

**Constitution of  
St. Paul Lutheran Church  
Jefferson, MD**

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# **St. Paul Lutheran Church**

## **Jefferson, MD**

### **Constitution**

\* Indicates a required provision by ELCA

#### **\*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 St. Paul Lutheran Church.

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

**C1.03.** The seal of this congregation presents the Cross and the Bible

**C1.04.** The first Act of Incorporation of the Lutheran Church of Jefferson, Maryland, was in 1849, and recorded in the laws of Maryland of 1849, Chapter 310, said Act to be for 20 years. Reincorporated in 1872, recorded in the laws of Maryland of 1872, Chapter 412, page 20, said Act to be good until repealed by the State of Maryland Legislature.

**C1.11.** The congregation shall be incorporated under the laws of the State of Maryland.

#### **Chapter 2.**

##### **CONFESSION OF FAITH**

**\*C2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.

**\*C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.

- b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
- c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

**\*C2.03.** This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.

**\*C2.04.** This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.

**\*C2.05.** This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

**\*C2.06.** This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.

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

### **Chapter 3.**

#### **NATURE OF THE CHURCH**

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

**\*C3.02.** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

**\*C3.03.** The name Evangelical Lutheran Church in America (ELCA or “this church”) as used herein refers in general references to this whole church, including its three expressions – congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

## **Chapter 4.**

### **STATEMENT OF PURPOSE**

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

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

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

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

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.

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

**\*C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions.

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

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

## **Chapter 5.**

### **POWERS OF THE CONGREGATION**

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

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

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

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

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

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

## **Chapter 6**

### **CHURCH AFFILIATION**

**\*C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Delaware-Maryland Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

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

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

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

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

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

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
- d. This congregation follows the procedures outlined in \*C6.05.

**\*C6.05.** A congregation may terminate its relationship with this church by the following procedure:

- a. A resolution indicating the intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the congregation council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the

- outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.
  - d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
  - e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.
  - f. Notice of termination shall be forwarded by the bishop to the secretary of this church, who shall report the termination to the Churchwide Assembly.
  - g. Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in \*C6.05. shall be required to receive synod council approval before terminating their membership in this church.
  - h. Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to receive synodical approval before terminating their membership in this church.
  - i. Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to satisfy all financial obligations to this church and receive synod council approval before terminating their membership in this church.
  - j. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of \*C6.05. and may begin no sooner than six months after that second meeting.

**\*C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate program unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

**\*C6.07.** If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate program unit of the churchwide organization before any steps are taken leading to such action.

## **Chapter 7.**

### **PROPERTY OWNERSHIP**

**\*C7.01.** If this congregation ceases to exist, title to undisposed property shall pass to the Delaware-Maryland Synod of the Evangelical Lutheran Church in America.

**\*C7.02.** If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

**\*C7.03.** If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, 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 Delaware-Maryland Synod.

**\*C7.04.** If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in \*C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

## **Chapter 8.**

### **MEMBERSHIP**

**\*C8.01.** Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

**\*C8.02.** Members shall be classified as follows:

- a. Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. Confirmed members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. Voting members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
- d. Associate members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

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

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

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

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

- a. death;
- b. resignation;
- c. transfer or release;

- d. disciplinary action by the Congregation Council; or
- e. removal from the roll due to inactivity as defined in the bylaws. Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

## **Chapter 9.**

### **THE PASTOR**

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

**\*C9.02.** Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.

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

a. Every ordained minister shall:

- 1) preach the Word;
- 2) administer the sacraments;
- 3) conduct public worship;
- 4) provide pastoral care; and
- 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

b. Each ordained minister with a congregational call shall, within the congregation:

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- 2) supervise all schools and organizations of this congregation;
- 3) install regularly elected members of the Congregation Council; and
- 4) with the council, administer discipline.

c. Every pastor shall:

- 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;

- 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
- 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
- 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Delaware-Maryland Synod of the ELCA.

**\*C9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.

**\*C9.05.**

- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
  - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
  - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
  - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
  - 4) the physical or mental incapacity of the pastor;
  - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
  - 6) the dissolution of the congregation or the termination of a parish arrangement; or the dissolution of the congregation; or
  - 7) suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.

- c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in \*C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- e. If, in the course of proceedings described in \*C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
- f. If, following the appointment of the committee described in \*C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).

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

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

**\*C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.

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

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

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

- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
- b. shall submit a summary of such statistics annually to the synod; and
- c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.

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

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

**C9.20. Ecumenical pastoral ministry.** Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

## **Chapter 10.**

### **CONGREGATION MEETING**

**C10.01.** The annual meeting of this congregation shall be held at a time specified in the bylaws.

**C10.02.** A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of 10% of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

**C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic notice to all voting members at least 10 days in advance of the date of the meeting. Any undeliverable electronic notice shall then be sent by regular mail. 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.** 10% of voting members shall constitute a quorum.

**C10.05.** Voting by proxy or by absentee ballot shall not be permitted.

**C10.06.** All actions by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.

**C10.07.** Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

## **Chapter 11.**

### **OFFICERS**

**C11.01.** At the first meeting following the installation of newly elected councilpersons each year, the Congregation Council shall elect a president, vice president, secretary, treasurer, financial secretary and/or an assistant treasurer who shall serve both the council and the congregation in their capacities

**C11.02.** The president and the vice president shall be chosen from the membership of the Congregational Council excluding the Pastor and the youth representative. The other officers, if not members of the Congregational Council, shall be accorded the privilege of voice without vote in its meetings.

**C11.03.** The terms of all officers shall be one year and shall be chosen from the active roll of confirmed members of the congregation. If any of them ceases to be such, that office shall at once be declared vacant by the Congregational Council, which shall fill the vacancy for the unexpired term.

**C11.04.** The president shall preside at meetings of the congregation and the Congregational Council. In the event of the president's inability to serve, the vice president shall preside.

**C11.05.** The secretary shall keep accurate minutes of all meetings of the congregation and of the Congregational Council in a volume provided by the congregation, which shall be preserved permanently in its archives.

**C11.06.** The financial secretary and treasurer shall keep record of all income from contributing members and other sources.

**C11.07.** The treasurer shall keep the books of account of the congregation. Whenever possible two people shall accompany all deposits to the bank. Two or more members shall be present to count all funds and record the totals in a ledger to be kept in the church office. The yearly total of this ledger shall be reconciled with the annual treasurer's report by the auditing committee.

**C11.08.** The treasurer and the financial secretary shall make written reports of all financial transactions to the Congregational Council monthly and to the congregation, together with a satisfactory audit, at its annual meetings. All financial officers shall give corporate surety, in amounts determined by the Congregational Council, for which the premium shall be paid by the congregation.

**C11.09.** 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 the pastor(s) and ten elected members. A youth representative may be an additional member of the Congregation Council. The terms of office and election methodology for the ten elected members is defined in C12.01.a and for the youth representative in C12.01.b

- a) Any voting member (ref. C8.02) of the congregation may be elected to the Congregation Council, subject only to the limitation on the length of continuous service permitted in that office. Their tenure shall be arranged that one half of the terms expire annually. At all elections of members of the Congregational Council, the Congregational Council shall present the names of at least eight candidates for the five vacancies to be filled. The nominees shall be announced in the church bulletin or by letter to all confirmed members at least two Sundays prior to the annual meeting. The congregation shall have the right to nominate one candidate for each vacancy. Should any election result in a tie vote with more than 5 selected another ballot shall immediately be taken. Only the tied nominees not achieving a council position shall be on the subsequent ballot(s).
- b) Any voting member (ref. C8.02) of the congregation age 14 through 19 may be elected as the youth representative to the Congregation Council, subject only to the limitation on the length of continuous service permitted in that office. The youth representative is elected by the congregation from nominee(s) selected by the youth of the church. The youth nominee(s) shall be announced in the church bulletin or by letter to all confirmed members at least two Sundays prior to the annual meeting. Should any election result in a tie vote with more than 1 selected another ballot shall immediately be taken. Only the tied nominees shall be on the subsequent ballot(s).

A member's place on the Congregation Council shall be declared vacant if the member ceases to be a voting member (ref. C8.02) of this congregation or is absent from three successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

**C12.02.** The members of the Congregation Council except the pastor(s) and youth representative shall be elected by written ballot to serve for two years or until the rite of installation for their successors. No one shall be eligible to serve consecutive terms except the youth representative. The youth representative shall serve a one year term and may serve two consecutive terms. Their terms shall begin upon the rite of installation which shall take place at the next regularly held Sunday worship service.

**C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term.

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

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other

congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.

- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

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

- a. The Congregation Council shall be the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Maryland, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council 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 5% in excess of the total budgeted expenditures only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- d. The Congregation Council may enter into contracts or single expenses of up to 2% of the total budgeted expenditures for items not included in the budget.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

**C12.06.** The Congregation Council shall see that the provisions of this constitution and its bylaws 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 staff of this congregation. Nothing in this provision shall be deemed to affect the congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.

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

**C12.10.** 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. Reasonable efforts shall be made to notify all officers and council members.

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

**C12.12.** The Congregation Council shall have charge of the Memorial Funds, Reserve Endowment Fund, Music Endowment Fund and Mission Endowment Fund. Within the Reserve Endowment Fund and Music Endowment Fund the treasurer of the congregation shall determine what is principal and earnings and shall have the discretion to include all appreciation of the assets of the funds within the definition of earnings. The earnings, and only the earnings, from the principal of the Reserve Endowment Fund and Music Endowment Fund may be transferred to the Current Expense Fund upon receipt. Except in the circumstances so dire and of such an emergency nature that the future of the congregation is at stake may there be a distribution of principal and such an emergency distribution of principal shall require a two-thirds (2/3) vote of the members present at a duly convened meeting of the congregation.

Amounts may also be borrowed from the Reserve Endowment Fund at the discretion of the Congregational Council. Money must be replaced as soon as practical from congregational income.

The Memorial Fund is to contain all money and property given to the church in memory of deceased members of the parish, unless the money is specifically designated for another fund. The use of the money and/or property in the Memorial Fund shall be determined by the Congregation Council, with consideration given to any guidelines or suggestions of the immediate family of the deceased and/or the donor or donors.

All money and property given to the church except that designated to the Reserve Endowment Fund, Music Endowment Fund, Mission Endowment Fund and Memorial Fund or other specific purpose shall be utilized as determined by the Congregation Council within the guidelines of any existing Gift Policy.

### **C12.12.A13. Continuing Resolution to Establish St. Paul Lutheran Church Mission Endowment Fund**

Whereas, Christian stewardship involves the faithful management of all the gifts God has given to us - the created world, the Gospel, life, time, abilities, money, including accumulated, inherited, and appreciated resources; and,

Whereas, the biblical principle of proportionate giving, to return to the Lord a portion of the gifts God has first given to his beloved children, is both a privilege and an appropriate response in all times and circumstances; and,

Whereas, Christians can give to the work of the church through gifts in and from wills, life insurance policies, charitable gift annuities, charitable remainder and other trusts, and transfers of property such as cash, stocks, bonds and real estate; and,

Whereas, it is the desire of St. Paul Lutheran Church (herein referred to as Congregation) to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to our Lord in accord with the policies of this congregation, now,

It is Resolved, that this Congregation, at a duly called meeting, hereby establishes a new and separate fund to be known as St. Paul Lutheran Church Mission Endowment Fund, (herein referred to as "Fund"), and,

It is Further Resolved, that the purpose of this Fund is to enhance the mission outreach of St. Paul Lutheran Church apart from the general operation of the Congregation so that no portion of the distributions of the Fund shall be used for the annual operating budget of the Congregation, and,

It is Further Resolved, that the Mission Endowment Fund Committee (herein referred to as "Committee") shall be the advisors of the Fund, and,

It is Further Resolved, that the purpose, governance, administration and management of the Fund and Committee are established and defined by the plan of operation as hereinafter set forth.

#### Plan of Operation

#### **Committee Membership**

The Committee shall consist of three (3) members, all of whom shall be voting members of St. Paul Lutheran Church. Except as herein limited, the term of each member shall be three (3) years. Upon adoption of this resolution by the Congregation, it shall elect three (3) members to the Committee: one (1) for a term of three (3) years; one (1) for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter, at each annual meeting, the Congregation shall elect the necessary number for a term of three (3) years. No member shall serve more than three (3) consecutive three (3) year terms. After a lapse of one (1) year, a former Committee member may be re-elected. The Pastor(s) and the President of the Congregation Council shall be advisory members of the Committee. The President of Congregation Council can also be a member of the Committee.

The Congregation Council of the Congregation shall provide for the nomination of potential members of the Committee, and report same to the annual congregation meeting in the

same manner as for other offices and committees. In the event of a vacancy on the Committee, the Congregation Council shall appoint a congregation member to fill the vacancy until the next annual meeting of the Congregation, at which time the Congregation shall elect a member to fill the term of the vacancy.

The Committee shall meet at least quarterly, or more frequently as it deems to be in the best interest of the Fund. A quorum shall consist of two (2) members. When only two (2) members are present a unanimous vote shall be required to carry any motion or resolution.

The Committee shall elect from its membership a chairperson and recording secretary. The chairperson, or member designated by the chairperson, shall preside at all committee meetings. The recording secretary of the Committee shall maintain complete and accurate minutes of all meetings and supply a copy to each member of the committee. Each member shall keep a complete copy of minutes to be delivered to his or her successor. The recording secretary shall also timely supply a copy of the minutes to the Congregation Council.

The Committee shall adopt and abide by a code of ethics.

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

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

Decisions to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest and in all other respects to manage and control the assets of the Fund (including stocks, bonds, mutual funds, debentures, real estate, mortgages, notes or other securities) shall be made at the discretion of the Committee subject to approval of the Congregation Council.. The Fund principal shall not be used for loans to the Congregation or its members. The Fund assets shall not be pledged by the Congregation as collateral for Congregation loans.

### **Defining Principal and Income**

The treasurer of the congregation shall determine what is principal and earnings and shall include all appreciation of the assets of the fund within the definition of earnings.

An account, or accounts, shall be established to receive gifts from all sources. The Fund shall accumulate until a principal amount of \$25,000.00 is achieved, after which distributions shall be made from the Fund. In the course of each year a minimum amount of 3% of principal balance must be distributed. The Committee shall make recommendations to the Congregation

Council regarding the percentage of principal and accumulated earnings to be distributed in any given year. After the Fund has been funded and in existence for five years, the principal and accumulated earnings may be calculated by computing the average closing balance of the Fund for the year of computation and the prior four years.

### **Distributions**

Distributions from the Fund shall be annually, or at such other times as is deemed necessary or feasible to accomplish its purposes through the following plan:

A. Up to one hundred (100%) percent for outreach into the community and synod, including, but not limited to, grants to Evangelical Lutheran Church in America seminaries, colleges or students attending such institutions, social service agencies, institutions and agencies to which this Congregation relates, and to special programs designed for those persons in our parish area who are in spiritual and/or economic need.

B. Up to one hundred (100%) percent for missions of the Evangelical Lutheran Church in America, nationally and worldwide, including, but not limited to, grants to the Evangelical Lutheran Church in America for new congregation development, professional leadership, educational ministries, global mission, ecumenism, evangelism, social ministries, and capital financing.

C. Up to twenty-five (25%) percent for capital improvements, debt reduction for a building program, or for the development of any special ministry of the Congregation.

The Committee shall recommend the recipients for the annual distribution within any category. Such determinations of the Committee shall be approved by the Congregation Council prior to the disbursement of funds.

### **Emergency Distributions**

When, in the opinion of the Committee, circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of the Fund principal beyond any portion distributable under the foregoing provisions, the Committee may, upon a unanimous vote, recommend such emergency distribution to the Congregation. Such an emergency distribution of principal shall require a two-thirds (2/3) vote of the members present at a duly convened meeting of the Congregation.

When, in the unanimous opinion of the Committee there is a need so great of one of the recipients in one of the categories of distribution that Christian compassion and stewardship requires a distribution greater than available under the previous distribution provisions of this plan, the Committee, with the prior approval of the Congregation Council, may distribute up to 10% of accumulated earnings to such need.

### **Amending of Resolution**

Be it further resolved, that any amendment to this resolution which will change,

alter or amend the purpose for which the Fund is established, and/or its distributions, shall be adopted by a two-thirds (2/3) vote of the members present at an annual meeting of the Congregation, or at a special meeting of the Congregation called specifically for the purpose of amending this resolution.

### **Disposition or Transfer of Fund**

In the event St. Paul Lutheran Church ceases to exist either through merger or dissolution, disposition or transfer of the Fund shall be at the discretion of the Congregation Council in conformity with the Congregation Constitution and Bylaws, and in consultation with the Bishop of the synod of the Evangelical Lutheran Church in America to which this congregation belongs.

### **C12.12.B13. Gift Acceptance – Designated and Undesignated Gifts**

#### **It is Further Resolved, to establish guidelines for receiving designated and undesignated gifts from donors**

The Congregation Council will oversee the gift acceptance process for St. Paul Lutheran Church.

The following gift designations shall be encouraged

#### **A. Designated Gifts**

1. St. Paul Lutheran Church Mission Endowment Fund
2. St. Paul Lutheran Church Building Fund
3. St. Paul Lutheran Church Memorial Fund
4. St. Paul Lutheran Church Reserve Endowment Fund
5. St. Paul Lutheran Church “....” (i.e. building, roof, furnace, organ...)

B. Undesignated Gifts – to include all gifts not specifically designated and/or those simply given to St. Paul Lutheran Church

#### **General Gift Acceptance guidelines**

All gift and bequest arrangements, other than cash or publicly traded stock/mutual funds, must be reviewed for acceptance.

When a restricted endowment is established, it must be determined that a proposed restriction does not violate any policy or resolution of St Paul Lutheran Church or requires a program or service which St Paul Lutheran Church cannot provide. Further, the Congregation Council shall be the advisors of the Fund. Should the time come when St Paul Lutheran Church can no longer provide the specific service for which the endowment was established, the restricted endowment will be used for a similar service provided by St Paul Lutheran Church; if no such program or service exists, the restricted endowment shall become unrestricted.

#### **Substantiation of Gifts**

The Congregation Council shall see that donors have receipts/acknowledgment for their gift. The Congregation Council will not establish the value of a gift. It is understood that acceptance does not represent concurrence in the value placed on the contributed property by the donor.

Acceptance simply represents acknowledgment that the property described as been received on a specific date. The donor or donor's appraiser is responsible for establishing the value of property gifts.

### **Policies and Procedures for Specific forms of Gifts – Designated or Undesignated**

#### **A. Cash.**

Gifts in the form of cash or checks will be accepted regardless of amount

#### **B. Bequests**

All appropriate property given will be accepted. Inappropriate property given by a bequest shall be disclaimed through a formal disclaimer presented to the estate representative in a timely fashion.

#### **C. Publicly Traded Security**

Securities (stocks, bond, mutual funds), which are traded on public exchanges, will be accepted by the Congregation Council. Publicly traded securities will be liquidated as soon as possible after they are received.

#### **D. Closely Held Securities**

The Congregation Council will examine closely held securities for acceptance on a case-by-case basis.

#### **E. Real Property**

The Congregation Council will research all offered real property gifts. Such research may include but not limited to the following:

1. Complete a Real Estate Environmental Questionnaire and Disclosure Statement with the donor's signature on the questionnaire. Inform the donor that if there are any environmental concerns, he/she may be responsible for any EPA audit(s)
2. Examine the title for clear ownership and acceptability of liens and encumbrances.
3. Inform the donor that they are responsible for a Qualified Appraisal.
4. For commercial property, require owners of commercial property to provide any EPA audit(s). The Congregation Council may require from the donor an Agreement to indemnify stating that the donor will indemnify St Paul Lutheran Church if the property must be cleaned up after St Paul Lutheran Church takes ownership.
5. Gifts of real property, unless usable for the mission and program of St Paul Lutheran Church, will be offered for immediate resale. Exceptions to this rule will be at the discretion of the Congregation Council.

6. In no case shall this congregation accept a gift that would jeopardize our nonprofit integrity or cause us to receive unrelated business income such as a gift of a farm that stipulates we are not to sell it but receive an income from the rental of the acreage causing us to pay property and income tax. This being said, if the property is not in the form of cash, the property shall be liquidated as soon as economically feasible.

7. No gift of property should be accepted that would become a financial burden to our congregation such as a rental property that is so run down it would take more money to refurbish than its present value.

#### F. Personal Property

Tangible Personal Property will be received after satisfactory review by the Congregation Council. Perishable property or property that requires special facilities or security will generally not be accepted.

1. Intangible Personal and Other Property of any description, including but not limited to notes, copyrights, royalties, easements, trademarks, and patents may be accepted but only upon a satisfactory review by the Congregation Council.

2. Life insurance policies and other assets evidenced by contract will be received provided ownership arrangements or beneficiary designations in the name of St Paul Lutheran Church can be established in compliance with procedures of the issuing company.

#### **Undesignated gifts valued at \$20,000 or higher at the time of the donation**

If the congregation would like to make a lasting and perpetual gift that will lift up the benevolent identity of our congregation it may first start a perpetual fund with the entire gift amount of an unrestricted gift. An example of this would be to fund a Seminary Scholarship Fund through the ELCA for Leaders in Mission. This fund would give a full scholarship first to a seminarian within our congregation. In all other cases it would fund a seminarian within our synod as determined by the synod boards.

In all other cases the property shall be used as set forth below.

Ten percent (10%) shall be given to the DE/MD Synod. If the property is not in the form of cash the gift to the DE/MD Synod would only be upon liquidation into cash. This would be over and above our regular or budgeted giving of benevolence.

Ninety percent (90%) to be used or designated as determined by the Congregation Council

Undesignated gifts of property, whether real or personal, valued less than \$20,000 at the time of the donation may be used or designated as determined by the Congregation Council

## **Chapter 13.**

### **CONGREGATION COMMITTEES**

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

**C13.02.** An Audit Committee shall be elected by the Congregation Council consisting of at least two people who are not involved in the daily financial affairs of the congregation nor members of the Congregation Council.

**C13.03.** A Mutual Ministry Committee (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed by the pastor with consultation with the Congregation Council president.

**C13.04.** When a pastoral vacancy occurs, a Call Committee of at least six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.

**C13.05.** Other ministries/committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.

**C13.06.** Duties of ministries/committees of this congregation shall be specified in the bylaws.

## **Chapter 14.**

### **ORGANIZATIONS WITHIN THE CONGREGATION**

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

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

## **Chapter 15.**

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

**\*C15.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private

admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.

**\*C15.02.** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America. If discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregation Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregational Council. The written charges shall accompany the written citation to the accused. The written citation that specifies the time and place of the hearing before the Congregation Council and requests the presence of a member charged with the offense shall be sent at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.

**\*C15.03.** Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

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

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

**\*C15.04.** The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

**\*C15.05.** Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

**\*C15.06.** For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.04. in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

**\*C15.07.** No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.

**\*C15.10. Adjudication**

**\*C15.11.** When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

**Chapter 16.**

**BYLAWS**

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

**\*C16.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

**\*C16.03.** Changes to the bylaws may be proposed by any voting member provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting.

**\*C16.04.** Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

**Chapter 17.**

**AMENDMENTS**

**\*C17.01.** Unless provision \*C17.04. is applicable, those sections of this constitution that are not required, in accord with the Model Constitution for Congregations of the Evangelical Lutheran Church in America, may be amended in the following manner. Amendments may be proposed by at least 5 voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.

**\*C17.02.** An amendment to this constitution, proposed under \*C17.01, shall:

- a. be approved without change at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
- b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
- c. have the effective date included in the resolution and noted in the constitution.

**\*C17.03.** Any amendments to this constitution that result from the processes provided in \*C17.01. and \*C17.02. shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the Delaware-Maryland Synod of the ELCA.

**\*C17.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the Model Constitution for Congregations of the Evangelical Lutheran Church in America – as most recently amended by the Churchwide Assembly. Such amendments may be approved by a simple majority vote of those members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments, together with the council’s recommendations, at least 30 days prior to the meeting. Upon the request of 5 voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

## **Chapter 18.**

### **CONTINUING RESOLUTIONS**

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

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

## **Chapter 19.**

### **INDEMNIFICATION**

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

## **St. Paul Lutheran Church**

### **Bylaws**

#### **Article I**

##### **Mission Statement**

**B1.01** St. Paul Lutheran Church, where the Spirit is alive and Christ's love is shared

#### **Article II – Organizational Structure**

**B2.01.** The ultimate authority for the mission of this congregation rests with the Holy Spirit. The will of the Holy Spirit shall be prayerfully discerned and enacted in accordance with the terms of this constitution.

#### **Article III – Membership**

**B3.01.** A member who no longer qualifies as a "voting member" as defined in C8.02.c for three consecutive years shall be contacted to ascertain their intent to continue on the membership roll of the congregation.

#### **Article IV - Congregational Meetings**

**B4.01.** The annual meeting of the congregation shall be held during the month of February at a date and time to be determined by the Congregation Council.

#### **Article V - Ministries/Committees**

**B5.01.** At the first meeting following the installation of newly elected council persons each year, the Congregation Council shall appoint as many standing ministries/committees as the local and wider concerns of the congregation shall require. Each such ministry/committee shall be composed of one or more members of the council and, in addition, other persons active in the congregation. Although appointed by and responsible to the Congregation Council, these committees shall be recognized as representative of the interests of, and performing essential services for, the congregation as a whole.

**B5.02.** The duties of all standing ministries/committees shall be assigned annually by the Congregation Council, along with such instructions as, in its judgment, are in the best interests of the congregation. A report from all standing ministries/committees shall be required, at least once per quarter, to the Congregation Council, as well as annually to the congregation at the annual congregational meeting.

**B5.03.** The Congregation Council may also appoint, as need arises, ad hoc committees which are designed to perform specific tasks, in furtherance of the life and mission of the congregation. The composition and duration, as well as the tasks and goals of each ad hoc committee shall be determined by the Congregation Council, according to what, in its judgment, is in the best interests of the congregation. Although appointed by and responsible to the Congregation Council, these committees shall be recognized as representative of the interests of, and performing essential services for the congregation as a whole. A report to the Congregation Council from each ad hoc committee shall be required at least once each quarter during the time of the committee's duration. At the conclusion of the work of any ad hoc committee, the committee shall make a comprehensive report of its activities to the Congregation Council.