministry shall work to initiate programs for the development of a life of discipleship for all participants in the life of the congregation. The tasks of the Social Missions Ministry are as follows:

1. The Social Missions Ministry shall Study scripture regarding the call to a life of discipleship in order to more effectively carry out the objectives of its ministry.
2. The Social Missions Ministry shall provide prospective, new, and current participants/members of the congregation with opportunities to grow in life as a disciple of Jesus Christ.
3. The Social Missions Ministry shall develop and maintain ministries and programs to enable all participant/members to discover and use their spiritual gifts.
4. The Social Missions Ministry shall work to build support for missions and charities, which will offer an ongoing program of mission opportunities and education. This will include coordinating and developing programs and ministries that support and serve the participants and members of the congregation and surrounding community, educating the congregation about the needs of those in the surrounding community, and coordinating the congregation's response to natural disasters and other large-scale relief efforts.
5. The Social Missions Ministry shall coordinate activities of the Fellowship Committee. The goal of this committee shall be the strengthening of the fellowship between congregation participant/members spiritually and socially by:
  - a. Planning, implementing, and supervising gatherings of the congregation which will enhance the mission of the congregation.
  - b. Planning events which will bring congregation participant/members into personal contact in small groups.
  - c. Developing guidelines for the use of the church kitchen and clean-up.
  - d. Requisitioning needed supplies for the church kitchen.
  - e. Coordinating and implementing of funeral/memorial meals or gatherings.
  - f. Communicating budget needs to Director of Financing.

6. The Social Missions Ministry shall help to coordinate the congregation's efforts to raise money for various charitable causes
  7. The Social Missions Ministry shall support the Stewardship Committee whose job is to oversee fellowship activities of the stewardship program and submit budget requests to the Director of Finance.
  8. The Social Missions Ministry shall evaluate and make recommendations to Congregational Council for the use of special offerings.
  9. The Social Missions Ministry shall submit an annual budget request at the time requested by the Finance Ministry and suggest sources of revenues for the purpose of the budget.
  10. The Social Missions Ministry shall bi-annually prepare and submit the mission and ministry activities for the congregation.
  11. Perform other duties as may be assigned by this congregation and/or the Congregation Council.
- C13.06.07.** The Worship Ministry shall work for the spiritual welfare of the congregation, the deepening of the faith of the members of this congregation, and ensure quality worship experiences at HSLC which reflect our ELCA Lutheran beliefs and traditions. This ministry shall consist of the following members: Director of Worship (who will be the committee chair), Senior Pastor, Music Director, Director of Connecting Ministries and members from the congregation as appointed or approved by the Senior Pastor and the Director of Worship. The tasks of the Worship Ministry are as follows:
1. In support of the worship life of the congregation, the Worship Ministry shall develop an Altar Guild, which will maintain an adequate supply of needed worship supplies and coordinate all church and chancel decorations.
  2. The Worship Ministry shall encourage and emphasize prayer in church and homes, including the formation of a prayer chain and the use of the website for receiving prayer requests.
  3. In conjunction with the senior pastor, the Worship Ministry shall assist in the planning, organization and support of the worship services of the congregation, including special services and services in locations other than the primary worshipping campus. In order to further develop the worship life of the church, the board may evaluate new forms of worship, liturgies, and music for use in worship.
  4. The Worship Ministry shall staff, train, schedule, and supervise the worship service helpers.
  5. The Worship Ministry shall assist the senior pastor in developing policies and procedures for baptisms, marriages and funerals.
  6. The Worship Ministry shall follow up on all newborn children in the congregation to ensure they are baptized.
  7. In conjunction with the pastor, the Worship Ministry shall assist in the training and supervision of a home communion team to provide communion and visitation for all sick, hospitalized, aged, and shut-ins of the congregation.
  8. The Worship Ministry shall supervise the budgeted allotment for the selection and procurement of appropriate music, in conjunction with the Director of Music.
  9. Perform other duties as may be assigned by this congregation and/or the Congregation Council.
- C13.06.08.** The Youth Ministry shall work in partnership with youth in the faith development and discipleship of all young people in the congregation through worship, learning, fellowship, and service opportunities. The tasks of the Youth Ministry are as follows:
1. The Youth Ministry shall develop a yearly ministry plan and calendar that will guide the overall functioning of the youth ministry throughout a given year.
  2. The Youth Ministry shall recruit, support, and supervise lay youth leaders who shall help to facilitate and work with the youth of the congregation, insuring that all youth workers (paid or volunteer) follow the congregation's abuse prevention policy, as stipulated by the Personnel Committee. This board shall consist of the following members: the Director of Youth Ministry, the Youth Representative, and both youth and adults from the congregation at large.
  3. The Youth Ministry shall provide fellowship opportunities for the youth of the congregation, which enable them to develop relationships with other youth and caring adults in the congregation.
  4. The Youth Ministry shall work closely with the confirmation team, (a team lead and coordinated by the pastoral staff and the Christian Education Ministry), to offer opportunities for middle school-aged youth to connect with older youth and adults within the congregation.
  5. The Youth Ministry shall offer opportunities for regular, and special events (retreats or mission trips), service projects in which youth may participate.

6. The Youth Ministry shall provide bible study opportunities at various times to give young people ample opportunities to grow in faith and their understanding of Scripture.
  7. The Youth Ministry shall assist with and supervise all fundraisers held by the youth of the congregation, maintaining appropriate records of all funds raised and reporting that information to the Congregation Council and at the Congregational Meeting.
  8. The Youth Ministry shall work to provide opportunities for the integration of the youth of the congregation into the regular worship life of the congregation.
  9. The Youth Ministry shall work to develop strategies for the integration of those youth new to the congregation, or those newly confirmed, into the youth ministry of the congregation at large.
  10. The Youth Ministry shall provide leadership development opportunities for the youth of the congregation through retreats and training workshops.
  11. Perform other duties as may be assigned by this congregation and/or the Congregation Council.
- C13.07.** Duties of committees of this congregation shall be specified in the continuing resolutions.
- C13.08.** The senior pastor of this congregation shall be *ex officio* a member of all committees and boards of this congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of this congregation, except the Nominating Committee.

#### **Chapter 14.**

##### **ORGANIZATIONS WITHIN THIS CONGREGATION**

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

#### **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 this congregation, or willful and repeated harassment or defamation of member(s) of this congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.
- \*C15.02.** The process for discipline of a member of this 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 lay persons 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 this congregation; or
  - d. termination of membership in this 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 this 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 between or among factions within this congregation on a substantive issue which cannot be resolved by the parties, members of this congregation may petition the synod bishop for consultation after informing the president of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the Council deems necessary. The Synod Council's 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 20% 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 this congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- \*C16.02. An amendment to this constitution, proposed under \*C16.01., shall:
  - a. be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting;
  - b. be ratified without change at the next regular meeting of this congregation held pursuant to C10.01. by a two-thirds vote of those voting members present and voting; and
  - c. have the effective date included in the resolution<sup>2</sup> and noted in the constitution.
- \*C16.03. Any amendments to this constitution that result from the processes provided in \*C16.01. and \*C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify this 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 this congregation without presentation at a prior meeting of this congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to this 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 20% voting members of this congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

## **Chapter 17.**

### **BYLAWS**

- \*C17.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- \*C17.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with the 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 this 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. Adopted or amended bylaws shall be sent by the secretary of this congregation to the synod.

## **Chapter 18.**

### **CONTINUING RESOLUTIONS**

- \*C18.01. This 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 this congregation or a two-thirds vote of all voting members of the Congregation Council.
- \*C18.03. Adopted or amended continuing resolutions shall be sent by the secretary of this congregation to the synod.

## **Chapter 19.**

### **INDEMNIFICATION**

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

## **Chapter 20.**

### **PARISH AUTHORIZATION**

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

- \*C20.01. This congregation may unite with one or more other congregations recognized by the synod named in \*C6.01. to form a parish. Except as provided in \*C20.02 and \*C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the

member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.

- \*C20.02.** One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- \*C20.03.** One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- \*C20.04.** Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synod constitution of the synod name in \*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- \*C20.05.** Any one of the congregations of the parish may terminate their relationship with the minister of Word and Service as provided †S14.43.d of the synod constitution of the synod names in \*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- \*C20.06.** Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.