

## CODIFICATION EXPLANATION

The provisions of the Constitution, the Bylaws, and the Continuing Resolutions that pertain to the same matter should be placed together for clarity in use. A numerical codification indicates general subject, constitutional provisions, bylaw provisions, and continuing resolutions.

All provisions in the Model Constitution for Congregations are prefaced with “C” to distinguish these provisions from comparable ones in the synodical and church wide constitutions. Major sectors 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.”.

Constitutional 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 relating to the Membership is codified C8.02.

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.

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 A90. in the codification C13.07.A90. to indicate by the “A” that it is the first continuing resolution regarding that subject and by the “90” that was adopted in 1990.

When many related provisions are parts of a unit that are considered inseparable, they are normally 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 clearly judged to be separable or inseparable, preference will be given to a number sequence.

If chapter numbers are considered the major sequence number, constitution numbers as a fraction of the chapter number, and bylaw numbers as a fraction of the constitution number, then the codification can be said to provide a progressive sequence. Thus C5.01. will precede C5.03.10., and C9.11.16. will precede C9.13.

In these governing documents, “Church” with a capital letter is used in references to the one, holy, catholic, and apostolic Church. In references to the Evangelical Lutheran Church in America, the words “church” and “this church” in lower case letters are employed.

## IMPORTANT INFORMATION ABOUT NUMBERING SYSTEM

As you work with the Model Constitution for Congregations, you may notice that certain numbers seem to be missing from the numbering sequence in some chapters. This is intentional. In the style followed here, the number “.10.” and multiples thereof have been reserved for possible use as section headings in future editions. Therefore, in the sequence, for example, of Chapters 1, 9, and 12, these “.10.” numbers do not appear.

\*MODEL CONSTITUTION FOR CONGREGATIONS OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA Copyright 1991 by the Evangelical Lutheran Church in America 3

## TABLE OF CONTENTS

Preamble.....	4
Chapter 1 Name and Incorporation.....	5
Chapter 2 Confession of Faith.....	5
Chapter 3 Nature of the Church.....	6
Chapter 4 Statement of Purpose.....	6
Chapter 5 Powers of the Congregation.....	7
Chapter 6 Church Affiliation.....	8
Chapter 7 Property Ownership.....	11
Chapter 8 Membership.....	11
Chapter 9 The Pastor.....	12
Chapter 10 Congregation Meeting.....	16
Chapter 11 Officers.....	16
Chapter 12 Congregation Council.....	17
Chapter 13 Congregation Committees.....	19
Chapter 14 Organizations within the Congregation.....	20
Chapter 15 Discipline of Members and Adjudication.....	20
Chapter 16 Bylaws.....	21
Chapter 17 Amendments.....	22
Chapter 18 Continuing Resolutions.....	23
St. Andrew's Bylaws.....	23
St. Andrew's Continuing Resolutions.....	31

**\*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 St. Andrew's Lutheran Church of Ames, Iowa.

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

C1.03. This congregation was incorporated in 1952 under the laws of the State of Iowa.

## **Chapter 2: CONFESSION OF FAITH**

\*C2.01. This congregation confesses the Triune God, Father, Son, and Holy Spirit.

\*C2.02. This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.

b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.

c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

\*C2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.

\*C2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.

\*C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

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

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

### **Chapter 3: NATURE OF THE CHURCH**

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

\*C3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

\*C3.03. The name Evangelical Lutheran Church in America (ELCA or “this church”) as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

### **Chapter 4: STATEMENT OF PURPOSE**

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

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

a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.

b. Proclaim God’s saving Gospel of justification by grace for Christ’s sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.

c. Carry out Christ’s Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.

d. Serve in response to God’s love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.

e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.

f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity that the Spirit gives.

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

a. Provide services of worship at which the Word of God is preached and the sacraments are administered.

b. Provide pastoral care and assist all members to participate in this ministry.

c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.

d. Teach the Word of God.

e. Witness to the reconciling Word of God in Christ, reaching out to all people.

f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.

g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.

h. Foster and participate in interdependent relationships with other congregations, the synod, and the church wide organization of the Evangelical Lutheran Church in America.

i. Foster and participate in ecumenical relationships consistent with church wide 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.

\*C4.05. This congregation shall, from time to time, adopt a mission statement that 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. 8

\*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. appoint or terminate the appointment of associates in ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. adopt amendments to the constitution, as provided in Chapter 17, amendments to the bylaws, as specified in Chapter 16, and continuing resolutions, as provided in Chapter 18.
- e. approve the annual budget;
- f. acquire real and personal property by gift, devise, purchase, or other lawful means;
- g. hold title to and use its property for any and all activities consistent with its purpose;
- h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- i. elect its officers, Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

\*C5.04. This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Southeast Iowa 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 Southeastern Iowa 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. 9

\*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. These special circumstances are limited either to calling a candidate approved for the roster of ordained ministers of the Evangelical Lutheran Church in America or to contracting for pastoral services with an ordained minister 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 associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

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

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

\*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. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.

b. The secretary of 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 and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.

d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.

e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.

f. Notice of termination shall be forwarded by the bishop to the secretary of this church, who shall report the termination to the Churchwide Assembly.

g. 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..

h. 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.

i. 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.

j. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of \*C6.05. and may begin no sooner than six months after that second meeting.

**\*C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any

steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

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

## **Chapter 7: PROPERTY OWNERSHIP**

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

\*C7.02. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

\*C7.03. If a two-thirds majority of the voting members of this congregation present at a 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 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 Southeastern Iowa 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 the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

## **Chapter 8: MEMBERSHIP**

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

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

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

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

a. make regular use of the means of grace, both Word and sacraments;

b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and

c. support the work of this congregation, the synod, and the church wide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

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

a. death;

b. resignation;

c. transfer or release;

d. disciplinary action in accordance with ELCA constitutional provision 20.40. and the accompanying bylaws; 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.

## **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 13

call is issued, the officers, or a committee, as outlined in the bylaws under section C13.07, to recommend the call, shall seek the advice and help of the bishop of the synod.

\*C9.02. Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.

\*C9.03. Consistent with the faith and practice of the Evangelical Lutheran Church in America,

a. Every ordained minister shall:

- 1) preach the Word;
- 2) administer the sacraments;
- 3) conduct public worship;
- 4) provide pastoral care; and
- 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

b. Each ordained minister with a congregational call shall, within the congregation:

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- 2) supervise all schools and organizations of this congregation;
- 3) install officers of the congregation and regularly elected members of the Congregation Council and standing committees; and
- 4) with the council, administer discipline.

c. Every pastor shall:

- 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
- 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad;
- 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 work of the ELCA churchwide organization and of the Southeastern Iowa Synod of the ELCA.

\*C9.04. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.

\*C9.05. Terms and termination of the call

a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:

- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
- 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
- 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions;
- 4) physical disability or mental incapacity of the pastor;
- 5) suspension of the pastor through discipline for more than three months;
- 6) resignation or removal of the pastor from the roster of ordained ministers of this church;
- 7) termination of the relationship between this church and the congregation;
- 8) dissolution of the congregation or the termination of a parish arrangement; or
- 9) suspension of the congregation through discipline for more than six months.

b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,

- 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two ordained ministers and one layperson, or
- 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions together with a committee of two ordained ministers and one layperson.

c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant and the pastor shall be listed on the clergy roster as disabled. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.

d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod

e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 disciplinary action, 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 may be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

\*C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.

\*C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.

\*C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

\*C9.11. With the approval of the bishop of the synod, the congregation may depart from 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 call may also be terminated before its expiration in accordance with the provisions of C9.05.a.

\*C9.12. The pastor of this congregation:

a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;

b. shall submit a summary of such statistics annually to the synod; and

c. shall become a member of this congregation upon receipt and acceptance of the letter of call.

In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.

\*C9.13 The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

\*C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

## **Chapter 10: CONGREGATIONAL MEETINGS**

C10.01. The annual meeting of this congregation shall be held at a time specified in the bylaws. The agenda for conducting business at the annual meeting also is specified in the bylaws.

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 at the written request of 40 voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 14 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, or sent by electronic means to the last known address of such members shall be sufficient.

C10.04. Forty voting members shall constitute a quorum.

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.

C10.07. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

C10.08. Procedures for the conduct of and voting at congregational meetings are given in the bylaws.

## **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 the congregation.

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

C11.02. The Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall serve for one year or until their successors are elected. Their terms shall begin at the close of the Congregation Council meeting at which they are elected.

C11.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than three 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 nine additional members elected by the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause.

C12.02. Congregation Council members shall be elected by the congregation to serve three years as outlined in the bylaws or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin following their election.

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 election.

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

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.

- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.

- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.

- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, 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 church wide 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 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 Iowa, 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 2 percent of the total annual budget for emergency item(s) 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 more than \$ 0 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 with the synod and church wide organization.

e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.

f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

C12.06. The Congregation Council shall see that the provisions of this constitution and its bylaws are carried out.

C12.07. The Congregational Council shall approve salaried lay workers of the congregation as recommended by the Personnel committee. The Pastor of the congregation supervises the salaried staff of St. Andrew's using as a guide the Personnel Policy Handbook."

C12.08. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

C12.09. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.10. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting.

C12.11. The Congregation Council, to most effectively discharge its duties, shall seek the help, advice and opinions of the congregation through the standing committees whose general operation and structure are outlined in the bylaws.

### **Chapter 13: CONGREGATION COMMITTEES**

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

C13.02. An Audit Committee of three voting members shall be appointed annually by the President and approved by the Congregation Council. Audit Committee members shall not be members of the Congregation Council.

C13.03. A Personnel Committee of six voting members - the Pastor and five people from the congregation, representative of the cross-section of the congregation - shall be elected at the annual meeting. Except for the Pastor, membership on the committee is for 2 years, renewable once. Terms are to be staggered. The President of the congregational council will chair the Personnel Committee."

C13.04. The Mutual Ministry Committee shall consist of the three most recent past presidents able/willing to serve plus three at-large voting members from the congregation, representative of the cross-section of the congregation, elected annually at the Annual Meeting.

C13.05. When a pastoral vacancy occurs, a Call Committee shall be formed. This committee shall consist of the President, Secretary, four members of the Congregation Council (elected by the Congregation Council) and three voting members elected at large by members of the congregation by ballots cast at a congregational meeting. The committee will dissolve upon installation of the newly called pastor.

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

C13.07. Structure, operation, and duties of congregation committees shall be specified in the bylaws.

## **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.

C14.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council.

## **Chapter 15: DISCIPLINE OF MEMBERS AND ADJUDICATION**

**\*C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary:

- a. private counsel and admonition by the pastor,
- b. censure and admonition by the pastor in the presence of two or three witnesses,
- c. written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and
- d. written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.

**\*C15.02.** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to

C15.01 do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three lay persons and two clergy). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.

**\*C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case, and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members plus the nonvoting chair comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.

**\*C15.04.** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

**\*C15.05.** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:

- a. suspension from the privileges of congregation membership for a designated period of time;
- b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
- c. termination of membership in the congregation; or
- d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.

**\*C15.06.** The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.

**\*C15.07.** No member of the congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.

#### **\*C15.10. Adjudication**

**\*C15.11.** When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have 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 the 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 bylaw 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 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.

\*C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

## **Chapter 17: AMENDMENTS**

### **\*C17.01.**

Unless provision \*C17.04. 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 40 voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.

\*C17.02. An amendment to this constitution, proposed under \*C17.01., shall:

- a. be approved at a legally called Congregation 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 that result from the processes provided in \*C17.01. and \*C17.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

\*C17.04. 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 simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request

of 40 voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

## **Chapter 18: CONTINUING RESOLUTIONS**

**\*C18.01.** The congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.

**\*C18.02.** Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of all voting members of the Congregation Council.

## **Chapter 19. INDEMNIFICATION**

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

# ***ST. ANDREW'S LUTHERAN CHURCH BYLAWS***

## **C4.04.01 ORGANIZATIONAL STRUCTURE**

a. The Congregation Council shall consist of the following voting members:

1. Nine persons elected by the congregation
2. The Pastor(s)

b. Congregation Standing Committees:

Education  
Worship and Arts  
Fellowship  
Youth Ministry  
Property  
Stewardship and Finance  
Outreach  
Social Concerns

#### **C4.04.02 CONGREGATIONAL STANDING COMMITTEES GENERAL STRUCTURE, OPERATION AND DUTIES:**

a. Each committee shall consist at least 6 members. All committee terms are two years, with half of each committee's terms ending each year. The committee shall elect its chair at the first meeting after the annual congregational meeting. The chair shall serve subject to approval by the Congregation Council.

b. A committee may, with the approval of the Congregation Council, create "task forces" or subcommittees or appoint persons to assist in carrying out its designated responsibility.

c. Each committee shall maintain records including minutes of the meetings, and establish procedures in such a manner as to ensure continuity of all its programs.

d. Each committee shall receive, review, and submit to the Treasurer all bills accruing as a result of carrying out its mission.

#### **C4.04.03 EDUCATION**

a. This committee will, with the assistance and cooperation of the Pastor and Director of Faith Life, provide direction and guidance for all educational activities of the congregation.

b. This committee shall assist the Personnel committee in appointing the personnel necessary to accomplish all the educational programs.

c. It shall be responsible for the development and maintenance of a library and promotion and distribution of literature.

#### **C4.04.04 WORSHIP AND ARTS**

a. This committee shall see that services are conducted in accordance with accepted practices of the Evangelical Lutheran Church in America.

b. It shall be responsible for the selection and instruction of ushers and scripture readers. It shall assist the Personnel Committee in the selection of and shall assist the Pastor in the monitoring of work activities of all organists, accompanists and choir directors.

c. It shall be responsible for care of all chancel appointments and the administration of holy communion.

d. The committee shall also encourage the use of all forms of artistic expression in the total life of the congregation.

e. This committee shall advise in the selection and purchase of items given as gifts and memorials to the church.

#### **C4.04.05 FELLOWSHIP**

a. This committee shall endeavor to strengthen the fellowship among members.

b. It shall create, coordinate and assist with fellowship activities within the congregation.

#### **C4.04.06 YOUTH MINISTRY**

a. This committee shall be responsible for the promotion, organization and supervision of the youth ministry/program of the congregation.

b. This committee shall assist the Pastor in the selection of and the monitoring of work activities of all youth ministry staff and lay leaders.

c. It shall be the liaison between the congregation and other youth organizations.

#### **C4.04.07 PROPERTY**

a. This committee shall be responsible for the maintenance and improvement of the facilities and property of the congregation.

b. It shall assist the Stewardship and Finance committee in the selection of insurance coverage for the church capital properties.

c. The committee shall assist the Personnel committee in the selection of and shall assist the Pastor in the monitoring of work activities of all salaried church building custodial staff.

#### **C4.04.08 STEWARDSHIP AND FINANCE**

a. This committee shall have the responsibility of monitoring, coordinating, and communicating the financial status and needs of the congregation and local and national benevolence agencies.

b. It shall be responsible for the development of preliminary budgets and for the conduct of stewardship programs.

c. It shall endeavor to develop and call out from all members their talents to carry out the ministries of the congregation.

d. The committee shall be responsible for counting and recording offerings, making appropriate deposits, receiving and reviewing all bills, conducting special fund drives, and arranging any required financial loans.

e. The Treasurer shall serve as an advisory member of the committee.

#### **C4.04.09 OUTREACH**

a. This committee shall encourage evangelism by inviting members of the community to hear the gospel, contact prospective and inactive members, and work with the Pastor in visitation of sick and shut-in members.

b. It shall work with the Pastor to arrange for a reception and orientation of new members.

#### **C4.04.10 SOCIAL CONCERNS**

a. This committee shall promote social responsibility within the Christian faith of the congregation

b. It shall be responsible to study and to report to the congregation information and to recommend needed action on social problems at the local, state, national and international levels.

#### **C8.05.01 REMOVAL FROM THE ROLL DUE TO INACTIVITY**

a. Members of this congregation shall be considered 'inactive' if they have not communed and made a contribution of record during the preceding 24 months.

b. A list of inactive members will be reviewed annually by the Pastor as census data for synod purposes. When the rolls are reviewed for inactive members, the following procedures may be used for removing an 'inactive' member from the roll of this congregation:

1. The Congregation Council will review the list, make changes as deemed appropriate, and by a majority vote approve the list for further action. Guidance will then be provided for the Pastor and the Outreach committee to contact each inactive member within two weeks of the meeting.

2. An inactive member may ask for reconsideration by the Congregation Council by submitting their request in writing to the President of the Congregation or by personally attending a Congregation Council meeting within 60 days of receipt of the notification of their inactivity.

3. The Congregation Council shall consider any requests for reconsideration at the two meetings following the presentation of the inactive list. The Congregation Council shall, by majority vote, determine if there are sufficient grounds for not removing an inactive member from the rolls.

4. Following the vote any member requesting reconsideration will be notified in writing as to the decision of the Congregation Council.

5. At the end of 60 days any member not requesting reconsideration shall officially be dropped from the rolls of this congregation.

#### **C9.12.01 PAROCHIAL RECORDS:**

All Parochial records shall be kept in appropriate and secure recorded form by the congregation and which shall remain the property of the congregation. Statistics shall be reported by the pastor to the Congregation Council on a monthly basis and to the congregation annually.

#### **C10.01.01 ANNUAL MEETING:**

The Annual Meeting of the congregation shall be on the fourth Sunday of January. If it is necessary to change the date of the Annual Meeting, this shall be done by the Council and notification of the date, time and place made at least fourteen (14) days in advance of the meeting by announcement at a regular worship service or by written notice to the voting members.

Business meeting agenda: the business at the Annual Meeting shall include:

1. The minutes
2. The reports of:
  - a. the President
  - b. the Pastor
  - c. the Treasurer and the Auditing Committee
  - d. other committees and auxiliary reports
3. Unfinished business
4. New business

## **C10.08.01 CONGREGATION MEETINGS**

### **a. Opening and Closing**

All congregation meetings shall open and close with the Word of God and prayer.

### **b. Ballot Voting**

In the following cases the vote shall be by ballot cast by voting members present:

1. To adopt or amend the Articles of Incorporation, Constitution, and Bylaws of this congregation.
2. To elect members of the Call Committee.
3. To dismiss the Pastor.
4. To suspend or dismiss any other officer of the congregation.

## **C11.01.01 DUTIES OF THE OFFICERS AND OF THE CONGREGATION**

### **a. PRESIDENT**

1. The President as presiding officer and elected representative of the congregation shall enforce the constitution and carry out the expressed will of the congregation as embodied in the resolutions of the voting membership; shall implement such policies as the Congregation Council shall formulate including delegation of authority when appropriate.

2. The President shall preside at all Congregation Council meetings and at all congregational meetings, and shall prepare the agenda for each meeting.

3. The President, with approval of the Congregation Council, shall appoint a) the Auditing Committee and b) delegates or representatives of the congregation to boards, meetings, and conventions of which this congregation is a constituent member.

4. The President will chair the Personnel Committee.

5. If the Treasurer is unavailable to make authorized disbursements, the President shall assume this responsibility.

### **b. VICE PRESIDENT**

1. The Vice President shall assist the President and shall serve if the President is unable to perform required duties.

2. The Vice President shall serve as the Chairperson of the Mutual Ministry Committee.

### **c. SECRETARY**

1. It shall be the duty of the Secretary to keep the record of the meetings of the congregation and the Congregation Council in a volume provided by the congregation that shall be preserved permanently in its archives.

2. The secretary shall keep abreast of ELCA constitutional updates.

### **d. TREASURER**

1. The Treasurer shall keep the accounts pertaining to the maintenance and operation of the congregation, receive contributions for same, and disburse all monies approved by the Congregation Council or authorized by committee chairs, pastor, or staff within their respective budget allocations. If the Treasurer is unavailable to make authorized disbursements, the President shall assume this responsibility.

2. The Treasurer shall present a monthly report on the finances of the congregation to the Congregation Council and a duly audited account of the financial status of the congregation at the Annual Meeting.

3. All organizations responsible for funds within the congregational budget shall submit accounts to the Treasurer at least ten (10) days prior to the Annual Meeting; the Treasurer shall include these accounts in the reports to the Congregation Council and to the congregation.

4. The Treasurer shall serve as an advisory member of the Stewardship and Finance Committee.

#### **C12.02.02**

The terms of the Chairpersons for the standing Committees listed in C4.04.01 B shall be one or two years depending on their term as committee member as determined by C13.07.01.

#### **C12.02.03**

The President, Vice President, Secretary, Treasurer and the newly elected members of the Congregational Council shall be formally installed within 30 days of their election.

#### **C12.05.01**

The Council shall have authority to require bond in excess of that provided by the Evangelical Lutheran Church in America of any person that it deems advisable, the cost of which will be paid from the church treasury.

### **C13.07.01 CONGREGATIONAL COMMITTEES GENERAL STRUCTURE, OPERATION AND DUTIES**

Executive  
Elections  
Audit  
Personnel  
Mutual Ministry  
Call  
Extended Ministry Fund

#### **C13.07.01A EXECUTIVE COMMITTEE**

This committee shall meet separately to discuss items of a sensitive nature, review the direction/progress of the church, set the council agenda, and make recommendations to the Council.

#### **C13.07.01B ELECTIONS COMMITTEE**

The Elections Committee shall consist of at least three members designated by the Congregation Council to conduct elections.

#### **C13.07.01C AUDIT COMMITTEE**

The Audit Committee will audit the financial records and congregational processes for the congregation over the course of the fiscal year and summarize their findings in an annual report.

#### **C13.07.01D PERSONNEL COMMITTEE**

a. The Personnel Committee will prepare job descriptions for all paid positions.

b. The Personnel Committee will fill all approved paid positions.

c. The Personnel Committee will oversee staff personnel issues and evaluations 29

d. The Personnel Committee shall serve in a direct supervisory role for the pastor and shall provide for an annual evaluation of the pastor.

e. The Personnel Committee will annually prepare a recommended Personnel budget.

f. The Personnel Committee will develop and oversee the St. Andrew's sabbatical policy/guidelines for roster leaders.

#### **C13.07.01E MUTUAL MINISTRY COMMITTEE**

The mutual ministry committee is made up of seven members:

- The current vice president of the church council serves as the chair
- The three most recent past presidents willing and/or able to serve
- Three at-large members who would represent a broad cross-section of the congregation
- The (lead) pastor is invited and encouraged to participate in the committee meetings

The charter of the mutual ministry committee is to support the health of our congregation by fostering honest, compassionate, and respectful communication among and between members, lay leaders, and professional staff. This may include modeling and teaching effective communication; serving as a resource in situations where communication has become difficult; and, being the "eyes and ears" of the congregation to identify and address issues before they grow. Each member of the committee is asked to be open to listening to members of the congregation and staff and to be honest and constructive in feedback and comments. The committee (individually or as a group) endeavors to address issues early to mitigate potential problems. Members of the committee strive to be role models of putting "healthy practices" into action.

In general, the committee plans to meet quarterly. The committee may meet more often as needed.

The term of office for the three "at-large" members is two years with staggered terms.

#### **C13.07.01F CALL COMMITTEE**

a. This committee shall consist of the President, Secretary, four members of the Congregation Council (elected by the Congregation Council) and three members elected at large by the members of the congregation by ballots cast at a congregational meeting.

b. This committee shall seek the advice and help of the bishop of the synod and then recommend the call for the vote of the congregation at a congregational meeting.

#### **C13.07.01G EMF – EXTENDED MINISTRY FUND COMMITTEE**

The EMF Committee shall oversee the stewardship and administration of the St. Andrew's Extended Ministry Fund. It shall be responsible for the solicitation, investing, and dispersal of money in this fund (from the bylaws).

The EMF deals largely in three areas:

1. Memorials and other gifts given to St. Andrews

- Most, if not all, of these gifts come after the death and funeral of one of our members. The gifts are given in memory of the deceased. The gifts may fit into one of two categories:
  1. Designated gifts – these are given specifically to things like the choir, education, scholarship, an art piece, etc. The gifts are placed and stored in those specific funds.
  2. Undesignated gifts – these gifts are given to St. Andrews with no stipulations. A general “undesignated” fund holds these gifts.
- Write individual thank you notes to the people who have given gifts to St. Andrews.
- The EMF receives requests for moneys from these gifts and makes decisions regarding the requests. Generally, the use of these funds should be for non-budgeted items that are used to “promote and extend the ministries of St. Andrews”.

## 2. College Scholarships

- In the spring, the EMF committee gives notice of scholarship opportunities for college-bound members of St. Andrews. The requests are evaluated and scholarships are given, depending on the request and the availability of funds.

## 3. St. Andrews Lutheran Endowment Fund

- An Endowment Fund was established in 2012. The EMF committee promotes the endowment, solicits funds to grow the endowment, and reports on the endowment.
- Each year, St. Andrews is able to withdraw up to 5% of the Endowment balance as of December 31 of the previous year. The committee solicits ideas of how to put these funds to use – or, they could be re-invested. Like the EMF funds, the Endowment proceeds are to be used in the following manner: the use of these funds should be for non-budgeted items that are used to “promote and extend the ministries of St. Andrews.

The EMF Committee does not meet regularly but on an “as-required” basis. Currently, there are seven members on the EMF Committee.

## *ST. ANDREW'S LUTHERAN CHURCH CONTINUING RESOLUTIONS*

### **C9.03.A16 MARRIAGE RESOLUTION**

WHEREAS St. Andrew's Lutheran Church is an intentionally committed member of the greater Evangelical Lutheran Church in America (ELCA), guided by its policies and church wide decisions;

WHEREAS the ELCA defines marriage as being between a man and a woman;

WHEREAS the ELCA allows recognition or blessing of same-gender unions as it promotes lifelong, monogamous relationships; and

WHEREAS the ELCA defers decisions about solemnizing or blessing same-gender unions to each congregation as a matter of pastoral care;

WHEREAS the State of Iowa considers same-gender unions to be marriage and issues marriage licenses to same-gender couples;

WHEREAS the pastor acts in a civil capacity when executing a marriage license issued by the state, and in a separate religious capacity to bless any marriage;

WHEREAS the final decision to bless a relationship or perform a marriage is, and always has been, a pastoral decision to be made by the ordained;

WHEREAS the Congregation Council desires to provide support to pastors as they make such decisions;

BE IT RESOLVED that this congregation supports decisions to bless or not to bless unions made by pastors under call or contract at St. Andrew's Lutheran as they exercise pastoral sensitivity and formulate a grace-filled response to any member who seeks to have a union blessed, regardless of gender.

BE IT FURTHER RESOLVED that the marriage licenses issued in the state of Iowa are executed by pastors according to their civil responsibility as a religious functionary apart from a call to serve a congregation; and that said execution is a matter of personal decision and bound conscience of the pastor alone.