

ZION EVANGELICAL LUTHERAN CHURCH
OTTAWA LAKE, MICHIGAN

CONSTITUTION OF THE CONGREGATION

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PREAMBEL: 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 corporation shall be Zion Evangelical Lutheran Church, Lutheran Congregations in Mission for Christ.

C1.02. For purposes of this constitution and the accompanying bylaws, the Zion Evangelical Lutheran Church is hereinafter designated as "this congregation". Lutheran Congregations in Mission for Christ is hereinafter designated as "LCMC".

C1.03. This congregation shall be incorporated under the laws of the State of Michigan.

Chapter 2 CONFESSION OF FAITH

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

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

- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
- b. The proclamation of God's message to us both as 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.

C2.08.

Participation in Holy Communion shall be open to confirmed members of this congregation and other Baptized Christians. Worthy participation requires sincere repentance, faith in Jesus Christ as Savior, and with earnest desire to amend one's sinful life, as well as acceptance of the spiritual teaching regarding the Real Presence of Christ with His Body and Blood in the Sacrament. Registration forms or oral announcements shall be devised as to make prospective participants aware of these requirements.

Record of participation in Holy Communion shall be entered upon the books of the congregation and maintained by the Recording Secretary.

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 as instructed in the Holy Bible.

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

Chapter 4

STATEMENT OF PURPOSE

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

C4.02. To participate in God's mission, this congregation as a part of the church shall:

- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise thanksgiving, witness, and service.
- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- c. Carry out Christ's Great commission by reaching out to all people to bring them to faith in Christ and by doing all ministries 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 LCMC.
- h. Foster and participate in interdependent relationships with other congregations, and the church wide organization of the LCMC, or Church universal.
- 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 Congregational Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. Such description shall be contained in continuing resolutions of the Congregation Council.

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

Chapter 5 POWERS OF THE CONGREGATION

C5.01. This congregation retains the right and authority to align itself with an established Lutheran Church body, as it so chooses, according to the voting procedures as outlined in the constitution bylaws.

C5.02. The powers of this congregation are those necessary to fulfill its purpose.

C5.03. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.

C5.04. 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. Approve the annual budget;
- d. Acquire real and personal property for any and all activities consistent with its purpose;
- e. Hold title to and use its property for any and all activities consistent with its purpose;
- f. Sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;

- g. Elect its officers, Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution and bylaws, and continuing resolutions; and
- h. Terminate its relationship with the LCMC as provided in Chapter 6.

Chapter 6

CHURCH AFFILIATION

C6.01. This congregation shall be an interdependent part of the LCMC. This congregation is subject to the discipline of the LCMC.

C6.02. This congregation accepts the Confession of Faith and agrees to the Purposes of the LCMC and shall act in accordance with them.

C6.03. This congregation acknowledges its relationship with the LCMC 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 LCMC.
- c. This congregation retains the authority to call whoever it chooses to serve as its pastor providing the individual has met the academic and theological standards as recommended by the LCMC approved learning institutions.
- d. This congregation agrees to consider associates in ministry for appointment to other staff positions in the congregation according to the procedures of the LCMC.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the LCMC for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the LCMC.

C6.04. Affiliation with the LCMC 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 LCMC according to the procedures for discipline of the LCMC.
- d. This congregation follows the procedures outlined in C6.05.

C6.05. This congregation may terminate its relationship with the LCMC by the following procedures:

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- b. The secretary of this congregation shall submit a copy of the resolution to LCMC Trustee and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within ten days after the resolution has been adopted. A certified copy of the resolution to terminate its relationship shall be sent to LCMC Trustee, at which time the relationship between this congregation and LCMC shall be terminated.

Chapter 7

PROPERTY OWNERSHIP

C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the LCMC.

C7.02. If this congregation is removed from membership in the LCMC 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 with the two-thirds majority congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall notify representatives of the LCMC.

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. The current roster of voting members shall be determined by the roster provided by the Recording Secretary prior to the semi-annual meeting. Voting members are eighteen years or older and/or confirmed members who have attended our Worship Service, communed and have made a contribution of record four times within each of the two preceding six months periods. All others are considered non-voting members.
- d. Associate members are persons holding membership in other Lutheran [Christian] congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They shall have all the privileges and duties of membership of this congregation without voting privileges.
- e. Members returning after one year who have left Zion or have been inactive, transferred from another Church or have become members by Baptism/Confirmation may become a voting member by following C8.02c. New members may not be elected on Council until they have been a voting member for one year.

C8.03. It shall be the privilege and duty of members of this congregation of the Lutheran church; and

- 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, and the church wide organization of the LCMC through contributions of their time, abilities, and financial support as biblical stewards.

C8.04. Membership in this congregation shall be terminated by any of the following:

- a. death;
 - b. resignation;
 - c. transfer or release;
- disciplinary action by the Congregational Council; in accordance with Matthew 18.

Chapter 9 THE PASTOR

C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting regularly called for that purpose. Before a call is issued, the Church Council shall select a committee from the congregation to recommend the call, and may seek the advice and help of a Trustee of the LCMC. A background check will be performed on the pastor being considered.

C9.02.

- a. Consistent with the faith and practice of the LCMC, 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.

- 6) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 7) supervise and discipline (per C15.01) all schools and organizations of this congregation.
 - 8) install regularly elected members of the Congregation Council
- b. Every pastor shall:
- 1) 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;
 - 2) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
 - 3) endeavor to increase the support given by the congregation to work of the LCMC.

C9.03. 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.

C9.04.

- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of death of the pastor, shall be terminated only following consultation with the LCMC Trustee and for the following reasons:
- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor;
 - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor; i.e. results of annual evaluation
 - 4) the physical or mental incapacity of the pastor;
 - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty; or
 - 6) the dissolution of the congregation.
- b. In the case of alleged physical or mental incapacity of the pastor or ineffective conduct of the pastoral office, it shall be the responsibility of the President of the Congregation Council, when such difficulties are personally known or have been brought to the Congregation Council attention by a petition signed by at least two-thirds of the voting members of the congregation, to investigate such conditions personally in company with a committee of two ordained LCMC ministers and one LCMC layperson.

- c. In case of alleged physical or mental incapacity competent medical testimony shall be obtained. When such disability is evident, the congregation may dismiss the pastor by two-thirds majority vote of the voting members present at a legally called and conducted special meeting of this congregation.
- d. In the case of alleged local difficulties which imperil the effective functioning of the congregation, all concerned persons shall be heard. The congregation may dismiss the pastor by a two-thirds majority of the voting members present at a legally called and conducted meeting of this congregation.

C9.05. At a time of pastoral vacancy, an interim pastor maybe acquired with the consent of this congregation or the Congregation Council.

C9.06. At a time of pastoral vacancy, 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 congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from influence in the selection of a pastor.

C9.07. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.

C9.08. 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 *and* the Congregation Council. As occasion requires, the documents may be revised through a similar consultation.

C9.09. The congregation may depart from C9.04.a. and call a pastor for a specific term of years. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, such call may also be terminated before its expiration in accordance with the provisions in C9.04.a.

C9.10. The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, and shall submit a summary of such statistics annually to the congregational

meeting. The pastor shall be a member of the congregation that has extended the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.

Chapter 10

CONGREGATION MEETING

C10.01. Announcement of the time and place of the semi-annual meeting of the congregation shall be made at two public services immediately preceding the meeting, and services to be at least a week apart, and in publications as the congregation or the pastor may periodically issue, or via notification in the Church publications.

C10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, the president of this congregation, or shall be called at the written request of twenty 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.

C10.04. Thirty 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 two thirds vote except as otherwise provided in this constitution.

C10.07. Except as otherwise provided by the constitution, the by-laws and continuing resolutions, if any, of this association, rules of parliamentary authority as set forth in the current edition of Robert's Rules of Order shall govern the affairs of this association.

C10.08. The current roster of voting members shall be determined prior to each semi-annual meeting. Voting members are eighteen years old and/or confirmed members who have attended our Worship Service, communed and have made a contribution of record four times within each of the two preceding six months periods. All others are considered inactive non-voting member or associate non-voting member.

C10.09. The order of business at the semi-annual meeting shall be:

- a. Opening Devotions.
- b. Approval of the minutes from the previous meeting.
- c. Reports of the Pastor, Congregation Council, Treasurer,

- Committees and any other organizations.
- d. Elections if required.
- e. Approval of the Budget.
- f. Unfinished Business.
- g. New Business.
- h. Closing Prayer.

C10.10. Except as otherwise provided in the Constitution and Bylaws, all matters shall be decided by majority vote of the voting members present.

C10.11. If more than one ballot is required in an election, a motion shall be in order to limit balloting after the first ballot to the three candidates receiving the highest number of votes on the first ballot; and after the second ballot to limit the balloting to the two candidates receiving the highest number of votes. No one shall be declared elected unless he/she has received a majority of the votes cast.

Chapter 11 OFFICERS

C11.01. The officers of this congregation shall consist of a president, secretary, and treasurer. This shall, along with the pastor(s) constitute the executive board, with the Pastor as the alternate with voting privileges.

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of this congregation.
- c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.

C11.02. The congregation shall elect by written ballot the other officers of the congregation who shall serve for three years or until their successors are elected. Their terms shall begin on January 1 and end on December 31.

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

Chapter 12 CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the pastor(s) and not more than seven members of the congregation and the officers of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from three successive regular meeting of the Congregation Council without cause.

C12.02. The members of the Congregation Council except the pastor(s) and the Officers as specified in C11.01 shall consist of the Financial Secretary and Recording Secretary whose terms shall be two years and coming up for election on successive years. And two Elders with two year terms coming up for election on successive years. Three Deacons with three year terms coming up for election on successive years. All positions shall be elected by written ballot in the event more than one person is nominated for that position; if only one person is nominated it shall be by a show of hands, with no member serving more than two consecutive terms in office unless approved by congregational 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 next annual meeting.

C12.04. The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the LCMC. 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 and 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 church wide units of the LCMC as well as cooperation with other organizations, both Lutheran and non-Lutheran, subject to established policies of Zion and the LCMC.

i. To recommend and encourage the use of program resources produced or approved by the LCMC.

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/directors] of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Michigan, except as otherwise provided herein.

b. The Congregation Council shall not have 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 \$4,000.00 for items not included in the budget.

d. The Congregation Council shall prepare an annual budget for adoptions by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations more than \$4,000.00 in excess of the anticipated receipts only after approval by a Congregation Meeting.

e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations.

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 constitutions and its bylaws and the continuing resolutions are carried out.

C12.07. The Congregation Council shall provide for an annual review of the membership roster when necessary.

C12.08. The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers in this congregation.

C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

C12.10. The Congregation Council shall be scheduled to 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. 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 a 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. Meetings and Membership:

a. Meetings of the Congregation Council shall be scheduled to meet once a month.

b. A special meeting of the Congregation Council may be called by notice given at a public service or by notice given each member two days in advance. A special meeting may be called by the Pastor, the President, or by any three members of the Congregation Council.

c. The Congregation Council shall not transact any business unless a majority of its members are present.

d. If a member of the Congregation Council is absent from three consecutive regular meetings without excuse acceptable to the Council, he/she has forfeited their membership. A member having two consecutive unexcused absences from regular meetings shall be notified thereof by the Secretary.

Chapter 13

CONGREGATIONAL COMMITTEES

C13.01. The officers of this Congregation Council and the pastor shall constitute the Executive Board.

C13.02. A Nominating Committee consisting of a minimum of four voting members of this congregation, two of whom, shall be outgoing members of the Congregation Council, the other two members shall be appointed by Council at the Congregation meeting for a term of one year. Members shall be eligible for re-appointment.

C13.03. An Audit Committee of two voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office will be one year, with both members elected each year. Members shall be eligible for reelection.

C13.04. A Staff Support Committee shall serve regarding Staff members with support in sensitive issues. They are to advise, consent and consult. The Staff Support Committee shall be appointed jointly by the president and the pastor and the congregation. One person selected by the Pastor, one person selected by the Council and the third person selected by the Congregation at the Congregation Meeting. Term of office shall be three years and appointed in successive years.

C13.05. When a pastoral vacancy occurs; a Call Committee of six voting members shall be elected by this congregation. Term of office will terminate at the installation of the newly called pastor.

C13.06. Other congregation committees may be formed as the need arises, at the discretion of Council. Duties of congregation committees shall be specified in the bylaws continuing resolutions.

C13.07. Duties of congregation committees shall be specified in the bylaws continuing resolutions.

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 LCMC, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

Chapter 15 DISCIPLINE OF MEMBERS

C15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in presence of two or three witnesses, and c) citation to appear before the Congregation Council.

C15.02. A member charged with the offense shall appear before the Congregation Council having a written notice, specifying the exact charges that have been made against the member, at least ten days prior to the meeting.

C15.03. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

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

C15.04. Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

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, however, that such additions or amendments be submitted in writing to the Congregation Council at least sixty days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the members of the proposal with its recommendations at least thirty days in advance of the Congregation Meeting.

Chapter 17 AMENDMENTS

C17.01. Amendments to this constitution may be proposed by at least fifteen voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council sixty days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Congregation Council shall notify the members of the proposal with their recommendations at least thirty days in advance of the meeting.

C17.02. A proposed amendment to this constitution shall:

- a. be approved at a properly called meeting according to this constitution by a majority vote of those present and voting;
- b. be ratified without change at the next annual meeting by two-thirds majority vote of those present and voting; and
- c. have the effective date included in the resolution and noted in the constitution.

C17.03. Any amendments to this constitution shall become effective within sixty days from the date of this congregational vote.

Chapter 18
CONTINUING RESOLUTIONS

C18.01. The Congregation Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.

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

BYLAWS OF THE CONGREGATION

Chapter 1: The Congregation Council

Chapter 2: Committees of the Congregation

Chapter 3: Reports of Organizations

Chapter 4: Parish Records

BYLAWS
Chapter 1
THE CONGREGATION COUNCIL

B1.01. Meetings and Membership:

a. If a member of the Congregation Council is absent from three consecutive regular meetings without excuse acceptable to the Council, he has forfeited his membership. A member having two consecutive unexcused absences from regular meetings shall be notified thereof by the Secretary.

B1.02. Duties of the Officers:

- a. The President shall preside over meetings of the Congregation Council and the Congregation unless the meeting decides otherwise.
- b. The Secretary shall keep the minutes and preserve its archives.
- c. The Treasurer shall be custodian of all the funds of the Congregation; and shall disburse all such funds in accordance with the decisions of the Congregation Council or the Congregation. He shall present an audited report to the annual meeting, monthly reports and such other reports to the Congregation Council as may be required.

B1.03. Duties of the Members:

- a. The Financial Secretary shall receive all current fund bills and write vouchers to the Treasurer for payment. Record all offerings and record all expenses to the proper budget account and summarize all expenses at least quarterly.
- b. The Recording Secretary shall record all offering envelopes and prepare and send out yearly statements. A year end statement shall be sent out no later than January 31st of each year. The Recording Secretary shall be responsible for ordering and distribution of offering envelopes. The Recording Secretary shall be responsible for preparing the roster of voting members prior to the Semi-Annual Meetings.
- c. The Elders shall be spiritual leaders of the congregation and may assist the pastor in providing pastoral care to shut-ins and those members who may be hospitalized. The elders may also take care of the worship services in the absence of the pastor.
- d. The Deacons shall assist the pastor at all services;
 - a. Prepare the Lord's Supper
 - b. Prepare the Baptismal Font for Baptisms
 - c. Ring the Bell in accordance with the Bell Ringing Policy

d. The Deacons shall also be responsible for keeping the steps and sidewalks cleared and to insure that all lights are off and all doors are locked after services.

B1.04. Other Responsibilities of the Congregation Council:

a. The Congregation Council shall be empowered to secure such help as is needed to carry on the work of the congregation, such as: organist, choir director, parish worker, parish secretary, intern, custodian, etc., and shall set their salaries based upon the approved budget.

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

Chapter 2 COMMITTEES

B2.01. The Worship Committee will be responsible for matters pertaining to the congregation's worship, and the general spiritual care of the congregation, and shall make recommendations to the Congregation Council.

B2.02. The Evangelism Committee shall be responsible for development and constant supervision of a sound program of evangelism, and shall make recommendations to the Congregation Council.

B2.03. The Stewardship Committee shall be responsible for the congregation's development in accordance with scriptural principles of stewardship and for raising funds, resulting with recommendations being made to the Congregation Council.

B2.04. The Education Committee shall be responsible for the operation of the Sunday School and other schools of the congregation, to promote adult Christian education, to develop the youth program of the congregation, and shall make recommendations to the Congregation Council.

B2.05. The Altar Guild Committee shall properly prepare the altar for worship and worship with communion. In additions to the care and placing of flowers, Linens, Paraments, and Candles. Preparations for Baptisms, Weddings, Seasonal Holidays, and shall make recommendations to the Congregation Council.

B.06. The Trust Fund Committee is to establish stewardship opportunities to support the general operation of the congregation and shall be the custodian of the trust fund and shall make recommendations to the Congregation Council.

B2.07. The Youth Group Committee shall develop healthy Christian relationships with the youth and their families, to coordinate youth activities (missions, retreats, camps, community service, outreach, fun, and so forth). It shall work in conjunction with the Superintendent of Sunday School, the Education Committee, the Pastor, and other ministry staff and make recommendations to the Congregation Council.

B2.08. The Property Committee shall be responsible for the care of the property, and shall make recommendations to the Congregation Council.

B2.09. There shall be at least one Congregation Council member on each committee of the congregation.

B2.10. Each Committee shall report to the Congregation Council at least quarterly.

B2.11. The Nominating Committee as defined in C13.02 of the Constitution shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate. The list of candidates secured by the committee shall be made known to the congregation in conjunction with the announcement of the annual congregation meeting.

B2.12. The Audit Committee as defined in C13.03 of the Constitution shall audit the financial records of the congregation and shall submit a report in writing at the annual meeting.

B2.13 The Executive Board as defined in C13.01 of the Constitution shall be responsible for the evaluation of the employees of the congregation, preparation of the annual budget, and shall make recommendations to the Congregation Council.

Chapter 3

REPORTS OF ORGANIZATIONS

B3.01. All committees and organizations handling funds within the congregation shall submit a financial report to the Treasurer of the church

office at least seven days prior to the annual meeting, and the Treasurer shall include such accounts in his report to the congregation.

Chapter 4

PARISH RECORDS

B4.01. The pastor shall be responsible for keeping accurate records of his ministerial acts, which shall remain the property of the congregation. He shall report these statistics at the annual meeting. Upon leaving the congregation, he shall complete the records of his ministry up to the time of departure

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