CONSTITUTION, BYLAWS, AND CONTINUING RESOLUTIONS
OF
CHRIST LUTHERAN CHURCH
FERNDALE, WASHINGTON

A CONGREGATION OF THE
EVANGELICAL LUTHERAN CHURCH OF AMERICA

As adopted by Christ Lutheran Church (November 18, 2012)
And
With amendments approved by the
ELCA Churchwide Assembly (August 2013)
And
With amendments approved (Nov. 22, 2015)
and ratified (Jan. 24, 2016) by Christ Lutheran Church,
effective immediately upon synod approval
And
With Amendments approved (November 17, 2024)
effective immediately upon synod approval.

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CODIFICATION EXPLANATION

A numerical codification indicates (a) general subject, (b) constitutional provisions, (c) bylaws, and (d) continuing resolutions.

a. Major sections are designated as chapters. The chapter designation becomes the first number in the codification sequence and is followed by a period. Thus, provisions in "Chapter 8. Membership" are preceded by "8."

b. Constitution provisions are codified with two sets of numbers: the chapter number and a two-digit number preceding the second period in the codification. Thus, one constitutional provision related to "Membership" is codified *C8.02.

c. Bylaw provisions are codified with three sets of numbers: the chapter number, the related constitutional provision number, and a two-digit number. Thus, one bylaw provision related to "Membership" would be codified C8.02.01. Because bylaws and continuing resolutions normally are so specifically related to details of each congregation's organization, operation, and life, no model set of bylaws or continuing resolutions is provided. Each congregation may develop its own bylaws and continuing resolutions, but no such bylaws or continuing resolutions may conflict with this constitution, the constitution and bylaws of the Evangelical Lutheran Church in America, and the constitution of the synod, as indicated in *C6.03.e.

d. The Congregation Council may adopt "continuing resolutions," which may provide descriptions of operational patterns or of the ongoing responsibilities of committees or other units within the organizational structure of the congregation. Within the governing documents of a congregation, continuing resolutions are the provisions most easily amended. Unlike constitutional provisions and bylaws, continuing resolutions may be updated regularly by the Congregation Council without the necessity of calling a regular or special Congregation Meeting. Continuing resolutions also are codified with three sets of numbers except that the third set is preceded by a capital letter. Thus, a continuing resolution might be numbered C13. to designate the chapter; C13.07. to designate the subject matter within the chapter; and the third set might be numbered A95. in the codification C13.07.A95. 5to indicate by the "A" that it is the first continuing resolution regarding that subject and to indicate by the "95" that it was adopted in 1995.

When many related provisions are parts of a unit that are considered inseparable, they normally are lettered "a," "b," "c," etc. When related provisions are part of a unit but considered separable, such as a list of duties, they are normally numbered in sequence. If the related provisions cannot be judged clearly to be separable or inseparable, preference will be given to a number sequence.

CONSTITUTION, BYLAWS, AND CONTINUING RESOLUTIONS
OF
CHRIST LUTHERAN CHURCH
FERNDALE, WASHINGTON

Adopted 2012; with amendments approved Nov 22, 2020, Nov. 22, 2015

*[1]PREAMBLE

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

Chapter 1. NAME AND INCORPORATION

C1.01. The name of this congregation shall be Christ Lutheran Church.

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

C1.11. This congregation shall be incorporated under the laws of the State of Washington.

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.

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[1] ****Provisions marked by an asterisk (*) are required by the ELCA.*

***C2.06.** This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.

***C2.07.** This congregation confesses the Gospel, recorded in the Holy Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3. NATURE OF THE CHURCH

***C3.01.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.

***C3.02.** This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian Unity throughout the world.

***C3.03.** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

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

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

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, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the

marginalized, embracing and welcoming racially and ethnically diverse populations, and standing in solidarity with the poor and oppressed 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. [Such descriptions shall be contained in continuing resolutions in the section on the Congregation Committees.]

***C4.05.** This congregation shall adopt and periodically review a mission statement which will provide specific direction for its programs.

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

Chapter 5. POWERS OF THE CONGREGATION

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

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

***C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by 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. call or 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, and amendments to the bylaws, as specified in Chapter 16, and continuing resolutions, as provided in Chapter 17.

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 Congregation Council, and require the members of the council 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 Northwest Washington Synod of the Evangelical Lutheran Church in America.

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 Northwest Washington 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 Northwest Washington 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 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 designee, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless the bishop and/or the bishop's designee are a voting member of this congregation, they 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. 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. Unlessthe bishop and/or the bishop's designees are a voting member of this congregation, they shall have voice but not vote at the 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 synodical 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 second 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 affected 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 Northwest Washington 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 a majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Northwest Washington 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 *C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America, this congregation accepts 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 Northwest Washington 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 [ELCA] [Lutheran] [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.

C8.04.01. Communion Participation

All baptized Christians who desire a closer relationship with Jesus Christ, who is present in the bread and wine, are welcome to receive Holy Communion. Those who believe, but are not baptized, are invited forward for a blessing. Young children who are baptized may receive communion at the discretion of their parents.

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

a. death;

b. resignation;

c. transfer or release;

d. disciplinary action in accordance with ELCA constitutional provision 20.41 and the accompanying bylaws; or

e. removal from the roll due to inactivity in accordance with Chapter 20 of the constitution and bylaws of the Evangelical Lutheran Church in America.

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

C8.05.01. Discontinuance of Membership

a. In the event of a member leaving this community, the member shall be encouraged to request a transfer to a Lutheran congregation which can serve the member in his or her new community.

b. A member desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.

c. A member who does not, for a period of one year, partake of Holy Communion and does not appear to desire to participate in the life and worship of this congregation shall be contacted by the pastor and/or the Evangelism Committee and encouraged to reestablish active membership. If, during the second year, the member does not actively participate, the member's name may be removed from the membership roster of this congregation and be retained on responsibility list as one who is in special need of this congregation's prayer and concern.

d. A child, neither of whose parents or guardians is a member of this congregation, may be removed from the roster of baptized members if the child fails to participate in the life and the worship of this congregation.

Chapter 9. ROSTERED MINISTER

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

***C9.02.** 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 though 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, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations.

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; and
4) with the council, administer discipline.

5) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of the Northwest Washington Synod of the ELCA, and;
6) encourage adherence to covenantal relationship with this church as expressed in the *Constitution, 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 any of 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) inability to conduct the pastoral office effectively in view of disability or 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 disability or 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, who has 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 disability or 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 the 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 resumption of the ability to conduct the office effectively, 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 the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by 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 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 ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

***C9.14.** The 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 the secretary's hands in good order by a departing pastor before the installation of that pastor in another, call or approval of a request for change in roster status.

C9.15. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.

*C9.16. Authority to call a minister of Word and Service shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by [this congregation][the Congregation Council] to recommend the call, shall seek the advice and help of the bishop of the synod.

*C9.17. 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.

*C9.18. 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, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations;

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.

*C9.19. 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.

*C9.20. 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 any of 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) inability to conduct the office effectively in view of disability or 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 disability or 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 who has 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 disability or 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 resumption of the ability to conduct the office effectively, 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 majority vote of the voting members present

and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

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.

*C9.21. 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.

*C9.22. 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.

*C9.23. 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.

*C9.24. 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.

*C9.25. The deacon(s) shall submit a report of ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10. CONGREGATION MEETING

C10.01. The annual meeting of this congregation shall be held before November 30. The congregation president shall preside.

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 Washington, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.

C10.02. A special Congregation Meeting may be called by the [senior] pastor, the Congregation Council, or the president[2] of this congregation, and shall be called by the president of this congregation upon the written request of twenty 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.

[2] If the pastor is the president of the congregation, the congregation may consider giving the vice president the authority to call a special meeting.

C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.

C10.04. Ten percent of the voting members shall constitute a quorum.

C10.05. Voting by proxy or by absentee ballot shall not be permitted.

C10.06. All actions 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 or its equivalent. To the extent permitted by state law, notice of all meetings may be provided electronically.

C10.09. *"Ex officio"* is used herein means membership with full rights of voice and vote unless otherwise expressly limited.

Chapter 11. OFFICERS

C11.01. The officers of this congregation shall be a president, vice president, secretary, and treasurer.

a. Duties of the officers shall be specified in the bylaws.

b. The officers shall be voting members of this congregation.

c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.

d. Officers shall serve for one year or until their successors are elected, and terms of office shall begin January 1 and end December 31.

C11.02. The Congregation Council shall elect its president, vice president, and secretary from the elected membership of the Congregation Council, at the first meeting after the new Congregation Council members have been elected. The treasurer shall be elected by the Congregation Council from the Congregation Council's membership or appointed by the Congregation Council from the voting members of this congregation. If the treasurer is appointed from the voting members of this congregation, he or she shall report to the Congregation Council, attend their regular meetings, and hold membership on the Executive Committee as provided herein.

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 one-year terms in the same office, except for the treasurer.

C11.04. Duties of the officers

C11.04.01. The **president** shall:

a. Preside at meetings of this congregation, Congregation Council, and Executive Committee as well as overseeing the creation of agendas for such meetings.

b. Perform such other duties as this congregation or Congregation Council delegates so long as they do not violate the governing documents of this congregation. This shall include but not be limited to approval by signature of all contractual financing undertaken by this congregation and other legal documents as needed.

c.Be familiar with this church Constitution and Bylaws including duties of all officers and the Congregation Council.

C11.04.02. The **vice president** shall take the place of the president upon the president's absence, performing such duties as assigned to the president, and:

a.Provide the Congregation Council Nomination Task Force with the current information in order to perform its yearly task.

b.Assist the congregation Audit Support Committee in beginning its task in a timely manner including procedures to be followed.

c.Monitor this congregation's constitution, bylaws, and continuing resolutions to see that they are kept up to date. This includes tracking both yearly synod updates as well as changes considered by Christ Lutheran and advising the Congregation Council if revisions and or amendments need to be made.

C11.04.03. The **secretary** shall keep the minutes of meetings for this congregation, Congregation Council, and Executive Committee and shall make provision for the safe keeping of the archives of this congregation.

C11.04.04. The **treasurer** shall oversee and be responsible for the financial accounts, including the following:

a.Create and print reports such as Income, Expense, Balance Sheet, and Designated Income for this congregation and Congregation Council on a monthly basis.

b.Receive and disburse funds in accordance with the decisions of this congregation and Congregation Council. This includes all invoices, wages, taxes, and fees.

c.Review and maintain in cooperation with the Property Management Committee the church's property and liability insurance.

d.Help maintain the church's non-profit status and state corporation license.

e.Assist the Congregation Council in preparing an annual budget as detailed in C12.05c for this congregation's approval.

f.Submit for council approval nominations for an assistant treasurer, financial secretary, and assistant financial secretaries as deemed appropriate. Under the guidance of the treasurer the financial secretaries shall:

1.Keep detailed and accurate records of contributions made by the individual giving units of this congregation when such contributions are made in a manner such that individual identification for the contribution can be made.

2.Promptly deposit in the church's local bank account all funds of this congregation channeled through this office. The deposit receipt and an accounting of the giving shall be given as soon as possible to the Treasurer.

3.Distribute offering envelopes to each giving unit before the beginning of each year and to new members during the year.

4.Each January, prepare a written report of each giving unit's contributions for the previous year. Such report shall include the dates, descriptions, amounts given, and the total amount given, and shall be delivered to each giving unit or mailed to the last known address.

Chapter 12. CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the pastor(s) and not more than 12 members of this congregation. 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.

C12.02. The members of the Congregation Council except the pastor(s) shall be nominated and by written ballot (when applicable) to serve for two 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 January 1 following the annual meeting at which they are elected.

C12.03. Should a member's place on the Congregation Council be declared vacant, that committee will choose a new committee member to fill the vacancy until the original term concludes.

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.

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

a. The Congregation Council shall be the board of trustees 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 Washington, 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 $500 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 no more than $2000 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 partnership 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.

f. 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, through the Executive Committee, shall be responsible for the appointment and supervision of staff of this congregation. Nothing in this provision shall be deemed to affect the congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church. Input from committees and other salaried staff may be sought as long as confidentiality is maintained.

C12.08.A12. Concerning disclosure of convictions of crimes against children and/or vulnerable persons:

All prospective and current employees and volunteers at Christ Lutheran Church will be screened nationwide for convictions of crimes against children and/or vulnerable persons through an Executive Committee approved organization prior to initial employment or involvement in a capacity described by this resolution and every two years thereafter. All information obtained will remain confidential.

C12.09. The Congregation Council shall submit a comprehensive annual report to this congregation by January 31 of each following year.

C12.11. The Congregation Council shall normally meet once a quarter or more frequently as needed. The council's meeting schedule for the remainder of the year shall be determined by the council at the January council meeting. Special meetings may be called by the pastor or the president[3], 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. Emergency meetings and votes may be conducted using current acceptable technologies.

[3] If the pastor is the president of the congregation, the congregation may consider giving the vice president the authority to call a special meeting.

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, as long as there is an opportunity for simultaneous aural communication or its equivalent. 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.**

a. The Executive Committee shall be empowered to make emergency decisions for the best interests of the church when an emergency arises that cannot wait for the next council meeting. At least one lay member of the Executive Committee and the pastor must be involved in said decision and be held responsible for any action taken until presenting rationale for such action to the council.

b. The Executive Committee shall meet prior to the scheduled Congregation Council meeting to review work of the Congregation, set the agenda for the quarterly council meeting, and suggest items for consideration to committees.

C13.02. A **Nominating Support Committee** of four voting members of this congregation shall be elected at the annual meeting for a term of two years. It is recommended that two members of the Nominating Support Committee transition each year, in support of committee continuity. Members of the Nominating Support Committee are not eligible for consecutive re-election. The Nominating Support Committee shall:

a. Elect its own chairperson.

b. Present, at annual Congregation Meeting, qualified and willing candidates for election to the Congregation Council and to the Audit Support Committee.

c. Recommend qualified and willing candidates for election to the Congregation Council, to complete any unexpired or vacated council positions.

d. At the direction of the Congregation Council, recommend qualified and willing members to serve on task forces and committees.

C13.03. An **Audit Support Committee** of four voting members shall be elected to a two-year term, electing two members each year by this congregation at their regular annual meeting. Audit Support Committee members shall not be members of the Congregation Council. Members of the Audit Support Committee are not eligible for consecutive re-election.

Should a member's place on the Audit Support Committee be declared vacant, the Congregation Council shall elect, from candidates nominated by the Nominating Support Committee and by a majority vote, a successor until the next annual meeting.

The Audit Support Committee shall:

a. Elect its own chairperson;

b. Audit all church financial records following procedures as outlined in the most recent Financial Compliance Review as published in the Region 1 Congregation Treasurer's Handbook; and

c. Submit a written report of all findings and conditions to the Congregation Council.

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 president [vice president[4]] and the rostered minister. Term of office shall be two years, with three members to be appointed each successive year.

a. Term of office shall be determined by the Executive Committee.

b. Committee members shall hold no other office in this congregation during their term.

C13.05. When a vacancy occurs in a position for which this congregation calls a rostered minister, a **Call Committee** with a minimum of nine voting members shall be elected by this congregation. Term of office will terminate upon installation of the newly called rostered minister. A Transition Task Force may also be established to gather information to be used by the Call Committee .

C13.06. Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.

C13.06.A24 Committees may be modified or disbanded at the suggestion of the committee, based on the needs of the worship body and community, and approved through a congregation council vote.

C13.06.01. Committees shall support the following ministry areas:

a. Evangelism

b. Fellowship

c. Parish Education

d. Preschool

e. Property Management

f. Social Concerns

g. Stewardship

h. Worship and Music

i. Youth

C13.06.01.A15. The voting members of this congregation shall volunteer and/or be asked to serve as members of these committees, except as noted in the committee description for the Preschool Committee.

C13.06.01.B15. There shall be one Congregation Council lay member on each of these committees. The council representative for that committee shall supply regular updates via email to the executive committee. The lay members of the Executive Committee shall not be representatives to other Congregation Council Committees but shall be encouraged to attend committee meetings or keep in contact with the committees and be available to them when

[4] For use if the pastor is president of the congregation under two of the options in C11.02.

needed. In the event that the treasurer is selected from the Congregation Council membership, the vice president shall become the council member on one of these Congregation Council Committees in addition to his or her office and position on the Executive Committee.

C13.06.01.C15. Council members serving as committee representatives shall:

a. Attend and participate in the meetings and workings of their appointed committees.

b. Communicate in a timely manner any situations that require council action, financial approval, or guidance and refer back to committees any situations that require committee action.

c. Report to the council regarding the activities of their appointed committee.

d. Be responsible for timely distribution of minutes to each member of the Congregation Council, the pastor(s), and the parish administrator.

C13.06.01.D15. There should be a minimum of two members on each committee, to fill the chairperson and secretary positions; there shall be no maximum number of members serving on the committees; and there shall be no minimum or maximum length of term members can serve, except where stated differently in the committee descriptions provided in these bylaws.

C13.06.01.E15. On approval of the Congregation Council, any of these Congregation Council committees may form task forces and sponsor groups relevant to the committee's purpose. New groups and task forces shall be requested by committee through its council representative. Membership on new groups and task forces shall conform to the guidelines provided in this chapter of these bylaws for the members of other Congregation Council committees.

C13.07. Duties of all committees of this congregation shall be specified in the bylaws and/or continuing resolutions.

C13.07.A 15. Each committee shall:

a. Annually elect a chairperson.

b. Annually elect a secretary to take minutes at meetings.

c. Inform the council of its work through the meeting minutes and the council representative. Distribute, in a timely manner, meeting minutes to committee members, the pastor(s), the parish administrator, each member of the Mutual Ministry Team and each member of the Congregation Council.

d. Submit information for developing the annual budget to the council by October 1 of each year.

e. Work in accord with the vision and mission of Christ Lutheran Church.

C13.07.B15. Each committee shall annually review the purpose and ministry of the congregation and committee, especially as provided in Chapter 4 and elsewhere of this constitution and in these bylaws and continuing resolutions. As directed by the council, each committee shall maintain an updated document specifying the committee's membership, purpose, responsibilities, tasks, and timeline for progress in fulfilling the committee's area of this congregation's vision and mission.

C13.07.C15. The **Evangelism Committee**, working with the pastor, shall be responsible for educating and motivating each member of the congregation to witness to the Good News. The committee shall:

a.Make witnessing and serving the foremost function of every member of the congregation.

b.Assist in calling on visitors and new members, shut-ins, or members who are inactive in church participation.

c.Reach out to the community's unchurched population.

d.Be responsible for church publicity, communications, and public relations, which may include media, brochures, church directory, and website.

e.Assist the pastor in the reviews of the membership roster and the membership responsibility list, and in the contacting of members who are inactive as defined in C8.05.01.a.

f.Integrate new people into the life of the congregation.

C13.07.D15. The **Fellowship Committee** shall promote fellowship and interaction within this congregation. The committee shall:

a.Plan and direct several social activities during the year which may include dinners, potlucks, media shows, entertainment, recitals, celebrations, etc. Activities should be limited only by Congregation Council approval and Fellowship Committee members' imaginations.

b.Promote the spirit of "family belonging" within this congregation.

c.Coordinate the scheduling of all activities of church fellowship to avoid conflicting times.

d.Oversee the use and cleanup of the kitchen, be in charge of its equipment, and coordinate the schedule of its use.

C13.07.E15. The **Parish Education Committee** shall develop an effective teaching ministry that includes providing and supporting teachers, leaders, and opportunities for study by every member of this congregation. This may include but not be limited to Sunday School, Confirmation, Vacation Bible School, and Adult Education. The committee shall:

a.Make arrangements for teachers of all educational programs of this congregation.

b.Be responsible for all teaching materials and equipment used in the educational programs, except for the preschool, whose committee shall be responsible for its materials and equipment.

C13.07.F15. The **Preschool Committee** shall be responsible for establishing, governing, and evaluating the preschool programs toward the goal of Christian growth for students, parents, and guardians through the Gospel of Jesus Christ. The committee shall:

a.Consist of four non-council congregation members, one Congregation Council representative, the preschool director, the preschool staff, the pastor(s), and two parent/guardians of any attending Christ Lutheran Church Preschool children and who also serve on the Parent Event Planning Team, the pastor, preschool director, and all preschool staff shall be nonvoting members of this committee;

b.Establish preschool fees.

c.As needed, submit to the council, for hiring approval, qualified candidates for new or additional preschool staff positions.

d.Be responsible for all teaching materials and equipment needed for the program.

e.Be responsible for the church-owned facilities and property, while being used by the preschool.

f.Prepare an annual budget for the council's review and approval, by February 1 of each year.

C13.07.G20. The **Property Management Committee** shall be responsible for the care, maintenance, repair, and improvement of all physical properties. The committee shall:

a.Check all real and personal items in full for such care at least once each year, and call to the attention of the Congregation Council any large, necessary repairs, improvement, maintenance, or other property issues that fall outside the standard operating budget of that year, to be approved by the Congregation Council.

b.Be responsible for the buildings and premises of this congregation so that such property use is normally limited to the functions of this congregation and its programs, and not conflict with the Church's nonprofit or property tax exemption status.

1) Should groups or individuals desire to use such property outside of the normal functions of the congregation and it programs, written application shall be made to this committee for its review and recommendation and then referred to the Executive Committee.

Executive Committee shall notify the Parish Administrator who maintains the calendar for all meetings, gatherings, or events.

C13.07.G15.01. Concerning landscaping plantings:

Plants donated for this congregation's outdoor landscaping must be first approved by the Property Management Committee, which will consider the following: material, location, and care. No planting will be paid for out of the church's treasury unless recommended for approval by the Property Management Committee and approved by the Congregation Council. Plants that are planted by donors must be cared for (ex: watered, weeded, etc.) by those donors for at least the first year.

C13.07.G15.02.A20. Concerning food and drink in the sanctuary, narthex, conference room and offices:

a.No food or drink shall be allowed in the sanctuary, with the exceptions of (a) water, and (b) infant drinks contained in baby bottles, dry cereal, and other non-messy foods for children. All remains must be cleaned up and appropriately removed after the service.

b.Food and drink shall be allowed in the narthex, education rooms, and meeting rooms for functions and meetings. The meeting or function organizer is responsible to ensure that all remains are cleaned up when participants leave the premises.

c.The staff offices are appropriate areas for food and drink if all remains are cleaned up when participants leave the premises.

C13.07.G15.03. Concerning signs, etc., in the narthex and areas around the sanctuary:

All signs, posters, notices, etc., to be posted in the narthex and its adjoining hallways and the fellowship hall must be approved through and posted by the parish administrator. Such signs may be posted on the bulletin boards provided. None are to be posted on the glass windows and the glass windows in the doors or stapled or pinned to the plasterboard walls in these areas. Taping such signs to wooden doors, doorframes, or window frames may be allowed. All such notices must pertain to this congregation, its members, or events with a religious theme. Such notices must be removed after an appropriate period or after the event has taken place.

C13.07.G15.04. Concerning the procedure for donating material items to this congregation:

a.The prospective donor must contact the Property Management Committee through its chairperson, secretary, council representative, or through the council president or pastor. Information about a prospective donation is to be submitted on a form available in the church office.

b.The information will be discussed informally by the Property Management Committee.

c.The Property Management Committee will write a recommendation to the donor for rejection, acceptance, or circumstances for acceptance of said item(s).

C13.07.H15.05 The **Social Concerns Committee** shall think, plan, stimulate, coordinate and supervise the ministry of social concerns in this congregation. The committee shall:

a.Organize and implement the church quilting projects, clothing drives, and other efforts relating to social concerns.

b.Support Lutheran World Relief, Food Bank, The Other Bank, and other ministries relating to social concerns.

c.Respond to community or global social needs as directed by the Congregation Council.

d.Attempt to discover unmet human needs both within this congregation and throughout its neighborhood and larger community, to devise ways of meeting those needs, and to involve Christians in the fulfillment of social concerns.

e.Serve as this congregation's link to local, district, and national committees of social concerns.

C13.07.A20. Stewardship is a response of gratitude and thanksgiving for what God has done for us and the world in Jesus Christ. The mission statement of Christ Lutheran Church, "We live in Christ and share his love with all people," calls us to plan and execute scripturally valid programs encouraging this congregation's membership giving of Time, Talents, and Treasure to support the needs of the congregation, community, and beyond.

The **Stewardship Committee** shall

a.Establish, maintain, and utilize a talent inventory of membership and, when appropriate, of community members. List abilities, interests, and service and connect talents to the needs, when requested, through committees, task forces, council, membership and community.

b.Encourage members to actively participate in the life of this congregation by such means as serving on the Congregation Council, committees, task forces, groups, ELCA-supported organizations, non-profit organizations across our community, and regularly partaking in this congregation's activities.

c.Communicate appropriately through reflections, metrics, and newsletters how stewardship benefits those in need and what needs should be addressed.

d.Motivate, encourage, and educate the congregation to commit to financial generosity.

C13.07.J15. The **Worship and Music Committee** shall be responsible for preparing and planning all regular and special worship services. The committee shall:

a.Provide assistants for leading worship.

b.Through the Altar Guild Group, be responsible for the paraments, linens, and elements used in all services; for decorations for special seasons and occasions; and for the stained-glass windows.

c.Provide ushers and ushering procedures, schedules, and training.

d.Provide acolytes and acolyte procedures, schedules, and training.

e.As needed, determine the appropriate qualifications, conduct interviews, and recommend to the council, for hiring approval, qualified candidates for the positions of organist, pianist, contemporary music director and/or choir director.

f.Through sponsored groups (I.e., Hymn Selection Group, Service Team Groups) establish criteria for music to be used in all regular worship services, special services, weddings, and funerals.

g.Through the choir and band, recruit and maintain a choir, band, and talent pool for special music. Choir and talent pool shall work with the organist for traditional services and with the worship band for contemporary services.

C13.07.K15. The **Youth Committee** shall foster a meaningful youth program that includes worship, education, witness, stewardship, service, fellowship, and recreation, and growth in personal faith, self-esteem, and self-awareness, all in a safe environment. The committee shall:

a.Ensure the youth program has all necessary resources to set a vision for the youth.

b.Provide guidance for the youth ministry staff.

C13.08. The pastor(s) 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 and specified in a continuing resolution.

Chapter 15. DISCIPLINE OF MEMBERS AND ADJUDICATION

***C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of 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 laypersons and two rostered ministers). 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 [vice 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~~7~~.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 five 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~~7~~.01, shall:

a.be approved at any legally called meeting of this congregation by a majority vote of voting members present and voting; and

b.be ratified without change at the next regular meeting by a two-thirds majority vote of those present and voting.

***C16.03.**Any amendments to this constitution that result from the processes provided in *C16~~7~~.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 at least two (2) voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following the congregation's 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 a quorum present by a two-thirds vote of those voting members present and voting.

***C17.03.** Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or

special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.

***C17.04.** 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 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.