



**CONSTITUTION
And Bylaws**

**ST. ANDREW EVANGELICAL LUTHERAN CHURCH
201 SOUTH MAIN STREET
MUNCY, PA 17756**

**Constitution and ByLaws
St. Andrew Evangelical Lutheran Church
Muncy, Pennsylvania**

October 14, 2010

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*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. Andrew Evangelical Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of St. Andrew Evangelical Lutheran Church is hereinafter designated as "this congregation."
- C1.03.** The seal of this congregation presents the shield of St. Andrew Evangelical Lutheran Church, a boat hook embossed on the Crux Decussata and the legend "St. Andrew Evangelical Lutheran Church, Muncy, PA 1852" in a circle surrounding the same. The pastor shall be the custodian of the seal.
- C1.11.** This congregation shall be incorporated under the laws of the State of Pennsylvania.

Chapter 2.

CONFESSION OF FAITH

- C2.01.** **The Bible** - is the inspired and infallible and authoritative written work of God. {Psalm 119; Matthew 4:4; Luke 24:27}
- C2.02.** **There is one God** – eternally existent in three Persons: God the Father, God the Son, and God the Holy Spirit. {1 John 5:7}
- C2.03.** **In the Deity of our Lord Jesus Christ**, in His Virgin Birth, in His Sinless Life, in His Miracles, in His Vicarious and atoning Death, in His Bodily Resurrection, in His Ascension to the Right Hand of the Father, in His personal future return to this Earth. {John 1:14, Ephesians 2:13-18}
- C2.04** **The Blessed Hope** – the Rapture of the Church at Christ's coming. {1 Thessalonians 4:13-18}
- C2.05** **The Cleansing from Sin** – is through Repentance and Faith in the Precious Blood of Christ. {Romans 5:1, Ephesians 2:8-9,13-18}
- C2.06** **The Holy Spirit --regeneration** by the Holy Spirit is absolutely essential for personal Salvation. {John 3:-8, Titus 3:5}
- C2.07** **Healing** – the Redemptive work of Christ on the Cross provides Healing of the human body in answer the believing prayer. {Exodus 15:25-26, James 5:14-15, 1 Peter 2:24}
- C2.08** **Baptism in and through the Holy Spirit** – the Baptism with the Holy Spirit is given to Believers who ask for it. {Acts 2:4, 10:44-46, 19:1-7}
- C2.09** **Sanctifying Power** – is of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

{Romans 6:3-14, 8:1-2, 11}

- C2.10** **Eternal Judgment** – in the Resurrection of both the saved and the lost; the one to Everlasting Life and the other to everlasting damnation. {Revelations 20:5-6; 11-15}
- C2.11.** This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- C2.12.** 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.
- C2.13.** 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.
- C2.14.** 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.

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:
- Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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 and the ministry of the Lutheran Congregations in Mission for Christ.
- h. Foster and participate in interdependent relationships with other congregations and the church wide organization of the Lutheran Congregations in Mission for Christ.
- i. Foster and participate in ecumenical relationships consistent with church wide policy.

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

COMMITTEES

- C4.04.01** At its first meeting in each congregational year, the Congregational Council shall appoint as many standing committees as the local and wider concerns of the congregation shall require. Each such committee shall be composed of two or more members of the council and, in addition, other persons on the active roll of confirmed members of the congregation. Although appointed by and responsible to the Congregational Council, these committees shall be recognized as representative of the interests of, and performing essential services for, the congregation as a whole. The pastor shall have voice and vote in all committees.
- C4.04.02** Except as stipulated in the following paragraphs, the duties of all committees shall be assigned by the Congregation Council, along with instructions as in its judgment are in the best interests of the congregation. All actions of committees shall be subject to review by the council.
- C4.04.03** There shall be a committee on **Worship and Music**. It shall assist the Congregation Council in seeing that the services of God's house are conducted regularly. This committee is responsible to make preparation for the sacrament of Holy Communion. They shall see that complete supervise, and strive to advance the welfare and effective service of the choirs of the congregation. It shall arrange for the care of the paraments (ecclesiastical vestments or hangings), vestments and musical instruments and, in consultation with the pastor, the organist, and choir director, it shall furnish music supplies appropriate for the use in the worship.
- C4.04.04** There shall be a committee on **Christian Education**. This committee, in association with the pastor, shall oversee the conduct and promotion of the school(s) and the activities of all organizations within the congregation. It shall encourage the use and seek to introduce the church's periodicals and books of family devotion into the homes of the congregation. One of the primary aims of the Committee on Christian Education shall be to bring the call to the ministry of the Gospel and to other full time church vocations to the attention of qualified youth of the congregation. The committee on Christian Education may organize a subcommittee on youth ministry, approximately half its membership being youth between the ages of 14 and 18 at the time of their appointment.
- C4.04.05** There shall be a Committee on **Evangelism**. This committee shall stimulate and lead all members of the congregation in continuous and, from time to time, concerted endeavors to reawaken the spiritual indifferent and to reach others, who are as yet un-won, with the Gospel and attach them to Christ's Church. To this end, the committee shall devote itself to deepening spiritual life and shall periodically study the congregation in the context of its surrounding community.

- C4.04.06** There shall be a **Stewardship and Finance** Committee, of which the treasurers shall be member's ex-officio. It shall prepare a draft for the succeeding year and shall submit such draft budget to the Congregation Council for its action and later presentation to a congregational meeting. The committee shall exercise oversight of all the financial affairs of the congregation to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies. It shall, subject to the approval of the Congregational Council, be responsible for the congregation's investments, and its total insurance program. It shall also provide for the annual audits of the accounts of the treasurers, as well as of the accounts of the schools and organizations within the congregation. The committee shall evoke and provoke the expression of Christian faith in daily living; to teach the Christian use of money; to diffuse knowledge of the congregation's local, national, and worldwide ministries; and to lead all its members to higher levels of proportionate giving for the Lord's work. This committee shall also be responsible for congregational efforts which lead to informed grateful giving.
- C4.04.07** There shall be a Committee on **Church Property**. This committee shall see to the proper maintenance and protection of all property of the congregation, and shall take care that the same is kept in good repair and the sexton shall be under this Committee's direction.
- C4.04.08** There shall be a **Parish Life** Committee. This committee provides the opportunities for parishioners to come together for a meal or social event. Committee members plan and implement the events.
- C4.04.09** The Congregation Council shall have the authority to appoint special committees, whose membership shall be composed as delineated under section C4.04.01, for the achievement of special purposes assigned to them by the Congregation Council. The council shall have the authority to terminate existence of any special committees appointed by it.
- ***C4.05.** This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

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
 - d. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16.
 - e. approve the annual budget;
 - f. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - g. hold title to and use its property for any and all activities consistent with its purpose;
 - h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - i. elect its Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
 - j. associate and terminate relationship with a denomination or association in line with the congregation's purposes 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 Lutheran Congregations in Mission for Christ Annual Gathering as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member

Chapter 6.

CHURCH AFFILIATION

- C6.01.** This congregation shall be an interdependent part of the Lutheran Congregations in Mission for Christ.
- C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Lutheran Congregations in Mission for Christ and shall act in accordance with them.
- C6.03.** This congregation acknowledges its relationship with the Lutheran Congregations in Mission for Christ 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 Lutheran Congregations in Mission for Christ.
 - c. This congregation agrees to call pastoral leadership whom are eligible to be included in the clergy roster of the Lutheran Congregations in Mission for Christ in accordance with its call procedures and ministry standards.
 - 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 Lutheran Congregations in Mission for Christ.
- C6.04.** Affiliation with the Lutheran Congregations in Mission for Christ 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 Lutheran Congregations in Mission for Christ according to the procedures for discipline of the Lutheran Congregations in Mission for Christ.
 - d. This congregation follows the procedures outlined in *C6.05.
- C6.05.** This congregation may terminate its relationship with the Lutheran Congregations in Mission for Christ by the following procedure:
- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
 - b. The secretary of this congregation shall submit a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
 - c. If this congregation, after a 60 day period, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
 - d. A certified copy of the resolution to terminate its relationship shall be sent to the Lutheran Congregations in Mission for Christ administrative officials, at which time the relationship between this congregation and the Lutheran Congregations in Mission for Christ shall be terminated.

Chapter 7.

PROPERTY OWNERSHIP

- C7.01. If this congregation ceases to exist, title to undisposed property shall pass to a charitable entity determined by the Congregational Council and approved by two-thirds majority vote of the congregation at a legally called and conducted special meeting of the congregation.
- C7.02. If this congregation is removed from membership in the Lutheran Congregations in Mission for Christ 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
- C7.04. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation

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.
- C8.01.01 Any active member of the congregation shall be entitled to the use of the church building at the time of his funeral or to bring children of his family to be baptized or to use the church building at the time of his marriage, providing such marriage is in agreement with the laws of the State and the Law of God. Others may use the building on such occasions as weddings and funerals or baptisms at the discretion of the pastor or of the officers of the Congregation Council.
- 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. 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 after consultation with the Pastor and / or 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 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 consult with the Lutheran Congregations in Mission for Christ.

C9.02. The Congregation Council shall be free to set the specific requirements for individuals to be considered for call as pastor in this church, so long as candidates are eligible to be included in the ordained clergy roster of the Lutheran Congregations in Mission for Christ

C9.03. Consistent with the Scriptural mandates, as well as faith and practice of the Lutheran Congregations in Mission for Christ,

- 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 church wide organization of the Lutheran Congregations in Mission for Christ.

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.

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 for the following reasons:

- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
- 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
- 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
- 4) the physical or mental incapacity of the pastor;
- 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
- 6) the dissolution of the congregation; or
- 7) suspension of the congregation as a result of discipline proceedings.

b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the Congregation Council and are deemed plausible by the executive committee of the council, or when such allegations have been brought to the Congregation Council's attention by an official recital of allegations by a petition signed by at least one-third of the voting members of the congregation, the president (vice-president) shall investigate such conditions personally in company with a committee that includes the executive committee of the Congregation Council and two ordained ministers whom are members of the Lutheran Congregations in Mission for Christ.

c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the president (vice-president) with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the president (vice-president) shall take steps to enable the pastor to resume the ministry, either in this congregation 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 by the committee as described in C9.05.b, after which the committee shall decide on the course of action to be recommended to the pastor and the congregation council. If the pastor and Congregation Council, by 2/3 majority vote, agree to carry out such recommendations, no further action shall be taken by the committee. If either party fails to assent, the committee may consult with an agency that specializes in resolving conflict within a congregation. If an agreement still cannot be reached the congregation may dismiss the pastor at a legally called and conducted congregational meeting by (a) by a two-thirds majority vote of the voting members present and voting where the president (vice-president) and committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the president (vice-president) and the committee recommended termination of the call.

C9.06. At a time of pastoral vacancy, an interim pastor shall be appointed by 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 Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry.
- 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 and the Congregation Council. As occasion requires, the documents may be revised through a similar consultation.
- C9.10.** 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 Congregation Council; and
 - c. shall become a member of this congregation upon receipt and acceptance of the letter of call.
- C9.11.** The pastor(s) shall submit a report of his or her ministry to the congregation at its annual meeting.
- C9.12.** 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 Congregation Council that such records have been placed in his or her hands in good order by a departing pastor before their departure from call in this congregation

Chapter 10.

CONGREGATION MEETING

- C10.01.** The annual meeting of this congregation shall be held at a time specified in the bylaws.
- C10.01.01** The regular Congregational Meeting shall be held annually, on the second Sunday of November, with the time and place designated by the Congregation Council.
- C10.01.02** The congregational and fiscal year shall begin January 1st and end December 31st of each year.
- C10.01.03** The Congregational President shall preside at all meetings of the congregation, but may request another to do so in their place. In their absence, the vice-president of the Congregation Council may preside in their stead.
- C10.01.04** At the annual Congregational Meeting all matters concerning the welfare of the congregation may be considered, including the filling of the vacancies in the membership of the Congregation Council.

- C10.02.** A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, or 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 or by mail to all voting members at least 10 days in advance of the date of the meeting. Any meeting for the stated purpose of expending monies in excess of \$25,000.00 shall include the notification by mail. The posting of such notice in the regular mail, such as the church newsletter with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.
- C10.04.** A quorum for the purpose of conducting an official meeting shall be:
- a. Ten (10) percent of those on the active roll of confirmed members who are eligible to vote in congregational meetings shall constitute a quorum for the purpose of conducting a special congregational meeting.
 - b. Those who attend the annual church congregational meeting, held as set forth in C10.01.01, shall constitute a quorum needed for this meeting.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07.** *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11. OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, treasurer, a benevolence treasurer, and a financial secretary.
- a. Duties of the officers shall be specified in the bylaws.
 - b. The officers shall be voting members of the congregation.
 - c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
 - d. If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. The other officers, if not members of the council, shall be accorded the privilege of voice but not vote at the meetings of the Congregation Council.
- C11.01.01** The president shall preside at all meetings of the congregation and Congregation Council and shall keep order therein. The president shall have no vote on any question that may arise at the meeting, except in case of an equal division when he shall decide the question. The president shall appoint all committees, unless otherwise provided for by this constitution or bylaws.
- C11.01.02** The vice-president shall perform all duties of the president, in his absence.

- C11.01.03** The secretary shall keep, or cause to be kept, accurate minutes of all meetings of the congregation and of the Congregation Council in a volume provided by the congregation, which shall be preserved permanently in its archives, and made available for the inspection on request of any member in good standing of the congregation.
- C11.01.04** The financial secretary, shall receive and keep records of all income from contributing members, submit individual reports of contributions to individuals making the same on an annual basis.
- C11.01.05** The treasurer shall make a written report of all their transactions to the Congregation Council monthly and to the congregation, together with a satisfactory annual financial statement compiled by external C.P.A., or completed by the Audit Committee of the congregation, at its annual meeting. All financial officers shall give corporate surety, in amounts determined by the Congregation Council, for which the premiums shall be paid by the congregation.
- C11.02** At its first meeting in each year, the Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall server for one year or until their successors are elected. Their terms shall begin at the close of the meeting at which they are elected.
- C11.03.** No officer shall hold more than one office at a time.

Chapter 12.

CONGREGATION COUNCIL

- C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s), and not more than 12 members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from two successive regular meetings of the Congregation Council without cause.
- C12.01.01** At the regular meeting of the Congregation Council preceding the congregational meeting, the Congregation Council shall nominate one (1) nominee for each vacancy occurring in the Congregation Council and the congregation may nominate the same number. The election shall be limited to those nominated.
- C12.01.02** The members of the Congregation Council shall be elected for a term of three (3) years each, the terms of one-third of the council to expire each year. Elections to the Congregation Council shall be held at the annual Congregational Meeting.
- C12.01.03** All elections of officers shall be by ballot unless otherwise ordered by a two-thirds vote of those present at the election and the results duly recorded by the Secretary.
- C12.01.04** Shall a vacancy occur in the membership of the Congregation Council, the remaining members of the Congregation Council shall fill the vacancy for the unexpired term.
- C12.01.05** Any Congregational Council shall continue in office with full rights, powers, and privileges until its successor has been duly elected and installed.
- C12.01.06** Congregation Council Meetings shall meet monthly at a day and time to be determined annually at the January meeting of the Congregation Council. By common consent of the Pastor and the Congregation Council, two (2) monthly meeting may be eliminated.
- C12.02.** The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for 3 years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

C12.03. Other than the Pastor(s), no salaried employee of the congregation (sexton, director of music, or church secretary) shall be eligible for election to Congregation Council.

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 Lutheran Congregations in Mission for Christ.

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 church-wide organization of the Lutheran Congregations in Mission for Christ as well as cooperation with other congregations, both Lutheran and non-Lutheran
- i. To recommend and encourage the use of program resources produced or approved by the Lutheran Congregations in Mission for Christ.
- 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 Pennsylvania, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may enter into contracts for unbudgeted items in emergency situation.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of no more than \$2,000.00 in excess of the budgeted item without the approval of the congregation secured in a congregational meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the Lutheran Congregations in Mission for Christ .

- 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.
- 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, its bylaws, and the continuing resolutions are carried out.

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

C12.08. The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.

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

C12.11. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.12. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council.

Chapter 13.

CONGREGATION COMMITTEES

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

C13.02. A *Nominating Committee* of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection. (In the absence of a nominating committee, their duties shall be fulfilled by the Congregation Council.)

C13.03. An *Audit Committee* of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection. (In the absence of a Audit Committee, their duties shall be fulfilled by the Financial Committee.)

C13.04. A *Mutual Ministry Committee* (in the absence of a Mutual Ministry committee, the duties shall be fulfilled by the Executive Committee) shall be appointed jointly by the president [vice president] and the pastor. Term of office shall be two years, with three members to be appointed each successive year.

C13.04.01 Purpose: Affirming and strengthening the mission of the congregation and the ministry of the staff is the primary purpose of a Mutual Ministry Committee. Cleansing, filling, and renewing are the objectives.

C13.05. When a pastoral vacancy occurs, a *Call Committee* of six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.

- C13.06.** Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.
- C13.07.** Duties of committees of this congregation shall be specified in the continuing resolutions.
- C13.08.** The [senior] pastor of this congregation shall be *ex officio* a member of all committees and boards of the congregation.

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, may be organized only after authorization has been given by the Congregation Council [and specified in a continuing resolution].

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 this chapter. If discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregation Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before the Congregation Council after having received a written citation, at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.
- C15.03.** Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:
- a. censure before the council or congregation;
 - b. suspension from membership for a definite period of time; or
 - c. exclusion from membership in this congregation.

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

- C15.04.** 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.
- C15.05.** No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided.

Chapter 16.

BYLAWS

- C16.01.** This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- C16.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- C16.03.** Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting.

Chapter 17.

AMENDMENTS

- C17.01.** This constitution may be amended in the following manner. Amendments may be proposed by at least five (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 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.

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.

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