

The Constitution for Trinity Lutheran Church of the Evangelical Lutheran Church in America

Effective date upon ratification: **June 1, 2004**

Amended: **January 29, 2012**

***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 **Trinity Lutheran Church**.

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

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

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:
- Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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:
- Provide services of worship at which the Word of God is preached and the sacraments are administered.
 - Provide pastoral care and assist all members to participate in this ministry.
 - Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
 - Teach the Word of God.
 - Witness to the reconciling Word of God in Christ, reaching out to all people.
 - Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
 - 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.
 - Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
 - Foster and participate in ecumenical relationships consistent with churchwide policy.
- *C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions.
- *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. approve the annual budget;
 - e. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - f. hold title to and use its property for any and all activities consistent with its purpose;
 - g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - h. elect its officers, Congregation Council, and committees, and require them to carry out their duties in accordance with the constitution, bylaws and continuing resolutions; and
 - i. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- *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 **Southwestern Minnesota 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 **Southwestern Minnesota** Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
 - d. This congregation agrees to consider associates in ministry, 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 a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
 - e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.
 - f. Notice of termination shall be forwarded by the bishop to the secretary of this church, who shall report the termination to the Churchwide Assembly.
 - g. Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *C6.05. shall be required to receive synod council approval before terminating their membership in this church.
 - h. Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to receive synodical approval before terminating their membership in this church.
 - i. Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to satisfy all financial obligations to this church and receive synod council approval before terminating their membership in this church.
 - j. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05. and may begin no sooner than six months after that second meeting.
- *C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located 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 program 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 **Southwestern Minnesota** 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. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the **Southwestern Minnesota** 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, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

Chapter 8.

MEMBERSHIP

- *C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time

that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

- *C8.02.** Members shall be classified as follows:
- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation.
 - d. **Associate** members are persons holding membership in other Lutheran congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, 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 by the Congregation Council; or
 - e. removal from the roll due to inactivity as defined in the bylaws.
- Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

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 the Congregation Council 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 **Southwestern Minnesota 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, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 - 4) the physical or mental incapacity of the pastor;
 - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
 - 6) the dissolution of the congregation; or
 - 7) suspension of the congregation as a result of discipline proceedings.
 - b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
 - c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
 - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in *C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor 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.
 - e. If, in the course of proceedings described in *C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
 - f. If, following the appointment of the committee described in *C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).
- *C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the 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.
- *C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.
- *C9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and

responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

- *C9.11. 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(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

Chapter 10. CONGREGATION MEETING

See Bylaws

Chapter 11. OFFICERS

See Bylaws and Continuing Resolutions

Chapter 12. CONGREGATION COUNCIL

See Bylaws and Continuing Resolutions

Chapter 13. CONGREGATION COMMITTEES

See Bylaws and Continuing Resolutions

Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION

See Bylaws

Chapter 15. DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.
- *C15.02. The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. A member charged with the offense shall appear before the Congregation Council after having received a written notice, at least ten days prior to the meeting, specifying the exact charges that have been made against the member. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the members absence.
- *C15.03. Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from

voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

- a. censure before the council or congregation;
- b. suspension from membership for a definite period of time; or
- c. exclusion from membership in this congregation.

Disciplinary actions b. and c. shall be delivered to the member in writing.

- *C15.04. The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.
- *C15.05. Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.
- *C15.06. For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.03. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C15.07. No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.
- *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, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the members of the proposal with its recommendations at least 30 days in advance of the Congregation Meeting.
- *C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17.

AMENDMENTS

- *C17.01. 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 25 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 by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.
- *C17.02. An amendment to this constitution, proposed under *C17.01., shall:
 - a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 - c. have the effective date included in the resolution and noted in the constitution.
- *C17.03. Any amendments to this constitution that result from the processes provided in *C17.01. and *C17.02. shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the **Southwestern Minnesota Synod** of the ELCA.
- *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 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 25 voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18.

CONTINUING RESOLUTIONS

- *C18.01. The congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- *C18.02. Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of all voting members of the Congregation Council.

Chapter 19.

INDEMNIFICATION

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

Bylaws for Trinity Lutheran Church

of the Evangelical Lutheran Church in America

Effective date upon ratification: **June 1, 2004**

Amended: **January 29, 2012**

Chapter 10.

CONGREGATION MEETING

- C10.01.01** The **annual meeting** of this congregation shall normally be held on the last Sunday in January or at a time and date specified by the Congregation Council.
- C10.02.01** A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of 25 of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- C10.03.01** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.
- C10.04.01** 50 voting members shall constitute a quorum.
- C10.05.01** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.01** All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.
- C10.07.01** Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11.

OFFICERS

- C11.01.01** The officers of this congregation shall be a president, vice president, secretary, and treasurer.
- a. Duties of the officers shall be specified as indicated in the continuing resolutions.
 - b. The officers shall be voting members of the congregation.
 - c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- C11.02.01** The congregation 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 two years or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.
- C11.03.01** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

Chapter 12.

CONGREGATION COUNCIL

- C12.01.01** The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation, and 6 members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.
- C12.02.01** The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for 2 years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the first Council meeting following the annual congregational meeting.
- C12.03.01** 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. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term.

C12.04.01 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 approve and recommend 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 5% in excess of the approved budget 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. To establish and/or approve Ministry Teams to carry out the Mission and Vision of the Congregation as articulated in the core values of Nurturing Community, Building Biblical Literacy, Serving Others, Living Our Faith, and Engaging in Worship.
- f. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- g. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- h. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- i. To arrange for pastoral service during the sickness or absence of the pastor.
- j. 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.
- k. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- l. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

C12.05.01 The **Executive Committee** shall be responsible for the financial and property matters of this congregation.

- a. The **Executive Committee** shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of **Minnesota**, except as otherwise provided herein.
- b. The **Executive Committee** 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 **Executive Committee** may enter into contracts of up to \$ 10,000.00 for items not included in the budget.
- d. The **Executive Committee** 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.
- e. The **Executive Committee** shall be responsible for this congregation's investments and its total insurance program.

C12.06.01 The Congregation Council shall see that the provisions of this constitution, its bylaws and the continuing resolutions are carried out.

C12.07.01 The Congregation Council shall provide for an annual review of the membership roster.

C12.08.01 The **Executive Committee** shall be responsible for the employment and supervision of the salaried lay workers of this congregation.

C12.09.01 The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

C12.11.01 The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its

members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.12.01 A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastors or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

Chapter 13.

CONGREGATION COMMITTEES and MINISTRY TEAMS

C13.01.01 The officers of this congregation and the pastors shall constitute the *Executive Committee*.

C13.02.01 A *Nominating Committee* of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection.

C13.03.01 The *Finance Committee* is made up of seven persons: the treasurer, two pastors, ex officio, and four persons appointed by the council. These four persons will serve staggered two-year terms. Appointments will be renewable for no more than 3 terms. The Financial Secretary will participate in committee meetings with voice but without vote. The Finance Committee will meet monthly and report regularly to the council.

C13.05.01 When a pastoral vacancy occurs, a *Call Committee* of six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.

C13.06.01 Other committees and *Ministry Teams* of this congregation may be formed, as the need arises, by decision of the Congregation Council.

C13.07.01 Duties of committees and *Ministry Teams* of this congregation shall be specified in the continuing resolutions.

C13.08.01 Each *Ministry Team* chairperson shall convene the *Ministry Team* to initiate and carry out activities and programs consistent with the mission, constitution, bylaws and continuing resolutions of the congregation.

C13.09.01 Each *Ministry Team* shall recruit, train and motivate members of the congregation to be involved in the tasks and programs of the respective ministry team.

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

C14.01.01 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.

C14.02.01 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.

Continuing Resolutions for Trinity Lutheran Church of the Evangelical Lutheran Church in America

Effective date: **January 29, 2012**

Continuing Resolutions provide descriptions of operational patterns or of the ongoing responsibilities of committees or other units within the organizational structure of the congregation. Within the governing documents of a congregation, continuing resolutions are the provisions most easily amended. Unlike constitutional provisions and bylaws, continuing resolutions may be updated regularly by the Congregation Council without the necessity of calling a regular or special Congregation Meeting.

C11.01.A11 Duties of Officers of the Congregation

- A) President:
 - 1) Shall preside over all meetings of the congregation/congregational council.
 - 2) Shall be an ex officio member of all congregational committees.
 - 3) Shall serve as an ex officio member of all call committees when such committees are in place.
 - 4) Shall serve as chair of the Executive Committee.

- B) Vice President:
 - 1) Shall preside on behalf of the president in his/her absence at all meetings of the congregation/congregational council. Shall be a member of the Executive Committee
 - 2) Shall serve as a voting member of and as Chair of the Personnel Committee.

- C) Secretary:
 - 1) Shall keep accurate minutes of all meetings of the congregation and of the council and shall make sure that such minutes are preserved permanently in its archives.
 - 2) Shall see that all such minutes are properly distributed to the Council and/or congregational members.
 - 3) Shall keep accurate records of attendance of Council members at Council meetings and shall record such in the official minutes of such meetings
 - 4) Shall serve on and keep accurate minutes of meetings of the Executive Committee and shall provide such minutes for the church archives.
 - 5) Shall oversee the Nominating Committee and shall see that it faithfully carries out its duties.

- D) Treasurer
 - 1) Shall oversee the keeping of the books of account of the congregation.
 - 2) Shall oversee the maintaining records of the contributions of members as well as records of income from other sources.
 - 3) Shall, on a monthly basis, oversee the disbursement of properly documented expenses of the congregation.
 - 4) Shall meet with and consult with the Finance Committee.
 - 5) Shall be a member of the Executive Committee.
 - 6) Shall cooperate with the [Finance Committee](#) in preparing the annual audit report. Shall make sure that such audit report is submitted to the Church council to become permanent record of the congregation.

C12.01.A11 To carry out its responsibilities as described in Chapter C12 of the constitution, the Congregational Council will include the elected officers (Ref. Constitution Chapter 11.), [Pastor\(s\)](#) and [Six](#) Congregational Council representatives.

C13.01.A11 Executive Committee

The Executive Committee as described in the bylaws shall have oversight of the Financial Review and Nominating Committees and shall:

- A) Receive reports from committees established by the Congregational Council, the [Ministry Team](#), any appointed ad hoc committees, and staff to help assure that all matters needing to come before the Congregational Council or congregation do so.

- B) Establish the proposed annual budget, compensation and benefits for hourly and salaried staff, considering guidelines of the Evangelical Lutheran Church in America for clergy and Associates in Ministry, consulting other committees and supervisors involved.
- C) Establish policies relating to hours, vacations, holidays and other personnel matters for all staff, considering guidelines of the Evangelical Lutheran Church in America for clergy and Associates in Ministry.
- D) Be responsible for on-going orientation and training for all members of the Congregational Council.
- E) Be responsible for the process of annual and long-range strategic planning on behalf of this congregation by the Congregational Council and for reporting the planning to the congregation
- F) Serve as trustees of this congregation and execute any legal documents necessary to the ministry and administration of this congregation or as authorized by this congregation and to that end obtain legal information and services for the wise consideration of agreements, contracts, deeds, and the like, to assure that this congregation's practices conform with laws governing not-for-profit organizations.
- G) In the event of vacancies in Congregational Council, appoint nominees for election by the council.

C13.02.A11 Nominating Committee

The Nominating Committee duly elected in accordance with the provisions of the constitution shall:

- A) The Nominating Committee shall be convened, as needed by the Secretary who shall oversee this committee.
- B) Solicit from the general membership, for annual meeting elections, names of qualified nominees, confirming with nominees their willingness to be candidates.
- C) Nominate as candidates voting members who embrace the privilege and duty of membership as described in the constitution and who are willing to serve.
- D) Prior to annual elections, poll officers, Congregational Council members and Committee members eligible for re-election to the same or a different position, as to their willingness to be candidates for election.
- E) Nominate, for annual meeting elections, one or more candidates for each office to be filled, the open positions on the Congregational Council, the required number of congregation delegates to the Synod Assemblies, and six candidates for the Nominating Committee including at least two outgoing members, if possible, of the Congregational Council.
- F) Submit a list of candidates to this congregation four weeks prior to the annual meeting inviting voting members to submit additional nominations.
- G) Receive additional nominations from voting members up to two weeks prior to the annual meeting for inclusion on the list of candidates, provided nominees meet the qualifications specified in C13.02.A04“C” No further nominations will be received.
- H) A vacancy in this congregation's elected Nominating Committee shall be filled by the Congregational Council.

C13.03.A11 Finance Committee

The Finance Committee duly elected in accordance with the provisions of the constitution shall:

- A) Review the financial records and report to the council trends in receipts and expenditures.
- B) Monitor overspent budget lines and identify the causes.
- C) Make recommendations to the staff and the council regarding ways to improve systems, procedures, policies, and reporting in financial areas—including but not limited to bookkeeping, payroll, banking, borrowing, and payables.
- D) Transfer funds, as appropriate, from one account to another. These transfers will respect the purpose for which the funds were received and will be reported to the council. Decisions regarding unbudgeted purchases and major expenditures will remain the responsibility of the council.
- E) Cooperate with the stewardship committee and its efforts to underline the nature and importance of giving. To this end, a representative of the stewardship committee will present a report and meet quarterly with the finance committee.
- F) Receive and review quarterly reports prepared by the endowment committee. These reports are to be presented by a representative of the endowment committee.
- G) Develop a proposed annual budget and recommend it to the council at its November meeting. Once the council has considered and endorsed the budget, the council will submit it to the annual meeting of the congregation for approval
- H) Arrange for a sub-committee to review the financial records of the previous year and report the results to the council. This task is to be completed by May 31.

- I) Develop and maintain a long-range plan for the assets of the congregation (property, endowment, annual giving).
- J) Respond to inquiries and assignments from the council.
- K) Prepare a report of the committee's work for the annual meeting of the congregation.

C13.04.A11 Personnel Committee

The Personnel Committee shall consist of 6 members appointed by the Church Council to serve 2 (two) year terms with rotation so that only half of the committee members are appointed each year.

To help assure those administrative practices relating to church employees are consistent, equitable and in compliance with federal and state law, the Personnel Committee with oversight of personnel matters for all staff, shall have the following responsibilities:

- A) To define and recommend job classifications for all church positions, e.g., full and part time, Exempt, non-exempt, temporary, etc.
- B) To develop job descriptions for all lay positions.
- C) To annually review present personnel policies, developing and recommending to the Council and Executive Committee new policies and amendments or revisions to present policies.
- D) To develop and recommend formats of annual performance reviews for pastoral, program and other staff.
- E) To annually review marketplace practices concerning compensation and benefits for ordained Clergy, other program and support-service careers utilized in the church.
- F) To establish and recommend merit-increase guidelines based on annual performance reviews for pastoral, program and support staff.
- G) To implement the Group Health Insurance plan provided eligible employees.
- H) To develop the format, write, and maintain currency of an Employee Handbook.
- I) To annually review federal and state regulatory procedures and laws governing employment practices relating to clergy and church employees.
- J) To research alternatives for employee or organizational programs, policies or procedures with other not-for-profit or religious organizations

C13.06.A11 Endowment Committee

The Endowment Committee shall manage and administer the Trinity Lutheran Endowment Fund for the purpose of providing funds for ministries, appeals and special projects outside the scope of the Church's operating budget. The committee shall be responsible for making policy recommendations to the Church Council and implementing same concerning management, investment decisions, disbursements, gift counselling and communications.

To accomplish this objective, the Endowment Committee shall:

- A) Consist of a pastor, President of the Church Council, and **four (4)** others elected by the congregation for two-year terms. The Chair shall be elected annually by the Committee.
- B) Meet at least quarterly, in January, April, July and October, and as determined by the Chair or by call of a majority of the committee.
- C) Select and recommend to the Church Council a local bank or professional investment manager to manage the investment of the Endowment Fund. The Committee shall prepare recommendations concerning investment policies and oversee investment operations and evaluations.
- D) Recommend how the income from unrestricted funds shall be disbursed with approval by the Church Council (with emphasis on supporting activities not ordinarily covered in the regular operating budget, including special ministries, community and emergency appeals, and special congregational projects). **Only income shall be distributed from the Fund except in an emergency when principal may be spent with approval of a two-thirds vote of the Church Council, or if a donor directs the expenditure of principal at the time of the gift.**
- E) Assist and advise interested persons on the various means of making gifts to the Church with assistance from a resource team consisting of persons with special knowledge such as an attorney, accountant, tax expert, stockbroker, appointed and instructed by the committee.
- F) Prepare publications and articles for circulation among Church members describing the Fund, its purposes and goals, and the various ways of making a gift. Other means, special meetings, seminars or temple talks shall be utilized to inform congregational members about the Fund. Regular reports shall be made to the congregation concerning receipts and disbursements of the Fund with names of donors when appropriate.

- G) Develop a means of recognition of donors to the Endowment Fund with approval by the Church Council.

C13.07.A11 Ministry Teams

Congregational Ministry Teams shall carry out the Mission and Vision of the Congregation as articulated in the core values of Nurturing Community, Building Biblical Literacy, Serving Others, Living Our Faith, and Engaging in Worship. To accomplish this objective, Ministry Teams shall:

- A) Meet to initiate and carry out such activities and programs within the congregation to effectively perform the functions and duties assigned to the team.
- B) Report their progress toward meeting objectives on a monthly basis to the Congregational Council.
- C) Submit a report for inclusion in the Congregation's Annual Report annually or when the Ministry Teams has dissolved (completed assigned tasks).

Explanatory Notes Regarding Proposed Changes

Constitution:

Required provisions: Sections of this constitution marked by an asterisk [*] are required when a congregation amends its governing documents. These sections must be used without alteration or amendment of the text in any manner (neither additions nor deletions). This is in keeping with provision 9.52. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. This provision stipulates that when a congregation of this church “wishes to amend any provision of its governing documents, the governing documents of that congregation shall be so amended to conform to 9.25.b.” in the churchwide constitution. The provisions herein marked by an asterisk are those that are indicated as required in ELCA constitutional provision 9.25.b.

The following items contains changes adopted by the 2005, 2007, 2009, and 2011 Churchwide Assemblies.

- *C3.03 added
- *C4.06 added
- *C6.05 Replaced previous language
- *C6.07 added
- *C9.14 added
- *C17.01 Replaced previous language
- *C17.02 Replaced previous language
- *C17.03 Replaced previous language
- *C17.04 Replaced previous language
- *C18.01 Replaced previous language
- *C18.02 Replaced previous language

*These changes only require one vote (per *C17.04: Whenever the *Model Constitution for Congregations* is amended by the Churchwide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments at least 30 days prior to the meeting.) under our *current* Constitution.

Bylaws:

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. (*C16.02)

C12.01.01 Changes number of members from 8 to 6 per proposed governance changes.

C12.04.01 Added item **d** which previously was previously in C12.05.01.
Added item **e** per proposed governance changes related to Ministry Teams.
Subsequent Items were re-lettered to accommodate these additions.

C12.05.01 Changed “Congregational Council” to “Executive Committee” per proposed governance changes.
Deleted item **d** (see above) and re-lettered subsequent items.

C12.08.01 Changed “Congregational Council” to “Executive Committee” per proposed governance changes.

C13.03.01 Replaced language for Financial Review Committee with language adopted previously by the Council regarding the **Finance Committee**.

C13.06.01 Added **Ministry Teams** per proposed governance changes.

C13.07.01 Added **Ministry Teams** per proposed governance changes.

Struck Previous **C13.08.01**, **C13.09.01**, **C13.10.01** and **C13.12.01** regarding **Standing Committees** per proposed governance changes. (Renumbered subsequent items)

C13.08.01 and **C13.09.01** changed to reflect **Ministry Teams** per proposed governance changes. (Previously C13.11.01 and C13.13.01)

Continuing Resolutions: These changes have been adopted by the Congregational Council contingent upon the approval of the proposed changes to the Bylaws.

C11.01.A11

Item D)

6) Changed **Financial Review** to **Finance** Committee

7) was struck

C1201.A11 Included **Pastor(s)** and **Six** Congregational Council representatives and struck language regarding Standing Committees

C13.01.A11 Changed language to reflect Bylaw and governance changes.

C13.03.A11 Replaced language for Financial Review Committee with language adopted previously by the Council regarding the **Finance Committee**.

C13.04.A11 Removes Vice President from Personnel Committee.

C13.06.A11 Removes Treasurer from Endowment Committee and changes elected members from 6 to 4. Language added to Item **D** regarding income distribution.

Items **C13.07.A04**, **C13.07.B04**, **C13.07.C04**, **C13.07.D04**, **C13.07.E04**, **C13.07.F04**, **C13.07.G04**, and **C13.07.H04** regarding **Standing Committees** were struck and replaced with **C13.07.A11** regarding **Ministry Teams**.

Item **C13.08.A04** regarding **Standing Committees** was struck.

Respectfully Submitted by Kristopher Kelly on behalf of the Task Force on Governance