



**Constitution
for the
GRACE EVANGELICAL
LUTHERAN CHURCH
OF HATFIELD**

January 30, 2022

Approvals

Council	9/22/2021
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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.”

Codification Explanation:

Major sections are designated as chapters. The chapter designation becomes the first number in the codification sequence and is followed by a period. Constitutional provisions are codified with two sets of numbers: the chapter number and a two-digit number preceding the second period.

Bylaw provisions are codified with three sets of numbers: the chapter number, the related constitutional provision number, and a two-digit number.

Continuing resolutions are also codified with three sets of numbers except that the third set is preceded by a capital letter and the digits represent the year that it was first adopted.

Major additions by Grace to the Constitution or Bylaws tend to be numbered starting at 50; i.e., Chapter 50 or C5.12.51.

In these governing documents, “Church” with a capital letter is used in references to the one, holy, catholic, and apostolic Church. In references to the Evangelical Church in America (ELCA), the words “church” and “this church” in lower case letters are employed.

***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 Grace Evangelical Lutheran Church of Hatfield.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the Grace Evangelical Lutheran Church of Hatfield congregation is hereinafter designated as "this congregation."
- C1.11.** This congregation was incorporated in 1940 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. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- *C3.03. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.
- *C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God’s mission in the world.
- *C3.05. The name Evangelical Lutheran Church in America (ELCA or “this church”) as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

Chapter 4.

STATEMENT OF PURPOSE

- *C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God’s creative, redeeming, and sanctifying activity in the world.
- *C4.02. To participate in God’s mission, this congregation as a part of the Church shall:
 - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.

- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, 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 this congregation's ministry and the ministry of the other expressions 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 Committees.

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

C4.05.01 The Mission Statement

The mission of Grace Evangelical Lutheran Church is to glorify God, to grow in faith, to give in service, together in Christ.

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

Chapter 5.

POWERS OF THE CONGREGATION

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

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

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

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. call a minister of Word and Service;
- d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
- e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
- f. approve the annual budget;
- g. acquire real and personal property by gift, devise, purchase, or other lawful means;
- h. hold title to and use its property for any and all activities consistent with its purpose;
- i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- j. elect its Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

***C5.04.** This congregation shall elect 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 this congregation and other qualifications shall be as prescribed in guidelines established by the Southeastern Pennsylvania Synod_of the Evangelical Lutheran Church in America.

C5.04.01 Should a vacancy occur or an previously elected representative be unable or unwilling to serve, the Congregation Council shall elect a replacement who meets the requirements on *C5.04.

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 Southeastern Pennsylvania Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

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

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

- a. This congregation agrees to be responsible for its life as a Christian community.
- b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
- c. This congregation agrees to call pastoral leadership from the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
- d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in this congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

***C6.04.** Affiliation with the Evangelical Lutheran Church in America is 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 or in accordance with provision 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.
 - d. The Southeastern Pennsylvania Synod takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to †S13.24. of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
 - e. 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 intent to terminate its relationship must be adopted at two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time this congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the first meeting.
 - b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to voting members of this congregation.
 - c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified in paragraph b. above.
 - d. If this congregation, after such consultation, is still considering termination of its relationship with this church, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the second meeting shall be sent to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the second meeting.
 - e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the second special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to the

voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting members present at the second meeting, the relationship between the congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g. below.

- f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another Lutheran denomination, this congregation shall be deemed an independent or non-Lutheran church, in which case *C7.04. shall apply.
 - g. This congregation shall abide by these covenants by and among the three expressions of this church:
 - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
 - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to receive synod approval before terminating their membership in this church.
 - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
 - h. If this congregation fails to achieve the required two-thirds vote of voting members present at this congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds vote of voting members present at this congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05. and may begin no sooner than six months after the meeting at which the two-thirds vote was not achieved.
- *C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is taken.
- *C6.07.** If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

Chapter 7.

PROPERTY OWNERSHIP

- *C7.01.** If this congregation ceases to exist, title to undisposed property shall pass to the Southeastern Pennsylvania 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 or pursuant to 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.
- *C7.03. If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Southeastern Pennsylvania Synod.
- *C7.04. If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in *C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the process established by the synod, 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. In neither case does title to this congregation's property transfer to the synod.
- *C7.05. Notwithstanding the provisions of *C7.02. and *C7.03. 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 __Southeastern Pennsylvania 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 this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
- d. Associate members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
- e. *Seasonal* members are voting members of other congregations of this church who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
 - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
 - 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
 - 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with this church;
 - 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
 - 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
 - 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.

***C8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

***C8.04.** It shall be the privilege and duty of members of this congregation to:

- a. make regular use of the means of grace, both Word and sacraments;

- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

***C8.05.** Membership in this congregation shall be terminated by any of the following:

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action in accordance with Chapter 20 of the constitution and bylaws of the Evangelical Lutheran Church in America; or
- e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.

Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

Chapter 9.

ROSTERED MINISTER

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

***C9.02.** Only a member of the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for this congregation by the synod bishop may be called as a pastor of this congregation.

***C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,

- a. Every minister of Word and Sacrament shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care;
 - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 6) impart knowledge of this church and its wider ministry through available channels of effective communication;
 - 7) witness to the Kingdom of God in the community, in the nation, and abroad;

- 8) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
- b. Each pastor with a congregational call shall, within the congregation:
- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) relate to all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council;
 - 4) with the council, administer discipline;
 - 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the Southeastern Pennsylvania Synod; and
 - 6) encourage adherence to covenantal relationship with this church as expressed in the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.05.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:
- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the pastor's death or, following consultation with the synod bishop, for the following reasons:
- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the pastor;
 - 5) suspension of the pastor through discipline for more than three months;
 - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,

- 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament with disability status. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to this congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, this congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07.** During the period of service, an interim pastor shall have the rights and duties in this 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 rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.

- *C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.
- *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, this 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 this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.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 this congregation;
 - b. shall submit a summary of such statistics annually to the synod; and
 - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- *C9.13.** The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14.** The parochial records of this congregation shall be maintained by the pastor and shall remain the property of this 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 call or approval of a request for change in roster status.
- C9.15.** Under special circumstances, subject to the approval of the synod bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between this congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.

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

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

- e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *C9.26.** This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon 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.
 - *C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
 - *C9.28.** With the approval of the bishop of the synod, this congregation may depart from *C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.25.a.
 - *C9.29.** The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
 - *C9.31.** The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10.

CONGREGATION MEETING

C10.01. This congregation shall have at least one regular meeting per year. The regular meeting of the congregation shall be held at the time specified in the bylaws. Consistent with the laws of the Commonwealth of Pennsylvania, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation

C10.01.01 The annual meeting of this congregation shall be held prior to January 31 on a date set by this congregation Council.

- 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 this congregation upon the written request of ten percent of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synod bishop. 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 or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.
- C10.04.** Ten percent of the voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by this 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.
- C10.08.** This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication. Notice of all such meetings shall be given as specified in C10.03 above.
- C10.08.01** Council shall prefer in-person meetings to remote meetings. Remote meetings should be called only when it is expected that significantly more members will be able to participate.
- C10.08.02** Prior to any such meeting the Congregation Council shall establish rules of procedure that:
- a. Provide a mechanism for voting that includes all participating members.
 - b. Provide a mechanism for a secret ballot if one is required.
 - C, Publish these rules of procedure in advance of the meeting, preferably with the announcement that calls the meeting.
- C10.08.03** Council shall take steps to ensure that as many members as possible have the means to participate in the remote meeting.

Chapter 11.

OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, treasurer, and financial secretary.
- a. Duties of the officers shall be specified in the bylaws.

- b. The officers shall be voting members of this congregation.
- c. Officers of this congregation shall serve similar offices of the Congregation Council.
- d. If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. [If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.]

C11.01.01 Duties of Officers

- a. President: The president shall be the presiding officer of this congregation and this congregation Council.
- b. Vice-President: In the event of the president's inability to serve, the vice-president shall preside.
- c. Secretary: The secretary shall keep accurate minutes of all meetings of this congregation and of the council in a volume provided by this congregation, which shall be preserved permanently in its archives.
- d. Treasurer: The treasurer(s) shall keep the books of account of this congregation; and shall receive (from the financial secretary) all funds and disburse them on proper orders, making monthly remittance of benevolence receipts to the treasurer of the synod.
- e. Financial Secretary: The financial secretary shall receive and keep record of all income from contributing members and other sources.
- f. The treasurer and financial secretary shall make written report of all financial transactions to this congregation Council and to this congregation, together with a satisfactory audit, at its annual meetings. All financial officers shall give corporate surety, in amounts determined by this congregation Council, for which the premium shall be paid by this congregation. Fidelity coverage provided by the ELCA shall be deemed a fulfillment of this requirement.

C11.02. The Congregation Council shall elect its President, Vice-President and Secretary from its elected membership. They shall serve for one year or until their successors are elected. Their terms shall begin upon their election. They shall not be eligible to serve more than two consecutive terms in the same office.

The Congregation Council shall appoint its Treasurer and Financial Secretary from the voting membership of this congregation. They shall not be eligible to serve for more than ten consecutive years in the same office.

C11.03. No officer shall hold more than one office at a time.

Chapter 12.
CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of

- a) the pastor(s),
- b) not more than 12 nor fewer than nine members of this congregation who serve three-year terms, and
- c) up to two youth members, under the age of 21 when elected, who serve one-year terms.

Any voting member of this 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, this congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

C12.02. The members of the Congregation Council except the pastor(s) shall be elected by written ballot if the number of nominees exceeds the number of openings. Elected members serve for the term specified above, or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

Newly elected Congregation Council members shall be installed at worship at time appointed by the Congregation Council.

C12.02.01 When deemed appropriate, a confirmed, active member of this congregation may be elected to the position of Council Member Emeritus by a two-thirds vote of this congregation at a properly called congregational meeting. This congregation Council shall serve as a nominating committee for this office. The nominee shall have led a Christian life in love, humility, and peace, endeavoring through admonition, consolation and encouragement to edify fellow members. This person shall have endeavored to promote the unity and welfare of this congregation as a family of God. The primary duty of a Council Member Emeritus shall be to be available to this congregation Council for advice; such person shall be accorded the privilege of voice without vote at council meetings. This title does not prevent the person from serving a regular elected term on council.

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. This congregation shall then elect a successor to fill the unexpired 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 rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize support of 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 managing 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 two-thirds majority of those voting at a regularly called meeting of this congregation.
- c. The Congregation Council may enter into contracts of up to 2.5% of the general budget for items not included in the budget.
- 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 2.5% 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 collaboration 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 mission support monies to the synod treasurer.

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

C12.05.01 The purpose of the Major Improvement Fund is to establish a fund for major improvements to the present church facilities. This shall include major repairs to the roof, major purchases of furniture, repairs to the heating, water, sewer, and electrical systems, alterations to the present facilities and parking lot improvements. Major projects are those which cost \$1,000 or more and are of a permanent nature. No money shall be spent from the Major Improvement Fund without prior approval of this congregation at a congregational meeting.

The council may, from time to time, borrow from the Major Improvement account to meet current expenses. All monies shall be repaid as a budget line item the following year.

C12.05.02 The Zepp Fund

The Zepp Fund is an endowment fund, the interest on which is to be used for the education of any member of this congregation pursuing a career as a rostered leader of this church. Money from the Zepp Fund is considered a loan until the recipient is ordained or consecrated, at which time the loan becomes a gift. Congregation Council is the trustee of this fund.

C12.05.03 The Beeler Fund

The Beeler Fund is established per the bequest of Dorothy V. Beeler, to be divided into two equal shares and used as follows:

- a. One share to be used for church music. The choir director/organist of Grace Evangelical Lutheran Church shall direct its use;
- b. One share to be used in Youth Education Programs of special projects. The Pastor and Youth Education Committee of Grace Evangelical Lutheran Church shall direct its use.

The congregation council shall approve all expenditures, subject to the restrictions imposed by C12.05.c and C12.05.d..

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

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

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

C12.08.01 All staff shall have written contracts which shall be reviewed annually by the appropriate committee and approved by this congregation Council.

This congregation secretary shall report to the pastor(s) who shall have responsibility for the contract.

- C12.09.** The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.11.** The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one- half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.11.01** All council and committee meetings are opened to this congregation unless otherwise specified. A church calendar listing all meetings and functions shall be maintained and available in the church office.
- 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 synod bishop.
- C12.12.01** If a quorum of council is not available, the Executive Committee shall have the power to make decisions which shall be ratified at the next regular council meeting.
- C12.13.** The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference and, to the extent permitted by state law, notice of all meetings may be provided electronically.
- C12.13.01** Prior to any such meeting the Congregation Council shall establish rules of procedure that:
- a. Provide a mechanism for voting that includes all participating members.
 - b. Provide a mechanism for a secret ballot if one is required.
 - c. Publish these rules of procedure in advance of the meeting, preferably with the announcement that calls the meeting.
- C12.13.02** When it is not feasible to hold a Congregation Council meeting, voting on matters requiring little debate may be held through US Mail, email or other electronic means. Such a motion passes with a simple majority of Council members voting in the affirmative, except that if any member requests, the matter must be addressed at a properly called meeting of the Council.
- C12.51.** The Congregation Council shall adopt and periodically review a Child Protection Policy to promote a safe environment for the children and youth involved in activities of this congregation.
- C12.51.1** The Council shall ensure that the policy is followed, specifically by:
- a. Informing the congregation of the policy and its requirements.
 - b. Making copies of the policy available to all who need them.

- c. Ensuring that all those who work with children are aware of and conform to the policy.
- d. Seeing that all appropriate records are maintained.

Chapter 13.

CONGREGATION COMMITTEES

- C13.01.** The president, vice-president, secretary, and treasurer of this congregation and the pastor shall constitute the Executive Committee.
- C13.02.** A Nominating Committee of three voting members of this congregation, at least one of whom, if possible, shall be an outgoing member of the Congregation Council, shall be appointed by this congregation Council.
- C13.03.** An Audit Committee of three voting members shall be elected by the Congregation Council. Audit Committee members shall not include the treasurer, financial secretary, or members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.
- C13.04.** A Mutual Ministry Committee(s) (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the rostered minister. Term of office shall be two years, with three members to be appointed each successive year.
- C13.05.** When a vacancy occurs in a position for which this congregation calls a rostered minister, 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 rostered minister.
- 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 continuing resolutions.
- C13.08.** The pastor of this congregation shall be *ex officio* a member of all committees and boards of this congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of this congregation, except the Nominating Committee.

Chapter 14.

ORGANIZATIONS WITHIN THIS CONGREGATION

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

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

C14.02.01 Stepping Stones Nursery School and Day Care Center is established to provide quality non-sectarian education and child care services for the community. A committee, composed of the Director, a member of Congregation Council and members of this congregation, oversees and directs the day-to-day operation of the program. When hiring a director, this committee makes a recommendation to Council for its approval. The committee supervises the director. Stepping Stones staff are hired by the director, subject to committee approval. Staff report to the director. The committee will meet monthly with an agenda established by the director.

The committee shall present for approval an annual budget to the Congregation Council and to this congregation at its annual meeting. Any purchase in excess of \$2,500.00 that is not in the budget must be approved by this congregation Council. Expenses in excess of 2.5% of anticipated receipts must also be approved by this congregation.

C14.02.02 Stepping Stones Mission Statement

Through our faith as Christians, Grace Lutheran Church of Hatfield, Pa. believes in serving our community. Stepping Stones Nursery School and Day Care Center is one of our community outreach programs. We offer quality preschool education and day care services in a Christian environment. To those we serve we also make available information about our worship services, special events and other church programs.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

***C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of this congregation, or willful and repeated harassment or defamation of member(s) of this congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.

***C15.02.** The process for discipline of a member of this congregation shall be governed as prescribed by the chapter on discipline in the Constitution, Bylaws, and Continuing

Resolutions of the Evangelical Lutheran Church in America. If the counseling, censure, and admonitions pursuant to *C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.

- *C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.
- *C15.04.** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C15.05.** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
- a. suspension from the privileges of congregation membership for a designated period of time;
 - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - c. termination of membership in 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.

***C15.10.** Adjudication

***C15.11.** 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 15 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 resolution² and noted in the constitution.

***C16.03.** Any amendments to this constitution that result from the processes provided in *C16.01. and *C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify 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.

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

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

Chapter 17.

BYLAWS

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

Chapter 18.

CONTINUING RESOLUTIONS

- *C18.01.** This congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- *C18.02.** Continuing resolutions shall be enacted or amended by a majority vote of a meeting of this congregation or a two-thirds vote of all voting members of the Congregation Council.
- *C18.03.** Adopted or amended continuing resolutions shall be sent by the secretary of this congregation to the synod.

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.

C19.01.01 Limitation of Congregation Council Member's Personal Liability

A member of the Congregation Council shall not be personally liable for monetary damages as a result of any action taken, or failure to act on or after January 27, 1987, unless such action or inaction constitutes both: (a) a breach of or failure to perform duties in compliance with the standards of fiduciary care prescribed in the Pennsylvania Directors' Liability Act (42 Pa. C. S. A. Section 8361, et seq.), and (b) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness, subject to exceptions provided by said Act for his or her responsibility or liability under any criminal statute and his or her liability for payment of taxes pursuant to local, state or federal law.

C19.01.02 Congregational Council Member's Indemnification

This congregation shall indemnify and hold harmless any member of the Congregation Council from and against any claims or liabilities (including reasonable attorney's fees) on any judgment, decree, fine, or penalties imposed on him or her for any act or omission committed or incurred while acting as such, and reimburse him or her for all legal and other expenses reasonably incurred by him or her in defense thereof at such times and upon such terms as provided by governing law; provided that there shall be no obligation to reimburse, partially or wholly, such person for claims or liabilities determined by a court to have constituted willful misconduct or recklessness.

Chapter 20.

PARISH AUTHORIZATION

[Required provisions when congregation is part of a parish]*

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

***C20.02.** One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synod bishop to serve the

congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.

- *C20.03.** One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- *C20.04.** Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synod constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- *C20.05.** Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synod constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- *C20.06.** Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.

Chapter 50.

HATFIELD CEMETERY

C50.01. All grounds now owned or hereafter purchased by the Congregation for Cemetery purposes shall be known as the Hatfield Cemetery of the Grace Evangelical Lutheran Congregation.

C50.02. The Cemetery shall be overseen by a Board of Managers consisting of five members of the Congregation, one of whom shall be elected at each annual Congregational Meeting, to serve for a term of five years. Should one vacancy occur in the Board of Managers the Church Council shall fill the vacancy for the unexpired term; should more than one vacancy occur, it shall be the duty of the Congregation to fill the vacancies for the unexpired terms.

C50.03. The Board of Managers shall organize as follows: President, Vice President, Secretary and Treasurer.

The duties of the respective officers shall be such as usually devolve upon officials in such capacity.

a. The President shall preside at the meetings of the Board and sign all orders drawn on the Treasurer.

b. The Secretary shall keep proper minutes of all meetings of the Board; receive all moneys, keep an accurate record of same, receive all Endowment Funds for the Cemetery, keep a record thereof; also a record of the stipulated conditions if any are given; turn all money over to the Treasurer taking his receipt therefore; keep a record of the sale and transfer of burial lots, and sign certificate of sales of burial lots.

c. The Treasurer shall keep an accurate record of all moneys received; keep a separate account of the Endowment Funds, and pay all bills of the Board when countersigned by the President and Secretary of the Board. He shall be the authorized Treasurer for all Cemetery Funds.

C50.04. The Board of Managers shall enforce the By-Laws, Rules and Regulations adopted. for the management of the Cemetery; direct all work done in the Cemetery and see that the Cemetery is kept in proper condition; sell burial lots at the prices fixed by Church Council; make all transfers of burial lots; render a complete report of their transactions at the Annual Congregational Meetings, or at other times when requested by Church Council.

C50.05. Methods of investing Endowment Funds and for using or investing the Cemetery Funds for the welfare of the Congregation shall be decided by the Congregation Council.

C50.06. The Congregations Council shall from time to time, with the recommendation of the Board of Governors, fix the price of the burial lots at such prices, which on the account of general conditions and location of lots, they shall deem just and right.

C50.06.01. All lots are sold subject to the Constitution and Bylaws of this congregation and to all Rules and Regulations adopted by the Board of Governors.

C50.06.02. Owners or holders of lots shall have the right to have same transferred to other parties.

Rules and Regulations

The following rules and regulations are set by the Board of Governors and not part of this Constitution. They are included here for completeness.

1. Foundations for headstones may be installed in the Cemetery only by persons authorized by the Board of Managers and only according to the specifications determined by the Board..
2. For members of the congregation, one-half the price of the burial lot must be paid at the time of purchase with the balance to be paid within one year. For non-members of the congregation, full price must be paid at time of purchase.
3. Steel or concrete vaults must be used for all burials except in the case of infants.
4. The ground in the Cemetery must be kept even and all grading shall be done by the direction of the Board of Managers. All surplus ground must be removed within a reasonable time.
5. No fence or enclosure of any kind shall surround any burial lot. Footstones are prohibited. Corner markers may be placed, and if placed shall be kept flush with the ground. All headstones, monuments, or markers of whatsoever kind must be placed with the approval of the Board of Managers.
6. Owners or holders of lots may plant shrubbery or other objects on the burial lots, provided they arrange for proper maintenance. In the Event that the owners or holders of the lots shall not arrange for the proper maintenance the Board of Managers shall have the right to remove or trim any object in which in their judgment is undesirable.
7. Proper reparation shall be demanded for any injury or damage done, if not satisfactorily corrected or adjusted.

Chapter 51.

ENDOWMENT FUND

C51.01 The name of the Endowment Fund shall be “Grace Lutheran Church Endowment Fund” (“Fund”). It shall not be a separate entity, but shall be one of the funds of the Congregation.

C51.02 The Fund exists to provide an opportunity for this congregation to exercise stewardship of its assets to increase the long-term financial resources of the congregation so that the church may grow and prosper, strengthen its members in their faith and service, proclaiming the Gospel of Jesus Christ to the community and world, and expand the outreach and mission of the Church.

C51.03 The Fund shall continue in existence and be used as hereinabove provided, unless earlier revoked, so long as Grace Evangelical Lutheran Church (“this congregation”)

shall continue to exist. In the event that this congregation ceases to exist, Any remaining undisposed funds shall be handled as described in C7.01.

C51.04.00 Endowment Committee

C51.04.01 The congregation council shall manage the Fund. In order to assist the congregation council in the management of the Fund, it shall create a standing committee of Council known as the “Endowment Committee” (“Committee”).

C51.04.02 The Committee shall consist of three members appointed by the congregation council, for staggered three-year terms. No appointed member shall serve more than two consecutive terms. The Pastor and Treasurer of this congregation are ex-officio members of the Committee with the right to vote on any business of the Committee. The Treasurer will maintain the financial records of the Fund and shall be responsible for the Fund receipts and disbursements.

C51.04.03 A quorum shall consist of four members. The affirmative vote of the majority present and voting shall carry any notice or resolution.

C51.04.04 The Committee shall meet quarterly or at more frequent intervals as the Committee may decide.

C51.04.05 The Committee shall elect the following officers annually:

- a. A chairperson, who shall convene and preside at meetings.
- b. A recording secretary, who shall keep minutes of the meetings and prepare regular reports to the Council.

C51.04.06 The Committee may recommend to the congregation council, if it deems it to be in the best interest of this congregation, that the assets of the Fund be delivered to a reputable bank, insurance company, brokerage firm or professional money manager for investment management to serve in a fiduciary relationship to this congregation and the Fund. Any agreement must be approved by a majority vote of the members of the congregation council present at a duly called and constituted meeting.

C51.04.07 The Committee shall develop and recommend to the congregation council for adoption, standards and goals to guide in the investment and expenditure of the earnings of the Fund.

C51.04.08 No member of the Committee or of the congregation council shall engage in any self-dealing or transactions with the Fund in which the member has direct or indirect financial interest. Therefore, the member shall at all times refrain from any conduct in which his/her personal interests would conflict with the interests of the Fund.

C51.04.09 The Endowment Committee shall:

- a. Receive gifts of cash, securities, life insurance proceeds, bequests in wills, etc;
- b. Oversee the administration of such funds as an endowment in perpetuity; and,
- c. Make disbursements from the fund as the congregation council may direct to fulfill the purposes of the fund.

C51.05.00 Expenditures by the Fund

C51.05.01 The fund is to be valued at the close of business every December 30. In the following year, the congregation council must expend 5% of that value before the end of that current calendar year.

C51.05.02 The expenditures of the Fund shall be to advance its purposes, with a minimum of 25% of the expenditures in any one calendar year for the outreach programs of this congregation.

C51.05.03 None of the expenditures shall be distributed to this congregation's operating budget except that in the initial five (5) years of a new congregational program or project, which is normally funded by the operating budget. The expenditures may be used on a proportionally decreasing basis so that by the sixth year, if not sooner, the new program or project is fully supported by the operating budget.

C51.05.04 Upon a two-thirds majority vote of the members of the congregation voting at a duly called meeting of the congregation, there may be expended in any one calendar year an amount greater than the mandatory amount as defined by C51.05.01.

C51.06.00 Duties

C51.06.01 The Committee shall, at least annually, render a full and complete account of the administration of the Fund during the preceding year. The account shall include a statement of receipts and disbursements and an inventory of the capital assets at the end of the fiscal year with book values and estimates of market values. The account shall segregate each separate gift given for restricted or directed purposes.

C51.06.02 The Committee shall receive unrestricted and, after congregation council approval, restricted gifts and contributions from any individual, firm or corporation, in money, securities, or any other form of property including, by way of explanation and not in limitation: direct gifts for the purpose of the Fund; gifts in memory of any deceased person or in appreciation or recognition of any living person; gifts in the form of a devise or a bequest under will or trust instrument; and gifts of proceeds of insurance, annuity, or endowment policies or contracts.

C51.06.03 Upon receiving an offer of a gift or contribution made upon special terms or conditions or containing limitations or directions as to the investment or use or upon receiving an offer of a gift other than cash or of a gift easily converted to cash, the Committee shall recommend to congregation council whether the gift is consistent with the purposes of the Fund and whether the gift should be accepted. The congregation council shall, upon receiving the recommendation of the Committee, promptly either accept or decline the gift.

C51.06.04 The Committee shall acknowledge receipt of each gift, which acknowledgement shall whenever possible designate the value of the gift. Where appropriate the Committee may employ appraisers to establish the value of the gift.

C51.06.05 All funds and property shall be kept and maintained separately, distinct and independent from the funds and property otherwise belonging to the Church. However, the Committee and congregation council shall in no event be required to make physical segregation of the assets of the Fund in order to conform to the directions of any individual donor, but may establish separate accounts in its accounting records.

C51.06.06 The Committee is to inform the members of the congregation of the purpose of the Fund and may periodically arrange for members of the congregation to meet with professional counselors in the areas of charitable giving, wills, bequests, insurance, etc.

C51.08.00 Powers

The manager of the Fund, whether the Fund is managed and administered by the Council, or by a bank, insurance company, brokerage firm, or other professional money manager, shall have the following powers and authority, except that any transactions involving real property are subject to congregational approval as specified in C12.05.

C51.08.01 The property constituting the corpus of the Fund shall be invested and re-invested in any kind of property (whether real or personal, tangible or intangible, and/or domestic or foreign), including, but not limited to: securities, life insurance, annuities, debt instruments, real estate, oil, gas, and other natural resources and/or accounts or certificates of banks or other lending institutions. Each investment shall be managed and protected in accordance with the principles herein established. In exercising the authority granted in this section, the decisions with respect to investment shall be guided by sensitivity to Christian values and the mission of this congregation. The concept of a prudent investor, whose investment purpose includes both income and capital appreciation, shall not otherwise be restricted by any law, rule, or custom (i) requiring safety of corpus as a primary consideration; (ii) regarding investment in income producing property; or (iii) requiring diversification of investments. In amplification, but not limitation, of the foregoing, authority is granted:

- a. To acquire interests in property by purchase, lease, rental, or other method; to sell, option, exchange, redeem, or convert any property interests; and to rent or lease property of the Fund;
- b. To exercise all rights and privileges accruing to a holder of securities, including (without limitation) all conversion, subscription, and preemptive rights; to deposit any securities with, delegate discretionary power to, and participate, cooperate, and contract with, as a member or otherwise, any protective committee of security holders; and to effectuate any merger, consolidation, dissolution, reorganization or financial adjustment of the issuer of any securities and/or any transfer, demise, or encumbrance of any of its properties;
- c. To manage and/or develop any real property owned, leased, or otherwise held by the Fund; to erect, repair, remodel, reconstruct, demolish, or remove buildings or other improvements on buildings; to partition or subdivide the building; to dedicate all or any part of the building to public or semi-public use, and to grant easement or other charges with respect to it;
- d. To abandon any property interest deemed worthless or of insignificant value;
- e. To borrow money from any source, to encumber property of the Fund and to repay any loan due by the Fund;
- f. To foreclose any mortgage, lien, or other encumbrance, and to purchase the encumbered property, whether through foreclosure or private arrangements;

- g. To establish and maintain, out of income, depreciation, depletion, and/or amortization reserves;
- h. To maintain a portion or all of the property constituting the Fund in liquid or nearly liquid form, even though little or no income is earned thereon; and
- i. To use income or corpus funds (irrespective of their derivation) for any purpose of the Fund and with respect to any property of the Fund (irrespective of the income, if any, it produces): even if such funds are derived from the sale of or the income from, other property of the Fund, or from a loan (from income or an outside source) and using such other property as security.

C51.08.02 Without limiting the authority otherwise conferred, the additional authority is hereby granted to be exercised as is believed to be in the best interest of the Fund:

- a. To accept and to receive for any inter vivo, testamentary or other transfer of property to the Fund;
- b. To hold property, and to negotiate and execute documents on behalf of the Fund, in the name of the Fund or in the name of a nominee(s) without disclosing any fiduciary relationship to anyone;
- c. To allocate between income and corpus (in a case where reasonable doubt of the applicable law exists) in equitable proportions, and money or other property received, and any loss or expenditure incurred;
- d. To vote, or refrain from voting, securities having voting privileges, and to give any type of proxy (with or without voting directions) to vote the same;
- e. To make division and distribution of property held in the Fund (whenever directed to do so) either in kind or in cash, or partly in kind and partly in cash and for such purpose to set values upon any property of the Fund;
- f. To protect the Fund and its property by insurance against damage, loss, or liability;
- g. To establish checking account(s) in which income and/or corpus cash may be deposited; and
- h. To employ, at the expense of the Fund, attorneys, investment counsel, brokers, custodians of assets, and other agents and employees as necessary.

Appendix A.

CONTINUING RESOLUTIONS

C13.07.A92 Worship and Music Committee

The Worship and Music Committee is entrusted with the responsibility of creating a meaningful and orderly worship experience and making our services a work of the people in praise of God.

In addition to planning for the regular services, the committee works to provide meaningful settings for the special worship services: Advent, Christmas Lent,

Easter, Cantata Sunday, Mothers Day, Rally Day, Harvest Home, and Reformation Sunday.

The work of the committee is divided into specific areas which include: acolytes, altar guild, assistant to the minister and writer of the prayer of the church, bell choir, children's choir, choir president, communion bread, flower committee, greeters, music director, pastor, Sunday school ushers, and ushers.

It is the responsibility of the committee to oversee the work of the music director and to review his contract annually.

C13.07.B92 Christian Education Committee

The Christian Education Committee is responsible for planning and supporting educational programs and activities which will strengthen and enhance each person's growth in Christian faith and life. Areas of educational ministry are: Sunday Church School, Vacation Church School, Catechetical Class, First Communion Class and teachers' workshops as well as the encouragement of Bible study and the development of resource materials.

C13.07.C92 Evangelism Committee

The purpose of the Evangelism Committee is to reach out to prospective or new members, supporting them as they grow in their faith; and to bring inactive members back to the fellowship of the church.

C13.07.D92 Social Ministry Committee

The purpose of the Social Ministry Committee is to show concern for the sick, bereaved, and shut-in members of our congregation through cards and visits; to inform this congregation about legislative items of special concern to Christians; and to support community, national and international social ministry projects such as Lutheran World Hunger Appeal and Lutheran World Relief.

C13.07.E92 Women of the ELCA

WELCA, an official auxiliary off the ELCA, is an educational and service organization open to all women of this congregation. It is led by an executive committee and is divided into smaller groups called circles which meet monthly. It supports projects at the local, parish, and synod level, such as a food cupboard, the Homes bazaar, and offerings for overseas relief projects. WELCA sends a representative to our synodical WELCA convention.

C13.07.F92 Men's Brotherhood

The purpose of the Men's Brotherhood is to provide a forum for fellowship and Bible discussion among the men of the church.

C13.07.G92 Youth Ministry Committee

The purpose of the Youth Ministry Committee is to be a planning and support unit to involve youth by integrating them into the Christian life of this congregation and the church at large.

C13.07.H92 Finance Committee

The Finance Committee oversees the monetary matters of all organizations of the church pertaining to receipts, expenditures, investments, and insurance. The committee is responsible for accurate and timely reports to the council and congregation. Other prime duties are to prepare the annual budget and to audit the church's financial records. The treasurer of the church is always a member of the Finance Committee.

C13.07.I92 Stewardship Committee

The purpose of the Stewardship Committee is to provide stewardship education; to plan and supervise periodic membership visits; and to consider and recommend to council various congregational appeals.

C13.07.J92 Property Committee

The Property Committee is responsible for the maintenance and inventory of all church property and grounds except the cemetery. The committee supervises the church sexton(s), gardener(s), and all outside contractors as approved by church council. The committee includes a chairperson, a sexton, and coordinators for church, parsonage, and grounds maintenance.

C13.07.K92 Memorial Committee

The Memorial Committee maintains a list of items that are suitable for memorial gifts and accounts for and acknowledges all money given as memorials.

C13.07.L92 Long Range Planning Committee

The purpose of the Long Range Planning Committee is to develop five- and ten-year plans and encourage other committees to fulfill these goals. The committee also undertakes any special projects which the council feels require study and in depth considerations.

C13.07.M21 Christian Connections

C13.07.N21 Communications

C13.07.O21 HEART

C13.07.P21 InReach

C13.07.Q21 Special Project

C13.07.R21 Visitation