

TABLE OF CONTENTS

Constitution

Preamble Page 2
Chapter 1 - Name and Incorporation..... Page 2
Chapter 2 - Confession of Faith Pages 2-3
Chapter 3 - Nature of the Church Page 3
Chapter 4 - Statement of Purpose..... Pages 3-5
Chapter 5 - Powers of The Congregation..... Page 5
Chapter 6 - Church Affiliation..... Pages 6-8
Chapter 7 - Property Ownership..... Pages 8-9
Chapter 8 - Membership..... Pages 9-10
Chapter 9 - The Pastor..... Pages 10-13
Chapter 10 - Congregation Meetings..... Pages 13-14
Chapter 11 - Officers..... Page 14
Chapter 12 - Congregation Council..... Pages 14-17
Chapter 13 - Congregation Committees..... Page 17
Chapter 14 - Organizations Within This Congregation..... Page 18
Chapter 15 - Discipline of Members and Adjudication..... Pages 18-19
Chapter 16 - Bylaws..... Pages 19-20
Chapter 17 - Amendments..... Page 20
Chapter 18 - Continuing Resolutions..... Page 21
Chapter 19 - Indemnification..... Page 21

Bylaws

Chapter 8 - Membership..... Page 21
Chapter 10 - Congregation Meetings..... Page 21
Chapter 11 - Officers..... Pages 21-24
Chapter 12 - Congregation Council..... Page 24

Continuing Resolutions

Chapter 13 - Congregation Committees..... Pages 24-26
Chapter 14 - Organizations Within This Congregation..... Page 26

Addendum

Duties of Committees Pages 27-34
 Congregation Committees Pages 27-28
 Congregation's Standing Committees Pages 29-34
Duties of Organizations Within This Congregation Page 35
Duties of Staff Page 36
 Secretary
 Director of Music
 Sexton
 Cemetery Caretaker

Attachments

- Secretary Job Description and Contract
- Director of Music Job Description and Contract
- Sexton Job Description and Contract
- Cemetery Caretaker Responsibilities and Duties and Contract
- Policies - Funeral
 - Wedding
 - Sabbatical

CONSTITUTION

**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 Zion Evangelical Lutheran Church.
- C1.02. For the purpose of this constitution and the accompanying bylaws, the Zion Evangelical Lutheran Church congregation is hereinafter designated as "this congregation."
- C1.11. This congregation shall be incorporated under the laws of the State of Pennsylvania.
- C1.12. The seal of this congregation reads "Zion's Evang. Lutheran Church of E.P.T. Cumb. Co. PA".

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 which the Spirit gives.

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

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for 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. [See *Chapter 13.*]

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

*C4.06. References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as

described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

Chapter 5

POWERS OF THE CONGREGATION

- *C5.01. The powers of this congregation are those necessary to fulfill its purpose.
- *C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- *C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by 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, deaconesses, and diaconal ministers 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 Congregation Council and require the members of the council to carry out their duties in accordance with the constitution; 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 Lower Susquehanna 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 Lower Susquehanna Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *06.02. 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. 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. A congregation may terminate its relationship with this church by the following procedure:
- a. A resolution indicating the intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting

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

- b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.
- d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is 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 Lower Susquehanna 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 legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Lower Susquehanna Synod.
- *C7.04. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in *C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.
- C7.05. Notwithstanding the provisions of *C7.02. and *C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:
 - a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
 - b. Shall – upon written demand by the Synod Council, pursuant to †S13.23. of the

constitution of the Lower Susquehanna Synod of the ELCA – reconvey and transfer all right, title, and interest in the property to the synod.

Chapter 8

MEMBERSHIP

- *C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- *C8.02. Members shall be classified as follows:
- a. Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - b. Confirmed members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - c. Voting members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
 - 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, or persons who wish to retain a relationship with this congregation while being members of other congregations. 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 churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- *C8.05. Membership in this congregation shall be terminated by any of the following:

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action in accordance with 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 legally called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop of the synod.
- *C9.02. Only a member of the 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 regularly elected members of the Congregation Council; 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;
- 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 Lower Susquehanna 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 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 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 shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

*C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any 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 a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12. The pastor of this congregation:
- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
 - b. shall submit a summary of such statistics annually to the synod; and
 - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- *C9.13. The pastor shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.
- C9.20. Ecumenical Pastoral Ministry
- C9.21. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

Chapter 10

CONGREGATION MEETINGS

- C10.01. The annual meeting of this congregation shall be held at a time 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 by the president of the congregation upon written request of 10 percent of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.

- C10.04. 10 percent of the voting members shall constitute a quorum.
- C10.05. Voting by proxy or by absentee ballot shall not be permitted.
- C10.06. All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11
OFFICERS

- C11.01. The officers of this congregation shall be 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. The officers of this congregation shall serve similar offices of the Congregation Council.
 - d. The president, vice president and secretary shall be voting members of the Congregation Council.
 - e. If the treasurer is not an elected member of the Congregation Council and therefore not a voting member of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.
- C11.02a. The Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. This election shall take place at a special election meeting held in January prior to the January meeting of the Congregation Council.
 - b. The Congregation Council shall appoint the Assistant Treasurer and Financial Secretary at the special election of officers meeting held prior to the January Council meeting.
- C11.03. No officer shall hold more than one elected office at a time. No elected officer, except the Treasurer, 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 and nine (9) elected members of this 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. resigns from Congregation Council;
- b. ceases to be a voting member of this congregation; or
- c. is absent from three successive regular meetings of the Congregation Council without cause.

Consistent with the laws of the state in which the congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

- C12.02. The members of the Congregation Council except the pastor shall be elected by written ballot to serve for three years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin January 1 of the year following their election. Newly elected Council members shall attend the December meeting of the Congregation Council with voice but not vote.
- 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 expiration of the term.
- 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 and staff and help them annually to evaluate the fulfillment of their calling or employment.
 - e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
 - f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
 - g. To arrange for pastoral service during the sickness or absence of the pastor.
 - h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
 - i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.

- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- C12.05. 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 Pennsylvania, 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 \$10,000 for items not included in the budget.
 - d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than \$10,000 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 churchwide organization.
 - e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
 - f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- C12.06. The Congregation Council shall see that the provisions of this constitution, its bylaws and the continuing resolutions are carried out.
- C12.07. The Congregation Council shall provide for an annual review of the membership roster.
- C12.08. The Congregation Council shall be responsible for the employment and supervision of the staff of this congregation. Nothing in this provision shall be deemed to affect the congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.
- C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.11. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-third of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.12. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor 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 the meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

- C12.13. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, and, to the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 13 **CONGREGATION COMMITTEES**

- C13.01. The officers of this congregation and the pastor shall constitute the Executive Committee.
- C13.02. A Nominating Committee of four voting members of this congregation, two of whom shall be, if possible, outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members shall be eligible for reelection. The president shall appoint a chair from among those elected.
- C13.03. An Audit Committee of three voting members of this congregation shall be elected by the Congregation Council. Congregation Council members, the treasurer and the financial secretary shall not be members of the Audit Committee. Term of office will be three years, with one member elected each year. Members shall be eligible for reelection. The president shall appoint a chair from among those elected.
- C13.04. A Mutual Ministry Committee of four members shall be appointed jointly by the president and the pastor. The president shall appoint a chair from those appointed. Term of office shall be two years, with two members to be appointed each successive year. Members of the Call Committee will serve as the Mutual Ministry Committee for the first year of the pastor's call.
- C13.05. At its reorganization meeting the council shall appoint council liaisons to all standing committees. These committees will consist of the following: Cemetery, Christian Education, Constitution, Evangelism and Membership, Fellowship, Finance, Memorial Fund, Property, Social Ministry, Stewardship, Worship and Music, Youth Ministry, Seniors Ministry. All standing committees will reorganize at their first meeting of the year, electing a chair and recording secretary. The pastor shall have voice and vote in all standing committees of the congregation.
- C13.06. When a pastoral vacancy occurs, a Call Committee of six voting members shall be elected by this congregation. The committee shall elect a chair from among its members. Term of office will terminate upon installation of the newly called pastor.
- C13.07. Other congregation committees or task forces may be formed, as the need arises, by decision of the Congregation Council or by direction of this congregation at a Congregation Meeting. The pastor shall have voice and vote in all committees or task forces that may be formed.
- C13.08. Duties of all committees of this congregation shall be specified in the continuing resolutions.

Chapter 14
ORGANIZATIONS WITHIN THIS CONGREGATION

- C14.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. These organizations will submit annual reports including their membership, activities and finances.
- C14.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

Chapter 15
DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01. Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of 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

Congregation 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 three 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 Congregation 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 voting members present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds majority vote of those voting members 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 voting members of the congregation, the Congregation Council shall submit such notice and call such a meeting. 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 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.

BYLAWS

Chapter 8
MEMBERSHIP

- C8.01.01. Those confirmed members who have not communed in this congregation and have not made a contribution of record to this congregation in the last two (2) calendar years will be removed from the roll due to inactivity.

Special consideration automatically will be granted to those members who are shut-ins, serving in the military, or are in other similar circumstances.

Those confirmed members who have not complied with both requirements listed above will be placed on inactive status.

Chapter 10
CONGREGATION MEETINGS

- C10.01.01. The annual Congregation Meeting shall be held on a date to be fixed by the Congregation Council in the month of December. The agenda of this meeting will include approval of the budget for the following year and election of new council members.

Chapter 11
OFFICERS

- C11.01.01. The duties of the President shall be:
 - a. To acquire a working knowledge of parliamentary law and procedure and a thorough

understanding of the constitution, bylaws, and continuing resolutions of this congregation.

- b. To preside and maintain order.
- c. To explain and decide all questions of order.
- d. To announce all business and be informed on all communications.
- e. To talk no more than necessary while presiding.
- f. To refrain from discussing a motion when presiding.
- g. To be absolutely fair and impartial
- h. To give signature (when necessary) to all legal documents of the church, including the church's cemetery.
- i. To be ex officio of all committees.

C11.01.02. The duties of the Vice President shall be:

- a. To preside and perform the duties of the president, in the absence of the president.
- b. To oversee the long-range planning of this congregation, with the Congregation Council serving as committee of the whole.
- c. To serve as liaison among the pastor, committees, organizations and staff of this congregation in gathering ideas and implementing proposals for long-range planning.
- d. To review the previous year's Congregation Council and all committee meeting minutes for unfinished business and report to the Congregation Council and council liaisons of findings.

C11.01.03. The duties of the Secretary shall be:

- a. To see that minutes of the meetings are prepared.
- b. To present minutes of previous meeting.
- c. To read important correspondence.
- d. To record proceedings, not the debate.
- e. To record the name of the member who introduced the motion. It is not necessary to record the seconder.
- f. To take charge of all documents belonging to this congregation when requested.
- g. To call a meeting to order, in the absence of the president and vice-president, and to preside until election of a chair protem, which should take place immediately.
- h. To give signature to legal documents, as required, including cemetery deeds.

C11.01.04. The duties of the treasurer shall be:

DUTIES:

1. Be responsible for oversight of the Assistant Treasurer and the congregation's contracted accountant.
2. Be responsible to the council for all requested financial information.
3. Be responsible to the Council for implementing all Council approved recommendations from the Audit Committee's annual audit report in cooperation with the Finance and Audit Committees.
4. Be responsible for preparing annual budget in consultation with the Council, committees and Finance Committee of the Church.
5. Be responsible for assisting in developing recommendations for all investments of the Church in coordination with the Finance Committee and Cemetery Committee.
6. Be responsible for handing over all transactions and records of Church to Audit Committee in order that the annual audit be completed. And to assure that a Certificate of Audit, if required, is sent to the Synod by March 31 each year for the year ending the previous December 31 to assure coverage by the Blanket Honesty Bond provided by the Synod.

REPORTS:

1. A monthly written financial statement consisting of the income and expense information.
2. An annual income and expense statement of the current year activity with appropriate and necessary footnotes to explain the transactions.
3. An annual budget in cooperation with the committees and the Finance Committee. These statements are to be submitted for review and discussion to the Finance Committee and Council monthly at their respective meetings and where appropriate, to the congregation in the Annual Report and presented at the Annual Meeting.

C11.01.05. The duties of the Assistant Treasurer shall be:

DUTIES:

1. Be responsible for oversight to the Treasurer, Finance Committee and Council for all work.
2. Be responsible for the receipt of all funds deposited and entering in all financial subrecords in cooperation with the Financial Secretary.
3. Be responsible for the disbursement of all funds by bills and invoices due in accordance with the approved budget.

TRANSACTIONS:

1. Be responsible for reporting all transactions weekly by Monday morning to the Treasurer for financial statement preparation.

2. Be responsible for assisting the Treasurer in all work requested.
3. Be responsible for assisting the Treasurer in providing support and training to committees and membership on all financial and economic matters as requested by the Council, Stewardship and Finance Committees, and other committees as needed.

REPORTS:

1. Be responsible for developing a monthly written financial statement consisting of a listing of receipts, disbursements and outstanding bills at month-end.

C11.01.06. The duties of the Financial Secretary shall be:

- a. To keep a record of all contributions.
- b. To report, in writing or in person, the status of contributions at monthly Congregation Council meetings.
- c. To provide all congregation members with a record of their contributions annually.

C11.01.07. The President shall be chair of the congregation and the Congregation Council. In the event of the President's inability to perform the duties of the office, the Vice-President shall serve in the president's stead.

Chapter 12
CONGREGATION COUNCIL

- C12.02.01. All elections of lay members of the Congregation Council shall be by ballot and the result duly recorded by the Secretary.
- C12.02.02. Nominations for Congregation Council membership shall be made by the Nominating Committee. Additional nominations may be made from the floor. The candidates receiving the highest number of votes shall be elected to fill the current number of vacancies.
- C12.11.01. Closed door meetings of the Congregation Council are prohibited. Any and all congregation members and invited guests may attend any and all Council meetings without asking permission of or receiving approval from any officer, council member or congregation member. Doors may be closed and visitors asked to step outside only during those portions of the Council meetings in which there are discussions concerning staff or disciplinary matters and only those matters may be discussed. The doors must be reopened and visitors invited back in immediately after the above mentioned discussions are concluded.

CONTINUING RESOLUTIONS

Chapter 13
CONGREGATION COMMITTEES

The following are functions of the Congregation Committees:

C13.0.A06. There shall be an Executive Committee that meets at the call of the president or of any

two of its members. This committee shall be responsible for acting in emergencies, transacting routine business between meetings of the Council, and for the oversight of the Church staff in conjunction with the Pastor. A quorum shall consist of a majority of the committee members.

- C13.02.A06. There shall be a Nominating Committee whose purpose is to secure nominees for election to the Congregation Council and the Nominating Committee.
- C13.03.A06. There shall be an Audit Committee whose function is to complete a formal examination of this congregation's financial records annually between January 1 and March 31 following the close of the financial records for the preceding year, or as often as the Congregation Council directs.
- C13.04.A06. There shall be a Mutual Ministry Committee to affirm and strengthen the mission of the congregation and the ministry of the rostered staff through careful listening and clarifying of expectations; sharing and communicating; reviewing and reflecting; and praying and caring.
- C13.05.A91. There shall be a Call Committee when a pastoral vacancy occurs. This Committee will work with the synod staff to search for a pastor for the congregation.
- C13.06.A06. The following are functions of the congregation's standing committees not otherwise defined in the Constitution. These committees shall receive needed instructions and their acts shall be subject to review by the Congregation Council. Congregation Committees shall meet regularly. All committees listed shall give a monthly report to the Congregation Council through their Council Liaison and prepare a written report for this congregation to be published in the annual congregation report.
- a. There shall be a Cemetery Committee whose responsibility is to provide for the maintenance of the cemetery and all property located on cemetery grounds. The committee shall make improvements as necessary.
 - b. There shall be a Christian Education Committee. This committee, in consultation with the pastor, is responsible for the organization, promotion and supervision of all educational opportunities for the congregation and its members, recognizing that Christian education is a life-long process. Educational opportunities include, but are not restricted to, Sunday Church School, Vacation Bible School, Confirmation Program, Bible Studies, First Communion instruction, and New Member instruction. One of the goals of the committee is to ensure that all members have adequate knowledge and understanding of the teachings and confessions of the Lutheran Church. The Committee also works in conjunction with the Youth Ministry Committee to ensure that the youth of the congregation have access to age-appropriate educational and fellowship opportunities.
 - c. There shall be a Constitution Committee whose responsibility is to receive suggestions for changes to the constitution, bylaws and continuing resolutions and to make appropriate recommendations for such changes. Changes may include those required and/or recommended by the *Evangelical Lutheran Church in America*. This committee will also serve to ensure that the constitution, bylaws and continuing resolutions are understood and implemented as approved.
 - d. There shall be an Evangelism and Membership Committee that is responsible for planning, organizing and supervising specific congregational witness ministries designed to teach others about Christ and this congregation. The goal of the committee is to involve as many other members of Zion in outreach to the unchurched and in the edification of the members

as parts of the body of Christ.

- e. There shall be a Fellowship Committee that shall provide social activities for the congregation including but not limited to: the after-worship fellowship, the annual ice skating party, the Lenten soup suppers, the Easter breakfast, the church picnic, the confirmation social, the Thanksgiving dinner, and the Stewardship dinner.
- f. There shall be a Finance Committee of which the treasurer and assistant treasurer shall be members (*ex officio*). Its duties include preparing the annual budget, providing ways and means for the gathering of funds, and overseeing the financial affairs of this congregation.
- g. There shall be a Memorial Fund Committee whose duties include the diligent handling of all Memorial Fund contributions, receipts and disbursements and to consider and recommend the use of these funds in accordance with the desires of contributors, families of deceased and/or the needs of this congregation.
- h. There shall be a Property Committee. This committee provides for maintenance and repairs of the church and church office, oversees the sexton's duties, and provides for the snow plowing of the parking lots and cemetery driveways.
- i. There shall be a Seniors Ministry Committee to see that opportunities are provided for personal growth, service and fellowship for, but not limited to, senior members and guests of Zion Evangelical Lutheran Church. Senior members are defined as persons 55 years of age or older.
- j. There shall be a Social Ministry Committee whose duties are to motivate, equip and support the members of this congregation to visit the sick and shut-ins and to minister to the poor and distressed; to serve as Christians in all the institutions and structures of society of which we are a part; and individually and corporately to foster justice, overcome oppression, alleviate suffering, and care for the earth.
- k. There shall be a Stewardship Committee whose role is to assist the members of this congregation in making decisions and commitments on the most effective use of their time, talents and possessions in furthering the ministry of Jesus Christ and the mission of the Church.
- l. There shall be a Worship and Music Committee. It shall be the duty of this committee to see that the services of this congregation are conducted properly and in accordance with the liturgies of the *Evangelical Lutheran Church in America*.
- m. There shall be a Youth Ministry Committee that shall provide and promote the ministry of youth within our church and our community. It is also responsible for the organization, promotion, and supervision of all youth groups of Zion.

Chapter 14

ORGANIZATIONS WITHIN THIS CONGREGATION

- C14.01.A06. There are organizations which complement the ministry of this congregation. Their responsibilities are listed in the addendum.
- C14.02.A06. No organizations shall be disbanded in the congregation without informing the Congregation Council.

ADDENDUM

DUTIES OF COMMITTEES

CONGREGATION COMMITTEES

The following are duties of the Congregation Committees:

Audit Committee

- 1) Examines and reviews all accounts and records.
- 2) Exercises supervision and oversees the work of the review if it is conducted by an outside firm.
- 3) Examines all insurance policies and prepares a schedule of the Insurance coverage.
- 4) Inspects and examines securities and investments.
- 5) Prepares a schedule of the securities and investments for review of the Finance Committee.
- 6) Verifies that the congregation complies with Federal & State tax laws and regulations.
- 7) Reports its findings in writing to the Congregation Council with supporting schedules and recommendations for change and improvement.
- 8) Upon completion of the audit report, completes an ELCA Certification of Financial Compliance Review of Congregation Records to be made a part of the Congregation Council's permanent files.

Call Committee

When a pastoral vacancy occurs, a Call Committee works with the Synod staff to search for a pastor for this congregation. Their directives and advice for procedure are received from Synod staff.

Executive Committee

- 1) Serves as the Personnel Committee, making recommendations to the Congregation Council for hiring new staff and handling other personnel matters.
- 2) Handles emergency situations of this congregation.
- 3) Handles business, as necessary, between monthly Congregation Council meetings.
- 4) Reports all business this committee transacts to the Congregation Council at its next meeting.

- 5) Gathers suggestions for long-range planning from congregation and Council members and maintains an on-going list of long-range planning suggestions and concerns.
- 6) Provides annual salary recommendations for staff to the Finance Committee.

Mutual Ministry Committee

- 1) Affirms and strengthens the mission of the congregation and the ministry of the rostered staff through careful listening and clarifying of expectations, sharing and communication, reviewing and reflecting, and praying and caring.
- 2) Provides recommendations for annual compensation of rostered staff to the Finance Committee.

Nominating Committee

- 1) Presents to the Congregation Council, a month prior to the annual Congregation Meeting, a list of consenting candidates for election to the Congregation Council.
- 2) Presents to the Congregation Council, a month prior to the annual Congregation Meeting, a list of consenting candidates for election to the Nominating Committee.
- 3) Oversees the preparation of the ballots for the annual Congregation Meeting, listing the candidates for the Congregation Council and the Nominating Committee.
- 4) Provides for the distribution, collection and tabulation of the ballots at the annual Congregation Meeting.

DUTIES OF COMMITTEES

CONGREGATION'S STANDING COMMITTEES

The following are duties of the congregation's standing committees:

Cemetery Committee

- 1) Provides for the maintenance of the cemetery and church grounds (mowing the grass and caring for the individual plots and sidewalks).
- 2) Maintains all roads and buildings on the cemetery and church grounds.
- 3) Makes improvements to all cemetery and cemetery property as necessary.
- 4) Purchases, inventories, and keeps in good repair all equipment used in the care of the cemetery and church grounds.
- 5) Elects a member of the Committee to serve as its Treasurer.
- 6) Oversees the cemetery's finances, including investments, balances, expenses and receipts, with the goal of keeping the cemetery self-supporting and maintaining a balance capable of providing perpetual care.
- 7) Oversees record-keeping of plot ownership, plot sales, burials and all other records necessary to provide this congregation with complete information when requested. All legal documents must be signed by the Congregation's President and Secretary.
- 8) The Cemetery Caretaker shall be a member of this Committee. [See Addendum for Responsibilities and Duties and Contract].

Christian Education Committee

- 1) Secures leaders/coordinators for the adult, senior high, junior high, and primary departments and Vacation Bible School.
- 2) Secures teachers and helpers for all Sunday School classes, the confirmation program, and other educational opportunities.
- 3) Keeps staff informed of training opportunities and encourages member attendance at educational events.
- 4) Approves, secures and manages literature, curriculum and supplies (i.e. craft items, computers, audio/visual equipment) for all Sunday School classes, the confirmation program, Vacation Bible School, and other educational programs.
- 5) Sees that records of attendance and offerings are kept.
- 6) Sees that attendance awards are handed out.

- 7) Assists in retreats for children, youth and adults.
- 8) Maintains video library.
- 9) Sees that contact is made with member parents of children from birth through three years of age as part of the Cradle Roll Program.
- 10) Through member sponsorships, sees that children and youth receive gifts of age-appropriate Bibles.
- 11) Develops and submits annual budget needs to the Finance Committee.

Constitution Committee

- 1) Receives communication from the ELCA, the Synod, the Congregation Council and congregation members concerning suggested changes to the constitution, bylaws and continuing resolutions and makes appropriate recommendations for these changes.
- 2) Insures that all required provisions of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* are incorporated into Zion's constitution, bylaws and continuing resolutions and uses this document as a blueprint.
- 3) Insures that all Zion's committees and groups are included in Zion's continuing resolutions with a list of responsibilities and activities for each.
- 4) Sends constitutional changes to the Secretary of the Synod for review prior to congregational approval and assures that a complete, updated copy of Zion's constitution, bylaws and continuing resolutions are on file in the Synod office.
- 5) Presents constitutional changes in writing to this congregation or the Congregation Council and assists at congregational meetings or Congregation Council meetings where the changes are to be voted on.
- 6) Provides copies of revised constitution, bylaws and continuing resolutions to congregation members.
- 7) Assists at congregation meetings with the interpretation and Implementation of the constitution, bylaws and continuing resolutions.

Evangelism and Membership Committee

- 1) Collects worship attendance sheets weekly and provides information to the church secretary for recording.
- 2) Ensures that membership information is up to date and provides copies of the membership directory on a yearly basis with the church secretary's help.
- 3) Greets visitors and provides welcome materials. Maintains a potential membership list in cooperation with the pastor.

- 4) Works cooperatively with other committees, task forces and organizations in this congregation.
- 5) Develops and submits annual budget needs to the Finance Committee.
- 6) Publicizes the church and its activities through brochures, web site, outdoor signs, advertising and media outlets.
- 7) Encourages the congregation in evangelism efforts.

Fellowship Committee

- 1) Provides social activities for the congregation.
- 2) Provides welcome gift bags to new members.
- 3) Develops and submits annual budget needs to the Finance Committee.

Finance Committee

- 1) Makes recommendations to Congregation Council regarding financial policies and other financial matters.
- 2) Prepares and presents to the Congregation Council a preliminary budget for the coming year with input from congregation committees and the pastor.
- 3) Monitors all expenditures in order to identify potential overruns.
- 4) The Treasurer, Assistant Treasurer and Financial Secretary shall be members of this committee.
- 5) Ensures that this congregation operates within the constraints of both the budget and available funds.
- 6) Takes responsibility to invest this congregation's financial resources wisely, subject to the approval of the Congregation Council.
- 7) Deals with insurance matters as needed.
- 8) Advises this congregation and the Congregation Council on financial concerns as they arise.

Memorial Fund Committee

- 1) All contributions/receipts are to be given to the Memorial Fund Committee chair or alternate committee member for immediate deposit into the Memorial Fund bank account.
- 2) Committee chair documents receipt of all contributions.

- 3) Ensures that a letter of acknowledgment is sent to the giver of the memorial and to the family of the deceased, honoree or organization.
- 4) Reviews and recommends expenditures to the Congregation Council for approval taking into account the desires of the families of the deceased, the needs of this congregation, etc.
- 5) Withdraws funds for payment of Congregation Council approved expenditures. Signatures of two (2) authorized members of the congregation are required for withdrawal of funds from the Memorial Fund bank account.
- 6) Confers with the Treasurer on all receipts, expenditures, and balances in the Memorial Fund.
- 7) Performs other related duties as directed by the Congregation Council.

Property Committee

- 1) Provides maintenance and repairs for the church building and church office.
- 2) Oversees the sexton's duties, including an annual evaluation. [See Addendum – Duties of Staff]
- 3) Provides for snow removal from the parking lots, cemetery road and garage apron.

Seniors Ministry Committee

- 1) Provides fellowship opportunities for senior members and guests of Zion.
- 2) Encourages senior participation in servant projects within the congregation and community.

Social Ministry Committee

- 1) Helps develop and strengthen a supportive congregational climate in which social ministry can happen.
- 2) Promotes and guides the development of congregational social ministry projects.
- 3) Stimulates study and educational programs in areas of social concern.
- 4) Works to engage the congregation in advocacy and social action.
- 5) Develops and submits annual budget needs for social ministry activities to the Finance Committee.
- 6) Specifically, this committee is responsible for promoting:
 - a) The World Hunger Appeal of the ELCA
 - b) The annual CROP Walk for Hunger

- c) The Ingathering drive
- d) Food baskets for the needy at Easter and Thanksgiving
- e) Care of the Earth through good ecological practices
- f) Drives for local and other benevolences, including the Ronny Powley Center, and
- g) Drives to collect items for relief through Lutheran World Relief and for local shelters and homes.

Stewardship Committee

- 1) Educates the congregation about stewardship, using the worship bulletin, the newsletter, the annual report, brochures, special programs, video tapes and/or Temple Talks during worship and Sunday School.
- 2) Cooperates with the Lower Susquehanna Synod and the ELCA in promoting stewardship programs.
- 3) Works in tandem with the Finance Committee in generating offerings and gifts necessary to support the budget and ministry of this congregation.
- 4) Sees that yearly offering envelopes are purchased and distributed to members in a timely manner.
- 5) Lifts up the goal of tithing before the Congregation Council and this congregation.

Worship and Music Committee

- 1) Ensures that worship books and devotional worship aids for use in the church are provided and properly cared for.
- 2) Supervises the organization and promotion of choirs, the employment of the organist/director(s) of music and any paid singers and instrumentalists.
- 3) Oversees the organization and training of worship assistants, altar guild and nursery staff.
- 4) In consultation with the pastor and the director(s), provides music proper for the services of worship and the edification of this congregation.
- 5) Responsible for the acquisition and care of musical instruments and vestments.
- 6) Ensures supply replacements in the temporary absence (approved leave) of the organist.
- 7) Makes policy recommendations to the Congregation Council for weddings, funerals and any other items that may pertain to worship and/or music.
- 8) Ensures the church sanctuary is adequately prepared for each season and festival.

Youth Ministry Committee

- 1) Works in partnership with other committees to provide ministry to the youth of the congregation and community.
- 2) Encourages youth to participate in Synod and ELCA-sponsored youth events and programs.
- 3) Organizes youth group activities that promote fellowship, growth in discipleship and Christian witness.

DUTIES OF ORGANIZATIONS WITHIN THIS CONGREGATION

Altar Guild

- 1) Cares for the worship space, its furnishings, linens, banners, paraments, sanctuary lamp, and appointments.
- 2) Prepares the worship space for all services including Sunday worship, special services, baptisms, weddings, and funerals.
- 3) Cares for the vestments of the pastor, assisting ministers, and acolytes.

Choirs (May include but are not limited to chancel, brass/instruments, children's, and bell.)

- 1) Attends rehearsals scheduled by the Director of Music.
- 2) Provides music enrichment at services of worship.
- 3) Participates in ecumenical worship services and other community events.

Thursday Night Bible Study

- 1) Uses "Books of the Bible" study material from Augsburg Fortress.
- 2) Bible Study appropriate for teens through adults.
- 3) Utilizes lay leadership.
- 4) Program consists of study, discussion, fellowship, and refreshments.

Women of Zion

- 1) Serves luncheons for funerals.
- 2) Visits, sends cards, and makes phone calls to shut-in members.
- 3) Works in the kitchen and cleans the kitchen periodically or when necessary.
- 4) Volunteers and assists when needs arise.

DUTIES OF STAFF

Secretary

See attached Job Description and Terms of Employment Contract

Director of Music

See attached Job Description and Terms of Employment Contract

Sexton

See attached Job Description and Terms of Employment Contract

Cemetery Caretaker

See attached Responsibilities and Duties and Contract