



CONSTITUTION & BYLAWS

OF

CHRIST LUTHERAN CHURCH
of
HILTON HEAD ISLAND

of the
EVANGELICAL LUTHERAN CHURCH IN AMERICA

as approved at the Congregation Meeting held on December 17, 2017
as ratified at the Annual Congregation Meeting held on February 4, 2018

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Constitution & Bylaws of Christ Lutheran Church of Hilton Head Island

***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 Christ Lutheran Church of Hilton Head Island, South Carolina.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Christ Lutheran Church of Hilton Head Island is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of South Carolina.

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 Scripture 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. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- *C3.03. 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.
- *C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.
- *C3.05. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

Chapter 4.

STATEMENT OF PURPOSE

- *C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- *C4.02. To participate in God's mission, this congregation as a part of the Church shall:
 - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
 - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
 - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
 - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling,

and to use the gifts of the Spirit for their life together and for their calling in the world.

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

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

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

***C4.04.** This congregation has 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. [Such descriptions shall be contained in continuing resolutions of the Congregation Council.]

C4.04.01 *(Bylaw) The congregation's organizational structure shall include Ministry Teams. The Congregation Council shall prepare descriptions of the Ministry Teams and provide the descriptions in C13.07.*

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

CR4.05.A05. *(Continuing Resolution)*

MISSION STATEMENT

We are disciples of Jesus, Growing in faith, Serving our community, and Connecting others to Christ.

CR4.05.B17 *(Continuing Resolution)*

VISION STATEMENT

We are a visible, thriving and welcoming community of Faith, deeply committed to worshiping and serving the triune God. Our goal is to share the good news of Jesus Christ with all while impacting the lives of those in need through mission outreach.

***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 a minister of Word and Service;
 - d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
 - e. adopt amendments to the constitution, as provided in Chapter 16, and amendments to the bylaws, as specified in Chapter 17; and continuing resolutions, as provided in Chapter 18;
 - f. approve the annual budget
 - g. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - h. hold title to and use its property for any and all activities consistent with its purpose;
 - i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - j. elect-its Congregation Council and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- C5.03.01** *(Bylaw) the annual budget of this congregation may be referred to as the Ministry Spending Plan.*
- *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 South Carolina Synod of the Evangelical Lutheran Church in America.
- C5.05.** This congregation shall have an endowment fund that will operate as specified in this congregation's continuing resolutions. The purpose of the endowment fund is to provide for mission work beyond the operational budget of this congregation.

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 South Carolina 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 roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
 - d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
 - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- *C6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
- a. This congregation takes action to dissolve.
 - b. This congregation ceases to exist.
 - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
 - d. This congregation follows the procedures outlined in *C6.05.
- *C6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
 - b. The secretary of this congregation shall submit a copy of the resolution to the 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 this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
 - c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by

the synod of the notice as specified in paragraph b. above.

- d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present. Notice of the meeting shall be mailed to all voting members 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 the ELCA who shall report the termination to the Churchwide Assembly.
 - g. This congregation shall abide by these covenants by and among the three expressions of this church:
 - 1) 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.
 - 2) 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.
 - 3) 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.
 - h. If this 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 this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05. and may begin no sooner than six months after that second meeting.
- *C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.
- *C6.07.** If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

Chapter 7.

PROPERTY OWNERSHIP

- *C7.01. If this congregation ceases to exist, according to the deed of 12/20/83, if the premises are not used for church purposes, then the premises shall immediately revert to Greenwood Development Corporation or its successors. Title to undisposed property shall pass to the South Carolina 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 two-thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the South Carolina Synod.
- *C7.04. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, and have followed the process for termination of relationship in *C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

Chapter 8.

MEMBERSHIP

- *C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- *C8.02. Members shall be classified as follows:
 - a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
 - d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the

life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.

- e. **Seasonal** members are voting members of other ELCA congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
 - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
 - 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
 - 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with the ELCA;
 - 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
 - 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
 - 6) they shall not, within any two-calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.
- *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.
- C8.05.01.** *(Bylaw) Responsibilities of the congregation for fostering faithful membership includes continuing concern and conscientious pastoral care for members, in an effort to encourage fulfillment of their duties and responsibilities, when they do not partake of Holy Communion, support the church with their offerings, or appear to desire to participate in the life and worship of the congregation. When such members have failed to receive Holy Communion and to make a contribution of record for a period of two consecutive calendar years, they may be removed from the roll of members by the Congregation Council. This procedure will take place after such members have been counseled about the matter, if possible.*

Chapter 9.

ROSTERED MINISTER

- *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 roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament 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 minister of Word and Sacrament shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care; and
 - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 6) impart knowledge of this church and its wider ministry through distribution of its communications and publications;
 - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - 8) 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 pastor with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) relate to all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council;
 - 4) with the council, administer discipline, and
 - 5) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of the South Carolina 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.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:
- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or following consultation with the synodical bishop 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,
 - 4) the physical or mental incapacity of the pastor;
 - 5) suspension of the pastor through discipline for more than three months,
 - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
 - 7) termination of the relationship between this church and the congregation;
 - 8) dissolution of the congregation or the termination of a parish arrangement; or
 - 9) suspension of the congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod.
- 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity, under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament as disabled. Upon removal of the disability and 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 appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07.** During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.
- *C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.
- *C9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.11.** With the approval of the bishop of the synod, the congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12.** The pastor of this congregation:
- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
 - b. shall submit a summary of such statistics annually to the synod; and
 - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- *C9.13.** The pastor shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14.** The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of the synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

- C9.15** Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.
- *C9.21.** Authority to call a minister of Word and Service shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- *C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synodical bishop may be called as a deacon of this congregation.
- *C9.23.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
- a. Be rooted in the Word of God, for proclamation and service;
 - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
 - c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
 - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
 - e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
 - f. Practice stewardship that respects God's gift of time, talents, and resources;
 - g. Be grounded in a gathered community for ongoing diaconal formation;
 - h. Share knowledge of the ELCA and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
 - i. Identify and encourage qualified persons to prepare for ministry of the gospel.
- *C9.24.** The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.25.** The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:
- a. The call of a congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the deacon;

- 5) suspension of the deacon through discipline for more than three months;
 - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
 - c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service as disabled. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

- *C9.26. The deacon shall make satisfactory settlement of all financial obligations to a former congregation before:
 - a. installation in another field of labor, or
 - b. the issuance of a certificate of dismissal or transfer.
- *C9.27. When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.28. With the approval of the bishop of the synod, this congregation may depart from *C9.25.a. and call a deacon 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 deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.25.a.
- *C9.29. The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- *C9.31. The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10.

CONGREGATION MEETING

- C10.01.** The annual meeting of this congregation shall be held at a time specified in the bylaws.
- C10.01.01.A** *(Bylaw) The Annual Congregation Meeting - for review of written annual reports, approval of the annual ministry spending plan, and other pertinent congregation business - shall normally be held not later than the first Sunday in February of each year, the exact date being fixed and properly announced by the Congregation Council.*
- C10.01.01.B** *(Bylaw) The Congregation will meet no later than the third Sunday in December, for the election of lay members to serve on the Congregation Council and other pertinent congregational business, as prescribed in Chapter 12, Paragraph C12.02.*
- C10.01.02.** *(Bylaw) At the Annual Congregation Meeting, for reviewing the written annual reports, the pastor(s), the secretary of the Congregation Council, the treasurer of the Congregation Council, other treasurers in the church, the team leaders of all congregation ministry teams, the team leader of any specifically appointed council committees and task forces, the officers of the church school, and the officers of each congregation auxiliary shall submit written annual summaries which shall be compiled and presented to the members of the congregation. In addition, the Annual Congregation Meeting will present the annual ministry spending plan for adoption by the congregation which shall have been approved and recommended previously by the Congregation Council.*
- C10.01.03** *(Bylaw) All elections at Congregation Meetings shall be by secret ballot.*
- C10.02.** A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of ten percent 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.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by electronic mail, or regular USPS mail for those not receiving email, 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.** Ten percent of the voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by the congregation shall be by majority vote of those members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07.** Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation and its organizations.

**Chapter 11.
OFFICERS**

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer.
 - a. Duties of the officers shall be specified in the 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.
 - d. If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council.

C11.01A17 (Continuing Resolution) DUTIES OF THE OFFICERS

a. The President

- 1) *The president of this congregation shall serve a one-year term in office and may not be eligible to serve more than two (2) consecutive terms.*
- 2) *The president shall preside over all meetings of this congregation, the Congregation Council, and any other congregation assemblies called for the purpose of conducting church business.*
- 3) *The president shall be an ex-officio member of all church ministry teams and task forces.*
- 4) *The president, with Congregation Council approval, shall have the power to appoint members to special ministry teams and task forces created by the Congregation Council.*

b. The Vice-President

- 1) *The vice-president shall serve a one-year term in office and may not be eligible to serve more than two (2) consecutive terms.*
- 2) *The vice-president shall perform the duties of the president during any absences of the president or at the direction of the president.*
- 3) *The vice-president shall perform such duties as assigned by this congregation, president or Congregation Council.*

c. The Secretary

- 1) *The secretary shall serve a one-year term of office and may not be eligible to serve more than two (2) consecutive terms.*
- 2) *The secretary shall record the minutes of all congregational meetings and maintain a permanent record in the archives.*

- 3) *The secretary shall record the minutes of all Congregation Council meetings and maintain a permanent record in the archives.*
- 3) *The secretary shall keep a record of all congregation policies, by-laws and continuing resolutions of this congregation.*
- 4) *The secretary shall be responsible for the official correspondence of the congregation.*
- 5) *The secretary shall keep a current record of all officers, Congregation Council and ministry team members elected by this congregation together with the respective terms of office.*
- 6) *The secretary shall, in advance of every meeting, provide members of the Congregation Council with the minutes of the previous meeting.*
- 7) *The secretary shall perform other duties as directed by the president, the Congregation Council or this congregation.*

d. The Treasurer

- 1) *The treasurer shall be appointed by the Congregation Council and may serve at the pleasure of the Council.*
- 2) *The treasurer shall maintain and keep an accurate record and account of all church monies received through the financial secretary.*
- 3) *The treasurer shall make payment of all expenses authorized by the congregation or the Congregation Council.*
- 4) *The treasurer shall pay current obligations: (1) in accordance with standard business practices at the first of each month, or by the date specified; (2) as directed by this congregation or the Congregation Council.*
- 5) *The treasurer shall render a full written report of this congregation's financial condition to the Congregation at the annual meeting and to the Congregation Council monthly.*
- 6) *The treasurer shall prepare and submit the books for a financial review near the end of the fiscal year.*
- 7) *The treasurer shall assure that all specifically designated funds are distributed properly.*
- 8) *The treasurer shall perform any and all other duties as directed or assigned by this congregation or the Congregation Council.*
- 9) *The treasurer may appoint, with approval of the Congregation Council, an assistant treasurer. The assistant treasurer shall act as the treasurer in the treasurer's absence and perform other duties as assigned by the treasurer.*
- 10) *The treasurer shall not serve as an offering counter of the congregation.*

C11.02. The officers shall be elected by the Congregation Council by written ballot and shall serve for one year, except for the treasurer who is appointed by the Congregation Council and may serve a term of office at the pleasure of the Congregation Council. The term shall begin in January, at their installation, and end on the installation of the new officers the following January.

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

Chapter 12.

CONGREGATION COUNCIL

- C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation, and not more than eight or fewer than five 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.** The members of the Congregation Council except the pastor(s) and Treasurer shall be elected at a legally called meeting of the congregation during the month of December. Their term of office shall be for two (2) years. Newly elected Congregation Council members shall be installed at a worship service in January. Council members shall be eligible to serve no more than three full terms consecutively.
- 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. 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.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:
- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
 - b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
 - c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling 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 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.
 - h. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
 - i. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

- C12.05.** The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of South Carolina, except as otherwise provided herein.
 - b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
 - c. The Congregation Council may enter into contracts of up to five percent of the current budget for items not included in the budget.
 - d. The Congregation Council shall prepare an annual ministry spending plan for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than five percent in excess of the anticipated receipts only after approval by a Congregation Meeting. The ministry spending plan shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
 - e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
 - f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
 - g. The Congregation Council shall appoint a treasurer who shall serve as an officer of the council (*ref: C11.01 & CR11.01A17d*)

C12.05A17 (*Continuing Resolution*)

- h. *The Congregation Council shall appoint a financial secretary who may serve at the pleasure of the Council.*
 - 1) *The financial secretary shall maintain and keep an accurate record and account of all monies received from contributing members.*
 - 2) *The financial secretary shall ensure that members receive an annual written report of individual contributions.*
 - 3) *The financial secretary may appoint, with the approval of the Congregation Council, an assistant financial secretary. The assistant financial secretary shall act as the financial secretary in the financial secretary's absence and perform other duties as assigned by the financial secretary.*
 - 4) *The financial secretary shall be responsible for training and supervision of volunteers who are trained to count all monies given.*

C12.05B18 (*Continuing Resolution*)

- i. *The Congregation Council shall be responsible for the Christ Lutheran Church Endowment Fund under the following guidelines:*
 - 1) *The stated purpose of the fund is to provide support for the church's established ministries.*
 - 2) *Distribution of income from the fund should occur annually and at such times as deemed necessary or feasible to accomplish the purposes of the fund. The*

Church Council will determine the distribution process to ministries on a priority basis.

- 3) *Endowment Funds may be used for another situation if circumstances were so severe that the future of the congregation was in doubt. In that situation, Church Council would need a congregational approval by a 2/3 vote at a formal meeting.*
- 4) *The Council shall consider individuals for appointment to the Endowment Trustees Ministry Team as recommended by the Administration & Finance Ministry Team for approval for a term of three, two and one years*
 - a. *The Team will be made up of three (3) members*
 - b. *No Trustee will serve more than two consecutive three-year terms.*
 - c. *Trustees may be full members, seasonal members or associate members of Christ Lutheran Church.*
 - d. *Members of the Endowment Fund Trustees cannot be members of the Financial Review Committee*
 - e. *Trustees will be an extension of the Administration and Finance Ministry Team and will report to and be accountable to the A&F Team.*
 - f. *Trustees will meet at least on a quarterly basis or more frequently as the fund requires.*
 - g. *Trustees may request assistance from other members of the congregation when it is deemed necessary.*
 - h. *Trustees will file monthly reports to the Administration and Finance Ministry Team.*
 - i. *Trustees will not be held liable for any losses incurred by the fund, except in the case of bad faith or gross negligence.*
 - j. *A yearly informational meeting should be held with the congregation to re-introduce and educate regarding the purpose and procedures of the fund.*
 - k. *In the administration of the funds, the Trustees shall have all powers and authority necessary to recommend to the Administration and Finance Ministry Team the distribution of such funds as available at that time.*
- 5) *Trustees or the church may receive funds through gifts, memorials, bequests, wills estates etc. In addition, they may accept funds from any individual, corporation or organization.*
- 6) *The accounting procedures of the fund will fall under the Financial Review procedure done by the church each year.*
- 7) *All assets of the fund will be held in the name of the respective endowment funds of Christ Lutheran Church.*
- 8) *All endowment funds and property shall be kept and maintained separately, distinct and independent from the funds and property otherwise belonging to the church.*

- C12.06.** The Congregation Council shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.
- C12.07.** The Congregation Council shall provide for an annual review of the membership roster.
- C12.08.** The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.
- C12.09.** The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

C12.11. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.11.01 *(Bylaw) The Congregation Council shall normally conduct its regular monthly meetings with the use of an agenda which shall include: 1) a period of devotions and/or study; 2) the reading of the minutes of the previous meeting; 3) the report of the pastor(s); 4) the report of the treasurer(s); 5) the reports of the Ministry Team liaisons; 6) the reports of any specially appointed Ministry Team or Task Force; 7) the reception of petitions and communications; 8) unfinished business; 9) new business; and 10) adjournment with prayer.*

C12.12. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at 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.

C12.13. Electronic Voting: From time-to-time an emergency vote may be taken via email. This usually occurs when there is an urgent need to address a facility or personnel emergency where action needs to be taken outside a normally scheduled Council meeting. The following guidelines will apply.

- a. Must be able to prove a quorum
- b. Motion must be made and seconded
- c. Must be able to allow for discussion using Reply All within the email system.
- d. Vote must be verified by Secretary
- e. Secretary will create written record for the minutes of all email discussion, motions and vote.

C12.14 Council Electronic Meetings - There may be a business need to hold an electronic Council meeting when a face-to-face meeting is not possible. While these instances will be rare the following guidelines need apply:

- a. Electronic meetings may be held using a conference call, FaceTime, Skype or another electronic service.
- b. Advance notification and parliamentary procedures apply as if the meeting were held in person.
 - 1) Notice will include time/date and subject matter and dial-in instructions.
 - 2) A quorum must be present on the call
 - 3) Roll call will be taken by the Secretary
 - 4) Minutes will be taken by the Secretary as per a regular meeting.
 - 5) An established protocol for seeking recognition will be stated at the start of the meeting.
 - 6) A method for taking and verifying votes will be established
 - 7) Opportunity must be made for discussion and debate including bringing secondary motions and vote.
 - 8) Provisions will be made to move into Executive session if needed.
- c. Meetings must be held in accordance with South Carolina Law, Title 33, Section 33-31-820.

Chapter 13.

CONGREGATION MINISTRY TEAMS

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

C13.02. The Congregation Council shall appoint A *Nominating Ministry Team* of four voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council. They shall be appointed for a term of one year. Members of the Nominating *Ministry Team* are not eligible for consecutive reappointment to the Nominating *Ministry Team*.

C13.02.01. *(Bylaw) The Nominating Ministry Team members will be identified in the church Sunday bulletins at least 30 days prior to the general Congregation Meeting for the purpose of soliciting from the voting members, suggested names for council membership.*

C13.02.02. *(Bylaw) The Nominating Ministry Team should present their slate to the president of the congregation for formal presentation to the floor at the December congregational meeting. The number of nominees should be equal to the number of vacancies to be filled. Additional nominations may be made from the floor and a majority of votes cast shall be necessary for election. If multiple ballots are required, the nominee receiving the least number of votes shall be dropped in future balloting.*

C13.03. A Finance Review Team of three members shall be appointed by the Congregation Council. Finance Review Team members shall not be members of the Congregation Council and may not serve on the Administration and Finance Ministry Team. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection.

C13.04. A *Mutual Ministry* Team shall be appointed by the Pastor and the Congregation Council President (in the absence of a mutual ministry team, the Executive Team will serve in that capacity) Term of office shall be two years, with three members to be appointed each successive year.

C13.05. 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. Other teams and task forces of this congregation may be formed, as the need arises, by decision of the Congregation Council.

C13.06.01 *(Bylaw) Congregation Council shall appoint standing ministry teams to accomplish the congregation functions described in Chapter 13 of the constitution and in the Continuing Resolutions below.*

C13.06.02 *(Bylaw) In addition to the standing ministry teams, Congregation Council may appoint and activate any other such task forces as it deems wise, with the specific assignments, powers and responsibilities it has the right to award given to such task forces.*

C13.06.A00 *(Continuing Resolution) This congregation is a worshipping, learning, witnessing, and serving community of baptized persons among whom the Word is proclaimed and the Sacraments are celebrated according to the Gospel, and whose corporate existence is recognized by the Evangelical Lutheran Church in America. It shall provide support to enable the fulfillment of its mission and ministry.*

a. **Worship.** *This congregation, remembering God's mighty acts in the past, celebrating His abiding presence, and moving toward His promised fulfillment, shall listen to the Word of God in Scripture and preaching, receive the sacraments, and respond with liturgical acts of confession, prayer, praise,*

thanksgiving, and with tithes and offerings. In order to assist members to acknowledge God's rule over their lives, their own unity as Christ's body on earth, and to express their relationship with God in public and private, the congregation shall gather for worship regularly, and, in accordance with the traditions of the Lutheran Church, recruit, equip, and support members for leadership in worship, use appropriate worship materials, and make certain that worship has a place in other functions of the congregation.

- b. **Learning.** This congregation shall develop an educational ministry to assist persons to perceive and respond to God's self-revelation in Jesus Christ, and, in the power of the Holy Spirit, to participate in God's continuing activity and revelation as they develop as individuals, related to other individuals, groups, institutions, culture, and the physical environment. To clarify its mission the congregation shall study itself in relation to its community and to the church around the world. It shall provide schools and other learning activities, recruit, equip, and support members for educational leadership, use appropriate educational materials, and make certain that adequate study undergirds the other functions of the congregation.*
- c. **Witness.** This congregation, relying on the Holy Spirit, shall proclaim the gospel by example and by programs to invite all people to repent and share the Lord's kingdom. The congregation shall motivate its members to witness to their faith at every opportunity in daily life. It shall try to restore those who have lapsed from active membership, bring new members into the fellowship of the church, and recruit, equip, and support members of the congregation for these activities. It shall provide for the communication of the Gospel through fellowship in the wider Christian community. It shall make certain that other functions witness to the faith of the church.*
- d. **Service.** This congregation shall live by faith active in love. It shall motivate, equip, and support its members to visit the sick, the infirm, and the imprisoned, and to minister to the poor and the distressed; to serve as Christians in all the institutions and structures of society of which they are a part; and individually and corporately to foster justice, overcome oppression, alleviate suffering and care for the earth. In these efforts the congregation shall cooperate with the synod and the churchwide agencies of the Evangelical Lutheran Church in America, other Christian churches and other groups in society. It shall make certain that its other functions strengthen the motivation and ability for service.*
- e. **Support.** This congregation in faithfulness to God shall provide leadership, organizational structures, facilities, and funds to enable fulfillment of the functions to their maximum potential. The congregation shall maintain effective communication among its members and with its community, inculcate the motives and practices of stewardship in all members of the congregation, encourage generous giving to the work of the church at home and elsewhere, evaluate regularly the total life and ministry of the congregation, and recruit, equip, and support members of the congregation to provide for these activities.*

In recognition of the co-equal importance of these five functional responsibilities of the congregation, a standing ministry team for each function will be established to implement those actions, deemed by the congregation and Congregation Council to be consistent with available resources, and they shall be responsible to the Congregation Council. The Congregation Council shall

prepare descriptions, including appropriate relationships with synodical structures, of the responsibilities of each ministry team and shall review their actions. The pastor(s) shall have voice and vote in each of these ministry teams.

C13.07. Duties of ministry teams of this congregation shall be specified in the continuing resolutions.

C13.07A17 (Continuing Resolution)

STANDING MINISTRY TEAMS OF THIS CONGREGATION

a. Administration & Finance Ministry Team

Purpose: To support the ministry of the church through financial planning and oversight.

They are called in their ministry to:

- 1) Be responsible for the ongoing oversight of the financial affairs and policy concerns of the church.*
- 2) In conjunction with the Congregation Council, ministry teams and appropriate staff prepare and present to the congregation the annual ministry spending plan.*
- 3) Review the financial affairs of the church monthly, including offerings, expenditures, contracts, service agreements, building maintenance issues and the Endowment Fund.*
- 4) Monitor the adequacy of all church insurance policies and negotiate insurance contracts as necessary.*
- 5) Support the staff and the Congregation Council by obtaining financial and legal information as needed for Council use in specific projects.*
- 6) Make appropriate recommendations regarding all financial and policy concerns to the Congregation Council for their consideration.*
- 7) Recommend necessary expenditures to Congregation Council for approval.*
- 8) Provide for a financial review of the church's finances (to include the Endowment Fund) annually to ensure compliance with accepted practices.*
- 9) Provide other support, as requested, by the Congregation Council in any other area of the church program.*

b. Communications Ministry Team

Purpose: To increase awareness in the Community, attract visitors and create a sense of family within Christ Lutheran Church by providing information about congregational meetings, church events, worship services, member information and other items of interest, as appropriate across media platforms.

They are called in their ministry to:

- 1) Maintain up to date content on clchhi.org website, including calendar of events and announcements.*
- 2) Publish a comprehensive newsletter the first Friday of the Month to members and those indicating an interest in CLC.*
- 3) Publish weekly updates to the newsletter alerting members and interested parties to new information regarding CLC events and items of interest.*
- 4) Utilize social media, i.e., Facebook, Twitter, Instagram, etc. to maximize exposure of Christ Lutheran Church.*
- 5) Recommend, install, and maintain technical equipment necessary for worship services, including recording Sermons for posting on clchhi.org.*
- 6) Recommend, install and maintain technical equipment necessary for Church office communication.*
- 7) Create copy and place advertising media in most efficient vehicles to promote awareness of Christ Lutheran Church and its program.*

- 8) *Submit, at the time and in the form required, an annual budget as requested by the Administration and Finance Ministry Team.*

c. Congregational Care Ministry Team

Purpose: Working in conjunction with the Pastor to support, set goals for, and help the congregation put their faith in action to apply the teachings of Jesus Christ concerning care for others.

They are called in their ministry to:

- 1) *Assist member when transportation to and from church is needed.*
- 2) *Send Note Cards to recognize members on their birthdays, anniversaries, hospitalization or other special occasions.*
- 3) *Encourage prayer in church and homes for sincere evangelistic concern toward all people inside and outside the Church.*
- 4) *Provide meals to member when an unexpected crisis develops.*
- 5) *Prepare Prayer Shawls for members undergoing a major health problem or personal crisis.*
- 6) *Coordinate with Fellowship Ministry Team and Worship & Music Ministry Team for funerals or memorial services to be held at the church.*
- 7) *Ensure that homebound members are visited and recognized. Communicate with Pastor regarding homebound needs (visits, communion, etc.)*
- 8) *Support new ministry development that will care for all members in need.*

d. Faith Formation Ministry Team

Purpose: Working in conjunction with the Pastor to support, set goals for, and aid in the implementation of the total education program of the congregation.

They are called in their ministry to:

- 1) *Develop educational opportunities for all ages that enable participants to develop a deeper understanding of the scriptures and Lutheran teachings and how to apply them to their daily lives.*
- 2) *Review existing programs to determine whether all age groups are being served and recommend revisions and additions as deemed advisable.*
- 3) *Recruit & train lay coordinators for various Faith Formation experiences. e.g. Sunday morning classes, mission trips, Sunday service projects, youth art projects, annual women's retreat.*
- 4) *Encourage increasing participation of every member in bible study, privately and in formal and informal groups.*
- 5) *Consider, promote, and implement faith forming events for special purposes in cooperation with the, Inviting & Welcoming, Social Ministry and other ministry teams.*
- 7) *Prepare and submit an annual budget request in the form and at the time requested by the Administration and Finance Ministry Team.*

e. Fellowship Ministry Team

Purpose: To provide ways to strengthen the fellowship between congregation members spiritually and socially; to integrate new members into the life of the congregation, and the general upbuilding of mutual cooperation, trust, and enjoyment among the members of the congregation.

They are called in their ministry to:

- 1) *Plan, supervise, and implement larger gatherings of the congregation from time to time through the year which will further the goals of the congregation.*
- 2) *Maintain constant contact with other ministry teams, both suggesting to them ways*

of furthering the work of their teams through fellowship and drawing from them requests and suggestions for fellowship activities.

- 3) *Maintain an adequate group of willing workers who will help to plan, coordinate, and execute the work necessary to the successful accomplishment of fellowship goals.*
- 4) *Provide a general atmosphere of friendliness among the members on a smaller scale by suggesting to groups, Bible classes, and other ways of bringing their members into meaningful personal relationships.*
- 5) *Provide for the integration of new members and their families into the congregation through periodic fellowship nights, dinners, in conjunction with the Inviting and Welcoming Ministry Team.*
- 6) *Plan, supervise and implement recurring yearly events which will focus attention on the major aspects of the congregation's work.*
- 7) *Submit an annual budget request in the form and at the time requested by the Administration and Finance Ministry Team.*

f. Inviting & Welcoming Ministry Team

Purpose: To oversee all evangelism activities of this congregation

They are called in their ministry to:

- 1) *Encourage prayer in church and homes for sincere evangelistic concern toward all people in coordination with the Prayer Ministry Team within the Congregational Care Ministry Team.*
- 2) *Foster a climate of evangelism that encourages congregation members informally and spontaneously to share Christ with everyone.*
- 3) *Promote and direct congregation-wide evangelism undertakings.*
- 4) *Establish and maintain an ongoing witness outreach to the communities which surround the church.*
- 5) *Develop and maintain a plan to track attendance and interaction with visitors.*
- 6) *Develop and maintain a plan by which new members are matched with current members who will serve as sponsors for new members.*
- 7) *Study and adopt or adapt suggestions by the Division For Outreach departments of the ELCA, Synod, and local conference.*
- 8) *Assist in determining the appropriate methods for marketing the programs of the church.*
- 9) *Submit, at the time and in the form required, an annual budget as requested by the Administration and Finance Ministry Team*

g. Personnel Ministry Team

Purpose: To make recommendations to the Congregation Council that will enable their decision-making process to carry out the obligations of the congregation as an employer.

They are called in their ministry to:

- 1) *Make recommendations to the Congregation Council that specifically support sections C12.04.c and C12.04.d of the Constitution and Bylaws:*
- 2) *Be responsible in partnership with the Administration and Finance Ministry Team for annually reviewing all compensation provided for the pastor(s) and other paid staff and ensuring that appropriate action is taken by the congregation council regarding such compensation and are included in the budget.*
- 3) *Be responsible for issues with legal implications, such as ensuring, as much as possible, that the congregation is providing a safe and secure working environment.*

- 4) *Work with all parties involved to be sure that lines of authority are clear, and that employees are enabled to carry out those aspects of ministry that have been entrusted to them.*
- 5) *Review letters of call for pastors and other paid staff offer letters with specific attention to the sections on compensation, on specific job responsibilities, and on other employment terms. Recommendation for approval is then made to the Congregation Council.*
- 6) *Ensure that the Performance Assessment process is conducted in a regular and timely manner, and in a spirit of fairness and equity for all staff.*
- 7) *Provide clear and up to date human resources policies and procedures to the congregation council initially for approval and then provided in writing to all paid and volunteer staff.*
- 8) *Periodically audit the safety of the congregation's working environment, including interviews with the pastor and staff about problem areas. Changes, as needed, are then recommended to the Congregation Council.*
- 9) *Ensure that personnel files have been created and maintained for every staff member and volunteer, including job descriptions and a description of their duties and responsibilities.*
- 10) *Responsible to the congregation to keep abreast of the most current relevant personnel laws and regulations from federal, state and local government agencies.*
- 11) *Responsible to keep current with the most recent actions of the synod on personnel policies and procedures.*
- 12) *Ensure that all team activities are coordinated with other Congregation Council committees and the Mutual Ministry team to clarify areas of responsibility and avoid overlap in areas related to church personnel.*

h. Preschool Board

Purpose: To oversee the operation of the Preschool for this congregation in accordance with the regulations set forth by the Department of Social Services of the State of South Carolina. This board exercises ultimate control for the setting of policies and procedures dealing with the operation of the school and maintenance of high professional standards.

Specifics:

- 1) *The Preschool Board may consist of the following members appointed by the Congregation Council: The Congregation Council president, the Congregation Council Faith Formation Ministry Team liaison, the Preschool Director, the Director of Christian Life, one parent (CLC member), one parent (not a CLC member), one church member, one professional educator/consultant, and the pastor(s) shall serve as ex-officio member(s).*

i. Properties & Maintenance Ministry Team

Purpose: To supervise and provide proper maintenance and repair to church property and the general protection of the congregation against loss or damage of whatever nature.

They are called in their ministry to:

- 1) *Make an annual inspection of church properties and equipment and recommend to the Congregation Council needed repairs, improvements, or replacements.*
- 2) *Carry out all requests by the Congregation Council on purchases, repairs, replacement of church property and equipment.*
- 3) *Responsible for the care of the building and property, their needs and problems.*
- 4) *Supervise, control and recommend adequate storage facilities for all church*

- property, equipment, and supplies and the orderly maintenance of the same.*
- 5) *Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping and other projects.*
 - 6) *Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have been allocated.*
 - 7) *Submit, at the time and in the form required, an annual budget as requested by the Administration and Finance Ministry Team.*

j. Social Ministries Ministry Team

Purpose: To oversee the implementation of all outreach services and programs to those in the community in need.

They are called in their ministry to:

- 1) *Provide for community charity assistance.*
- 2) *Develop and implement programs to meet specific community needs.*
- 3) *Maintain and administer congregation's contributions which assist various community out-reach organizations (Back Pack Buddies, Deep Well, Family Promise, Habitat for Humanity).*
- 4) *Recruit volunteers to serve and assist various church and community service organizations which need our help.*
- 5) *Foster support for missions and charities through an ongoing program of mission information and education through education agencies, committees and organizations such as ELCA World Hunger Appeal, ELCA Global Mission, South Carolina Synod appeals, etc.*
- 6) *Submit, at the time and in the form required, an annual budget as requested by the Administration and Finance Ministry Team.*

k. Stewardship Ministry Team

Purpose: To initiate and oversee programs for the development of good stewardship attitudes and practices in the members of the congregation in regard to time, talents, and treasures, to provide for the training and utilization of members of the congregation for the work of Christ's Kingdom, and to ensure the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first fruits giving.

They are called in their ministry to:

- 1) *In coordination with the Inviting & Welcoming Ministry team, develop and maintain a program to discover and enlist the talents God has given members and incoming new members for the church's ministries.*
- 3) *May provide opportunities for the development of talents (training courses, workshops, and the like).*
- 4) *Conduct an intensive program annually to encourage and educate every member with basic Biblical stewardship principles and practices.*
- 5) *Encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate first fruits giving in response to received blessings and recognized needs.*
- 6) *In coordination with Worship & Music Ministry Team, set an annual Consecration Sunday to give every member an opportunity to make a commitment of his/her treasure for God's work during worship.*
- 7) *Encourage congregational mission support to the synod and the greater Church organizations and missions.*
- 8) *Submit, at the time and in the form required, an annual budget as requested by the Administration and Finance Ministry Team.*

l. Worship & Music Ministry Team

Purpose: In partnership with the pastor(s) and Director of Music Ministry, oversee all worship services of this congregation, and all activities directly related to these services.

They are called in their ministry to:

- 1) Staff, train, and supervise: ushers, greeters, acolytes, lay readers, communion assistants, etc.*
- 2) Develop and evaluate new forms of worship, liturgies, and hymns for use in public worship.*
- 3) Supervise the Altar Guild in the care, use and maintenance of the sacred vessels, the altar, the altar furnishings, and vestments.*
- 4) Maintain an adequate supply of expendable items for worship such as communion wine and bread, baptismal napkins, candles, etc., in conjunction with the Altar Guild.*
- 5) Coordinate with the Altar Guild all church and chancel decorations in coordination with the Floral Guild.*
- 6) Assist with planning the services for the year, to include special services (Lent, Healing Services, joint services with other church organizations.)*
- 7) Supervise the budgeted allotment for the selection and procurement of music, supervision of choirs, and other related matters in conjunction with the Director of Music.*
- 8) Prepare and submit an annual budget request in the form and at the time requested by the Administration and Finance Ministry Team.*

m. Youth & Family Ministry Team

Purpose: To oversee and involve the young people of our congregation in the work of Christ, provide for their spiritual growth and nurture, and to promote genuine Christian fellowship for them.

They are called in their ministry to:

- 1) Promote attendance and involvement of the congregation's youth at all youth activities.*
- 2) Plan and carry out, together with other concerned, ministry teams, a year-round program for the young people of the congregation.*
- 3) Actively engage in the selection and training of leaders for the young people's program at all times.*
- 4) Involve itself in long range planning in an effort to surface creative, new ideas that will appeal to a diversity of needs and interests.*
- 5) Work toward greater communication and unity of purpose with the leaders of the congregation, parents, and others.*
- 6) Plan and coordinate activities for youth with other young people's groups outside the congregation, particularly with other Lutheran young people's groups at various levels.*
- 7) Submit, at the time and in the form required, an annual budget as requested by the Administration and Finance Ministry Team.*

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

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

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.
- *C15.02** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to *C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.
- *C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on

- Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.
- *C15.04. The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
 - *C15.05. By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
 - a. suspension from the privileges of congregation membership for a designated period of time;
 - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - c. termination of membership in the congregation; or
 - d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.
 - *C15.06. The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
 - *C15.07. No member of a congregation shall be subject to discipline for offenses that a discipline hearing panel has heard previously and decided, pursuant to this chapter.
 - *C15.10. **Adjudication**
 - *C15.11. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16.

AMENDMENTS

- *C16.01. Unless provision *C16.04. 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 five voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take

- place by mail or electronic means, as permitted by state law.
- *C16.02. An amendment to this constitution, proposed under *C16.01., shall:
 - a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those voting members present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds vote of those voting members present and voting; and
 - c. have the effective date included in the resolution² and noted in the constitution.
 - *C16.03. Any amendments to this constitution that result from the processes provided in *C16.01. and *C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
 - *C16.04. 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 majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) 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 17.

BYLAWS

- *C17.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C17.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
- *C17.03. Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C17.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

² Such an effective date must be stated in relation to the requirements of *C16.03. to allow time for synodical review of the amendment.

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.