



**THE CONSTITUTION  
AND  
BYLAWS  
OF  
THE CONGREGATION**

**CHRIST EVANGELICAL LUTHERAN CHURCH  
1125 Mahoning Street  
Milton, Pennsylvania 17847**

**February 25, 2007**

**A CONGREGATION OF THE UPPER SUSQUEHANNA SYNOD  
OF  
THE EVANGELICAL LUTHERAN CHURCH IN AMERICA**

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## INTRODUCTION

The *Model Constitution for Congregations of the Evangelical Lutheran Church in America* originally was adopted by the Constituting Convention of this church in Columbus, Ohio, on April 30, 1987. This was done as required by the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

This current edition of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* contains changes adopted by the 1989, 1991, 1993, 1995, 1997, 1999, 2001, 2003, and 2005 Churchwide Assemblies.

The model is consistent with the requirements of the constitutional governing documents of the ELCA's churchwide organization and synods.

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

➤ **Review by synod:** In keeping with provisions that apply to all congregations of this church, each congregation is to provide a copy of its governing documents to the synod. As specified by ELCA bylaw 9.53.03. (numbering as listed in the 1991 and subsequent editions):

All proposed changes in the constitution or incorporation documents of a congregation shall be referred to the synod with which the congregation is affiliated. The synod shall approve or disapprove the proposed changes within 120 days of receipt thereof, and shall notify the congregation of its decision; in the absence of a decision, the changes shall go into effect.

➤ **Codification explanation:** A numerical codification indicates (a) general subject, (b) constitutional provisions, (c) bylaws, and (d) continuing resolutions.

- a. Major sectors are designated as chapters. The chapter designation becomes the first number in the codification sequence and is followed by a period. Thus, provisions in "Chapter 8. Membership" are preceded by "8."
- b. Constitutional provisions are codified with two sets of numbers: the chapter number and a two-digit number preceding the second period in the codification. Thus, one constitutional provision related to "Membership" is codified \*C8.02.
- c. Bylaw provisions are codified with three sets of numbers: the chapter number, the related constitutional provision number, and a two-digit number. Thus, one bylaw provision related to "Membership" would be codified C8.02.01. Because bylaws and continuing resolutions normally are so specifically related to details of each congregation's organization, operation, and life, no model set of bylaws or continuing resolutions is provided. Each congregation may develop its own bylaws and continuing resolutions, but no such bylaws or continuing resolutions may conflict with this constitution, the constitution and bylaws of the Evangelical Lutheran Church in America, and the constitution of the synod, as indicated in \*C6.03.e.
- d. The Congregation Council may adopt "continuing resolutions," which may provide descriptions of operational patterns or of the ongoing responsibilities of committees or other units within the organizational structure of the congregation. Within the governing documents of a congregation, continuing resolutions are the provisions most easily amended. Unlike constitutional provisions and bylaws, continuing resolutions may be updated regularly by the Congregation Council without the necessity of calling a regular or special Congregation Meeting. Continuing resolutions also are codified with three sets of numbers except that the third set is preceded by a capital letter. Thus, a continuing resolution might be numbered C13. to designate the chapter; C13.07. to designate the subject matter within the chapter; and the third set might be numbered A05. in the codification C13.07.A05. to indicate by the "A" that it is the first continuing resolution regarding that subject and to indicate by the "05" that it was adopted in 2005.

➤ **Ease of use:** The provisions of your congregation's constitution, the bylaws, and the continuing resolutions that pertain to the same matter should be placed together for clarity and ease in use.

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

All provisions in the *Model Constitution for Congregations* are prefaced with "C" to distinguish these provisions from comparable ones in the synodical and churchwide constitutions.

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

➤ **Selection of options:** Alternatives are provided in certain places within the model. Those are noted by square brackets. For example, \*C9.01. offers the alternative of election of a call committee by the congregation or by the Congregation Council. One alternative should be chosen in each instance where square brackets appear in the text.

Optional texts are provided in separate paragraphs in Chapters 11 and 12 regarding the Congregation Council and its membership. Each congregation will need to select one of those options for council membership or a variation thereof, subject to approval through the synod’s constitutional review process.

➤ **References to church:** In the governing documents, “Church” with a capital letter is used in references to the one, holy, catholic, and apostolic Church. In references to the Evangelical Lutheran Church in America, the words “church” and “this church” in lower case letters are employed, although, for clarity in this constitution, the full name or “ELCA” normally is used.

The specific congregation may be identified, as provided in C1.02., as “this congregation.”

➤ **Guidelines:** A list of guidelines for a congregation engaging in review and amendment of its constitution is available through each synod office and on the ELCA Web site ([www.elca.org/secretary/Constitutions/ModelGuide.pdf](http://www.elca.org/secretary/Constitutions/ModelGuide.pdf)).

The task of amending a constitution is not easy. It is, however, an important endeavor that merits thoughtful work. In your constitutional responsibilities, God grant you wisdom, mutual love, clear understanding of good order, and commitment to the unity of this church in faithful witness to our Lord and Savior, Jesus Christ.

THE REV. LOWELL G. ALMEN  
Secretary  
Evangelical Lutheran Church in America

August 19, 2005

# **CONSTITUTION OF THE CONGREGATION CHRIST EVANGELICAL LUTHERAN CHURCH MILTON, PENNSYLVANIA**

## **\*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 Evangelical Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Christ Evangelical Lutheran Church is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the Commonwealth of Pennsylvania.

## **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. 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.

### **Chapter 4.**

#### **STATEMENT OF PURPOSE**

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

- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
  - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- \*C4.03.** To fulfill these purposes, this congregation shall:
- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
  - b. Provide pastoral care and assist all members to participate in this ministry.
  - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
  - d. Teach the Word of God.
  - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
  - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
  - g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
  - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
  - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- \*C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. [Such descriptions shall be contained in continuing resolutions in the section on the Congregation Council.]
- \*C4.05.** This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

**C4.05.01.**

**We are called by God to follow Christ's example and teachings, through worshipping, witnessing, learning, supporting one another, and reaching out to others.**

**Chapter 5.**

**POWERS OF THE CONGREGATION**

- \*C5.01.** The powers of this congregation are those necessary to fulfill its purpose.
- \*C5.02.** The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.

- \*C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in this congregation’s governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
- a. call a pastor as provided in Chapter 9;
  - b. terminate the call of a pastor as provided in Chapter 9;
  - c. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
  - d. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16.
  - e. approve the annual budget;
  - f. acquire real and personal property by gift, devise, purchase, or other lawful means;
  - g. hold title to and use its property for any and all activities consistent with its purpose;
  - h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
  - i. elect its Congregation Council, and require the members of the council to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
  - j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

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

**C5.05.** ~~There shall be a **Parish Endowment Fund**. This special fund, established by bequests, is to be used to fund special projects outside of normally budgeted expenses. The principal of this fund is to be invested and only the earnings on the investment to be used.~~ (deleted July 1, 2008)

**C5.05.A07 RESOLUTION TO IMPLEMENT THE ENDOWMENT FUND**

WHEREAS, Christian Stewardship involves the faithful management of all God’s gifts.  
and

WHEREAS, Christians can give to the work of the church through planned giving, and

WHEREAS, It is the desire of the congregation to encourage, receive and administer these donations in a prudent manner:

THEREFORE BE IT RESOLVED, that this congregation, in a meeting on \_\_\_\_\_, 2007, approves and establishes THE ENDOWMENT FUND (hereinafter called the “FUND”) OF



CHRIST EVANGELICAL LUTHERAN CHURCH;

BE IT FURTHER RESOLVED, the purpose of the FUND is to enhance the facilities, the social ministry, and mission, and the programs of the congregation, apart from the general operating budget of the congregation:

BE IT FURTHER RESOLVED, the Endowment Fund committee (hereinafter called the "COMMITTEE") shall be the custodian of the FUND:

BE IT FURTHER RESOLVED, the following plan of operation sets forth the administration and management of the FUND.

PLAN OF OPERATION

1. THE COMMITTEE is made up as follows:
  - a. Three members, who are not members of the congregational Council, elected by the congregation, each to serve a three-year term, beginning on January 1 and ending on December 31, with one to be elected each year at the annual congregational meeting.
    - i. In the initial year of the formation of this committee one member shall be elected to serve a one year term, one member shall be elected to serve a two year term, and one member shall be elected to serve a three year term. Thereby setting up the staggered terms for one member to be elected each year.
    - ii. Elected members of this committee shall be eligible to serve no more than two full terms consecutively.
  - b. One Council member, appointed by Congregational Council, to serve a two year term.
  - c. One member appointed by Council (but not necessarily a member of council) to serve a two year term.
  - d. The Pastor shall sit on the committee in a non-voting, advisory position.

The committee shall meet at least quarterly.

The committee members may request other members of the congregation to serve as advisory members and, at the expense of FUND income, may provide for such professional counseling on investments, accounting, or legal matters as it deems to be in the best interest of the FUND.

Members of the COMMITTEE shall not be liable for any investment losses which may be incurred, except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct, and shall not be liable for acts or omissions of any other member. No member shall engage in any self dealing or transactions with the FUND in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the FUND.

All assets are to be held in the name of CHRIST EVANGELICAL LUTHERAN CHURCH ENDOWMENT FUND.

Recommendations to hold, sell exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and to control the assets of the FUND, are to be made by the COMMITTEE with subsequent execution by a delegated member of the COMMITTEE.

## 2. ACCUMULATION AND DISTRIBUTION OF INCOME

The COMMITTEE shall determine what is principal and what is income according to accepted accounting procedures.

- a. Investments – (use only the return on the investments)
  - i. Approximately \$200,000 (plus and return on investment) of the Johnson/Yagel Bequest
- b. Social, Missions, and Program Fund
  - i. Approximately \$200,000 (plus and return on investment) of the Johnson/Yagel Bequest combined with the former Leiby Trust which has a balance of approximately \$132,000.

Future deposits to the endowment fund shall be considered to be principal and only the income from these future deposits is to be spent.

Income from this fund shall be distributed as deemed necessary and/or feasible to enhance the programs of the congregation, as determined by Council, and subject to the spending limitations set forth in the Constitution. (\$10,000 or more requires congregational approval).

## 3. DISTRIBUTION OF PRINCIPAL

The principal of this fund may be invaded or borrowed by the congregation only upon recommendation of council and upon a vote of at least two-thirds of the members of the congregation present and entitled to vote at two congregational meetings held at least 30 days apart provided that notice shall be given in the call for said meetings that invasion of principal or borrowing of principal of the specified fund will be considered.

## 4. AMENDING THE RESOLUTION

Any amendment to this resolution, which will change, alter or amend the purpose for which the FUND is established shall be adopted by a two-thirds vote of the members of the congregation present at a meeting called specifically for the purpose of amending this resolution.

## 5. DISPOSITION OR TRANSFER OF THE FUND

In the event CHRIST EVANGELICAL LUTHERAN CHURCH ceases to exist, either through merger or dissolution, disposition or transfer of the FUND shall be in accordance with the approved congregational constitution.

## 6. ADOPTION OF THE RESOLUTION

This resolution, recommended by the council and accepted by the congregation is hereby adopted.

- C5.06.** There shall be a **Parish Memorial Fund**. Members and friends of this congregation shall be encouraged to memorialize their loved ones by contributions to this fund. All individuals or families who request that such contributions be made shall be given the opportunity to designate the contributions received in memory of their loved one(s) in one of two ways.
- 1) The contributions may be used in any way that will enhance the worship or educational ministries of the congregation, such use to be determined by the Congregation Council in accordance with the directives set down in the constitution for disbursing congregational funds (C12.05.); or
  - 2) The contributions may be applied to the purchase of a specified memorial gift to the congregation, the acceptance of such gifts to be approved by the Congregation Council.
- C5.07.** There shall be a **Church Vocations Scholarship Fund**. One of the primary responsibilities of a congregation of the Church of Jesus Christ is to seek out, encourage, and support persons within the household of faith who demonstrate a desire to devote their lives to a church vocation. Therefore, the members and friends of this congregation shall be encouraged to consider this fund as a worthy option when designating the use of memorial contributions received by the church for their loved one(s), or for their special gifts for the work of our Lord. This fund shall be used by the Congregation Council to provide financial assistance to daughters or sons of the congregation who are engaged in the educational process of preparing for and ultimately entering upon a life's work for our Lord and his Church.
- C5.08.** There shall be a **Christ Evangelical Lutheran Church Emergency Benevolence Fund** to provide assistance to members of the congregation who find themselves in crucial financial need. This fund shall be placed under the joint supervision of the pastor and the president of the congregation, both of whom will be expected to regard the names of the members assisted in strict confidence. Only the nature of the need and the amount of financial assistance granted shall be reported to the Congregation Council. Three particular types of need shall be viewed to be primarily crucial:
- 1) Home heating (fuel or electricity)
  - 2) Food for one's household; and
  - 3) Prescribed medication to maintain one's health.
- This, however, is not to say that other types of need cannot be deemed worthy of financial assistance from this fund.

- C5.09.** There shall be a **John Pleibel Memorial Flower Endowment Fund**. This special fund, established by a gift to the congregation from Florence E. Pleibel as a perpetual memorial for her husband, John G. Pleibel, shall be used to endow the annual purchase of flowering plants for the beautification of the church grounds, and cut flowers to adorn the altar on selected days in the church year. The principal of this fund is to be invested and only the earnings on the original investment to be used. This fund shall be under the direct supervision of the pastor and the Congregation Council.
- C5.10.** ~~There shall be a **Leiby Benevolence Trust**. This special fund, established by the estate of Beatrice Leiby with an original bequest of \$104,000, is to be used for benevolent causes outside of normally budgeted expenses. The principal of this fund is to be invested and only the earnings on the original investment to be used.~~ (deleted July 1, 2008; please see C5.5.)
- C5.11.** There shall be a **Housing Allowance Trust**. This special fund, established by the sale of the former parsonage in 1993 with an original investment of \$91,000, is to be used to partially offset the cost of the Pastor's annual housing allowance. The principal of this fund is to be invested and only the earnings on the original investment to be used.

## 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 Upper Susquehanna Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- \*C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- \*C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
  - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
  - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
  - d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.

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.
  - b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
  - c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
  - d. If this congregation, after consultation, still desires 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, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
  - e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
  - f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
  - g. Since this congregation was a member of the Lutheran Church in America, it shall be required, in addition to the foregoing provisions in \*C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.
- \*C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

## **Chapter 7.**

### **PROPERTY OWNERSHIP**

- \*C7.01.** If this congregation ceases to exist, title to undisposed property shall pass to the Upper Susquehanna Synod of the Evangelical Lutheran Church in America.
- \*C7.02.** If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

- \*C7.03. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Upper Susquehanna Synod.
- \*C7.04. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.
- C7.05. Notwithstanding the provisions of \*C7.02. and \*C.7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:
  - a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
  - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Upper Susquehanna Synod—reconvey and transfer all right, title, and interest in the property to the synod.

## Chapter 8. MEMBERSHIP

- \*C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- \*C8.02. Members shall be classified as follows:
  - a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
  - b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.

- c. *Voting* members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
  - d. *Associate* members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.
- \*C8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.
- \*C8.04.** It shall be the privilege and duty of members of this congregation to:
- a. make regular use of the means of grace, both Word and sacraments;
  - b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
  - c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- \*C8.05.** Membership in this congregation shall be terminated by any of the following:
- a. death;
  - b. resignation;
  - c. transfer or release;
  - d. disciplinary action 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.** When such members have failed to receive Holy Communion and to make a contribution of record during the current or preceding year, they may be removed from the roll of members by the Congregation Council. This procedure may take place only after such members have been, whenever possible, counseled about the matter.

## **Chapter 9.**

### **THE PASTOR**

- \*C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

- \*C9.02.** Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.
- \*C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,
- a. Every ordained minister shall:
    - 1) preach the Word;
    - 2) administer the sacraments;
    - 3) conduct public worship;
    - 4) provide pastoral care; and
    - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
  - b. Each ordained minister with a congregational call shall, within the congregation:
    - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
    - 2) supervise all schools and organizations of this congregation;
    - 3) install regularly elected members of the Congregation Council; and
    - 4) with the council, administer discipline.
  - c. Every pastor shall:
    - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
    - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
    - 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
    - 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Upper Susquehanna Synod of the ELCA.
- \*C9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.
- \*C9.05.** a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
  - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
  - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
  - 4) the physical or mental incapacity of the pastor;



- 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
  - 6) the dissolution of the congregation; or
  - 7) suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
  - c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
  - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in \*C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
  - e. If, in the course of proceedings described in \*C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop, who may bring charges in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
  - f. If, following the appointment of the committee described in \*C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).
- \*C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- \*C9.07.** During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply

pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

- \*C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation 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.

**C9.12.01.** The pastor of this congregation is expected to take into consideration all the ethical principles of the Evangelical Lutheran Church in America that have bearing upon any situation in which ethical judgment is to be exercised. The course of action chosen is expected to be consistent with both the spirit and the letter of these principles. The particular situation determines the ethic that applies and the manner of its application. Ethical behavior in a given situation must satisfy more than the judgment of the individual ordained minister.

The following standards for parish practice shall provide the basis for making ethical pastoral judgments in this congregation about ministerial actions:

**A. Baptism.**

- 1) Instruction shall normatively precede every Baptism. Such instruction includes an explanation of both the meaning of the Baptism and the responsibilities for the Christian nurture of the baptized. The officiant is responsible for such instructions.
- 2) Baptism in the presence of the worshipping congregation shall be normative. Private Baptisms are emergency procedures.

- 3) One of the persons exercising parental responsibility for an infant to be baptized shall be an active member of the Lutheran church, and the sacrament shall be normally administered and recorded in the parish where that person holds membership.
- 4) The officiant shall normally be the pastor of the parish. Any other officiant serves only at the invitation of that parish pastor.

**B. Communion.**

- 1) The celebration of Communion by the whole worshipping congregation shall be normative. Communion shall also be administered, when requested, to those incapable of attending the congregation's worship.
- 2) The whole congregation shall be invited to participate whenever Communion is celebrated: e.g. at weddings, funerals.
- 3) The host parish shall inform the home parish when visitors commune.
- 4) The presiding minister at Communion shall normally be the pastor of the parish. Any other celebrant serves only at the invitation of that parish pastor.

**C. Marriage.**

- 1) Pre-marital counseling shall include an interpretation of the Evangelical Lutheran Church in America's understanding of and statements on marriage, and information about the applicable laws of the state where the marriage is to be performed. The officiant shall be responsible for the counseling.
- 2) Either the bride or the groom shall normally be a member of the parish where the wedding is to be held.
- 3) The officiant shall normally be the pastor of the parish. Any other officiant or assisting clergy shall serve only at the invitation of the parish pastor.
- 4) Where the officiant is not the parish pastor, the marriage shall be recorded in the parish where the wedding is held.

**D. Funerals.**

- 1) Funeral services for members of the congregation shall most appropriately be held in the church.
- 2) A distinction in both content and form marks burial services for persons who are not active members of the Church at the time of their death, without affecting pastoral care and concern for the bereaved.
- 3) Funeral services for those who are members of another parish shall be conducted only with the prior approval of the pastor of the parish to which the deceased belonged. They shall be recorded in the parish where they are conducted.
- 4) Pastors provide educational opportunities for dealing with death and grief. They encourage and assist members to plan and prepare for funeral services in accordance with the practices of the Evangelical Lutheran Church in America. They inform members of the options: e.g. a memorial service, cremation.

**E. Pastoral Visitation.**

- 1) Pastors understand "visitation" to be any visit that an ordained minister makes on the basis of the pastoral office.
- 2) A pastor makes a "visitation" to a member of another local or a former parish only at the request or with the consent of that person's pastor.

**F. Pastoral Counseling.**

- 1) Pastors are accountable to the congregations they serve for their time spent in counseling ministry.
- 2) Pastors shall normally counsel only members of their congregations.
- 3) Pastors advertise as counselors only if accredited by a certifying body in that field.
- 4) "Pastoral conversation" is privileged communication and may not be shared without a release by the parties involved except to prevent the commission of a crime.

**G. Ecumenical Issues.**

- 1) Pastors shall work toward ecumenical cooperation.
- 2) Pastors shall observe the same ethical standards in providing pastoral services to members of other communions as they do in providing pastoral services to members of their own congregations.
- 3) The pastor of the parish in which an ecumenical service is to be conducted shall be responsible for the form and content of that service.
- 4) Pastors shall participate in ecumenical or community events only in ways that are consistent with the confessional teachings of the Evangelical Lutheran Church in America.

**H. Remuneration Issues.**

- 1) Pastors accept employment beyond that of the congregation to which they are called only with consent of that calling body and/or the bishop of the synod.
- 2) Pastors require no additional remuneration for the performance of ministerial acts within their parishes: e.g., baptisms, weddings, funerals.

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

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

**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.** There shall be an annual Congregation Meeting of the Christ Evangelical Lutheran congregation on the earliest feasible Sunday in March of each year for the purpose of receiving the annual reports of the congregation for the preceding year and for the enactment of church business.

**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 25 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 mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.
- C10.04.** Twenty-five percent of voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07.** *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

## **Chapter 11.**

### **OFFICERS**

- C11.01.** At its first meeting of each congregational year, the Congregation Council shall elect its officers and they shall be the officers of this congregation.
  - a. The officers shall be elected by written ballot.
  - b. The officers' terms shall begin at the close of the Congregation Council meeting at which they are elected.
- C11.02.** The officers of this congregation shall be a president, vice president, secretary, treasurer (or secretary-treasurer), and financial secretary.
  - a. Duties of the elected officers shall be specified in the bylaws.
  - b. All the elected officers shall be voting members of the congregation.
  - c. The president shall be chosen from the membership of the Congregation Council. The other elected officers, if not members of the council, shall be accorded the privilege of voice without vote at its meetings.
- C11.02.01.** In accordance with C11.02.a. of the constitution, the duties of the officers of this congregation shall be as follows:
  - A. The president shall preside at all Congregation Meetings and meetings of the Congregation Council. In the event of the president's inability to serve, the vice-president shall preside.
  - B. The secretary (or secretary-treasurer) shall keep accurate minutes of all Congregation Meetings and meetings of the Congregation Council in a volume provided by the congregation, which shall be permanently preserved in the congregation's archives.
  - C. The financial secretary shall receive and keep record of all income from contributing members of the congregation and other sources.
  - D. The treasurer (or secretary-treasurer) shall keep the books of account of the congregation, shall receive all funds of the congregation from the financial secretary and disburse them on proper orders, and shall make a monthly remittance of benevolence receipts to the treasurer of the synod.
  - E. The treasurer (or secretary-treasurer) shall make a monthly written report of all financial transactions to the Congregation Council. The treasurer

and the financial secretary shall make an annual written report to the congregation, together with a satisfactory audit, at its annual Congregation Meeting in March. The financial officers of this congregation shall give corporate surety, in amounts to be determined by the Congregation Council, for which the premium shall be paid by the congregation.

- C11.03.** The offices of secretary and treasurer may be combined into one office, the person serving in that office being elected the secretary-treasurer. No other elected officer shall hold more than one office at a time. The president shall be eligible to serve no more than two consecutive one-year terms.
- C11.04.** If any elected officer ceases to be such, that office shall be declared vacant by the Congregation Council, which shall appoint a successor to fill the vacancy for the unexpired term.

## **Chapter 12.**

### **CONGREGATION COUNCIL**

- C12.01.** The voting membership of the Congregation Council shall consist of the pastor and 9 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 shall be elected at a legally called meeting of the congregation during the month of November. Their term of office shall be for three years, with the term of office beginning on January 1 and ending on December 31. Newly elected Congregation Council members shall be installed at worship the Sunday prior to the date they assume office. Such members shall be eligible to serve no more than two full terms consecutively.
- C12.02.01.** The tenure of Congregation Council members shall be so arranged that one-third of the terms expire annually.
- 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 and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

**C12.05.** The Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the Commonwealth of Pennsylvania except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council and/or ministry groups may enter into contracts of up to \$ 10,000 for items not included in the budget when justified by emergency or unique need.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than \$ 10,000 in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.

- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- g. In order to promote good financial stewardship, the Congregation Council shall solicit a minimum of two (2) and preferably three (3) bids for any expenditure exceeding \$5,000 or as directed by council. The work shall then be awarded to the lowest evaluated bidder. The bid evaluation process will compare all bids and attempt to make all bids as equal as possible in the scope and quality of work to be done and the details of the work.

C 12.05.A09 FISCAL RESPONSIBILITIES POLICY (Added 11/09)

1.0 HANDLING CHURCH INCOME

1.1 OFFERINGS AND OTHER INCOME

- 1.1.1 Any offerings, donations for use of facilities, or other income received by the mail or in person at the church office shall be recorded in a log by the Office Manager and deposited in the church safe. The log shall indicate the name or envelope number of the sender, and the purpose and amount of the gift, if the sender indicates it on the outside of the mailing or verbally to the office manager.
- 1.1.2 Offerings received at services other than regular Sunday morning services shall be inserted into an envelope marked with the date of the service, signed by the depositor, and deposited in the church safe as received with no documentation. These offerings shall be counted with the regular Sunday offerings. Council shall designate persons to be responsible for depositing the offerings in the church safe. The designated persons must inform the Council President if they are unable to perform their duties.
- 1.1.3 Offerings and other income shall be counted and properly recorded on the Weekly Offering Record Form. The counting shall be done by two or more persons and the form shall be signed by two persons. Offerings and other income shall be counted immediately following the Sunday morning services, or at the latest the following Monday evening. If the offering count is delayed until Monday, the Financial Secretary must be notified by the persons responsible for counting the offering that week. Offerings and income described in 1.1.1 and 1.1.2 above shall be included in the count and recorded on the Weekly Offering Record Form. Council shall designate persons to be responsible for counting the offerings. The designated persons must inform the Council President if they are unable to perform their duties.
- 1.1.4 Two copies of the Weekly Offering Record Form shall be made. Both forms shall be placed in a sealed envelope marked "Offering Record Forms" and placed in the Church Office Mailbox. The Office Manager shall put one copy in the Treasurer's mailbox and file the other copy.



- 1.1.5 The original Weekly Offering Record Form and the offerings and income shall be bundled together in a neat fashion and returned to the church safe.
- 1.1.6 The Financial Secretary shall remove the Weekly Offering Record Form and the offerings and income no later than the next day after the offering was counted and deposit the funds in the bank. In the absence of the Financial Secretary, Council will take responsibility for the deposit.
- 1.1.7 Simply Giving (offerings automatically deposited in the church's bank account) confirmations arrive at the church office via email. The Office Manager shall print 3 copies of the confirmation emails, file one copy and put one copy in the Financial Secretary's mailbox, and one in the Treasurer's mailbox.

## 1.2 FUNDRAISERS AND SPECIAL PROJECTS

- 1.2.1 The person in charge of the fundraiser or special project shall complete the Fundraiser Deposit Form listing the activity to be credited with the funds, along with a list of checks and cash included. The form must be signed. The person in charge should make three copies of the form: give one copy to the Treasurer, give one to the Office Manager for filing, and keep one copy. The person in charge should place the original form along with the cash and checks in a sealed envelope and place the envelope in the church safe. The envelope should be marked: "To the Financial Secretary" and list the fundraising event or special project.
- 1.2.2 The person in charge should then notify the Financial Secretary that these funds have been placed in the church safe.
- 1.2.3 The persons counting the weekly offering should not open any fundraiser or special project envelopes. The sealed envelopes are to be left in the church safe to be collected by the Financial Secretary.

## 2.0 PAYMENTS

- 2.1 Payments for wages, utilities, and other expenses shall be paid by checks issued through the checking account described in Item 4.0 below.
- 2.2 The Treasurer shall pay the Pastor's salary and housing allowance according to the current budget approved by the Congregation.
- 2.3 The Treasurer shall pay other salaried staff members according to the current budget approved by the Congregation.
- 2.4 The Treasurer shall pay hourly staff members upon submittal of timesheets at the hourly rate according to the current budget approved by the Congregation.

- 2.5 The Treasurer shall pay other budgeted Pastoral expenses such as auto mileage, continuing education, etc. upon submittal of an accountable reimbursement form by the Pastor.
- 2.6 The Treasurer shall pay utilities based upon the monthly bills received from the utility. All utilities are paid directly from the checking account through the utilities' autopay programs.
- 2.7 All other payments shall be authorized by a Ministry (or Fundraiser) Group chairperson, or Ministry (or Fundraiser) Group member. Such authorization shall consist of a bill or invoice noted with the appropriate Ministry Group or account to be charged with the expense and the authorized person's signature.
- 2.8 The Treasurer shall prepare monthly reports listing receipts and expenses (Monthly Account Register). A copy shall be given to the Financial Secretary and one to the Office Manager for filing.
- 3.0 DEPOSITS
- 3.1 The Financial Secretary shall be responsible for preparing separate deposit slips for weekly offerings, fundraisers, and special projects received as described above in 1.1 and 1.2 and making the bank deposit.
- 3.2 The Financial Secretary shall make three copies of the deposit slip stamped by the bank, retain one copy, give one to the Treasurer and one to the Office Manager for filing.
- 3.3 The Treasurer shall compare the Weekly Offering Record Form to the bank deposit slip for Offerings and likewise for Fundraisers and Special Projects and immediately notify the Financial Secretary of any discrepancies. If any revisions are to be made, a copy of the revised form is to be given to the Office Manager for filing.
- 4.0 BANK AND INVESTMENT ACCOUNTS
- 4.1 All church business, with the exception of the Pastor's discretionary fund, shall be handled through one bank checking account.<sup>1</sup>
- 4.1.1 This account shall hold all funds designated as Current Expenses, Benevolences, Special Projects and the Building Fund that is funded through offerings. Note that there may also be a Building Fund that is funded through endowments that is to be part of the long term investment account described under 4.3 below.

- 4.1.2 All checks must be signed by any two authorized persons.
- 4.1.3 The only authorized persons to sign checks are the Council President, Vice President, Secretary, and Treasurer.
- 4.1.4 Checks shall be issued a minimum of twice per month at the convenience of the Treasurer and one other authorized signer.
- 4.1.5 The monthly bank statements for this account are to be reconciled by a person(s) designated by Council with a copy to be sent to the Treasurer and a copy to be sent to the Office Manager for filing. In no circumstances is the person responsible for the bank reconciliation allowed to be an authorized signer of the checking account. The Treasurer shall verify this reconciliation and immediately report any discrepancies to the Financial Secretary.
- 4.2 The Pastor's discretionary fund is a separate account that is to be used solely at the Pastor's discretion to help congregation members and the community at large who may be in need of temporary assistance for their basic needs including, but not limited to, rent, utilities, and food.
  - 4.2.1 The discretionary fund is held in a separate bank account.<sup>2</sup>
  - 4.2.2 The treasurer is the only authorized signer of this account.
  - 4.2.3 The Treasurer is responsible for reconciliation of the monthly bank statements (only the bank statement and NOT copies of the checks) and shall provide a copy to the Pastor and the Office Manager for filing.
  - 4.2.4 Any offerings or other income for the discretionary fund shall be given to the Financial Secretary to deposit promptly into the Discretionary Fund Bank Account.
  - 4.2.5 This account is not subject to audit.
  - 4.2.6 The Treasurer is to provide Council with a quarterly statement of this account showing the account balance, income, and disbursement amounts.
- 4.3 The long term investments of the church including the Endowment Fund are to be invested in a single account.
  - 4.3.1 The long term investments are held in an investment account.<sup>3</sup>
  - 4.3.2 Any funds not specifically listed in either 4.1.1 or 4.2 above are to be invested in this account.

- 4.3.3 The Finance Committee shall recommend an investment strategy for these funds to Council for their review and approval.
- 4.3.4 This investment strategy shall be reviewed at least on an annual basis each February by the Finance Committee with a report to Council at the March meeting.
- 4.3.5 The Treasurer shall be the manager of this account and be responsible for deposits to this account. Deposits shall be made by check from the banking account per 4.1 above.
- 4.3.6 The Treasurer shall prepare a list of funds invested in this account and update it quarterly for presentation to Council showing deposits, withdrawals, and current balance for each fund. A copy of the quarterly report shall be sent to the Office Manager for filing.
- 4.3.7 Any withdrawals from this fund must be authorized by Council. The Treasurer would then proceed to write a check from the investment account to be disbursed to the appropriate party. Checks shall be signed as per 4.1.3 above.

## 5.0 PETTY CASH

- 5.1 The Office Manager shall be the manager of the Petty Cash Account.
- 5.2 The cash and receipts shall be kept in the office safe.
- 5.3 The maximum amount of cash in the Petty Cash fund shall not exceed \$25.00.
- 5.4 The Office Manager shall collect all receipts and note the person submitting the receipt and the purpose of the purchase on the receipt.
- 5.5 The Office Manager shall submit original receipts to the Treasurer when requesting replacement funds. The Treasurer shall issue a check made out to "Petty Cash" equal to the total amount of the receipts to the Office Manager. The Office Manager shall be responsible for cashing the check and putting the proceeds in the Petty Cash fund.
- 5.6 The Office Manager shall maintain a record of all Petty Cash activities and submit copies of this record to the Treasurer and Financial Secretary when requesting replacement funds.

## 6.0 CREDIT CARD

- 6.1 Christ Lutheran Church has a credit card account with the pastor as the only authorized user. The credit card is kept by the pastor.
- 6.2 The credit card program provides a convenient and efficient means of purchasing low-cost items incurred for Church business. The credit card is to be used minimally and only when a conventional check would be inconvenient, such as for internet or phone orders for supplies.
- 6.3 The credit card has a credit limit of \$500. The credit limit is intended to be kept low.
- 6.4 This card is to be used solely for Church business and may not be used for personal charges
- 6.5 The pastor takes the responsibility of notifying the supplier that Christ Lutheran Church is tax exempt. Therefore, no sales tax should be charged or paid.
- 6.6 The credit card bill is to be directed to the pastor who attaches the original receipts and gives it to the Treasurer for payment with a copy to the Financial Secretary and a copy to the Office Manager for filing.
- 6.7 The Treasurer shall prepare a quarterly report of credit card activity and provide it to Council.
- 6.8 Incidences of possible abuse of credit card privileges or the fraudulent use of a credit card must be reported to the Treasurer.
- 7.0 BUSINESS CHARGE ACCOUNTS
- 7.1 The church maintains charge accounts at several businesses. The use of these accounts is to be limited to authorized users so that spending can be properly accounted for.
- 7.2 Authorized users are Church Staff and Ministry Chairpersons. These users are responsible for properly accounting for the purchases.
- 8.0 RECORD KEEPING
- 8.1 The Office Manager's copies of the financial records shall be the source used by any congregation member wishing to review the financial records.
- 8.2 The financial records may only be reviewed in the church office during normal office hours. Financial records may not be copied.

- 8.3 Ministry chairpersons and fundraiser chairpersons shall direct requests for financial reports to the Treasurer.
- 8.4 All original church financial records shall be kept in the church office.
- 8.5 Financial records shall be kept for 7 years before they may be discarded.

Footnotes

<sup>1</sup> The checking account is currently (November 2009) held at Sovereign Bank located on Mahoning Street, Milton.

<sup>2</sup> The Pastor's discretionary account is currently (November 2009) held at Milton Savings Bank.

<sup>3</sup> The investment account is currently (November 2009) held with Thrivent.

<sup>4</sup> The credit card is currently (November 2009) affiliated with Capital One Small Business.

- 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, in partnership with Staff Support and Parish Relations Committee, 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.
- C12.12.** 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.
- C12.12.A07. Limits of Debate**
- a. Debate on a pending motion will be limited to fifteen minutes.
  - b. Any member may speak up to three times for no more than two minutes each time on a pending motion.
  - c. A motion to *Limit or Extend the Limits of Debate* on a pending motion must be approved by a two-thirds vote of members present.

**C12.12.01.** At its first meeting each year, the Congregation Council shall appoint as many standing committees as the local and wider concerns of this congregation require. Each committee shall be composed of one or more members of the Congregation Council and other active members of the congregation. Although appointed by and responsible to the Congregation Council, these committees shall be recognized as representative of the interests of and performing essential services for the entire congregation. The pastor shall have voice and vote in all committees.

**C12.12.01.A07. Committee Reports**

All committee reports should be submitted in writing. Committee reports are requested the Sunday before the normally scheduled once a month Congregation Council meeting. Oral committee reports should be no longer than three minutes duration.

**Chapter 13.**

**CONGREGATION COMMITTEES**

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

**C13.02.** A *Nominating Committee* of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection.

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

**C13.03.A07.** The Congregation Council shall have an independent audit conducted at least every five (5) years of the congregation's property and finances.

**C13.04.** A *Staff Support and Parish Relations Committee* shall be appointed by the Congregation Council at its first meeting of the year. This committee shall consist of six members, one of whom shall be a member of the Congregation Council. Members of the committee shall be appointed to serve a term of three years, with one-third of the membership being appointed each year.

**C13.04.01.** This committee shall seek to promote the ministry that needs to occur between the pastor and other paid personnel and the congregation. This committee shall be responsible to communicate with all staff persons, with individual members, groups, or organizations, or with the entire congregation regarding needs, concerns, expectations, and evaluations of work and/or ministry. The committee shall provide for conferences with all staff persons at least one time each year, in the month of September. The primary concerns of this committee shall be as follows:

1. The evaluation of work/ministry;
2. work conditions;
3. personal growth;
4. financial support;
5. in-staff working relationships;

6. conflict management; and
7. the testing of new forms of work/ministry.

**C13.04.02.** Staff Support and Parish Relation Ministry should be involved in the final interview and selection of an applicant for a paid non-rostered staff position. Based on their final selection, they should make a recommendation to the Congregation Council for a final approval. Upon final approval from the Congregation Council, Staff Support and Parish Relation Ministry should participate in the orientation of a new staff person. Orientation should include explanations of responsibilities, payroll, benefits, supervisor, Staff Support contact person, and any other necessary explanations.

Clarification: “should be involved” and “participate in orientation” does not mean everyone in the ministry group should be present during these procedures but a selected person or persons designated from this ministry group by this ministry group.

**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 committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.

**C13.07.** Duties of committees of this congregation shall be specified in the bylaws.

**C13.07.01.** Except as stipulated in the following paragraphs, the duties of all committees shall be defined by the Congregation Council (C4.04.), along with such instructions as in its judgment are in the best interests of the congregation. Committees are authorized to spend funds allotted to them in the budget and in accordance with the directives set down in the constitution for disbursing congregational funds (C12.05.) All committee actions shall be subject to review by the Congregation Council.

A. There shall be a *Committee on Christian Education*. This committee, in association with the pastor, shall oversee the conduct and promotion of the school(s) and the activities of all organizations dealing with the education process within the congregation. It shall appoint such officers as are necessary for the directing of the church’s educational programs and shall, in conjunction with these officers, recruit and approve the staff of teachers. It shall encourage the use of teaching and worship materials published for or approved by the Evangelical Lutheran Church in America, and seek to introduce the church’s periodicals and books of family devotion into the homes of the congregation. One of the primary aims of this committee shall be to bring the call to the holy ministry of Word and Sacrament and to other church vocations to the attention of qualified persons in the congregation.

B. There shall be a *Committee on Church Property*. This committee shall strive to assure the proper maintenance and protection of all the congregation’s properties, facilities, furnishings, and equipment excepting equipment maintained by other committees.

C. There shall be a *Committee on Worship and Music*. It shall assist the Congregation Council in assuring that the worship of the congregation is conducted regularly and in accordance with the liturgies of the Evangelical



Lutheran Church in America, that competent acolytes, worship assistants, and greeter/ushers are recruited and trained, and that worship books and other devotional materials are provided and properly cared for. This committee shall supervise and strive to advance the welfare and effective service of the choir(s) and the music ministry of the congregation. It shall arrange for the proper care of payments, appointments, vestments, and musical instruments (including but not limited to pianos, organ, bells and sound equipment), and, in consultation with the pastor, the organist, and the choir director(s), it shall provide sheet music and worship/music equipment appropriate or use in the worship of a congregation of the Evangelical Lutheran Church in America.

- D. There shall be a ***Committee on Finance and Stewardship***, on which the treasurer (or secretary-treasurer) and the financial secretary shall be ex officio members. It shall prepare a draft budget for each succeeding year, including this congregation's full indicated share in support of the wider ministry being carried on in its behalf by the Evangelical Lutheran Church in America and the synod, and it shall submit such draft budget to the Congregation Council for its action and subsequent presentation to the congregation at a legally called and conducted special Congregation Meeting in the month of November (See Bylaws Section Five and C12.02.). This committee shall exercise oversight of all the financial affairs of the congregation to assure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the treasurer of the synod. It shall, subject to the approval of the Congregation Council, be responsible for the congregation's investments and its total insurance program. It shall also provide for annual audits of the accounts of the treasurer (or secretary-treasurer) and the financial secretary, as well as of the accounts of the school(s) and organizations within the congregation. Also, it shall be the function of this committee to evoke and promote the expression of Christian faith in daily living; to teach the Christian use of money; to diffuse knowledge of the congregation's local, national, and worldwide ministries; and to lead all members of the congregation to higher levels of proportionate giving for the work of our Lord. In short, this committee shall be responsible for all congregational efforts which lead to informed and grateful giving.
- E. There shall be a ***Committee on Evangelism and Social Ministry***. This committee shall work to stimulate and lead all members of the congregation in continuous and, from time to time, concerted endeavors to reawaken the spiritually indifferent and to reach others, who are as yet unwon, with the Gospel and invite them to become a part of the assembly of believers, Christ's Church. To this end, this committee shall devote itself to deepening spiritual life and shall periodically study the congregation in the context of its surrounding community. Further, this committee shall extend Christian compassion and helpfulness to the ill, the

aged, the orphaned, the underprivileged, the imprisoned, and in general, to all persons in need of aid in body or soul. The committee shall strive to enlist in these efforts as many individual members and organizations in the congregation as is possible. Finally, it shall be the duty of this committee to study social conditions, primarily in the local community, in order to bring the cleansing and healing light of Christian truth to bear upon critical problems through thoughtful discussion of the facts and issues.

**C13.08.** The pastor of this congregation shall be *ex officio* a member of all committees and boards of the congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of the congregation, except the Nominating Committee.

## **Chapter 14.**

### **ORGANIZATIONS WITHIN THE CONGREGATION**

**C14.01.** All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

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

## **Chapter 15.**

### **DISCIPLINE OF MEMBERS AND ADJUDICATION**

**\*C15.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If, for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.

**\*C15.02.** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregation Council of the need to

issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before the Congregation Council after having received a written citation, at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.

- \***C15.03.** Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:
  - a. censure before the council or congregation;
  - b. suspension from membership for a definite period of time; or
  - c. exclusion from membership in this congregation.Disciplinary actions b. and c. shall be delivered to the member in writing.
- \***C15.04.** The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.
- \***C15.05.** Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.
- \***C15.06.** For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.04. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- \***C15.07.** No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.
- \***C15.10. Adjudication**
- \***C15.11.** When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

## **Chapter 16.**

### **BYLAWS**

- \***C16.01.** This congregation may adopt bylaws. No bylaw may conflict with this constitution.

- \*C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- \*C16.03. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting.
- \*C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

## **Chapter 17.**

### **AMENDMENTS**

- \*C17.01. Unless provision \*C17.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 25 percent voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.
- \*C17.02. An amendment to this constitution, proposed under \*C17.01., shall:
  - a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
  - b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
  - c. have the effective date included in the resolution and noted in the constitution.
- \*C17.03. Any amendments to this constitution that result from the processes provided in \*C17.01. and \*C17.02. shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the Upper Susquehanna Synod of the ELCA.
- \*C17.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran in Church in America*---as most recently amended by the Churchwide Assembly--- by a simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of 25 percent of the voting members of the congregation, the

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

## **Chapter 18.**

### **CONTINUING RESOLUTIONS**

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

**C18.01.01.** The constitution shall be reviewed following each Churchwide Assembly.

**\*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.

**CONSTITUTION OF THE CONGREGATION  
CHRIST EVANGELICAL LUTHERAN CHURCH  
MILTON, PENNSYLVANIA**

**Adopted February 25, 2007**

Added continuing resolutions:

**C12.12.A07. Limits of Debate**.....April 3, 2007  
**C12.12.01.A07. Committee Reports**.....April 3, 2007  
**C13.03.A07. Independent Audit**.....September 4, 2007

Congregation adopted amendments to the *Model Constitution for Congregations* as approved by the 2007 Churchwide Assembly of the ELCA.....March 9, 2008