

**Constitution**  
**Resurrection Lutheran Church of Alpena**  
**Alpena, MI**

Adopted 5-16-2010  
Amended 5-23-2012  
Amended May 20, 2021  
Amended May 23, 2024

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## **Preamble**

We, the baptized members of Resurrection Lutheran Church of Alpena, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word in its purity and as the norm for faith and life, administering the sacraments, and carrying 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.

## **Article 1 Name and Incorporation**

- 1.01 The name of this congregation shall be Resurrection Lutheran Church of Alpena.
- 1.02 For the purpose of this constitution and the accompanying bylaws, Resurrection Lutheran Church of Alpena is hereinafter designated as "this congregation".
- 1.03 This congregation shall be incorporated under the laws of the State of Michigan.

## **Article 2 Confession of Faith**

- 2.01 This congregation confesses the Triune God: Father, Son and Holy Spirit.
- 2.02 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 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.
- 2.03 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.
- 2.04 This congregation accepts the Apostles' Creed, Nicene and Athanasian Creeds as true declarations of the faith of this congregation.
- 2.05 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.

- 2.06 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.
- 2.07 This congregation confesses the Gospel, recorded in the Holy Scriptures 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.

### **Article 3 Nature of the Church**

- 3.01 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.
- 3.02 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. It acknowledges itself to be in the historic continuity of the communion of saints and it expresses the fellowship of believers and congregations in our day.

### **Article 4 Statement of Purpose**

- 4.01 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.
- 4.02 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, 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 love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the spirit gives.

4.03 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 congregations.
- 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 suffering and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry, the ministry of Lutheran Congregations in Mission for Christ (LCMC), and other benevolences.
- h. Foster and participate in cooperative relationships with other congregations.

4.04 This congregation shall develop an organizational structure to be described in the Bylaws. The Council shall oversee descriptions of the responsibilities of each committee, task force or other organizational groups and shall review their actions.

4.05 This congregation shall adopt a mission statement which shall provide specific direction for its programs.

## **Article 5 Powers of the Congregation**

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

5.01 The powers of this congregation are vested in the Congregational Meeting called and conducted as provided in this constitution and bylaws.

5.02 All matters before the Congregational Meeting shall be decided by a

simple majority vote of members present and voting unless otherwise specified by this Constitution or Bylaws. Matters of doctrine and conscience shall be decided solely on the basis of the Word of God.

- 5.03 Only such authority as is delegated to the Congregational Council (Council) or other organizational units in the congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
- a. Call a Tenured Pastor(s) as provided in Article 10.
  - b. Terminate the call of a Tenured Pastor(s) as provided in Article 10.
  - c. Call or terminate the call of rostered program staff.
  - d. Approve the annual budget.
  - e. Acquire real and personal property by gift, devise, purchase or other lawful means.
  - f. Hold title to and use its property for any and all activities consistent with its purpose.
  - g. Sell, mortgage, lease, transfer or otherwise dispose of its property by any lawful means.
  - h. Elect its Council and require it to carry out its duties in accordance with the constitution and bylaws.
  - i. Terminate its relationship with LCMC as provided in Article 7.
- 5.04 The Congregational Council shall appoint laypersons from among its voting members, to serve as delegates to the LCMC National Convention as well as persons to represent it at meetings of any conference, cluster or other area subdivision of which it is a member.

## **Article 6 Meetings**

The Annual Congregational Meeting shall be held in the month of May, the date to be determined by the Council. The fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup> of each year.

- 6.01 Announcements of the Annual Congregational Meeting shall be made in the services of the two previous Sundays.
- 6.02 Announcements of special meetings shall be made in the services of the two previous Sundays or in the services of the previous Sunday when accompanied by notification by mail, email and on the church website. Such special meetings may be called at the request of the Tenured Pastor(s), Council Chair, church Council or ten (10) voting members.
- 6.03 20% of voting members shall constitute a quorum.
- 6.04 Voting by absentee ballot shall be permitted by approval of Council.
- 6.05 All actions by the congregation shall be by a simple majority vote of

members present and voting except as otherwise provided in this constitution.

- 6.06 Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

#### **Article 7 Church Affiliation**

- 7.01 This congregation shall affiliate with LCMC or its successor.
- 7.02 This congregation accepts the Confession of Faith and agrees to the purposes of LCMC.
- 7.03 This congregation agrees to be responsible for its life as a Christian Community, agrees to call staff according to LCMC standards and file required documents with LCMC.
- 7.04 Affiliation with LCMC 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 LCMC according to the procedures for discipline of LCMC.
- 7.05 This congregation may terminate its relationship with LCMC by the following procedure:
- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present and voting including absentee ballots. Notification of congregational intent shall be transmitted to LCMC.
  - b. A certified copy of the resolution to terminate the relationship shall be sent to LCMC, at which time the relationship between this congregation and LCMC is terminated.

#### **Article 8 Property Ownership**

- 8.01 If this congregation ceases to exist, title to undisposed property shall be distributed by the remaining members to the 501(c)(3) organization(s) of their choice.
- 8.02 If this congregation is removed from membership in the LCMC according to the procedure for discipline, title to property shall continue to reside in this congregation.
- 8.03 If a two-thirds majority of the voting members of this congregation present and voting at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property and real property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran

church body, it shall consult with the representative of the LCMC.

- 8.04 If a two-thirds majority of the voting members of this congregation present and voting at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation.

## **Article 9      Membership**

- 9.01 Members of this congregation shall be those baptized persons on the roll of the 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.
- 9.02 Voting members are confirmed members in good standing. Membership classifications are addressed as specified in the Bylaws. (See Bylaws, Chapter 6.)
- 9.03 It shall be the duty and privilege 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 and of the LCMC through contributions of their time, talents, abilities, and financial support as biblical stewards.

## **Article 10      Pastoral Duties**

- 10.01 Authority to call a Tenured Pastor(s) shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting called legally for that purpose.
- 10.02 The specific duties of the Tenured Pastor, compensation, and other matters pertaining to the services of the Tenured Pastor shall be included in a letter of call. The letter of call shall include language that allows the Council by majority vote to adjust the salary and/or benefits of a Tenured Pastor. (See Policies and Procedures for more information on compensation and benefits.)
- 10.03 The call of a congregation, when accepted by a Tenured Pastor, shall constitute a continuing mutual relationship and commitment. Every ordained minister shall:
- a. Be a member of this congregation.
  - b. Preach and teach the Word in accordance with the Lutheran Confessions.
  - c. Administer the Sacraments.

- d. Conduct public worship.
  - e. Provide pastoral care.
  - f. Offer instruction, confirm, marry, visit the sick and distressed, and bury the dead.
  - g. Pray for the congregation and its members.
  - h. Strive to extend the Kingdom of God, by word and deed, in the community and beyond.
  - i. See that accurate records of baptism, confirmations, marriages, burials, communicants, members received, members leaving, and shall submit a summary of these statistics annually to the congregation.
  - j. In all significant issues of the church at large, and the congregation, give consultation and/or guidance to the congregation or members of the church council.
- 10.04 In the event of congregational conflict in which the Tenured Pastor is involved, if efforts by the Council to resolve the issues fail, the Council shall by a two-thirds vote seek mediation through the national coordinator of LCMC. However, the final decision on the matter will rest with a majority vote of the Council.
- 10.05 The call of a Tenured Pastor shall be terminated for the following reasons:
- a. Mutual agreement to terminate the call or the completion of a call for a specific term.
  - b. Resignation of the Tenured Pastor with a 30-day notice unless waived by the Council.
  - c. The physical or mental incapacity of the Tenured Pastor.
  - d. Disqualification of the Tenured Pastor through discipline on grounds of doctrine, morality, or continued neglect of duty.
  - e. The dissolution of the congregation.
- 10.06 This congregation shall make satisfactory settlement of all financial obligations to a former Tenured Pastor before calling a successor. A Tenured Pastor shall make satisfactory settlement of all financial obligations to this congregation.

## **Article 11 Congregational Council**

The Congregational Council (“Council”) members shall be elected by written ballot at the Annual Congregational Meeting. (See Bylaws, Chapter 8.)

## **Article 12 Officers**

- 12.01 The officers of this congregation shall be a Chair, Vice Chair, Secretary, and Treasurer.



- 12.02 Duties of the officers shall be specified in the Bylaws, Chapter 3.
- 12.03 The officers shall be voting members of the congregation.
- 12.04 The Chair, Vice Chair, Secretary, and Treasurer shall be selected from the elected membership of the Council. See the Policies and Procedures for more details.
- a. Officers are elected annually at the first council meeting of the fiscal year. If necessary, council has the authority to appoint a secretary and/or treasurer from the voting congregation. The appointed voting member would have voice but no vote.
- 12.05 No officer shall hold more than one office at a time.

### **Article 13 Congregation Committees**

- 13.01 The officers of this congregation and the Tenured Pastor(s) shall constitute the Executive Committee. The Tenured Pastor(s) shall have voice but not vote at meetings.
- 13.02 The Nominating Committee, Audit Committee, Trust and Endowment Committee, Personnel Committee, and Call Committee are defined in the Bylaws.
- 13.03 Other committees or task forces of this congregation may be formed, as the need arises, by decision of the Council.
- 13.04 The Tenured Pastor of this congregation shall be a non-voting ex officio member of all committees and boards of the congregation.

### **Article 14 Organizations Within the Congregation**

All organizations within this congregation shall exist to aid 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 Council's oversight and direction.

### **Article 15 Indemnification**

This congregation indemnifies and holds harmless its past, present and future officers, Council members, committee members, employees and staff against actions or threatened actions to be made party to threatened, pending or completed civil, criminal, administrative, arbitration or investigative proceeding while carrying out their Congregational duties. This indemnification does not extend to an individual's liability from fraudulent or illegal activity.

### **Article 16 Division**

If at any time a division of the congregation should take place for any reason, the following principles shall govern:

- 16.01 The property of the congregation and all benefits connected therewith

shall remain with those communicant members who continue to adhere in confession and practice to the confessional standards set forth in this constitution.

### **Article 17    Discipline of Members**

Discipline of members, staff and employees is addressed in the Bylaws.

### **Article 18    Amendments**

18.01 This Constitution may be amended in the following manner. Amendments may be proposed by at least ten (10) voting members or by the Council. Proposals must be filed in writing with the Council sixty (60) days before formal consideration by this congregation at a regular or special Congregational Meeting called for that purpose. The Council shall notify the congregation's members by postal mail or email of the proposal together with the Council's recommendations at least thirty (30) days in advance of the meeting.

18.02 Amendments to Articles 2, 3 and 4 shall not destroy their essential meaning.

18.03 Amendments to this Constitution, proposed under 18.01 shall:

- a. Be approved at a legally called Congregational Meeting according to this Constitution by a majority of voting members present;
- b. Be ratified without change at the next Annual Congregational Meeting by two-thirds majority of voting members;
- c. Have the effective date included in the resolution.

### **Article 19    Bylaws**

This Congregation may adopt Bylaws. No Bylaw may conflict with any provision of this Constitution.

### **Constitution Amendment Notes**

5-23-2012:

- Article 12.05 amended to remove the treasurer from the limitation of two one-year consecutive terms in the same office by congregational vote at the congregational meeting.

5-20-2021

- Standardized the use and capitalization of words including: Constitution, Bylaws, Policies and Procedures, Council, Chair, Tenured Pastor, Annual Congregational Meeting, etc.
- Standardized the use of numbers — use written words and numerals in parentheses. Example: *Up to ten (10) members shall...*
- Article 4.04: Capitalized *Bylaws*; deleted *Congregation*; deleted *prepare*;

- added *oversee*.
- Article 5.03.a: Inserted *Tenured*.
  - Article 5.03.b: Inserted *Tenured*.
  - Article 5.04: Deleted *This congregation* and inserted *The Congregational Council*; deleted *choose* and inserted *appoint*; deleted *The number of persons elected by the congregation and other qualifications shall be as prescribed in guidelines established by the LCMC*.
  - Article 6: Changed all references to *Annual Meeting* to *Annual Congregational Meeting*.
  - Article 6.01: Inserted *the annual congregational meeting*; deleted *regular meetings*.
  - Article 6.02: Inserted *Tenured*; changed *president* to *Council Chair*.
  - Article 6.03: Changed *10%* to *20%*.
  - Article 6.04: Added *by approval of Council*.
  - Article 7.05.a: Deleted *10% of the voting members shall constitute a quorum*.
  - Article 7.05.b: Deleted *the Executive Board of*.
  - Article 8.03: added *and real property*.
  - Article 9.02: Deleted *Such confirmed members shall have attended at least 12 services and have made a contribution of record in the current or proceeding year*. Added (*See Bylaws, Chapter 6*.)
  - Article 10 Subhead: Deleted *Staff and Other Called Workers*. Added *Duties*.
  - Article 10.01: Added *Tenured*.
  - Article 10.02: Added *Tenured*; added *Tenured*; deleted *reduce*; inserted *adjust*; deleted *called*, added *Tenured*; added (*See Policies and Procedures for more information on compensation and benefits*.)
  - Article 10.03: Added *Tenured*.
  - Article 10.04: Added *Tenured*; changed “congregation” to *congregational*; capitalized *Council*; deleted *two-thirds* and added *simple majority*; deleted *executive committee* and added *national coordinator*.
  - Article 10.05: Added *Tenured*.
  - Article 10.05.a: Corrected the word “*terminate*.”
  - Article 10.05.b: Added *Tenured*.
  - Article 10.05.c: Added *Tenured*.
  - Article 10.05.d: Added *Tenured*.
  - Article 10.06: Added *Tenured* twice.
  - Article 10.07: Deleted entire article; *Called church workers as defined in the bylaws shall be chosen through a search and call process*.
  - Article 11: Changed *Congregation* to *Congregational*; added (“*Council*”); added *Congregational*; deleted *of the congregation*; added (*See Bylaws, Chapter 8*.)
  - Article 12.01: Changed “*Chairperson*” to *Chair*.
  - Article 12.02: Capitalized *Bylaws*; added *Chapter 3*.
  - Article 12.04: Changed “*Chairperson*” to *Chair*; deleted *and*; added *and*

*Treasurer; deleted The Treasurer may be selected from the elected membership of the Council, but if not, the Treasurer shall have voice but not vote at the meetings of the Council and Executive Committee. Added See the Policies and Procedures for more details.*

- Article 12.05: Changed “Chairperson” to *Chair*; deleted *and*; added *and Treasurer*.
- Article 13.01: Added *Tenured* in two places.
- Article 13.02: Deleted *A*; inserted *The*; deleted *an*; added *Trust and Endowment Committee, Personnel Committee, and*; capitalized *Bylaws*.
- Article 13.03: Added *or task forces*; deleted *Congregation*.
- Article 13.04: Replaced *senior* with *Tenured*.
- Article 14: Deleted *it*; replaced *its* with *Council’s*; deleted *This congregation shall determine their policies, guide their activities, and receive written annual reports submitted to the Annual Congregation Meeting concerning their membership, work, and finances. The Council shall provide ongoing oversight.*
- Article 18.01: Added *postal*; added *or email*.
- Article 18.03.a: Deleted *vote of those*; added *of voting members*; deleted *and voting*.
- Article 18.03.b: Added *congregation*; added *of voting members*; deleted *vote of those present and voting including absentee votes*.

5-23-2024

- Article 6: Added *The fiscal year runs July 1<sup>st</sup> to June 30<sup>th</sup> of each year.*
- Article 12.04: Added *a. Officers are elected annually at the first Council meeting of the fiscal year. If necessary, Council has the authority to appoint a secretary and/or treasurer from the voting congregation. The appointed voting member would have voice but no vote.*
- Article 12.05 Deleted *The Chair, Vice Chair, Secretary, and Treasurer shall not be eligible to serve more than two (2) consecutive terms in the same office.*

**Bylaws**  
**Resurrection Lutheran Church of Alpena**  
**Alpena, MI**

Adopted 5-16-2010  
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# Congregational Bylaws

## Chapter 1 Holy Communion

- 1.01 This congregation invites all who believe, are baptized, and sincerely confess that Jesus Christ is their Lord and that He is present in the Sacraments to participate regularly in Holy Communion.
- 1.02 Preparation for Holy Communion shall, at the Tenured Pastor's approval, be provided for baptized persons as early as fourth grade as an option for parents.
- 1.03 Record of participation in Holy Communion shall be maintained. (See Constitution, Article 10.03.i.)

## Chapter 2 Council

- 2.01 Any voting member of the congregation who has reached the age of 18 may be elected to the Congregational Council ("Council"), limited to two (2) consecutive terms with a 3-year hiatus before eligibility for election again.
- 2.02 The members of the Council, except the Tenured Pastor(s), shall be elected by written ballot to serve for three (3) years. The initial Council shall be filled by three (3) individuals elected to a one-year term, three (3) individuals elected to a two-year term and three (3) individuals elected to a three-year term. Initial Council members elected to a one- or two-year term shall be eligible to serve two (2) additional full terms.
- 2.03 The voting membership of the Council shall consist of nine (9) elected or appointed members.
- 2.04 All Council members shall be installed the last Sunday of June.
- 2.05 A member's place on the Council shall be declared vacant if the member:
  - a. Ceases to be a voting member of this congregation or
  - b. Is absent from four regular meetings of the Council in the current year without good cause, or
  - c. Resigns from such position, or
  - d. Is recalled by the Congregation by due process as outlined in the Policies and Procedures.
- 2.06 Should a member's place on the Council be declared vacant, the Council shall elect, by majority vote, a successor to fulfill the remainder of the vacated term.
- 2.07 The Council shall oversee 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.
- 2.08 The duties of the Council shall include the following:

- a. To lead this congregation in annually 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 becoming disciples of Christ through worshipping, learning, witnessing, and serving.
  - 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 Tenured Pastor(s) and staff and help them biannually to evaluate the fulfillment of their calling or employment as written in the Policies and Procedures.
  - e. To be examples, individually and corporately, of the style of life and ministry expected of all baptized persons.
  - f. To promote a climate of peace and goodwill; and, as differences and conflicts arise, to endeavor to foster mutual understanding.
  - g. To arrange for temporary pastoral service during the sickness or absence of the Tenured Pastor. If the pulpit supply pastor is not of Lutheran theology, an assisting minister will be utilized to administer the eucharist.
  - h. When the Tenured Pastor position is permanently vacant, Council has the authority to hire an Interim Pastor for the transitional period between Tenured Pastors. (See the Policies and Procedures for the process for contracting with an Interim Pastor.)
  - i. To encourage qualified persons to prepare for the ministry of the Gospel.
  - j. To appoint and oversee an historian/archivist.
- 2.09 The Council shall be responsible for the financial and property matters of this congregation.
- a. The Council shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs.
  - b. The 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 Council may enter into contracts to address emergency situations not included in the budget.
  - d. The Council shall do a biannual evaluation of all ministries, staff, and Policies and Procedures.
  - e. The Council shall prepare an annual budget for adoption by this congregation. The Council shall supervise the expenditure of funds according to the approved budget. The Council may incur obligations

- up to 5% of the total annual budget without congregational approval.
- f. The Council shall ensure that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations as per Policies and Procedures.
  - g. The Council shall be responsible for this congregation's investments and its total insurance program.
  - h. The Council shall have the authority to reduce the agreed upon budget in the case of financial concerns, including adjusting the wages of all paid staff.
- 2.10 The Council shall see that the provisions of this Constitution and its Bylaws are carried out.
  - 2.11 The Executive Committee shall provide for an annual review of the membership roster.
  - 2.12 The Council shall be responsible for the employment, with supervision provided by the Tenured Pastor, for all paid and lay workers of this congregation and employees specifically listed in the Bylaws.
  - 2.13 The Council shall prepare a comprehensive report as part of the Annual Congregational Meeting. The reports shall be available to the congregation at least two (2) weeks prior to the Annual Congregational Meeting.
  - 2.14 The Council shall meet once a month; special meetings may be called by the Tenured Pastor(s) or the Council Chair and shall be called by the Chair 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.
  - 2.15 A quorum for the transaction of business shall consist of five (5) Council members.

### **Chapter 3    Officer's Duties**

- 3.01 Chair — The Chair shall preside over all meetings of the congregation and the Council. The Chair or designated agent shall represent the congregation at all official functions, as well as other duties as herein defined.
- 3.02 Vice Chair — The Vice Chair shall preside at all functions in the absence of the Chair.
- 3.03 Secretary — The Secretary shall keep the minutes of the Council and the congregational meetings.
- 3.04 Treasurer — The Treasurer shall:
  - a. Be bonded for RLCA at the church's expense for financial matters and shall be custodian of the funds of the congregation.
  - b. Disburse all funds in accordance with the decisions of this congregation or the Council.



- c. Present a duly audited report to the Annual Congregational Meeting and other such reports to the Council as may be required.
- d. Attend meetings of the Council.
- e. Complete tasks related to payroll, payroll taxes, filling tax returns and reports.
- f. See that two authorized signatures are on all disbursements.
- g. See that all accounting practices are consistent with generally accepted accounting principles. See the Policies and Procedures.

#### **Chapter 4 Treasury Team**

The Treasury Team shall be appointed by the Council to oversee the Church Secretary or whomever records all offerings and pledges of the congregation. The Treasury Team shall ensure:

- 4.01 That all pledges of the congregation are recorded.
- 4.02 That all collections, individual contributions and special offerings for current expenses, missions and other purposes.
- 4.03 That all contributed funds are counted by two voting members prior to the funds leaving the premises. Both individuals shall sign a tally sheet.
- 4.04 That all monies are deposited in the congregation's bank account(s) in a timely manner.
- 4.05 Make a monthly accounting to the Council.
- 4.06 Distribute annual statements to all contributors (when identifiable) detailing their record of contributions. Additional statements may be prepared and distributed at the direction of the Council.
- 4.07 Prepare for the Council, a complete annual statement of collections and contributions.

#### **Chapter 5 Committees**

- 5.01 An **Executive Committee** — The Executive Committee shall meet monthly prior to the Council meeting to determine any issues that are to come before the Council, to consolidate information, and determine the need for additional action.
- 5.02 A **Nominating Committee** of three voting members of this congregation shall be elected at the annual meeting for a term of one (1) year. Members of the Nominating Committee are not eligible for consecutive reelection. The committee shall meet on an as-needed basis, shall nominate one or more candidates for each office to be filled and secure the consent of each candidate to serve if elected. See Policies and Procedures for more information.
- 5.03 An **Audit Committee** of three (3) voting members shall be elected by the

Council. Audit Committee members shall not be members of the Council. The term of office shall be three (3) years, with one (1) member being elected each year. Members shall be eligible for reelection for one (1) additional term for a total of two (2) consecutive terms. One (1) initial committee member shall be elected for a term of one (1) year, one (1) for a term of two (2) years and one (1) for three (3) years. The Audit Committee shall conduct an annual audit of all congregational financial records and prepare a report to present at the Annual Congregational Meeting validating the congregation's financial records' accuracy and validity. Committee members will be appointed at the first Council meeting following the Annual Congregational Meeting each year. A professional audit will be conducted every three (3) years.

- 5.04 To fill a vacant Tenured Pastor office, a **Call Committee** of seven (7) members shall be elected by a special meeting of the congregation. The Nominating Committee shall present a slate of candidates to a special congregational meeting called to elect the Call Committee. Nominations may also be accepted from the floor. The term of office shall end upon installation of the newly called Tenured Pastor.
- 5.05 A **Trust & Endowment Committee** shall exist and be administered as detailed in the Trust & Endowment Fund document.
- 5.06 A **Personnel Committee** shall exist to assist the church in matters related to volunteer and paid personnel.
- 5.07 Refer to the Policies and Procedures for detailed information on committee functions, etc.

## **Chapter 6 Membership**

- 6.01 Baptized Membership: Baptized members are all persons within the congregation who have been baptized in the name of the Triune God, whether children or adults, and come under the pastoral care of this congregation. It is expected that the baptized members:
  - a. Attend worship services faithfully and regularly.
  - b. Lead a Christian life as taught in Galatians 5:19-26.
  - c. Out of Christian love, submit to brotherly admonition, according to Matthew 18, when having erred or offended.
  - d. Contribute as God has blessed them of their time, talents and financial ability toward the maintenance of the congregation and the church at large.
  - e. In due time, take a course of instruction in preparation for communicant membership in this congregation.
  - f. Are not members of any organization conflicting with the Word of God.

- g. Submit willingly and cheerfully to the policies already made or still to be made, provided such policies do not conflict with the Word of God.
- 6.02 Confirmed Membership: Confirmed members are all persons within the congregation who are baptized and:
- a. Have completed instruction in Confirmation.
  - b. Have applied for membership and been approved by Council. When available complete the new member orientation through an LCMC-approved curriculum. New members shall have their names reported to the congregation.
- 6.03 Voting Membership: Voting members are confirmed members in good standing. “Good standing” is defined as having participated in church life and communed a minimum of 12 times and made a contribution of record during the period of May 1 to April 30. The exception to this are members in the military and those serving as foreign missionaries.
- 6.04 Associate Membership: Associate member are persons holding membership in other Lutheran or Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except for voting rights and eligibility for elected offices or membership on the Council of this congregation.
- 6.05 Termination of Membership: 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 Council
  - e. Removal from the roll due to inactivity as defined in the Policies and Procedures
  - f. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.
- 6.06 Discipline of Members: Denial of the Christian faith as described in the Constitution and Bylaws, conduct grossly unbecoming of a member, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation shall be attempted following the process specified in Matthew 18: 15-17:
- a. Private admonition by the Tenured Pastor(s) or Council Chair
  - b. Admonition by the Tenured Pastor(s) or Council Chair in the presence of two witnesses. The member facing discipline may bring as many as two witnesses to this meeting.

- c. If there is no resolution, the Council shall be responsible to conduct a final effort to achieve reconciliation. The member facing discipline may bring as many as two witnesses to this meeting. The decision of the Council is final.
- d. The Council may either suspend membership for a definite period of time or remove the member from the membership roll. The decision shall be confirmed in writing to the disciplined member.
- e. When there is a disagreement among factions within the congregation on a substantive issue that cannot be resolved by the parties, member of this congregation shall have access to a conflict resolution coach from the LCMC.

## **Chapter 7    Employed Church Staff**

- 7.01    The Council shall initiate the hiring process.
- 7.02    The Personnel Committee or a Task Force appointed by the Council shall be responsible for an appropriate search.
- 7.03    The committee or task force shall include at least one person with expertise in the employment area of the position to be filled.
- 7.04    The Tenured Pastor shall serve as a consultant in the search and hiring process.
- 7.05    Council approval, or if time is essential the Executive Committee's approval, is required for all hires.
- 7.06    Salary or wages are to be determined by the Council.

## **Chapter 8    The Annual Congregational Meeting**

- 8.01    Announcement of the time and place of the Annual Congregational Meeting shall be made at two (2) public services immediately preceding the meeting, said services to be at least one (1) week apart; or by written notice to the voting members mailed and or emailed at least ten (10) days in advance of the meeting.
- 8.02    The current roster of voting members shall be determined prior to each Annual Congregational Meeting.
- 8.03    The Order of Business at the Annual Congregational Meeting shall be:
  - a.    Opening Prayer, Opening Devotion
  - b.    Approval of minutes of previous Annual Congregational Meeting
  - c.    Reports of Tenured Pastor(s), Council, Treasurer and Committees
  - d.    Elections
  - e.    Approval of Budget
  - f.    Unfinished Business

- g. New Business
  - h. Closing Prayer
- 8.04 In the following cases voting shall be by written ballot:
- a. Election of Council.
  - b. Adoption or Amendment of Articles of Incorporation, Constitution, or Bylaws.
  - c. Call of a Tenured Pastor(s), or requesting a Tenured Pastor's resignation.
  - d. To sever membership with LCMC.
  - e. To dispose of, encumber, or purchase real property.
  - f. When requested by ten (10) or more voting members present.

## **Chapter 9 Amendments**

- 9.01 Bylaws may be adopted or amended at any legally called meeting of this congregation, by a majority vote of those voting members present and voting, including absentee ballots.
- 9.02 Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least sixty (60) days before a regular or special Congregation Meeting called for that purpose. The Council shall notify the congregation's members by mail of the proposal with the Council's recommendations at least thirty (30) days in advance of the Annual Congregational Meeting.

## **Bylaw Amendment Notes**

5-21-2021

- Standardizing the capitalization of words including: Constitution, Bylaws, Policies and Procedures, Council, Chair, Tenured Pastor, etc.
- Changed Bylaws Articles to Bylaws Chapters to avoid confusion with Constitution Articles.
- Chapter 1.01: Deleted *its members*; added *who believe*; deleted *who have been*; added *are baptized, and sincerely confess that Jesus Christ is their Lord and that He is present in the Sacraments*; deleted *prepared to receive the Sacrament*.
- Chapter 1.02: Added *at the Tenured Pastor's approval*; deleted *normally*; added *early as fourth grade*; deleted *young as ten years of age*; deleted *and children*.
- Chapter 1.03 [old]: Deleted the entire entry since it was repetitious.
- Chapter 1.03 [new]: Renumbered the former Chapter 1.04 to Chapter 1.03; added (*See Constitution, Article 10.03.i.*).
- Chapter 2 Called Church Workers [old]: Deleted this section since its

contents are covered in other areas. All subsequent Chapters have been renumbered to reflect the deletion of the old Chapter 2 Called Church Workers.

- Chapter 3 Council [old] was renumbered to Chapter 2 Council because the old Chapter 2 was deleted. All Chapter 3 Council entries were renumbered as Chapter 2.
- Chapter 2.01: Added (“*Council*”).
- Chapter 2.02: Added *Tenured*; added hyphens to terms (example: one-year term).
- Chapter 2.03: Added *or appointed*; deleted *and an appointed person(s) to fill any vacant council position(s)*.
- Chapter 2.04: Added *All*; deleted *Newly elected*.
- Chapter 2.05.b: Added *or*; deleted *The congregation may adopt procedures for the removal of a member of the Council in other circumstances or*.
- Chapter 2.05.c: Added *or*;
- Chapter 2.05.d: Added entire entry.
- Chapter 2.06: Added *to fulfill the remainder of the vacated term*; deleted *to fill out the remainder of the term being vacated*.
- Chapter 2.07: Added *oversee*; deleted *have general oversight of*.
- Chapter 2.08.b: Added *becoming disciples of Christ through*; changed worship to *worshipping*; changed witness to *witnessing*; added *and*; changed service to *servicing*.
- Chapter 2.08.c: Changed *proved* to *provide*.
- Chapter 2.08.d: Added *Tenured*; changed *annually* to *biannually*; added *as written in the Policies and Procedures*; deleted *per*.
- Chapter 2.08.g: Added *temporary*; added *Tenured*; added *If the pulpit supply pastor is not of Lutheran theology, an assisting minister will be utilized to administer the eucharist*.
- Chapter 2.08.h [new]: Moved the old 2.08.h to 2.08.i; added a new 2.08.h: *When the Tenured Pastor position is permanently vacant, Council has the authority to hire an interim pastor for the transitional period between Tenured Pastors. (See the Policies and Procedures for the process of contracting with an interim pastor.)*.
- Chapter 2.08.i [new]: Deleted *seek out and*; added *the*.
- Chapter 2.08.j [new]: Added *To appoint and oversee an historian/archivist*.
- Chapter 2.09.d: Changed *an annual* to *a biannual*; added *ministries, staff, and Policies and Procedures*; deleted *employees, review and make adjustments to wage and salary levels*.
- Chapter 2.09.e: Added a period after congregation; added *The Council*; deleted *in accordance therewith following its adoption, and may incur obligations of more than 5% in excess of the anticipated receipts only after approval by a Congregation Meeting*; added *according to the approved budget. The Council may incur obligations up to 5% of the total*

- annual budget without congregational approval.*
- Chapter 2.09.f: Deleted *ascertain*; added *ensure*; added *as per Policies and Procedures*.
  - Chapter 2.09.h: Changed *called* to *all paid*.
  - Chapter 2.12: Changed *lead* to *Tenured*; deleted *the hourly waged*; added *all paid and*.
  - Chapter 2.13: Deleted *submit*; added *prepare*; deleted *to this congregation at the annual meeting*; added *as part of the Annual Congregational Meeting*; added *The reports shall be available to the congregation at least two weeks prior to the Annual Congregational Meeting*.
  - Chapter 2.14: Deleted *normally*; added a semi-colon after month; deleted *pastor*; added *Tenured Pastor*; added *Council*; changed *Chairman* to *Chair* in two places.
  - Chapter 4 Officer's Duties [old] was renumbered to Chapter 3 Officer's Duties because the old Chapter 2 was deleted. All Chapter 4 Officer's Duties entries were renumbered as Chapter 3 Officer's Duties.
  - Chapter 3.01: Changed *Chairperson* to *Chair* in two places.
  - Chapter 3.02: Changed *Chairperson* to *Chair*.
  - Chapter 3.03: Deleted *and shall oversee a Congregational Historian and Archivist*.
  - Chapter 3.04.a: Added *for RLCA at the church's expense for financial matters*.
  - Chapter 3.04.f: Deleted *dual*; added *two authorized*; deleted *shall be required*; added *are*.
  - Chapter 3.04.g: Added *See the Policies and Procedures*.
  - Chapter 5 Financial Secretary [old] was renumbered to Chapter 4 Treasury Team because the old Chapter 2 was deleted. All Chapter 5 Financial Secretary entries were renumbered as Chapter 4 Treasury Team.
  - Chapter 4 subhead: Deleted *Financial Secretary*; added *Treasury Team*.
  - Chapter 4 intro text: Deleted *The Financial Secretary shall be appointed by the Council. The Financial Secretary shall:*; added *The Treasury Team shall be appointed by the Council to oversee the Church Secretary or whomever records all offerings and pledges of the congregation. The Treasury Team shall ensure:*.
  - Chapter 4.01: Deleted *Be responsible for recording of all pledges of the congregation*; added *That all pledges of the congregation are recorded*.
  - Chapter 4.02: Deleted *Receive*; added *That*.
  - Chapter 4.03: Deleted *Be responsible for all contributed funds with the assistance of another voting member*; added *That all contributed funds are counted by two voting members*.
  - Chapter 4.04: Deleted *See that*; added *That*; added *in a timely manner*.
  - Chapter 4.08: Deleted entire entry.
  - Chapter 6 Committees [old] was renumbered to Chapter 5 Committees because the old Chapter 2 was deleted. All Chapter 6 Committees entries were renumbered as Chapter 5 Committees.

- Chapter 5.01: Added *An*; added *prior to the Council meeting*.
- Chapter 5.02: Added *See Policies and Procedures for more information*.
- Chapter 5.03: Added *for one additional term for a total of two consecutive terms*; added *Committee members will be appointed at the first Council meeting following the Annual Congregational Meeting each year. A professional audit will be conducted every three years*.
- Chapter 5.04: Deleted *When a*; added *To fill a vacant*; changed *pastoral office* to *pastor office*; deleted *is vacant*; capitalized *Call Committee*; changed *pastor* to *Tenured Pastor*.
- Chapter 5.05: Added *A*.
- Chapter 5.06: New entry. *A Personnel Committee shall exist to assist the church in matters related to volunteer and paid personnel*.
- Chapter 5.07: New entry. *Refer to the Policies and Procedures for detailed information on committee functions, etc*.
- Chapter 7 Membership [old] was renumbered to Chapter 6 Membership because the old Chapter 2 was deleted. All Chapter 7 Membership entries were renumbered as Chapter 6 Membership.
- Chapter 6.01.d: Deleted *treasure*; added *financial ability*; deleted *extension of the*.
- Chapter 6.02.a: Deleted *Are admitted to Confirmed membership through preparation and participation in the rite of Confirmation*; added *Have completed instruction in Confirmation*.
- Chapter 6.02.b: Delete original entry; replace entry with *Have applied for membership and been approved by Council. When available complete the new member orientation through an LCMC-approved curriculum. New members shall have their names reported to the congregation*.
- Chapter 6.02.c: Delete entire entry.
- Chapter 6.02.d: Delete entire entry.
- Chapter 6.03: Delete *Such confirmed members shall have attended at least 12 services and made a contribution of record during the current or preceding year*; added *“Good standing” is defined as having participated in church life and communed a minimum of 12 times and made a contribution of record during the period of May 1 to April 30*.
- Chapter 6.05.e: Deleted *bylaws*; added *Policies and Procedures*.
- Chapter 6.06.a: Changed *pastor* to *Tenured Pastor*; changed *Chairperson* to *Chair*.
- Chapter 6.06.b: Changed *pastor* to *Tenured Pastor*; changed *Chairperson* to *Chair*.
- Chapter 6.06.e.: Deleted *the Executive Board of the LCMC. The Executive Board’s decision shall be final*; added *a conflict resolution coach from the LCMC*.
- Chapter 8 Employed Church Staff [old] was renumbered to Chapter 7 Employed Church Staff because the old Chapter 2 was deleted. All Chapter 8 Employed Church Staff [old] entries were renumbered as Chapter 7 Employed Church Staff.



- Chapter 7.04: Changed *pastor* to *Tenured Pastor*.
- Chapter 7.05: Capitalized Executive Committee.
- Chapter 9 The Annual Meeting [old] was renumbered to Chapter 8 The Annual Meeting because the old Chapter 2 was deleted. All Chapter 9 The Annual Meeting [old] entries were renumbered as Chapter 8 The Annual Meeting.
- Chapter 8 title: Changed to *The Annual Congregational Meeting*.
- Chapter 8.01: Deleted *and in such publications as the congregation or the pastor(s) may periodically issue*.
- Chapter 8.03: Changed Pastor to Tenured Pastor.
- Chapter 8.04.c: Changed Pastor to Tenured Pastor.
- Chapter 10 Amendments [old] was renumbered to Chapter 9 Amendments because the old Chapter 2 was deleted. All Chapter 10 Amendments [old] entries were renumbered as Chapter 9 Amendments.
- Amendment Notes were added at the end of the Bylaws.

May 23, 2024

- Chapter 2.04 deleted *at*, added *the last Sunday in June*. Deleted *worship immediately after the election*.