

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 the Holy Spirit.

Chapter 1.

NAME AND INCORPORATION

- C1.01 The name of this congregation shall be Calvary Lutheran Church of Perham.
- C1.02 For the purpose of this constitution and the accompanying bylaws, the congregation of Calvary Lutheran Church of Perham is hereinafter designated as "this congregation".
- C1.03 This congregation shall be incorporated under the laws of the State of Minnesota Charter #D-435.
- C1.04 Bylaws and continuing resolutions in this constitution shall be denoted with a "B" or "CR" respectively, shall be indented; and shall be printed in a font different than articles. Asterisks (*) denote required provisions.

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.

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- *C2.03 This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith and life.
 - *C2.04 This congregation accepts the Apostles', Nicene and Athanasian Creeds as true declarations of the faith of this congregation.
 - *C2.05 This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
 - *C2.06 This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
 - *C2.07 This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3.

NATURE OF THE CHURCH

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

Chapter 4.

STATEMENT OF PURPOSE

- *C4.01 The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- *C4.02 To participate in God's mission, this congregation as a part of the Church shall:
 - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.

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

*C4.03 To fulfill these purposes, this congregation shall:

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all the people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy.

- *C4.04 This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. (Such descriptions shall be contained in continuing resolutions in the section on the Congregation Council).
- *C4.05 This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

Chapter 5.

POWERS OF THE CONGREGATION

- *C5.01 The powers of this congregation are those necessary to fulfill its purpose.
- *C5.02 The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- *C5.03 Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
 - a. call a pastor; as provided in Chapter 9;
 - b. terminate the call of a pastor; as provided in Chapter 9;
 - c. call or terminate the call of associates in ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America;
 - d. approve the annual budget;
 - e. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - f. hold title to and use its property for any and all activities consistent with its purpose;
 - g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - h. elect its Congregation Council, boards and committees, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
 - i. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

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- *C5.04 This congregation annually shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by this synod.

Chapter 6.

CHURCH AFFILIATION

- *C6.01 This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Northwestern Minnesota Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02 This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03 This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
 - d. This congregation agrees to consider associates in ministry for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
 - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- *C6.04 Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
- a. This congregation takes action to dissolve.
 - b. This congregation ceases to exist.

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- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
 - d. This congregation follows the procedures outlined in C6.05.
- *C6.05 This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
 - b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
 - c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
 - d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
 - e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
 - f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
- *C6.06 If this congregation is considering relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

Chapter 7.

PROPERTY OWNERSHIP

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

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- *C7.02 If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.
- *C7.03 If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Northwestern Minnesota Synod.
- *C7.04 If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

Chapter 8.

MEMBERSHIP

- *C8.01 Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its 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 shall have communed and made a contribution of records during the current or preceding year.

B8.02.c Exceptions to C.8.02 are:

College students; those on active military duty; and those who, because of physical or mental incapacity, are unable to meet the two requirements.

- d. **Associate** members are persons holding membership in other Lutheran congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

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

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

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

B8.04 1. *This congregation invites all Christians, who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.*

2. *Preparation for Holy Communion will normally be provided for persons as young as ten years of age or fifth grade in Sunday school.*

3. *Participation in Holy Communion shall be open to members of other congregations who accept the Lutheran teachings in regard to this Sacrament.*

4. *It shall be made known to prospective participants that the belief of this congregation is:*

*Participation in the Lord's Supper is the reception of the "body and blood of our Lord Jesus Christ given with the bread and wine, instituted by Christ Himself for us to eat and drink." # We hold that a "person is well prepared and worthy who believes these words: **given and shed for you for the remission of sins.** But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words **for you** require simply a believing heart." #*

5. *Record of participation in Holy Communion shall be maintained.*

*# From **The Small Catechism in Contemporary English**, copyright 1968, Augsburg Publishing House and Fortress Press.*

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

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

B8.05e. Any confirmed member who fails to attend church services, and fails to partake of communion and fails to contribute to the congregational treasury according to the congregation's records for a period of two years, shall be presumed no longer to desire membership, shall lose the right to vote, and shall not be counted in the membership statistics of the congregation. Exceptions are noted in B8.02.c. However, their name and record shall be kept in the files for a period of five years thereafter. Such a person shall be encouraged to participate in congregational life, or to transfer elsewhere, as the situation may indicate to be advisable. If they resume activity within the five year period, they shall be restored to the active membership list; if not, they shall be dismissed from the congregation and notified accordingly where possible.

Chapter 9.

THE PASTOR

- *C9.01 Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting regularly 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 clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for it by the synodical bishop may be called as a pastor of this congregation.

B9.02.1 The congregation, after it has voted to call a pastor by at least a two-thirds majority, shall issue a letter of call in a form approved by the church, to the pastor elect, which shall bear the signatures of the chairperson and secretary of the call committee, and shall be attested by the signature of the synod bishop. Calls to clergypersons to positions of assistance to the pastor shall be issued in consultation with the pastor, in accordance with the provisions of this paragraph.

B9.02.2 The call shall be for an indefinite time, except that calls for a limited time may be issued to pastors who are qualified for emeritus status and are otherwise eligible for call, and to clergypersons who are called to positions of assistance to the pastor.

- *C9.03 Consistent with the faith and practice of the Evangelical Lutheran Church in America,
- a. Every ordained minister shall:
 1. preach the Word;
 2. administer the sacraments;
 3. conduct public worship;
 4. provide pastoral care; and
 5. shall speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - b. Each ordained minister with a congregational call shall, within the congregation:
 1. offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 2. supervise all schools and organizations of the congregation;
 3. shall install regularly elected members of the Congregation Council; and
 4. with the council, administer discipline.

B9.03.b Every pastor serving this congregation shall have an undivided loyalty to the faith and purpose of the church—according to Chapter 2 and 4 of this constitution. Any questions concerning such loyalty shall adjudicated according to the recommended procedure of the Church.

- c. Every pastor shall:
 1. strive to extend the kingdom of God in the community, in the nation, and abroad;
 2. seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 3. impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
 4. endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Northwestern Minnesota Synod of the ELCA.

B9.03.c Clergypersons qualified according to Chapter 9 of this constitution may occasionally perform pastoral functions in this congregation with the approval of the congregation and the synod bishop.

*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.

CR9.04 Adjustments in the salary of the pastor shall be the responsibility of the Congregation Council, subject to the congregation's approval of the budget.

- *C9.05 a. The call of the congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
1. mutual agreement to terminate the call or the completion of a call for a specific term;
 2. resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted.
 3. inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 4. the physical or mental incapacity of the pastor;
 5. disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
 6. the dissolution of the congregation; or
 7. suspension of the congregation as a result of discipline proceedings.

B9.05.7 A desire for a change in pastorate, either by congregation or pastor, shall be brought to the attention of the synod bishop who shall advise in the matter according to this constitution (Chapter 9) and the established procedure of the Church.

- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
- c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of the disabled pastor to health, the bishop of

the synod shall take the steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.

- d. In case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in C9.05.b shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor by a two-thirds majority vote of the voting members present at a regularly called meeting after consultation with the bishop.
- e. If, in the course of proceedings described in C9.05.d the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
- f. If, following the appointment of the committee described in C9.05.b or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).

- *C9.06 At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregational Council.
- *C9.07 During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- *C9.08 This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.
- *C9.09 When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.10 With the approval of the bishop of the synod the congregation may depart from C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop, shall meet with the pastor

and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of C9.05.a.

*C9.11 The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, member dismissed, or members excluded from the congregation, and shall submit a summary of such statistics annually to the synod. The pastor shall be a member of the congregation that has extended the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.

*C9.12 The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10.

CONGREGATION MEETING

C10.01 The annual meeting of this congregation shall be held at a time specified in the bylaws. The annual meeting shall be held in OCTOBER of each year as set by the Church Council. Notice of the annual meeting shall be given as provided in C10.03

B10.01 *The order of business at the annual meeting shall be:*

- a. Opening devotion;*
- b. Approval of minutes*
- c. Reports of the pastor, the congregation PRESIDENT, Committee CHAIRS and other ORGANIZATIONS;*
- d. Elections*
- e. Approval of budget*
- f. Unfinished business*
- g. New business;*
- h. Closing Prayer*

B10.02 *A special meeting of the congregation shall be called by the Congregation Council during January or February of the new fiscal year.*

The order of business at this meeting shall be:

- a. Opening devotion;*
- b. Approval of minutes*
- c. Reports the Treasurer, Financial Secretary and others;*
- d. Action on last year's revenue surplus or deficit;*
- e. Closing Prayer*

C10.02 A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of 8 percent of the voting members. The call for each special meeting shall specify the purpose(s) for which it is to be held and no other business shall be transacted.

C10.03 Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at

least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

C10.04 8% of the voting members shall constitute a quorum.

B10.04 The current roster of voting, confirmed and baptized members shall be determined prior to each annual meeting.

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

C10.06 All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.

B10.06 In the following cases voting shall be by ballot:

- a. To elect the Congregation Council;*
- b. To adopt or amend articles of incorporation;*
- c. To call a pastor or to request his/her resignation;*
- d. To excommunicate a member from the congregation or remove a member from office in the congregation;*
- e. To sever membership in the Evangelical Lutheran Church in America;*
- f. To dispose of, encumber or purchase real property;*
- g. When requested by ten or more voting members present.*

C10.07 Robert's Rules of Order, (condensed) shall govern parliamentary procedure of all meetings of this congregation. A parliamentarian shall be appointed by the president.

C10.08 No special meeting of this congregation may be held without properly notifying the pastor, in view of his or her position as a member of the congregation and an advisor in all congregational affairs. No business other than that stated as purpose(s) of the meeting shall be voted upon at special meetings.

C10.09 When necessary to complete the business of the meeting, a congregational meeting may by majority vote recess to convene at a specified time and place. A congregational meeting may also decide to recess to reconvene upon call, but the time and place of such reconvened meeting must be announced at no less than one Sunday service in advance or by written notice to the voting members mailed not less than three days in advance.

Chapter 11.

OFFICERS

C11.01 The officers of this congregation shall be a president, vice-president and secretary, and a treasurer appointed by the Council (who does not need to be a member of the Council).

- a. Duties of the officers shall be specified in the bylaws and continuing resolutions.

B11.01 *Duties of Officers and Committees of The Congregation Council:*

1. *The president shall preside over meetings of the Congregation Council and of the congregation unless the meeting decides otherwise.*
2. *The vice-president shall preside in the absence of the president, unless the meeting decides otherwise.*
3. *The secretary shall keep the minutes of the Council and of the congregation and shall preserve its archives.*
4. *The treasurer shall be bonded and shall be custodian of all funds of the congregation, local and synodical, and shall disburse all such funds in accordance with the decisions of the congregation or the Congregation Council. The treasurer shall present a duly audited report to the annual congregational meeting and other such reports to the Congregation Council as may be required.*

- b. The officers shall be voting members of the congregation.

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

C11.02 The term of the officers shall begin on January 1 following the annual meeting at which they are elected.

B11.02

1. *The president shall be elected by the congregation by written ballot to serve for 2 years or until a successor is elected. The president shall be eligible to serve no more than one term consecutively.*
2. *The secretary shall be elected by the congregation by written ballot to serve for 2 years or until a successor is elected. The secretary shall be held the alternate year of the election of the president. The secretary shall be eligible to serve no more than one term consecutively.*
3. *The vice-president shall be elected by and from the Council's membership for a term of one year. The vice-president shall be eligible to serve no more than two terms consecutively.*

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

Chapter 12.

CONGREGATION COUNCIL

C12.01 The voting membership of the Congregation Council shall consist of the pastor(s) and not more than 10 members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member:

- a. Ceases to be a voting member of this congregation, or
- b. Is absent from four successive regular meetings of the Congregation Council without cause.

Any member having two consecutive unexcused absences from regular meetings shall be notified thereof by the secretary.

C12.02 The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for 2 years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin on 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, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.

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

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in the light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.

- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the gospel.

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

- a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Minnesota, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may enter into contracts of up to 5% of Annual Operating Budget for items not included in the budget.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, and shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than 5% of Annual Operating Budget in excess of the anticipated receipts only after approval by a Congregation Meeting.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

B12.05 *The fiscal year shall run from January 1 through December 31.*

- C12.06 The Congregation Council shall see that the provisions of this constitution and its bylaws and the continuing resolutions are carried out.
- C12.07 The Congregation Council shall provide for an annual review of the membership roster.
- C12.08 The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation. The Congregation Council may delegate this authority to a hiring task force as described in the personnel policy.
- C12.09 The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.10 The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present. Special meetings of the Congregation Council may be called by notice given at a public service or a written notice mailed 5 days in advance.
- C12.11 A quorum for the transaction of business shall consist of a majority of members of the Congregation Council, including the pastor or interim pastor, except when the 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 pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

Chapter 13.

CONGREGATIONAL COMMITTEES

- C13.01 The officers of this congregation and the pastor shall constitute the Executive Committee.
- C13.02 The Nominating Committee of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection. Pastor shall serve as convener.

B13.02. *In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor. A vacancy in the congregationally elected membership of the nominating committee shall be filled by the Congregation Council.*

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- C13.03 An Audit Committee of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office will be three years, with one member elected each year. Members shall be eligible for reelection.
- C13.04 A Mutual Ministry Committee shall be appointed jointly by the president and the pastor(s). Term of office shall be three years, with two members to be appointed each successive year. Committee members will hold no other office (C11.01) in the congregation during their term.
- C13.05 When a pastoral vacancy occurs, a Call Committee of six voting members and two alternates who may serve in the absence of a voting member shall be elected by the Congregation. Term of office will terminate at installation of the newly called pastor.
- C13.06 Other committees of this congregation may be formed as the need arises, by decision of the Congregation Council.

B13.06

1. *The Congregation Council shall have authority to appoint such committees as may from time to time be necessary or advisable.*
2. *The Congregation delegates to the Congregation Council have the authority to appoint or elect additional congregational members who are not members of the council as members on its regular committees.*
3. *The Congregation Council shall at least once a year invite the members of its regular committees together with representatives chosen by the organizations of the congregation to review the entire program of the congregation.*

C13.07 To carry out the Mission and Task of the church, there shall be eight Standing Committees. They are:

- a. Education
- b. Evangelism
- c. Personnel
- d. Property
- e. Social Ministry
- f. Stewardship
- g. Worship
- h. Youth and Family

C13.08 Duties of the committees of this congregation shall be specified in the bylaws and continuing resolutions.

B13.08

1. *The Education Committee shall have special responsibility under the supervision of the pastor to operate the Sunday School through grade 6, adult education, and other camps and schools of the congregation.*

2. *The Evangelism Committee shall have special responsibility under the supervision of the pastor in the development of a sound program of evangelism and in the general spiritual care of the congregation.*
 3. *The Personnel Committee shall have responsibility for oversight and evaluation of the church staff, the management of funds and the preparation of a congregational budget.*
 4. *The Property Committee shall have special responsibility for the care and maintenance of all the property of the congregation.*
- CR13.08
- a. *The property of the congregation shall be for the use of the congregation in its normal function as a Lutheran church and shall not be used in any way not in harmony with the purpose of the congregation.*
 - b. *Buildings which are the property of the congregation shall not be lent or rented to any group or individual not affiliated with the congregation or with the Evangelical Lutheran Church in America* unless application for such use has been approved by the Congregation Council in accordance with established policy.*
- B13.08
5. *The Social Ministry Committee shall have responsibility for ministries of caring for the congregation, community and world.*
 6. *The Stewardship Committee shall have special responsibility under the supervision of the pastor for the congregation's development in accordance with scriptural principles of stewardship and for the raising of funds.*
 7. *The Worship Committee shall have responsibility under the supervision of the pastor and in cooperation with the Music Ministry Coordinator for all matters pertaining to the congregation's worship.*
 8. *The Youth and Family Committee shall have responsibility under the supervision of the pastor and the Youth Director for grade 7-12 Sunday School, confirmation program, CCY (Calvary Christian Youth, grade 7-8), Senior League (grades 9-12) and family fellowship.*

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

- C14.01 All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work and finances.

B14.01. An Endowment Fund Committee of five voting members of this congregation shall be elected at the congregation's annual meeting. The term of office will be three years with the first slate of members serving staggered terms. Each year following the initial election, two members will be elected with one elected every third year. The Treasurer of the congregation or his/her designate shall maintain an account of the Endowment Fund. The purpose of the committee shall be to implement the guidelines of the Endowment Fund.

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.

C14.03 All organizations handling funds within the congregation shall submit accounts to the treasurer or church office at least ten days prior to the annual meeting, and the treasurer shall include such accounts in his/her report to the meeting.

Chapter 15.

DISCIPLINE OF MEMBERS

*C15.01 Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18: 15-17, proceeding through these successive steps:

- a. private admonition by the pastor,
- b. admonition by the pastor in the presence of two or three witnesses, and
- c. citation to appear before the Congregation Council.

*C15.02 The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America. A member charged with an offense shall appear before the Congregation Council after having received a written notice, specifying the exact charges that have been made against the member, at least 10 days prior to the meeting.

*C15.03 Members of the Congregation Council who participate in the preparation of the written charges or whose present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council, who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

- a. censure before the council or congregation;

- b. suspension from membership for a definite period of time; or
- c. exclusion from membership in this congregation. Disciplinary actions b and c shall be delivered to the member in writing.

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

*C15.05 Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of

- a. evidence that injustice has been done or
- b. evidence of repentance and amendment.

*C15.06 **Adjudication**

*C15.07 When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve this issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16.

BYLAWS

- *C16.01 This congregation may adopt bylaws. No bylaws may conflict with this constitution.
- *C16.02 Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- *C16.03 Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the members of the proposal with its recommendations at least 30 days in advance of the Congregation Meeting.
- *C16.04 Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17.

AMENDMENTS

- *C17.01 Amendments to this constitution may be proposed by at least 5 voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Congregation Council shall notify the members of the proposal with the Council's recommendations at least 30 days in advance of the meeting.
- *Ct7.02 A proposed amendment to this constitution shall:
- a. Be approved at a properly called meeting according to this constitution by a majority vote of those present and voting;
 - b. Be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 - c. Have the effective date included in the resolution and noted in the constitution.
- *C17.03 Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the state of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America, or the constitution of the Northwestern Minnesota Synod of the Evangelical Lutheran Church in America.
- *C17.04 Whenever the Model Constitution for Congregations is amended by the Churchwide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments at least 30 days prior to the meeting. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod, consistent with *C17.03.

Chapter 18.

CONTINUING RESOLUTIONS

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