

# CONSTITUTION AND BYLAWS

OF THE

TRINITY EVANGELICAL LUTHERAN CHURCH

OF

CHAMBERSBURG, PENNSYLVANIA

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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 Trinity Evangelical Lutheran Church of Chambersburg, Pennsylvania.

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

**C1.11.** This congregation shall be incorporated under the laws of the Commonwealth of Pennsylvania.

*C1.21.01 The seal of this congregation is a cross with three united flames emanating from the base of the cross and three entwined circles beside the cross. The name of this congregation forms the outer edge of the seal.*

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**Constitutional provisions are in bold face type**

*Bylaw material is printed in italic type*

## **CHAPTER 2: CONFESSION OF FAITH**

- \*C2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- \*C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
  - a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
  - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
  - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- \*C2.03.** This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith and life.
- \*C2.04.** This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- \*C2.05.** This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- \*C2.06.** This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- \*C2.07.** This congregation confesses the Gospel, recorded in the Holy Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

## **Chapter 3: NATURE OF THE CHURCH**

- \*C3.01.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- \*C3.02** This church confesses the one, holy, catholic, and apostolic church and is resolved to serve Christian unity throughout the world.
- \*C3.03** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal

community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

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

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

## **CHAPTER 4: STATEMENT OF PURPOSE**

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

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

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

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

- a. Provide services of worship at which the Word of God is preached, and the sacraments are administered.

- b. Provide pastoral care and assist all members to participate in this ministry.
  - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
  - d. Teach the Word of God.
  - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
  - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
  - g. Motivate its members to provide financial support for this congregation's ministry and the ministry of the other expressions of the Evangelical Lutheran Church in America.
  - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
  - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- \*C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. Such descriptions shall be contained in continuing resolutions in the section on the Congregation Committees.
- \*C4.05** This congregation shall adopt and periodically review a mission statement which will provide specific direction for its programs.
- \*C4.06** References herein to the nature of the relationship between the three expressions of this church---congregations, synods, and the churchwide organization---as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

## **CHAPTER 5: POWERS OF THE CONGREGATION**

- \*C5.01.** The powers of this congregation are those necessary to fulfill its purpose.
- \*C5.02.** The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- \*C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in the congregation's governing documents is recognized. All remaining authority is retained by this congregation. This congregation is authorized to:
- a. call a pastor as provided in Chapter 9;
  - b. terminate the call of a pastor as provided in Chapter 9;
  - c. call a minister of Word and Service;

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

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

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

## **CHAPTER 6: CHURCH AFFILIATION**

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

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

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

- a. This congregation agrees to be responsible for its life as a Christian community.
- b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
- c. This congregation agrees to call pastoral leadership from roster the Minister/s of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacraments of the

Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.

- d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in this congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

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

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

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

- a. A resolution indicating the intent to terminate its relationship must be adopted at two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time this congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless the bishop and/or the bishop's designees are voting members of this congregation, they shall have voice but not vote at the first meeting.
- b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to voting members of this congregation.
- c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days

after receipt by the bishop of the attestation and certification as specified in paragraph b. above.

- d. If this congregation, after such consultation, is still considering termination of its relationship with this church, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the second meeting shall be sent to all voting members and to the bishop at least 10 days in advance of the meeting. Unless the bishop and/or the bishop's designees are voting members of this congregation, they shall have voice but not vote at the second meeting.
- e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the second special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to the voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting members present at the second meeting, the relationship between the congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g. below.
- f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another Lutheran denomination, this congregation shall be deemed an independent or non-Lutheran church, in which case \*C7.04. shall apply.
- g. This congregation shall abide by these covenants by and among the three expressions of this church:
  - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in \*C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
  - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to receive synod approval before terminating their membership in this church.
  - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- h. If this congregation fails to achieve the required two-thirds vote of voting members present at this congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds vote of voting members present at this congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of \*C6.05. and may begin no sooner than six months after the meeting at which the two-thirds vote was not achieved.

- \*C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is taken.
- \*C6.07. If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

## CHAPTER 7: PROPERTY OWNERSHIP

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



constitution of the Lower Susquehanna Synod—re-convey and transfer all right, title, and interest in the property to the synod.

## CHAPTER 8: MEMBERSHIP

- \*C8.01.** Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- \*C8.02.** Members shall be classified as follows:
- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
  - b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
  - c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
  - d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws
  - e. **Seasonal** members are voting members of other congregations of this church who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
    - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
    - 2) they shall not have the right to vote on any matter concerning or affecting, the call or termination of call of any minister of this congregation;

- 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with this church;
- 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the churchwide Assembly;
- 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
- 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.

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

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

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

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

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

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

## **CHAPTER 9: ROSTERED MINISTER**

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

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

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

- a. Every minister of Word and Sacrament shall:

- 1) preach the Word;
  - 2) administer the sacraments;
  - 3) conduct public worship;
  - 4) provide pastoral care;
  - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
  - 6) impart knowledge of this church and its wider ministry through available channels of effective communication;
  - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
  - 8) speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations.
- b. Each pastor with a congregational call shall, within the congregation:
- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
  - 2) relate to all schools and organizations of this congregation;
  - 3) install regularly elected members of the Congregation Council;
  - 4) with the council, administer discipline;
  - 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the Lower Susquehanna Synod; and
  - 6) encourage adherence to covenant relationship with this church as expressed in the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

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

**\*C9.05.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:

- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the pastor's death or, following consultation with the synod bishop, for any of the following reasons:
  - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
  - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;

- 3) inability to conduct the pastoral office effectively in this congregation in view of local conditions;
  - 4) inability to conduct the pastoral office effectively in view of disability or incapacity of the pastor;
  - 5) suspension of the pastor through discipline for more than three months
  - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
  - 7) termination of the relationship between this church and the congregation;
  - 8) dissolution of the congregation or the termination of a parish arrangement; or
  - 9) suspension of the congregation through discipline for more than six months.
- b. When allegations of disability or incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod.
    - 1) The bishop who has sole discretion, may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
    - 2) When such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
  - b. In case of alleged disability or incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament with disability status. Upon resumption of the ability to conduct the office effectively the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
  - c. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to this congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
  - d. If either party fails to assent the recommendations of the bishop's committee concerning the pastor's call, this congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
  - e. If, in the course of proceedings described in paragraph c, or paragraph d. above, the bishop's committee concludes that there may be grounds for disciplinary

action, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

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

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

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

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

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

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

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

- \*C9.13.** The pastor(s) shall submit a report of ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- \*C9.14.** The records of this congregation shall be maintained by the pastor and shall remain the property of this congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in the secretary's hands in good order by a departing pastor before the installation of that pastor in another call or approval of a request for change in roster status.
- C9.15** Under special circumstances, subject to the approval of the synod bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between this congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.
- \*C9.21.** Authority to call a deacon shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- \*C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synod bishop may be called as a deacon of this congregation.
- \*C9.23.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
- a. Be rooted in the Word of God, for proclamation and service;
  - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
  - c. Speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations;
  - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
  - e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
  - f. Practice stewardship that respects God's gift of time, talents, and resources;
  - g. Be grounded in a gathered community for ongoing diaconal formation;
  - h. Share knowledge of this church and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
  - i. Identify and encourage qualified persons to prepare for ministry of the gospel.

- \*C9.24.** The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.
- \*C9.25.** The provisions for termination of the mutual relationship between a minister of Word and Service and this congregation shall be as follows:
- a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod bishop, for any of the following reasons:
    - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
    - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
    - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
    - 4) inability to conduct the office effectively in view of disability or incapacity of the deacon;
    - 5) suspension of the deacon through discipline for more than three months;
    - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
    - 7) termination of the relationship between this church and this congregation;
    - 8) dissolution of this congregation or the termination of a parish arrangement; or
    - 9) suspension of this congregation through discipline for more than six months.
  - b. When allegations of disability or incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
    - 1) the bishop, who has sole discretion, may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
    - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
  - c. In case of alleged disability or incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon resumption of the ability to conduct the office

effectively, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.

- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
  - e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
  - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- \*C9.26.** This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.
- \*C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- \*C9.28.** With the approval of the bishop of the synod, this congregation may depart from \*C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.25. a.



- \***C9.29.** The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- \***C9.31.** The deacon(s) shall submit a report of ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

## **CHAPTER 10: CONGREGATION MEETING**

- C10.01.** This congregation shall have at least two meetings per year. The meetings of this congregation shall be time(s) specified in the bylaws. Consistent with the laws of the Commonwealth of Pennsylvania, the bylaws shall designate one meeting per year as the annual meeting of this congregation.
  - C10.01.01 The regular meeting of this congregation normally held on the 4th Sunday of January shall be designated as the annual meeting.*
  - C10.01.02 The meeting to approve the budget for the next fiscal year shall normally be held on the first Sunday in June.*
- C10.02.** A special Congregation Meeting may be called by the senior pastor, the Congregation Council, or the president<sup>1</sup> of this congregation, and shall be called by the president of this congregation upon the written request of 10 percent of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synod bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.
- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.
- C10.04.** 10 percent of the voting members shall constitute quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions by this congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07.** *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

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1 If the pastor is the president of the congregation, the congregation may consider giving the vice president the authority to call a special meeting.

- C10.08.** This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication or its equivalent. To the extent permitted by state law, notice of all meetings may be provided electronically.
- C10.09.** “*Ex officio*” as used herein means membership with full rights of voice and vote unless otherwise expressly limited.

## **CHAPTER 11: OFFICERS**

- C11.01.** The officers of this congregation shall be a president, vice-president, secretary, treasurer and financial secretary.
- a. Duties of the officers shall be specified in the bylaws.
  - b. The officers shall be voting members of this congregation.
  - c. Officers of this congregation shall serve similar offices of the Congregation Council 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. If the treasurer and financial secretary are not selected from the elected membership of the Congregation Council, they shall have voice but not vote at the meetings of the Congregation Council.
- C11.02.** The Congregation Council shall elect its officers and they shall be the officers of this congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors have been elected. Their terms shall start at the beginning of the congregation's fiscal year.
- C11.02.01** *The congregational year shall be separated into a fiscal year and a program year.*
- a. *The fiscal year shall begin July 1 and end June 30. The Congregation Council shall conform to the fiscal year.*
  - b. *The program year shall begin January 1 and end December 31.*
- C11.03.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

## **CHAPTER 12: CONGREGATION COUNCIL**

- C12.01** The voting membership of the Congregation Council shall consist of the pastor(s) the officers of this congregation, and not more than 15 nor fewer than 9 members of this congregation, at least one of whom may be a youth and at least one of whom may be a young adult. Any voting member of this congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member
- a) ceases to be a voting member of this congregation or

b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, this congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

**C12.02.** The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve 3 years or until their successors are elected. Their terms shall start at the beginning of the congregation's fiscal year. Such members shall be eligible to serve no more than two full terms consecutively.

*C12.02.01 Nominations of members to the Congregation Council shall be as follows:*

- a. The Nominating Committee shall submit a list of nominees, numbering no more than twice the number of vacancies to be filled, to the congregation by May 1.*
- b. Opportunity for further nomination by the congregation shall be provided during the month of May through the church paper and/or the worship bulletin. A signed statement by the person making the nomination attesting to the candidate's willingness to serve shall accompany the nomination.*

*C12.02.02 The election of members of the Congregation Council shall be as follows:*

- a. On the first Saturday and Sunday in June written ballots shall be made available to voting members of this congregation at the worship services prior to the Congregation Meeting. Ballot boxes shall be provided. The counting of ballots shall be done immediately following the last service by a Committee on Elections, consisting of three (3) persons appointed by the president of the Congregation Council and reported to the Congregation Meeting. A majority of valid votes cast shall constitute an election.*
- b. Should any or all candidates fail to receive a majority of the votes cast, a run-off election shall be held either immediately or at a special Congregation Meeting called for the following Sunday. The names to be placed on the ballot shall not exceed twice the number of positions to be filled except in the case of a tie, and shall be limited to those candidates receiving the highest number of votes on the previous ballot.*

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

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

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.

- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling, or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.

Eucharistic Ministers will be trained and set apart to lead worship and distribute previously consecrated elements of Holy Communion in the absence of the Pastor(s).

- h. To emphasize support of the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

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

- a. The Congregation Council shall be the board of trustees of this congregation and, as such, shall be responsible for maintaining and protecting its property and managing its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the Commonwealth of Pennsylvania, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of this congregation.
- c. The Congregation Council may enter into contracts for emergency items not included in the budget.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in collaboration with the synod and churchwide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of mission support monies to the synod.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

g. The Congregation Council shall establish a Member Assistance Fund as a local fund to assist Trinity members in times of financial need, with a top balance in the fund to be maintained at not more than \$7,000. Should the balance exceed \$7,000 the additional funds shall be made available to the Service Committee for their use.

h. Any funds excess to the budget at year end will be carried forward to the following year unless otherwise directed by the Congregation Council.

i. Synod mission support will be paid on a quarterly basis or when funds are available.

j. The pastor is authorized, at his or her discretion, to use the services of the Visitation (Supply) Pastor during occasions of crisis or peak member need for pastoral care. The use of the Visitation (Supply) Pastor for extraordinary pastoral care is to remain within the constraints of the budgetary authorization for that position.

k. Fundraising initiatives may be conducted with Congregation Council review and approval. All activities shall be designated for a specific purpose.

l. The Congregation Council shall review and approve itemized bids on all jobs before contracts are awarded. All contracts will include a "not to exceed" price without caveat i.e. open-ended contracts will not be approved.

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

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

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

**C12.09.** 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<sup>2</sup> and shall be called by 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.

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2 If the pastor is the president of the congregation, the congregation may consider giving the vice president the authority to call a special meeting.

- C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the senior pastor or interim pastor, except when the senior pastor or interim pastor requests or consents to be absent and has given prior approval to an agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the senior pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synod bishop.
- C12.13** The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication or its equivalent. To the extent permitted by state law, notice of all meetings may be provided electronically.
- C12.14** The Congregation Council shall, at its first meeting of the fiscal year (July), validate each existing Continuing Resolution and post those Continuing Resolutions on the Church Bulletin Board and publish same in the church newsletter. Additions, deletions and changes made during the program year will be reported in the newsletter and posted on the Church Bulletin Board.

## **CHAPTER 13: CONGREGATION COMMITTEE**

- C13.01.** The officers of this congregation and the pastor(s) shall constitute the ***Executive Committee.***
- C13.02.** At its first meeting in each council year, the Congregation Council shall appoint as many standing committees as the local and wider concerns of the congregation require. Each such committee shall be composed of one or more members of the Congregation Council and, in addition, other voting members. Although appointed by and responsible to the Congregation Council, these committees shall be recognized as representatives of and performing essential services for the congregation as a whole.
- C13.02.01 There shall be a **Worship Committee.** It shall assist the Congregation Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America, that competent worship leaders/facilitators are recruited and trained, and that hymnals and other devotional materials are provided and properly cared for. This committee shall supervise, and strive to advance the welfare and effective service of, the choirs of the congregation. It shall arrange for the care of paraments, vestments and musical instruments and, in consultation with the pastor(s) and the music directors, it shall furnish music supplies appropriate for use in the worship of the congregation of the Evangelical Lutheran Church in America.*
- C13.02.02 There shall be a **Learning Committee.** It shall assist the Congregation Council in promoting and overseeing the lifelong learning and Christian Education of all the children of God including adults, youth, and children. This committee, in association*

*with the pastor or minister/s of Word and Sacrament, shall oversee the conduct and promotion of the school(s) within the congregation. It shall encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America, and seek to introduce the church's periodicals and books of family devotion into the homes of the congregation.*

*C13.02.03 There shall be a **Witness Committee**, also called Witness Ministry. It shall assist the Congregation Council in stimulating and leading all members of the congregation in continuous efforts to practice their faith. Witness Ministry assists the Congregation Council in evangelism. Witness Ministry also provides opportunities for members to grow in discipleship through outreach. Witness Ministry assists the Congregation Council in assessing the needs of the community. Witness Ministry plans and implements events to invite the community to be involved in the life of this congregation. It recruits volunteers to join in these activities. Witness Ministry assists the Congregation Council in all matters pertaining to public relations.*

*C13.02.04 There shall be a **Service Committee**. It will assist the Congregation Council in extending Christian compassion and helpfulness to persons of all ages in need of aid in body and soul. It will encourage individual members and organizations of this congregation to participate in the Service ministry's outreach. The Service ministry will exercise oversight of the local and churchwide benevolence program of the congregation and develop liaison with local benevolence programs as needed.*

*C13.02.05 There shall be a **Support Committee**. It shall assist this Congregation Council in evoking and promoting the expression of Christian faith in daily living; and in diffusing knowledge of the congregation's local, churchwide and world-wide ministries. Members of the committee include the church Treasurer and Financial Secretary as well as members of the congregation.*  
*It shall prepare a draft budget for the succeeding fiscal year ending June 30<sup>th</sup> and shall submit such draft budget to the Congregation Council for its action and later presentation to a Congregation Meeting.*  
*This committee shall exercise oversight of all the financial affairs of the congregation to make sure that they are being conducted efficiently, giving attention to the prompt payment of all obligations and to the regular forwarding of mission support monies to the synod treasurer.*  
*This committee is responsible for the total insurance program and the technology equipment used in the church. It shall also provide for annual audits of the accounts of the treasurer(s) and the financial secretary, as well as of the accounts of organizations within the congregation.*

*C13.02.06 There shall be a **Property Committee**. It shall assist the Congregation Council in the proper maintenance and protection of all the property of the congregation and shall take care that the same is kept in good repair.*  
*The committee shall meet once a month to discuss previous meeting minutes, projects completed since the last meeting and ongoing projects. The committee shall discuss new business and review bills paid during the months. Minutes of each meeting shall be sent to the church office prior to the next meeting of the Congregation Council.*

*The committee liaison shall report to the Congregation Council each month and present any motions requiring council approval. The liaison shall report actions taken by the Congregation Council to the Property Committee.*

*The Property Committee chairperson (or co-chairpersons) supervises the work of the church Sexton and serves on the Personnel Committee. The church Sexton is an employee of the church and is responsible for maintaining the church facility in a clean and orderly state. This shall include both the inside of the building and the outside grounds.*

*C13.02.07 There shall be a **Stewardship Committee**. It shall assist the Congregation Council by promoting the identification and wise management of the resources given to us by God. It will encourage the growth of the congregation members' talents, financial pledges, and other good gifts of God.*

*The committee shall consist of a Chairperson (or co-chairperson) and will meet on an as needed basis to discuss past projects, review the success of those projects and identify upcoming projects that will further enhance the purpose and meaning of the stewardship ministry.*

*The Committee shall also be responsible for the annual Every Member Visit and/or other congregational efforts which lead to informed and grateful giving. The Committee shall also draft a report that includes this congregation's full indicated share in its support of the wider ministry being carried out on behalf of the Evangelical Lutheran Church in America and the Lower Susquehanna Synod.*

*Minutes of each meeting shall be sent to the church office prior to the next meeting of the Congregation Council.*

*The Committee Liaison shall report to the Congregation Council following each meeting and present any motions requiring Council approval. The Committee Liaison shall report actions taken by the Congregation Council to the Stewardship Committee.*

*C13.02.08 There shall be a **Nominating Committee** of six voting members of this congregation, two of whom shall be outgoing members of the Congregation Council. The committee shall be elected by the Congregation Council.*

*C13.02.09 There shall be an **Audit Committee** of at least three voting members of this congregation. The committee shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council.*

*C13.02.10 There shall be a **Mutual Ministry Committee** (in the absence of a Mutual Ministry Committee, the duties shall be fulfilled by the Executive Committee) selected jointly by the President and the Pastor and ratified by the Congregation Council. The committee shall consist of six (6) members. The term of office shall be three (3) years, with 2 members rotating off each year. The committee shall assist the Congregation Council in affirming and strengthening the mission of the congregation and the ministry of the staff. As a committee of the council, the Mutual Ministry Committee will report regularly to the Congregation Council. The Congregation Council President will be invited to attend the Mutual Ministry Meeting on an as needed basis. Mutual Ministry Committee Minutes will not include executive committee discussion and will be presented to the Congregation Council after each meeting. Guidelines for the Mutual Ministry Committee are approved by the Congregation Council.*



*Mutual Ministry is the opportunity to affirm and strengthen the mission of the congregation and the ministry staff. It does so in the following ways:*

#### *Listening and Clarifying*

- *Mutual Ministry listens to the congregation and staff to understand and develop how staff members see themselves and how the congregation sees staff members.*
- *Mutual Ministry Committee members listen for early warning signs of dissatisfaction or frustration in the congregation and help to encourage communication and correct misunderstandings especially between staff members or between congregation members and staff.*
- *Mutual Ministry Committee provides a sounding board for new ideas and initiatives of the staff in the congregation*

#### *Sharing and Communicating*

- *Provides an opportunity for staff to share personal joy and frustration about their life and ministry outside and within the congregation.*
- *Offer a forum where personal concerns, questions, and grievances can be aired that:*
  - *Provides a safe place where congregation members can come to committee members and raise issues of concern they are uncomfortable raising directly with staff.*
  - *Provides a safe place where staff can raise their concerns and frustrations about their lives and calls in a candid manner.*
- *Mutual Ministry Committee offers a place for confession and affirming absolution of the pastor(s) and staff when they also need to hear these words of forgiveness.*
- *Mutual Ministry Committee helps to share the expectations of the congregation to the staff and the expectations of the staff to the congregation.*
- *The function of the committee is to serve as an intermediary and not to counsel individuals.*

#### *Authority*

- *Mutual Ministry Committee has no authority on any congregational matters.*
- *Mutual Ministry Committee may act in an advisory capacity to staff, other committees, or the Congregation Council in relation to matters or concerns raised to the committee by the staff and by the congregation.*

#### *Members of the Mutual Ministry Committee should:*

- *Be active and attentive members of the congregation, those in a position to listen to the congregation in many areas of its worshiping and serving life.*
- *Be a good reflection of the makeup of the congregation in terms of gender, age and length of membership.*
- *Demonstrate and promote respect among staff and congregation members.*
- *Maintain a perspective that is open-minded and fair on any given matter.*
- *Maintain confidentiality-Most items that are spoken in Mutual Ministry are public information, however, some delicate matters may be brought up which should not be shared beyond the committee as this would violate trust and safe space.*
- *Not hold any other office in the congregation – Some members are called to elective offices of the congregation as representatives of the congregation because of their wisdom and spiritual guidance. Mutual Ministry Committee*

*members should not serve in other offices to avoid bringing up other agendas to meetings and creating a space not conducive to building up the body of Christ in with regard to the staff or other members of the congregation.*

*C13.02.11 There shall be an **Investment Committee** appointed by the Congregation Council for a term of three (3) years. The term is renewable. This committee shall assist the Congregation Council in overseeing the investments of the church with the goal of maximizing the return within the investment guidance provided by the Congregation Council. The committee shall meet twice a year or at the call of the committee chair or the Congregation Council. Reporting shall be through the Support Committee to the Congregation Council. The committee will develop recommendations for changes, if deemed necessary, and also will make a recommendation after the beginning of the calendar year as to the distribution from the Trinity Evangelical Lutheran Church (TELC) Fund for the calendar year. Guidelines for the investments of the church are contained in the TELC Funds, Trusts and Financial Guidance are approved by the Congregation Council. Members of the committee shall not be liable for any losses which may be incurred upon the investments of the assets of the TELC Fund except to the extent such losses shall have been caused by bad faith or gross negligence. Members shall not be held liable for the acts or omissions or any other member. No member shall engage in any self-dealing or transactions with the TELC Fund in which the member has direct or indirect financial interests and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the TELC Fund.*

*C13.02.12 There shall be an **Endowment Committee** consisting of five voting members of this congregation. The Congregation Council shall select nominees for the committee. The term of each member shall be three (3) years. At each annual meeting, the congregation shall elect the necessary number for a term of three years. No member shall serve more than two consecutive three year terms. After a lapse of one year, former committee members may be re-elected. The senior pastor and the president or vice-president of the Congregation Council shall be advisory members of the committee who shall have voice but no vote. The committee shall assist the Congregation Council in evaluating requests for the Spring and Fall distributions from the Trinity Evangelical Lutheran Church Fund: Endowment Fund. The committee will forward its recommended distribution to the Congregation Council for approval and implementation. Guidelines for the Endowment Committee are approved by the Congregation Council.*

*C13.02.13 There shall be a **Scholarship Review Committee** of three (3) members appointed annually by the Congregation Council. It will assist the Congregation Council in determining that the applications and all records have been completed as required and that the information is accurate and verifiable. The Committee shall be responsible for ascertaining the accuracy of any extenuating circumstances claimed on the application. Committee members are required to sign a "Statement of Confidentiality" pursuant to the Louise Miller Scholarship guidelines at the March meeting each year.*

*C13.02.14 There shall be a **Scholarship Awards Committee** of three (3) members appointed annually by the Congregation Council. The committee will assist the Congregation Council in considering all applications and granting the award(s). Both need and merit*

*will be given consideration. First year applications will be given priority over applications for subsequent years. Awards will be determined and recipients will be notified by June 1. Committee members are required to sign a "Statement of Confidentiality".*

**C13.02.15** *There shall be a **Personnel Committee** composed of the Executive Committee and the Chairpersons of the Support, Property and Worship Committees. The Personnel Committee shall assist the Congregation Council in the administration of all personnel matters subject to the final approval of the Congregation Council and for developing a procedure for staff evaluations. The pastor(s) will not be involved in salary guidelines which pertain to any staff of the congregation; pastor(s) participate in the personnel committee when they are in consultation regarding a position for which the pastor has oversight.*

**C13.03.** Except as stipulated in the following sections, the duties of all committees shall be assigned by the Congregation Council, along with such instructions as in its judgment are in the best interest of the congregation. All actions of committees shall be subject to review by the Congregation Council and, as determined by the Congregation Council, approval.

**C13.05.** When a vacancy occurs in a position for which this congregation calls a rostered minister, a **Call Committee** of six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called rostered minister.

**C13.06.** Other congregational committees may be formed as the need arises, by decision of the Congregation Council.

**C13.07.** Duties of committees of this congregation shall be specified in the continuing resolutions.

**C13.08.** The pastor of this congregation shall be *ex officio* a member of all committees and boards of this congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of this congregation, except the Nominating Committee.

## **CHAPTER 14: ORGANIZATIONS WITHIN THIS CONGREGATION**

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

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

## **CHAPTER 15: DISCIPLINE OF MEMBERS AND ADJUDICATION**

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

- \*C15.04.** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- \*C15.05.** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
- a. suspension from the privileges of congregation membership for a designated period of time;
  - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
  - c. termination of membership in this congregation; or
  - d. termination of membership in this congregation and exclusion from the church property and from all congregation activities.
- \*C15.06.** The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
- \*C15.07.** No member of the congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.

### **\*C15.10. Adjudication**

- \*C15.11.** When there is disagreement between or among factions within this congregation on a substantive issue which cannot be resolved by the parties, members of this congregation may petition the synod bishop for consultation after informing the president of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18. d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the Council deems necessary. The Synod Council's decision shall be final.

## **CHAPTER 16: AMENDMENTS**

- \*C16.01.** Unless provision \*C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 12 voting members or by the Congregation Council.

Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify this congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.

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

  - a. be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting; and
  - b. be ratified without change at the next regular meeting of this congregation by a two-thirds vote of those voting members present and voting;
  
- \*C16.03.** Any amendments to this constitution that result from the processes provided in \*C16.01. and \*C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify this congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
  
- \*C16.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of this congregation without presentation at a prior meeting of this congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to this congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of this congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following the congregation's vote of approval.

## **Chapter 17 BYLAWS**

- \*C17.01.** This congregation may adopt bylaws. No bylaw may conflict with this constitution.
  
- \*C17.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
  
- \*C17.03.** Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that

purpose. The Congregation Council shall notify this congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.

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

## **CHAPTER 18: CONTINUING RESOLUTIONS**

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

## **CHAPTER 19: INDEMNIFICATION**

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

## **CHAPTER 20: PARISH AUTHORIZATION**

- \*C20.01. This congregation may unite with one or more other congregations recognized by the synod named in \*C6.01. to form a parish. Except as provided in \*C20.02. and \*C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.
- \*C20.02. One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregation meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.

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

**TRINITY LUTHERAN CHURCH CONGREGATION COUNCIL  
CONTINUING RESOLUTIONS 2022**

**Chapter 12- CONGREGATION COUNCIL**

**Chapter 12.04 - Council shall have general oversight of the life and activities of this congregation...**

- C12.04.C08** All employees must have an IRS 1-9 form (citizenship and residency) on file.
- C12.04.D08** Prospective employees shall undergo and successfully pass a background review, child abuse screening, and an arrest / felony screening.

**Chapter 12.05 - Council shall be responsible for the financial and property matters of this congregation...**

- C12.05.A08** The Treasurer is to pay only the amount he/she has received during the 30 days after the special envelopes are expected to be submitted. At the end of the year, any money received after the 30-day period will be paid.
- C12.05.B08** The Financial Secretary shall list the special contributions, to be charged to the Revolving Fund, in a weekly report for the Church Treasurer. Listings shall be as



to their intent.

- C12.05.C08** Negotiable instruments will be properly disposed of within 30 days of receipt. The president of Congregation Council will be responsible to effect disposition within the 30 day period. Funds will be secured and deposited to the church's checking account with the next regular deposit. Exceptions to this policy require approval of the Congregation Council and should be based on tangible evidence that funds will be lost if disposed of within the 30-day period. It will be the responsibility of the Congregation Council treasurer to obtain the necessary approvals and reflect same in the minutes of the Council meeting.
- C12.05.D08** Budget payments are to be made to benevolence as the funds are available.
- C12.05.E08** Total annual spending by individual committees cannot exceed amounts approved in the operating budget without Council approval for such excess amounts, unless an emergency situation precludes obtaining the approval of Council within a reasonable time frame. However, individual committees may spend more than budgeted on specific line items. Committees will have the responsibility for seeing that cost overruns on specific line items will be offset by cost reductions on other line items.
- C12.05.F08** Designated contributions to groups, such as Youth Choir, Youth Groups, Summer Camps, and special programs, will have the amounts indicated deposited into their respective funds. This money will be used as needed, with all expenditures annotated and turned in on Treasurer's voucher forms. Funds in Revolving Accounts not obligated by the end of the calendar year may be transferred to the General Fund.
- C12.05.G08** The President, Vice-President, and the Treasurer of Trinity Evangelical Lutheran Church are fully authorized and empowered to transfer, endorse, sell, assign, set over and deliver any and all shares of stocks, bonds, debentures, notes, evidences of indebtedness or other securities in the name of or owned by Trinity Lutheran Church and to make, execute and deliver any and all written instruments necessary or proper to effectuate the authority hereby conferred. The Treasurer is authorized to sign checks and distribute funds in addition to the above.
- C12.05.H08** Cost overruns and changed orders will require Council approval prior to authorization of the final work and final payment on the project. As a minimum, the approval must be given by Council President and documented in the minutes. Contract changes must be approved by the Council President, Chairperson of appropriate committee, and the Contractor.
- C12.05.I08** Donated medical supplies — walker, bath bench, crutches, etc. can be loaned to anyone in need of them. A log will be maintained in the church office, to whom and where the items are loaned. Equipment will be reviewed for usability on a yearly basis.

**C12.05.J08**      **The definition of a Capital Improvement be “the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property’s overall nature or increase its useful life, with a cost of \$5 ,000 or more.”**

**C12.05.K08**      The lock box signatory list is to be updated each year shortly after the new Council convenes to include the Council President, Council Vice-President, the **Minister of Word and Sacrament**, the treasurer, the financial secretary, and the chair of Support Committee and requires two signatures for the lock box to be opened.

**C12.05.L08**      “The Chairperson of each committee is solely responsible for the authorization of committee related invoices and shall submit the proper documentation to the Congregation Treasurer for payment.”

**C12.05.M08**      “Designated benevolences will be honored through Trinity. Donations to benevolence organizations/charities not pre-approved through an appropriate ministry/committee will be returned to the donor. 04/15/2015

**Chapter 13 - CONGREGATION COMMITTEES**

**Chapter 13.02 - . . . standing committees...**

**C13.02.A08**      Committee minutes are presented by the committees as information to Council, and are approved by each committee, unless Council desires to change the action of a motion by the given committee.

**C13.02.B08**      As far as practical, matters within a particular committee’s jurisdiction, will be presented to that committee prior to coming before Council.

**Chapter 13.02 - ...Worship Committee...**

**C13.03.A08**      Wine shall be used for Communion with grape juice available upon request.

**C13.03.B08**      **Minister of Word and Sacrament** are required to be present to fulfill their respective duties for Christmas Eve, Holy Week and Easter Worship services.

Approved by Council on 07/12/2022