

**GOVERNING DOCUMENTS:****CONSTITUTION, BYLAWS AND CONTINUING RESOLUTIONS  
Of IMMANUEL LUTHERAN CHURCH Of NEGAUNEE****APPROVED: (DATE OF CONGREGATION MEETING)****RATIFIED: (DATE OF NEXT CONGREGATION MEETING)****IN EFFECT: (WHEN SYNOD COMMITTEE APPROVES)****\*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 Immanuel Lutheran Church of Negaunee.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Immanuel Lutheran Church of Negaunee is hereinafter designated as "this congregation."
- C1.03.** This congregation shall be incorporated under the laws of the State of Michigan as a not-for-profit religious organization under MCL 450.178 ecclesiastical corporations.

**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.
- 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.
  - 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.
  - 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.

**Legend: Constitution Codification and Proposed Additions/Deletions Key**

- Constitution** = "C" followed by the chapter number and two digits (e.g., C1.01.).
- Bylaw** = constitution format and two-digits (e.g., C1.01.01.).
- Continuing Resolution** = constitution format and a capital letter with two digits designating year of adoption (e.g., C1.01.A20.).
- An asterisk ("\*C")** indicates a provision required by the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* and must be used without alteration or amendment of the text in any manner; therefore, any changes in these sections from Immanuel's present constitution are not noted. For current language, please refer directly to Immanuel's current constitution.

1 \*C2.07. This congregation confesses the Gospel, recorded in the Holy Scripture and confessed in the ecumenical creeds  
 2 and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in  
 3 the world.

#### 4 Chapter 3.

#### 5 NATURE OF THE CHURCH

6 \*C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be  
 7 carried out under his rule and authority.

8 \*C3.02. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity  
 9 throughout the world.

10 \*C3.03. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian  
 11 service. Congregations find their fulfillment in the universal community of the Church, and the universal Church  
 12 exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its  
 13 character and powers both from the sanction and representation of its congregations and from its inherent nature  
 14 as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic  
 15 continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in  
 16 our day.

17 \*C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global  
 18 communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake  
 19 of God's mission in the world.

20 \*C3.05. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general  
 21 references to this whole church, including its three expressions: congregations, synods, and the churchwide  
 22 organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the  
 23 churchwide organization to which specific references may be made herein.

#### 24 Chapter 4.

#### 25 STATEMENT OF PURPOSE

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

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

- 29 a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer,  
 30 praise, thanksgiving, witness, and service.
- 31 b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to  
 32 the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future  
 33 generations.
- 34 c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by  
 35 doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer,  
 36 and Sanctifier of all.
- 37 d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity  
 38 and justice for all people, working for peace and reconciliation among the nations, standing with the poor  
 39 and powerless, and committing itself to their needs.
- 40 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  
 41 primary setting for the exercise of their Christian calling and to use the gifts of the Spirit for their life  
 42 together and for their calling in the world.
- 43 f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with  
 44 other Christians in prayer and action to express and preserve the unity which the Spirit gives.

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

- 46 a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- 47 b. Provide pastoral care and assist all members to participate in this ministry.
- 48 c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their  
 49 congregation.
- 50 d. Teach the Word of God
- 51 e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- 52 f. Respond to human need, work for justice and peace, care for the sick and the suffering and participate  
 53 responsibly in society.
- 54 g. Motivate its members to provide financial support for this congregation's ministry and the ministry of the  
 55 other expressions of the Evangelical Lutheran Church in America.

1 h. Foster and participate in interdependent relationships with other congregations, the synod, and the  
2 churchwide organization of the Evangelical Lutheran Church in America.

3 i. Foster and participate in ecumenical relationships consistent with churchwide policy.

4 **\*C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation  
5 Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational  
6 group and shall review their actions. Such descriptions shall be contained in continuing resolutions in the section  
7 on the Congregation Committees.

8 **\*C4.05.** This congregation shall adopt and periodically review a mission statement which will provide specific direction  
9 for its programs.

10 **\*C4.06.** References herein to the nature of the relationship between the three expressions of this church—congregations,  
11 synods and the churchwide organization—as being interdependent or as being in a partnership relationship  
12 describe the mutual responsibility of these expressions in God’s mission and the fulfillment of the purposes of  
13 this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures,  
14 agencies, or other legal relationships recognized in civil law.

## 15 **Chapter 5.**

### 16 **POWERS OF THE CONGREGATION**

17 **\*C5.01.** The powers of this congregation are those necessary to fulfill its purpose.

18 **\*C5.02.** The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in  
19 this constitution and bylaws.

20 **\*C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in this  
21 congregation’s governing documents is recognized. All remaining authority is retained by this congregation.

22 This congregation is authorized to:

23 a. call a pastor as provided in Chapter 9;

24 b. terminate the call of a pastor as provided in Chapter 9;

25 c. call a minister of Word and Service;

26 d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical  
27 Lutheran Church in America;

28 e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified  
29 in Chapter 17, and continuing resolutions, as provided in Chapter 18;

30 f. approve the annual budget;

31 g. acquire real and personal property by gift, devise, purchase, or other lawful means;

32 h. hold title to and use its property for any and all activities consistent with its purpose;

33 i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;

34 j. elect its Congregation Council, boards, and committees, and require them to carry out their duties in  
35 accordance with the constitution, bylaws, and continuing resolutions; and

36 k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

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

42 **C5.05.** This congregation shall have a mission endowment fund that will operate as specified in this congregation’s  
43 continuing resolutions. The purpose of the mission endowment fund is to provide for mission work beyond the  
44 operational budget of this congregation.

## 45 **Chapter 6.**

### 46 **CHURCH AFFILIATION**

47 **\*C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its  
48 successor, and of the Northern Great Lakes Synod of the Evangelical Lutheran Church in America. This  
49 congregation is subject to the discipline of the Evangelical Lutheran Church in America.

50 **\*C6.02.** This congregation accepts the Confession of Faith and agrees to the purposes of the Evangelical Lutheran  
51 Church in America and shall act in accordance with them.

52 **\*C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:

53 a. This congregation agrees to be responsible for its life as a Christian community.

54 b. This congregation pledges its financial support and participation in the life and mission of the Evangelical  
55 Lutheran Church in America.

- 1 c. This congregation agrees to call pastoral leadership from the roster of Ministers of Word and Sacrament of  
2 the Evangelical Lutheran Church in America in accordance with its call procedures except in special  
3 circumstances and with the approval of the bishop of the synod. These special circumstances are limited  
4 either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical  
5 Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament  
6 of a church body with which the Evangelical Lutheran Church in America officially has established a  
7 relationship of full communion.
- 8 d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in this  
9 congregation according to the procedures of the Evangelical Lutheran Church in America.
- 10 e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the  
11 synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of  
12 the Evangelical Lutheran Church in America and with the constitution of the synod.

13 **\*C6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

- 14 a. This congregation takes action to dissolve.
- 15 b. This congregation ceases to exist.
- 16 c. This congregation is removed from membership in the Evangelical Lutheran Church in America according  
17 to the procedures for discipline of the Evangelical Lutheran Church in America or in accordance with  
18 provision 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.
- 19 d. The Northern Great Lakes Synod takes charge and control of the property of this congregation to hold,  
20 manage, and convey the same on behalf of the synod pursuant to †S13.24. of the synod constitution. This  
21 congregation shall have the right to appeal the decision to the next Synod Assembly.
- 22 e. This congregation follows the procedures outlined in \*C6.05.

23 **\*C6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the  
24 following procedure:

- 25 a. A resolution indicating the intent to terminate its relationship must be adopted at two legally called and  
26 conducted special meetings of this congregation by a two-thirds vote of the voting members present at each  
27 meeting. The first such meeting may be held no sooner than 30 days after written notice of the meeting is  
28 received by the bishop of the synod, during which time this congregation shall consult with the bishop and  
29 the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop  
30 in consultation with the Congregation Council. Unless he or she is a voting member of this congregation,  
31 the bishop and the bishop's designees, if any, shall have voice but not vote at the first meeting.
- 32 b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this  
33 congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was  
34 legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution  
35 and certification to voting members of this congregation.
- 36 c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the  
37 bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above,  
38 during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified  
39 in paragraph b. above.
- 40 d. If this congregation, after such consultation, is still considering termination of its relationship with this  
41 church, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of  
42 the voting members present. Notice of the second meeting shall be sent to all voting members and to the  
43 bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of this congregation,  
44 the bishop and the bishop's designees, if any, shall have voice but not vote at the second meeting.
- 45 e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a  
46 copy of the resolution to the bishop, attesting that the second special meeting was legally called and  
47 conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification  
48 to the voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting  
49 members present at the second meeting, the relationship between the congregation and this church shall be  
50 terminated subject to Synod Council approval as required by paragraphs f. and g. below.
- 51 f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another  
52 Lutheran denomination, this congregation shall be deemed an independent or non-Lutheran church, in  
53 which case \*C7.04. shall apply.
- 54 g. This congregation shall abide by these covenants by and among the three expressions of this church:  
55 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply  
56 with each of the foregoing provisions in \*C6.05. shall be required to receive Synod Council approval  
57 before terminating their membership in this church.

- 1                   2) Congregations which had been members of the Lutheran Church in America shall be required, in  
2                   addition to complying with the foregoing provisions in \*C6.05., to receive Synod Council approval  
3                   before terminating their membership in this church.
- 4                   3) Congregations established by the Evangelical Lutheran Church in America shall be required, in  
5                   addition to complying with the foregoing provisions in \*C6.05., to satisfy all financial obligations to  
6                   this church and receive Synod Council approval before terminating their membership in this church.
- 7                   h. If this congregation fails to achieve the required two-thirds vote of voting members present at this  
8                   congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds  
9                   vote of voting members present at this congregation's second meeting as specified in paragraph d. above,  
10                  another attempt to consider termination of relationship with this church must follow all requirements of  
11                  \*C6.05. and may begin no sooner than six months after the meeting at which the two-thirds vote was not  
12                  achieved.
- 13                **\*C6.06.**       If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially  
14                  located and the appropriate unit of the churchwide organization before any steps are taken leading to such  
15                  action. The approval of the Synod Council shall be received before any such action is taken.
- 16                **\*C6.07.**       If this congregation considers developing an additional site to be used regularly for worship, it shall confer with  
17                  the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization  
18                  before any steps are taken leading to such action.

19                **Chapter 7.**

20                **PROPERTY OWNERSHIP**

- 21                **\*C7.01.**       If this congregation ceases to exist, title to undisposed property shall pass to the Northern Great Lakes Synod  
22                  of the Evangelical Lutheran Church in America.
- 23                **\*C7.02.**       If this congregation is removed from membership in the Evangelical Lutheran Church in America according to  
24                  its procedure for discipline or pursuant to 9.23. of the constitution and bylaws of the Evangelical Lutheran  
25                  Church in America, title to property shall continue to reside in this congregation.
- 26                **\*C7.03.**       If the voting members of this congregation present at a legally called and conducted special meeting of this  
27                  congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this  
28                  congregation, provided the process for termination of relationship in \*C6.05. has been followed. Before this  
29                  congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of  
30                  the Northern Great Lakes Synod.
- 31                **\*C7.04.**       If the voting members of this congregation present at a legally called and conducted special meeting of this  
32                  congregation vote to become independent or relate to a non-Lutheran church body and have followed the  
33                  process for termination of relationship in \*C6.05., title to property of this congregation shall continue to reside  
34                  in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with  
35                  this congregation by the process established by the synod, may give approval to the request to become  
36                  independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of  
37                  this congregation. If the Synod Council fails to give such approval, title shall remain with those members who  
38                  desire to continue as a congregation of the Evangelical Lutheran Church in America. In neither case does title  
39                  to this congregation's property transfer to the synod.
- 40                **\*C7.05.**       Notwithstanding the provisions of \*C7.02. and \*C7.03. above, where this congregation has received property  
41                  from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the  
42                  *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this  
43                  congregation accepts such restrictions and:
- 44                  a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the  
45                  property without prior approval of the Synod Council.
- 46                  b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Northern  
47                  Great Lakes Synod—reconvey and transfer all right, title, and interest in the property to the synod.

1 **Chapter 8.**  
2 **MEMBERSHIP**

- 3 \*C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that  
4 this constitution is adopted and those who are admitted thereafter and who have declared and maintain their  
5 membership in accordance with the provisions of this constitution and its bylaws.
- 6 \*C8.02. Members shall be classified as follows:
- 7 a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this  
8 congregation, or, having been previously baptized in the name of the Triune God, have been received by  
9 certificate of transfer from other Lutheran congregations or by affirmation of faith.
  - 10 b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have  
11 been received by adult baptism or by transfer as confirmed members from other Lutheran congregations,  
12 or baptized persons received by affirmation of faith.
  - 13 c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding  
14 calendar year, shall have communed in this congregation and shall have made a contribution of record to  
15 this congregation. Members of this congregation who have satisfied these basic standards shall have the  
16 privilege of voice and vote at every regular and special meeting of this congregation as well as the other  
17 rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They  
18 shall not have voted as a seasonal member of another congregation of this church in the previous two  
19 calendar months.
  - 20 d. **Associate** members are persons holding membership in other Christian congregations who wish to retain  
21 such membership but desire to participate in the life and mission of this congregation. These individuals  
22 have all the privileges and duties of membership except voting rights or other rights and privileges ascribed  
23 to voting members by the provisions of this constitution and its bylaws.
  - 24 e. **Seasonal** members are voting members of other congregations of this church who wish to retain such  
25 membership but desire to participate in the life and mission of this congregation, including exercising  
26 limited voting rights in this congregation. The Congregation Council may grant seasonal membership to  
27 such persons provided that this congregation is a member of a synod where the Synod Council has approved  
28 seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of  
29 voting members except that:
    - 30 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a  
31 call committee of, this congregation;
    - 32 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of  
33 call of any minister of this congregation;
    - 34 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this  
35 congregation with this church;
    - 36 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly  
37 or the Churchwide Assembly;
    - 38 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot;  
39 and
    - 40 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and  
41 in the congregation where they remain voting members.
- 42 \*C8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the  
43 Congregation Council.
- 44 \*C8.04. It shall be the privilege and duty of members of this congregation to:
  - 45 a. make regular use of the means of grace, both Word and sacraments;
  - 46 b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
  - 47 c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical  
48 Lutheran Church in America through contributions of their time, abilities, and financial support as biblical  
49 stewards.
- 50 \*C8.05. Membership in this congregation shall be terminated by any of the following:
  - 51 a. death;
  - 52 b. resignation;
  - 53 c. transfer or release;
  - 54 d. disciplinary action in accordance with Chapter 20 of the constitution and bylaws of the Evangelical  
55 Lutheran Church in America; or
  - 56 e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.

- 1 Such persons who have been removed from the roll of members shall remain persons for whom the Church has  
 2 a continuing pastoral concern.
- 3 **C8.05.01.** Confirmed members who have received Holy Communion or made a contribution of record to the congregation  
 4 within the preceding three years shall be included on the membership roll of the congregation.
- 5 **C8.05.02.** Those confirmed members who have neither received Holy Communion nor made a contribution of record to  
 6 the congregation within the preceding three years have, by their own action, become inactive and may be  
 7 removed from the membership roll of the congregation. Such persons who may have removed themselves from  
 8 the roll of members shall remain persons for whom the church has a continuing pastoral concern.
- 9 **C8.05.03.** A member removed from the roll may be restored by the Congregation Council to membership when he/she  
 10 again receives the Lord's Supper and makes a contribution of record to the congregation.

11 **Chapter 9.**  
 12 **ROSTERED MINISTER**

- 13 **\*C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds vote of voting members present  
 14 and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee  
 15 elected by the Congregation Council to recommend the call shall seek the advice and help of the bishop of the  
 16 synod.
- 17 **\*C9.02.** Only a member of the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in  
 18 America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for this  
 19 congregation by the synod bishop may be called as a pastor of this congregation.
- 20 **\*C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,  
 21 a. Every minister of Word and Sacrament shall:  
 22 1) preach the Word;  
 23 2) administer the sacraments;  
 24 3) conduct public worship;  
 25 4) provide pastoral care;  
 26 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;  
 27 6) impart knowledge of this church and its wider ministry through available channels of effective  
 28 communication;  
 29 7) witness to the Kingdom of God in the community, in the nation, and abroad; and  
 30 8) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and  
 31 proclaiming God's love for the world.
- 32 b. Each pastor with a congregational call shall, within the congregation:  
 33 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;  
 34 2) relate to all schools and organizations of this congregation;  
 35 3) install regularly elected members of the Congregation Council;  
 36 4) with the council, administer discipline;  
 37 5) endeavor to increase the support given by the congregation to the work of the ELCA churchwide  
 38 organization and of the Northern Great Lakes Synod of the ELCA; and  
 39 6) encourage adherence to covenantal relationship with this church as expressed in *the Constitutions,*  
 40 *Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.*
- 41 **\*C9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall  
 42 be included in a letter of call, which shall be attested by the bishop of the synod.
- 43 **\*C9.05.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this  
 44 congregation shall be as follows:  
 45 a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship  
 46 and commitment, which shall be terminated only by the pastor's death or, following consultation with the  
 47 synod bishop, for the following reasons:  
 48 1) mutual agreement to terminate the call or the completion of a call for a specific term;  
 49 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days  
 50 after the date on which it was submitted;  
 51 3) inability to conduct the pastoral office effectively in this congregation in view of local conditions;  
 52 4) physical disability or mental incapacity of the pastor;  
 53 5) suspension of the pastor through discipline for more than three months;  
 54 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;  
 55 7) termination of the relationship between this church and this congregation;  
 56 8) dissolution of this congregation or the termination of a parish arrangement; or

1 9) suspension of this congregation through discipline for more than six months.

- 2 b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or  
 3 ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the  
 4 bishop of this synod,  
 5 1) the bishop in his or her sole discretion may investigate such conditions personally together with a  
 6 committee of two rostered ministers and one layperson, or  
 7 2) when such allegations have been brought to the synod's attention by an official recital of allegations  
 8 by the Congregation Council or by a petition signed by at least one-third of the voting members of this  
 9 congregation, the bishop personally shall investigate such conditions together with a committee of two  
 10 rostered ministers and one layperson.  
 11 c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's  
 12 committee shall obtain and document competent medical opinion concerning the pastor's condition. When  
 13 a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate  
 14 vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of  
 15 Ministers of Word and Sacrament with disability status. Upon removal of the disability and the restoration  
 16 of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the  
 17 congregation last served or in another appropriate call.  
 18 d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under  
 19 paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after  
 20 which the bishop together with the committee shall present their recommendations first to the pastor and  
 21 then to this congregation. The recommendations of the bishop's committee must address whether the  
 22 pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The  
 23 committee may also propose other actions that should be undertaken by this congregation and by the pastor,  
 24 if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action  
 25 need be taken by the synod.  
 26 e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's  
 27 call, this congregation may dismiss the pastor only at a legally called meeting after consultation with the  
 28 bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the  
 29 committee did not recommend termination of the call, or (b) by a majority vote of the voting members  
 30 present and voting where the bishop and the committee recommended termination of the call.  
 31 f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee  
 32 concludes that there may be grounds for discipline, the committee shall make recommendations concerning  
 33 disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing  
 34 resolutions.

35 **\*C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent  
 36 of this congregation or the Congregation Council.

37 **\*C9.07.** During the period of service, an interim pastor shall have the rights and duties in this congregation of a regularly  
 38 called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod  
 39 and this congregation or Congregation Council. The interim pastor and any rostered minister providing  
 40 assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by  
 41 the Synod Council, an interim pastor is not available for a regular call to the congregation served.

42 **\*C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling  
 43 a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before  
 44 beginning service in a call to another congregation or employment in another ministry setting.

45 **\*C9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities  
 46 of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving  
 47 the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may  
 48 be revised through a similar consultation.

49 **\*C9.11.** With the approval of the bishop of the synod, this congregation may depart from \*C9.05.a. and call a pastor for  
 50 a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior  
 51 to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor  
 52 and representatives of this congregation for a review of the call. Such a call may also be terminated before its  
 53 expiration in accordance with the provisions of \*C9.05.a.

54 **\*C9.12.** The pastor of this congregation:

- 55 a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants,  
 56 members received, members dismissed, or members excluded from this congregation;  
 57 b. shall submit a summary of such statistics annually to the synod; and

- 1 c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of  
2 multiple congregations, the pastor shall hold membership in one of the congregations.
- 3 **\*C9.13.** The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each  
4 regular meeting of the Synod Assembly.
- 5 **\*C9.14.** The parochial records of this congregation shall be maintained by the pastor and shall remain the property of  
6 this congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such  
7 records have been placed in his or her hands in good order by a departing pastor before the installation of that  
8 pastor in another call or approval of a request for change in roster status.
- 9 **C9.15.** Under special circumstances, subject to the approval of the synod bishop and the concurrence of this  
10 congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church  
11 in America officially has established a relationship of full communion may serve temporarily as pastor of this  
12 congregation under a contract between this congregation and the pastor in a form proposed by the synod bishop  
13 and approved by this congregation.
- 14 **\*C9.16.** Authority to call a Deacon shall be in this congregation by at least a two-thirds vote of voting members present  
15 and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee  
16 elected by the Congregation Council to recommend the call shall seek the advice and help of the bishop of the  
17 synod.
- 18 **\*C9.17.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America  
19 or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation  
20 by the synod bishop may be called as a deacon of this congregation.
- 21 **\*C9.18.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word  
22 and Service shall:
- 23 a. Be rooted in the Word of God, for proclamation and service;  
24 b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of  
25 the Church's outreach, giving particular attention to the suffering places in God's world;  
26 c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming  
27 God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;  
28 d. Equip the baptized for ministry in God's world that affirms the gifts of all people;  
29 e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;  
30 f. Practice stewardship that respects God's gift of time, talents, and resources;  
31 g. Be grounded in a gathered community for ongoing diaconal formation;  
32 h. Share knowledge of this church and its wider ministry of the gospel and advocate for the work of all  
33 expressions of this church; and  
34 i. Identify and encourage qualified persons to prepare for ministry of the gospel.
- 35 **\*C9.19.** The specific duties of the deacon, compensation and other matters pertaining to the service of the deacon shall  
36 be included in a letter of call, which shall be attested by the bishop of the synod.
- 37 **\*C9.20.** The provisions for termination of the mutual relationship between a minister of Word and Service and a  
38 congregation shall be as follows:
- 39 a. The call of a congregation, when accepted by a deacon, shall constitute a continuing mutual relationship  
40 and commitment, which shall be terminated only by the deacon's death or, following consultation with the  
41 synod bishop, for the following reasons:  
42 1) mutual agreement to terminate the call or the completion of a call for a specific term;  
43 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days  
44 after the date on which it was submitted;  
45 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local  
46 conditions;  
47 4) physical disability or mental incapacity of the deacon;  
48 5) suspension of the deacon through discipline for more than three months;  
49 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;  
50 7) termination of the relationship between this church and this congregation;  
51 8) dissolution of this congregation or the termination of a parish arrangement; or  
52 9) suspension of this congregation through discipline for more than six months.
- 53 b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or  
54 ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come  
55 to the attention of the bishop of this synod,  
56 1) the bishop in his or her sole discretion may investigate such conditions personally together with a  
57 committee of two rostered ministers and one layperson, or

- 1                   2) when such allegations have been brought to the synod's attention by an official recital of allegations  
2                   by the Congregation Council or by a petition signed by at least one-third of the voting members of this  
3                   congregation, the bishop personally shall investigate such conditions together with a committee of two  
4                   rostered ministers and one layperson.
- 5                   c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's  
6                   committee shall obtain and document competent medical opinion concerning the deacon's condition. When  
7                   a disability or incapacity is evident to the committee, the bishop of this synod may declare the position  
8                   vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of  
9                   Ministers of Word and Service with disability status. Upon removal of the disability and the restoration of  
10                  the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the  
11                  congregation last served or in another appropriate call.
- 12                  d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under  
13                  paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after  
14                  which the bishop together with the committee shall present their recommendations first to the deacon and  
15                  then to this congregation. The recommendations of the bishop's committee must address whether the  
16                  deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The  
17                  committee may also propose other actions that should be undertaken by this congregation and by the  
18                  deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further  
19                  action need be taken by the synod.
- 20                  e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's  
21                  call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the  
22                  bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the  
23                  committee did not recommend termination of the call, or (b) by a majority vote of the voting members  
24                  present and voting where the bishop and the committee recommended termination of the call.
- 25                  f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee  
26                  concludes that there may be grounds for discipline, the committee shall make recommendations concerning  
27                  disciplinary action in accordance with the provisions of this church's constitution, bylaws and continuing  
28                  resolutions.

29 **\*C9.21.** This congregation shall make satisfactory settlement of all financial obligations to a former deacon before  
30 calling a successor. A deacon shall make satisfactory settlement of all financial obligations to this congregation  
31 before beginning service in a call to another congregation or employment in another ministry setting.

32 **\*C9.22.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the  
33 privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call  
34 and to be drafted in consultation involving the rostered ministers, the Congregation Council and the bishop of  
35 the synod. As occasion requires, the documents may be revised through a similar consultation.

36 **\*C9.23.** With the approval of the bishop of the synod, this congregation may depart from \*C9.25.a. and call a deacon  
37 for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved.  
38 Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the  
39 deacon and representatives of this congregation for a review of the call. Such a call may also be terminated  
40 before its expiration in accordance with the provisions of \*C9.25.a.

41 **\*C9.24.** The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a  
42 parish of multiple congregations, the deacon shall hold membership in one of the congregations.

43 **\*C9.25.** The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to  
44 each regular meeting of the Synod Assembly.

## 45 **Chapter 10.**

### 46 **CONGREGATION MEETING**

47 **10.01.** This congregation shall have at least one regular meeting per year. The regular meeting(s) of the congregation  
48 shall be held at the time(s) specified in the bylaws. Consistent with the laws of the State of Michigan, the bylaws  
49 shall designate one regular meeting per year as the annual meeting of this congregation.

50 **C10.01.01.** The annual meeting of this congregation shall be held between the 15<sup>th</sup> of January and the 15<sup>th</sup> of February on  
51 two successive weeks with dates to be set by the Congregation Council. The first week an election meeting  
52 shall be convened or reconvened following each scheduled corporate worship, with a business meeting to be  
53 held the following week.

54 **C10.02.** A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this  
55 congregation, and shall be called by the president of this congregation upon the written request of 10 percent of  
56 the voting members. The president of the Congregation Council shall call a special meeting upon request of the

- 1 synod bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other  
2 business shall be transacted.
- 3 **C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two  
4 consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least  
5 10 days in advance of the date of the meeting. The posting of such notice sent to the last known physical and/or  
6 electronic address of such members shall be sufficient.
- 7 **C10.04.** 10 percent of the voting members of the congregation shall constitute a quorum.
- 8 **C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- 9 **C10.06.** All actions approved by this congregation shall be by majority vote of those voting members present and voting,  
10 except as otherwise provided in this constitution or by state law.
- 11 **C10.06.01.** Written ballots shall be used in votes pertaining to pastoral call, financial commitments greater than \$10,000,  
12 and purchase of real property.
- 13 **C10.07.** *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this  
14 congregation.
- 15 **C10.08.** This congregation may hold meetings by remote communication, including electronically and by telephone  
16 conference, as long as there is an opportunity for simultaneous aural communication. To the extent permitted  
17 by state law, notice of all meetings may be provided electronically.
- 18 **Chapter 11.**  
19 **OFFICERS**
- 20 **C11.01.** The officers of this congregation shall be a president, vice president, secretary, treasurer, and vice treasurer.  
21 a. Duties of the officers shall be specified in the bylaws.  
22 b. The officers shall be voting members of this congregation.  
23 c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting  
24 members of the Congregation Council.  
25 d. When the Congregation Council elects its officers, the president, vice president and secretary shall be  
26 selected from the elected membership of the Congregation Council. If the treasurer or vice-treasurer is not  
27 selected from the elected membership of the Congregation Council, they shall have voice but not vote at  
28 the meetings of the Congregation Council.
- 29 **C11.01.01.** The president shall preside over meetings of the Congregation Council and of this congregation.
- 30 **C11.01.02.** The vice president shall preside over meetings of the Congregation Council and of this congregation in the  
31 absence of the president.
- 32 **C11.01.03.** The secretary shall keep accurate minutes of all meetings of the congregation and of the Congregation Council  
33 in a volume provided by the congregation, which shall be preserved permanently in its archives.
- 34 **C11.01.04.** The treasurer shall keep the books of accounts of the congregation, overseeing an itemized record of all  
35 congregational expenses. The treasurer shall disperse funds at the direction of the Congregation Council and  
36 will make regular remittance of benevolences to the treasurer of the Northern Great Lakes Synod. There shall  
37 also be a vice treasurer who will function as the treasurer in the absence or incapacity of the treasurer.
- 38 **C11.01.05.** A financial recording secretary shall be appointed by the Congregation Council and shall receive and keep  
39 record of all congregational income from contributing members and other sources. The financial recording  
40 secretary need not be a member of the congregation.
- 41 **C11.01.06.** The treasurer and the financial recording secretary shall make written report of all transactions to the  
42 Congregation Council monthly and to the congregation.
- 43 **C11.02.** At the first Congregation Council meeting after the annual Congregation Meeting, the Congregation Council  
44 shall elect its officers and they shall be the officers of this congregation. The officers shall be elected by written  
45 ballot and shall serve for one year or until their successors are elected. Their terms shall begin upon election.
- 46 **C11.02.A20.** Council officers (president, vice-president, secretary, treasurer and vice-treasurer) shall be elected by the  
47 council using "ecclesiastical ballot" in which a first ballot is a nominating ballot. Any nominee may withdraw  
48 his or her name from further consideration. A candidate must receive at least 75% of votes to be elected on the  
49 first ballot. The top three vote-getters from the first ballot will be included on the second ballot. A candidate  
50 must receive at least 50% plus one vote to be elected on the second or subsequent ballots.
- 51 **C11.03.** No officer shall hold more than one office at a time. No elected officer, with the exception of the treasurer and  
52 vice-treasurer, shall be eligible to serve more than two consecutive terms in the same office.

**1 Chapter 12.****2 CONGREGATION COUNCIL**

**3 C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s), the deacon(s), and not more  
**4** than 12 nor fewer than 6 members of this congregation. It is encouraged that at least one council member be a  
**5** youth and/or at least one council member be a young adult. Any voting member of this congregation may be  
**6** elected, subject only to the limitation on the length of continuous service permitted in that office. A member's  
**7** place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of  
**8** this congregation or b) is absent from four successive regular meetings of the Congregation Council without  
**9** cause. Consistent with the laws of the State of Michigan, this congregation may adopt procedures for the removal  
**10** of a member of the Congregation Council in other circumstances.

**11 C12.02.** The members of the Congregation Council except the pastor(s) and deacon(s) shall be elected by written ballot  
**12** to serve for three (3) years or until their successors are elected. Such members shall be eligible to serve no more  
**13** than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which their  
**14** election is announced, their installation taking place at that same meeting.

**15 C12.02.A20.** In preparation for elections of council members, voting members of the Northern Great Lakes Synod assembly,  
**16** and other offices chosen by the congregation, the council president or vice president shall select at least two  
**17** unbiased voting assistants for each convening of the election meeting. The assistants shall distribute and collect  
**18** ballots, placing them in a sealed envelope and depositing them into the sacristy drop safe. The ballots shall be  
**19** counted on Tuesday by the offering counters, and the church secretary shall inform the council president, vice  
**20** president, and pastor(s) of the results.

**21 C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council may elect,  
**22** by majority vote, a successor until the next annual meeting.

**23 C12.04.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in  
**24** particular its worship life, to the end that everything be done in accordance with the Word of God and the faith  
**25** and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall  
**26** include the following:

- 27** a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities and  
**28** to evaluate its activities in light of its mission and goals.
- 29** b. To seek to involve all members of this congregation in worship, learning, witness, service and support.
- 30** c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and  
**31** perform its mission.
- 32** d. To maintain supportive relationships with the rostered leader(s) and staff and help them annually to evaluate the  
**33** fulfillment of their calling or employment.
- 34** e. To be examples individually and corporately of the style of life and ministry expected of all baptized  
**35** persons.
- 36** f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to  
**37** endeavor to foster mutual understanding.
- 38** g. To arrange for pastoral service during the sickness or absence of the pastor.
- 39** h. To emphasize support of the synod and churchwide organization of the Evangelical Lutheran Church in  
**40** America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to  
**41** established policies of the synod and the Evangelical Lutheran Church in America.
- 42** i. To recommend and encourage the use of program resources produced or approved by the Evangelical  
**43** Lutheran Church in America.
- 44** j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

**45 C12.05.** The Congregation Council shall be responsible for the financial and property matters of this congregation.  
**46** a. The Congregation Council shall be the board of directors of this congregation, and as such shall be  
**47** responsible for maintaining and protecting its property and the management of its business and fiscal  
**48** affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws  
**49** of the State of Michigan, except as otherwise provided herein.

**50** b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless  
**51** specifically authorized to do so by a meeting of this congregation.

**52** c. The Congregation Council may expend funds in excess of the budget in the amount not to exceed 2% of  
**53** the approved budget without the approval of a specially called Congregation Meeting.

**54** d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise  
**55** the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more  
**56** than 5% in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget

1 shall include this congregation's full indicated share in support of the wider ministry being carried on in  
2 collaboration with the synod and churchwide organization.

3 e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted  
4 efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding  
5 of mission support monies to the synod treasurer.

6 f. The Congregation Council shall be responsible for this congregation's investments and its total insurance  
7 program.

8 g. The Congregation Council shall, upon receiving the recommendations noted in C13.07.B20.c., determine  
9 the Endowment Fund distributions.

10 **C12.06.** The Congregation Council shall see that the provisions of this constitution, its bylaws, and the continuing  
11 resolutions are carried out.

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

13 **C12.08.** The Congregation Council shall be responsible for the employment and supervision of the staff of this  
14 congregation. Nothing in this provision shall be deemed to affect this congregation's responsibility for the call,  
15 terms of call, or termination of call of any employees who are on a roster of this church.

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

17 **C12.10.** The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or  
18 the president and shall be called by the president at the request of at least one-half of its members. Notice of  
19 each special meeting shall be given to all who are entitled to be present.

20 **C12.11.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council,  
21 including the pastor(s) or interim pastor, except when the pastor(s) or interim pastor requests or consents to be  
22 absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the  
23 only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has  
24 refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the  
25 Congregation Council, following consultation with the synod bishop.

26 **C12.12.** The Congregation Council and its committees may hold meetings by remote communication, including  
27 electronically and by telephone conference and, to the extent permitted by state law, notice of all meetings may  
28 be provided electronically.

### 29 Chapter 13.

### 30 CONGREGATION COMMITTEES<sup>1</sup>

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

32 **C13.01.01.** The Executive Committee shall:

33 a. Be responsible for the preparation of a draft budget for the succeeding year and shall submit such draft  
34 budget to the Congregation Council for its action and later presentation to the Congregation Meeting. This  
35 budget shall include the wider ministry being carried on as the Northern Great Lakes Synod and the  
36 Evangelical Lutheran Church in America.

37 b. Subject to the approval of the Congregation Council, be responsible for the congregation's total insurance  
38 program.

39 c. Meet monthly prior to each council meeting to review the council's agenda.

40 **C13.02.** A *Nominating Committee* of six voting members of this congregation shall be appointed by the Congregation  
41 Council and will normally be composed of retiring members of the Congregation Council and other appointees.

42 **C13.03.** An *Audit Committee* of three voting members shall be elected by the Congregation Council. At least two of the  
43 three Audit Committee members shall not be members of the Congregation Council. Term of office shall be  
44 three years, with one member elected each year. Members shall be eligible for re-election.

45 **C13.04.** A *Staff Support Committee* of six members shall be nominated and approved by the pastor(s) and the  
46 Congregation Council. Term of office shall be three years. Members shall serve no more than two consecutive  
47 terms. After a lapse of one year, former members are eligible again for appointment. No more than two  
48 members shall hold other office in the Congregation Council at the time of their appointment.

49 **C13.05.** A *Call Committee* will be established when a vacancy occurs in a position for which this congregation calls a  
50 rostered minister. The Congregation Council will be the *Call Committee*. Additional members may be  
51 appointed to serve on the Call Committee by action of the Congregation Council.

52 **C13.06.** Other committees of this congregation may be formed, as the need arises, by decision of the Congregation  
53 Council.

<sup>1</sup> Chapter 13 proposed language shifts description of committee duties to an organizational handbook, as noted in C13.07.

- 1 **C13.07.** Descriptions of committees of this congregation shall be specified in the continuing resolutions, and their duties  
2 shall be specified in a church organizational handbook approved by the Congregation Council.
- 3 **C13.07.A20.** The *Companion Congregation Committee* shall promote a relationship with our companion synod, the Eastern  
4 and Coastal Diocese of the Evangelical Lutheran Church of Tanzania and our companion church, Yombo, of  
5 Dar Es Salaam, Tanzania.
- 6 **C13.07.B20.** The *Endowment Fund Committee* shall administer the Immanuel Lutheran Church Endowment Funds  
7 (Endowment Funds) and other designated long-term investments (e.g., Housing Fund) of the congregation.  
8 These Endowment Funds shall consist of a Perpetual Fund (undesignated or unrestricted gifts) and Special Gift  
9 Funds (designated and/or restricted gifts). The Perpetual Fund shall distribute a minimum of five percent (5%)  
10 of the market value of its invested assets, both principal and earnings, each year. Special Gift Funds shall be  
11 used in accordance with specific directions associated with the gift. The purpose of these funds shall be to  
12 enable the further growth of our church, its ministries, and stewardship opportunities apart from the general  
13 operation of the congregation. The committee shall consist of the pastor(s), congregation treasurer, and three  
14 other members elected by the congregation annual meeting for three-year terms, one-third to expire each year.  
15 The committee shall elect from its membership a chair, a vice-chair and a secretary. The congregation treasurer  
16 shall serve as treasurer of the committee. The committee may appoint such advisory members as it deems  
17 advisable. The council shall appoint committee members in the event of a vacancy or vacancies. The committee  
18 shall:
- 19 a. Directly or through the congregation receive funds from gifts, memorials, bequests, wills, estates, etc., of  
20 any individual, corporation, or organization or from any other source in cash or in other property acceptable  
21 to it. All Endowment Funds shall be kept and maintained separate, distinct, and independent from the  
22 funds and property otherwise belonging to the congregation.
  - 23 b. Be responsible for the prudent investment of the Endowment Funds.
  - 24 c. Investigate specific projects and purposes to be funded by the Endowment Fund. In conversation with  
25 other congregation committees and ministries, the committee shall make recommendations for use of the  
26 Endowment Funds at least annually to the Congregation Council.
  - 27 d. Distribute, from time to time, such payments or amounts as directed by the Congregation Council.
  - 28 e. Working with the treasurer, annually render a full and complete account of the administration of the  
29 Endowment Fund to the Congregation Council and annual Congregation Meeting. Auditing and  
30 accounting procedures for disbursement of funds shall be the responsibility of the congregation treasurer.
  - 31 f. Develop and pursue fund-raising activities including encouragement and enlistment of resources and  
32 cultivation of perpetual stewardship through bequests, annuities, deferred giving, and other sources.
  - 33 g. Develop policies appropriate to the committee's purpose and function.
  - 34 h. Bring to a Congregation Meeting for its consideration a resolution which would disburse any Perpetual  
35 Fund principal other than the minimum distribution as described above. The favorable recommendation  
36 of the committee, the Congregation Council, and adoption by at least two-thirds of those present and voting  
37 at a Congregation Meeting shall be required before any Perpetual Fund principal shall be disbursed except  
38 as described above.
- 39 **C13.07.C20.** The *Evangelism/Parish Life Committee* shall promote connection of the congregation, its visitors, and  
40 neighbors in the greater community to Jesus Christ as Lord. Further, it shall promote the connection of these  
41 same people with one another in the body of Christ.
- 42 **C13.07.D20.** The *Faith Formation (Christian Education) Committee* shall promote faith formation in Christ Jesus that is  
43 lifelong and seeks to inform the head (knowledge of God), form the heart (experience of God), and transform  
44 the hands (actions in God), exercising oversight of the schools and education programs within the congregation.
- 45 **C13.07.E20.** The *Finance Committee*, together with the treasurer and pastor(s), shall manage the budgeting process of the  
46 congregation, including the preparation of a draft budget for the succeeding year and shall submit such draft  
47 budget to the Congregation Council for its action and later presentation to the Congregation Meeting. This  
48 budget shall include the wider ministry being carried on as the Northern Great Lakes Synod and the Evangelical  
49 Lutheran Church in America.
- 50 **C13.07.F20.** The *Fortune Lake Lutheran Camp Committee* shall promote the camp through publicity of its programs and  
51 shall also raise funds for camperships and oversee the distribution of such funds. The delegates to the Fortune  
52 Lake Lutheran Camp Association shall be *ex officio* members.
- 53 **C13.07.G20.** The *Information Technology (I.T.) Support Committee* shall be responsible for all audio-visual and I.T.  
54 matters, including this congregation's computer networks, computers, software upgrades, digital offsite storage,  
55 Internet protection, Internet service provider, domain name contracts, website, sound systems, cloud vendor  
56 agreements, cloud storage backup and phone system.
- 57 **C13.07.H20.** The *Property Committee* shall see to the proper maintenance of all property of the congregation.

- 1 **C13.07.I20.** The *Social Ministry Committee* shall lead our congregation in extending Christian compassion and helpfulness  
 2 to the ill, the aged, the orphaned, the underprivileged, the homeless, the imprisoned and, in general, to persons  
 3 of all ages in need of aid in body or soul.
- 4 **C13.07.J20.** The *Stewardship Committee* shall evoke and promote the expression of Christian faith in the stewardship of all  
 5 of God's gifts in daily living.
- 6 **C13.07.K20.** The *Worship and Music Committee* shall assist the Congregation Council in seeing that the services of God's  
 7 house are conducted regularly in accordance with the liturgy of the Evangelical Lutheran Church in America,  
 8 helping the people celebrate their relationship with God and their relationships with one another through the  
 9 many aspects of worshipful and musical expression.
- 10 **C13.07.L20.** The *Youth Committee* shall seek to invite, serve and empower all youth and young adults of the congregation  
 11 and surrounding community in their ministries as part of the body of Christ.
- 12 **C13.08.** The pastor(s) of this congregation shall be *ex officio* a member of all committees of this congregation. The  
 13 president of this congregation shall be *ex officio* a member of all committees of this congregation, except the  
 14 Nominating Committee.

## 15 Chapter 14.

### 16 ORGANIZATIONS WITHIN THIS CONGREGATION

- 17 **C14.01.** All organizations within this congregation shall exist to aid it in ministering to the members of this congregation  
 18 and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this  
 19 congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting  
 20 shall receive reports concerning their membership, work, and finances.
- 21 **C14.02.** Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in  
 22 America, may be organized only after authorization has been given by the Congregation Council.
- 23 **C14.02.01.** The chairperson of each auxiliary organization and committee shall submit an annual report for the annual  
 24 meeting of this congregation.
- 25 **C14.02.02.** The treasurers of auxiliaries and committees (where applicable) shall submit an annual audited report for the  
 26 annual meeting of this congregation.

## 27 Chapter 15.

### 28 DISCIPLINE OF MEMBERS AND ADJUDICATION

- 29 **\*C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of  
 30 the Church of Christ, continual and intentional interference with the ministry of this congregation, or willful  
 31 and repeated harassment or defamation of member(s) of this congregation is sufficient cause for discipline of a  
 32 member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–  
 33 17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor,  
 34 b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the  
 35 matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel  
 36 drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation  
 37 panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the  
 38 admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen  
 39 by the Executive Committee of the Congregation Council.
- 40 **\*C15.02.** The process for discipline of a member of this congregation shall be governed as prescribed by the chapter on  
 41 discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in*  
 42 *America*. If the counseling, censure, and admonitions pursuant to \*C15.01. do not result in repentance and  
 43 amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by  
 44 the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall  
 45 select from the synod's Consultation Committee a panel of five members (three laypersons and two ministers  
 46 of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the  
 47 accused member(s). The consultation panel, after requesting a written reply to the charges from the accused  
 48 member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation,  
 49 or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution  
 50 shall continue for no more than 45 days after the matter is submitted to it.
- 51 **\*C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written  
 52 charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of  
 53 the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and  
 54 the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive  
 55 Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the

case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.

**\*C15.04.** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

**\*C15.05.** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:

- a. suspension from the privileges of congregation membership for a designated period of time;
- b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
- c. termination of membership in this congregation; or
- d. termination of membership in this congregation and exclusion from the church property and from all congregation activities.

**\*C15.06.** The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.

**\*C15.07.** No member of this congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.

**\*C15.08.** **Adjudication**

**\*C15.09.** When there is disagreement between or among factions within this congregation on a substantive issue which cannot be resolved by the parties, members of this congregation may petition the synod bishop for consultation after informing the president of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the Council deems necessary. The Synod Council's decision shall be final.

## Chapter 16.

### AMENDMENTS

**\*C16.01.** Unless provision \*C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least thirty (30) 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 this congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.

**\*C16.02.** An amendment to this constitution, proposed under \*C16.01., shall:

- a. be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting;
- b. be ratified without change at the next regular meeting of this congregation held pursuant to C10.01 by a two-thirds vote of those voting members present and voting; and
- c. have the effective date included in the resolution<sup>2</sup> and noted in the constitution.

**\*C16.03.** Any amendments to this constitution that result from the processes provided in \*C16.01. and \*C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify this congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

**\*C16.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of this congregation without

<sup>2</sup> Such an effective date must be stated in relation to the requirements of \*C16.03. to allow time for synod review of the amendment.

1 presentation at a prior meeting of this congregation, provided that the Congregation Council has submitted by  
2 mail or electronic means, as permitted by state law, notice to this congregation of such an amendment or  
3 amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the  
4 request of at least two (2) voting members of this congregation, the Congregation Council shall submit such  
5 notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof  
6 to the synod. Such provisions shall become effective immediately following a vote of approval.

## 7 Chapter 17.

### 8 BYLAWS

9 \*C17.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.

10 \*C17.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present  
11 by a two-thirds vote of those voting members present and voting.

12 \*C17.03. Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments  
13 be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation  
14 Meeting called for that purpose. The Congregation Council shall notify this congregation's members of the  
15 proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting.  
16 Notification may take place by mail or electronic means, as permitted by state law.

17 \*C17.04. Adopted or amended bylaws shall be sent by the secretary of this congregation to the synod.

## 18 Chapter 18.

### 19 CONTINUING RESOLUTIONS

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

22 \*C18.02. Continuing resolutions shall be enacted or amended by a majority vote of a meeting of this congregation or a  
23 two-thirds vote of all voting members of the Congregation Council.

24 \*C18.03. Adopted or amended continuing resolutions shall be sent by the secretary of this congregation to the synod.

## 25 Chapter 19.

### 26 INDEMNIFICATION

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

## 32 Chapter 20.

### 33 PARISH AUTHORIZATION

34 \*C20.01. This congregation may unite with one or more other congregations recognized by the synod named in \*C6.01.  
35 to form a parish. Except as provided in \*C20.02. and \*C20.03., a written agreement, developed in consultation  
36 with the synod and approved by the voting members of each congregation participating in the parish, shall  
37 specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement  
38 shall identify which congregation of the parish issues calls on behalf of the member congregations or shall  
39 establish a process for identifying which congregation issues calls on behalf of the member congregations.

40 \*C20.02. One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word  
41 and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended  
42 by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by  
43 a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of  
44 the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate  
45 the parish agreement.

46 \*C20.03. One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and  
47 Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synod  
48 bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds  
49 vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish  
50 should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish  
51 agreement.

- 1   **\*C20.04.**   Any one of the congregations of the parish may terminate their relationship with the pastor as provided in  
2                   †S14.18.d. of the synod constitution of the synod named in \*C6.01. In such case, the other congregation(s) of  
3                   the same parish shall have the right to terminate the parish agreement.
- 4   **\*C20.05.**   Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service  
5                   as provided in †S14.43.d. of the synod constitution of the synod named in \*C6.01. In such case, the other  
6                   congregation(s) of the same parish shall have the right to terminate the parish agreement.
- 7   **\*C20.06.**   Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated.  
8                   Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered  
9                   minister, it may do so in accordance with the call process of this church.