

CONSTITUTION AND BYLAWS

PEACE LUTHERAN CHURCH



Peace
LUTHERAN
CHURCH

**Peace Lutheran Church, founded in College Station, Texas.
Constitution and Bylaws adopted on
January 22, 1978**

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Revised December 16, 2018

**CONSTITUTION
OF
PEACE LUTHERAN CHURCH
College Station, Texas**

**In the Name of the Father, and of the Son,
and of the Holy Spirit. Amen.**

PREAMBLE

Recognizing our unity in Christ and our common practice in the Christian faith; desiring to express our fellowship in worship and work; knowing our spiritual needs; mindful of our Christian privileges and duties; and wishing to observe orderly cooperation, we adopt the following Constitution that will best serve this congregation at this time;

Article I - NAME and INCORPORATION

The name of the congregation shall be Peace Lutheran Church, College Station, Texas. The congregation shall be incorporated under the laws of the State of Texas.

Article II - CONFESSION of FAITH

1. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
2. As a brief and true statement of the doctrine of the Word of God, the congregation accepts and confesses the following symbols, subscription to which shall be required of all its members: 1.) The ancient ecumenical Creeds: the Apostolic, the Nicene and the Athanasian; and 2.) the Unaltered Augsburg Confession and Luther's Small Catechism.
3. As further elaboration of and in accord with these Lutheran Symbols, the congregation also receives the other documents in the Book of Concord of 1580: the Apology, Luther's Large Catechism, the Smalcald Articles and the Formula of Concord, and recognizes them as normative for its theology.
4. The congregation accepts without reservation the symbolical books of the evangelical Lutheran Church, not insofar as, but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith of the evangelical Lutheran Church.

Article III - PURPOSE

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

- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with church wide policy.

Article IV - POWERS

1. All power in the congregation has its source in the Word of God, which is the norm for its faith and life. All individuals and groups within the congregation shall submit to the authority of the Word; and the life and activity of the congregation and its organizations shall conform to it.
2. The powers of the congregation shall be those necessary to fulfill its purposes, as set forth in this constitution.
3. The powers of the congregation shall be vested in the congregational meeting, called and conducted in such manner as is provided in this constitution, and, to the extent conveyed by this constitution or as assigned from time to time by the congregational meeting, to the council formed by the congregation.
4. In the fulfillment of its purpose, the congregation is empowered to:
 - a. call a pastor;
 - b. terminate the call of a pastor;
 - c. appoint or terminate the appointment of associates in ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America;

- d. approve the annual budget;
 - e. acquire real and other personal property by gift, devise, bequest, purchase, or other lawful means;
 - f. hold title to and use its property for any and all activities consistent with its purpose;
 - g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - h. enter into contracts;
 - i. sue and be sued;
 - j. elect officers and committee chairs and chairs-elect for the exercise of their powers and authority and require them to conduct their affairs in accordance with this constitution, its bylaws, and the resolutions of the congregation.
 - k. terminate its relationship with the Evangelical Lutheran Church in America as provided in article 8.62. of the Constitution of the ELCA.
5. Real property shall not be purchased, disposed of, or encumbered in any manner except by resolution adopted by not less than a two-thirds majority ballot vote of the members present and voting at a legally called and conducted meeting of the congregation.

Article V - CHURCH AFFILIATION

- 1. This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Texas - Louisiana Gulf Coast Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- 2. The congregation claims for itself all the rights and privileges and accepts all the duties and obligations connected with such membership.
- 3. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
 - a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
 - d. This congregation agrees to consider associates in ministry for appointment to other staff positions in the congregation according to the procedures of the Evangelical Lutheran 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 or with the constitution of the synod.

Article VI - PROPERTY OWNERSHIP

1. If this congregation ceases to exist, title to undisposed property shall pass to the Texas - Louisiana Gulf Coast Synod of the Evangelical Lutheran Church in America.
2. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.
3. If a two-thirds majority of the voting members of this congregation present at a regularly 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. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Texas - Louisiana Gulf Coast Synod.

Article VII - MEMBERSHIP IN THE CONGREGATION

1. This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Texas - Louisiana Gulf Coast Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
2. Members shall be classified as (a) baptized, (b) confirmed, (c) voting, or (d) associate.
 - 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 proper transfer from other Lutheran congregations or by affirmation of faith.
 - b. Confirmed members are baptized persons 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 shall be those confirmed who are members in good standing, as provided in the bylaws.
 - d. Associate members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.
3. It shall be the privilege and duty of members of the congregation to:
 - a. make diligent 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 the congregation and of the ELCA.

Article VIII - DISCIPLINE

1. A member who advocates doctrines which are contrary to Holy Scripture and the Confessions of the Church, or who is guilty of conduct that is grossly unbecoming a member of the Body of Christ, shall be subject to discipline.
2. Discipline shall be administered by the Congregational Council on behalf of the congregation, with the right to appeal to the Synod Council.

Article IX - WORSHIP

As an expression of the unity of the church in Christ the congregation recognizes the desirability of conforming to the practices of other member congregations in using such forms of worship, including liturgies and hymn books, as are recommended by the ELCA. Only such variations as are authorized by the congregation shall be permitted.

Articles X - THE PASTOR

1. Only a member of the clergy roster of the Evangelical Lutheran Church in America or one who has been recommended for it by the synodical bishop may be called to be a pastor of this congregation.
2. Authority to call a pastor shall rest in the congregation. Such authority to call shall be exercised by not less than a two-thirds majority ballot vote of members present and voting at a meeting legally called and conducted for that purpose. Before a call is issued, the officers, or a committee authorized by the congregation, shall seek the advice and help of the bishop of the synod.
3. In the event of a vacancy in the pastoral office, the Congregation Council shall, in consultation with the bishop of the synod, provide for interim pastoral service.
4. In the case of alleged physical or mental incapacity of a pastor or ineffective conduct of the pastoral office, it shall be the responsibility of the bishop of the synod, when such difficulties are personally known or have been brought to the synod's attention by an official recital of allegations by the Congregational Council, or by a petition signed by at least one-third of the voting members of the congregation, to investigate such conditions personally in company with a committee of two ordained ministers and one lay person.
 - a. If in the course of the proceedings, it should become apparent that the pastoral office cannot be conducted effectively in the congregation being served by the ordained minister due to local condition, the bishop of the synod may temporarily suspend the pastor from service in the congregation without prejudice and with pay provided through a joint churchwide/synod fund and with housing provided by the congregation.

Article XI - MEETINGS OF THE CONGREGATION

1. The power and authority of the congregation shall be exercised through the congregational meeting which shall be called and conducted in conformity with civil laws and the provisions of the constitution and bylaws of the congregation.
2. The annual meeting of the congregation shall be held in November. Notice of the meeting shall be given as provided in the bylaws.
3. A quorum for any regular or special meeting of the congregation shall be ten percent of the voting members.

4. A special meeting of the congregation may be called by action of the congregation, by petition of at least ten percent of the voting members, or by any one of the following: the Congregation Council, the president of the congregation, or the pastors. The president of the Congregation Council shall call a meeting upon request of the synodical bishop. Official notice of a special meeting of the congregation shall be in writing and shall be posted conspicuously in the place where the congregation customarily worships. Such notice shall state the time, place, and purpose of the meeting. It shall be signed by the president and the secretary of the congregation, or by the person or persons who have called the meeting, as authorized by this paragraph. The notice of a special meeting shall also be read at all public services of the congregation held during the ten days preceding the date of the meeting. If no services are held during the stipulated time, not less than five days written notice of such meeting shall be given provided, however, that no less than ten days written notice of a meeting called to consider a resolution requesting the pastor to resign shall be given; and provided further that a meeting called to consider the disposition of encumbrance of real property must be called and held in conformity with such provisions of civil law as may be applicable.
5. The pastors shall be notified of the time and place at which a special meeting of the congregation is to be held.
6. Only the business for which a special meeting has been called shall be transacted at the meeting.
7. A meeting of the congregation may by majority vote recess to reconvene at a specified time and place. A meeting may also recess to reconvene upon call; provided, however, that the time and place of such a reconvened meeting must be announced at a public service of the congregation, and not less than three days written notice be given of the reconvened meeting.

Article XII - OFFICERS AND COMMITTEES

1. Officers: At its annual meeting the congregation shall elect the following officers, each for two-year terms; in 1992 the president and vice president shall be elected to serve one-year terms starting in 1993 and the secretary and treasurer two-year terms; Beginning November 11, 2018, the president/vice president will be elected for one-year terms at every annual meetings; thereafter the secretary will be elected for a two-year term at alternate annual meetings. Each year the treasurer will be elected for a one-year term and shall not be eligible to succeed him/herself more than twice.
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer

With the exception of the treasurer no officer shall be eligible to succeed himself/herself in the same office. The officers of the congregation shall constitute the executive committee. The duties and responsibilities of the executive committee shall be to have charge of the general management of all matters relating to legal and corporate affairs, recommendations for employment of personnel and their evaluations, recommendations for appointment, overall general planning and financial and budgetary matters. All legal documents shall be signed by the president and secretary.

The duties of the officers of the congregation shall be those provided in the bylaws.

2. Committees: Committees of the congregation shall be those standing committees established in the bylaws and those ad hoc committees established according to the provisions of the constitution and its bylaws. At the annual meeting the congregation shall elect a chair and chair-elect for each standing committee, each to serve a one year term; no chair or chair-elect may succeed him/herself. The duties of each committee shall include the development and/or implementation of programs in accordance with the bylaws.
3. Congregation Council: The elected officers of the congregation and the chair and chair-elect of the standing committees together with the pastor(s) serving as an advisory member by virtue of the office, but without vote, shall constitute the Congregation Council. The president, vice-president and secretary of the congregation shall serve as president, vice- president and secretary of the Congregation Council, respectively.

The duties and responsibilities of the Congregation Council shall be to:

- a. The Congregation Council shall be the board of (trustees/directors) of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Texas, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. Have general oversight of the life and work of the congregation and coordinate the activities of committees of the congregation.
- d. Determine the roster of the baptized, confirmed and voting members of the congregation.
- e. Create ad hoc committees deemed necessary.
- f. Perform such other duties and responsibilities as are provided in this constitution and its bylaws.

Article XIII - BYLAWS

1. The congregation shall adopt such bylaws as may from time to time be necessary. No bylaw may conflict with this constitution.
2. Bylaws may be adopted or amended at any legally called and conducted meeting of the congregation by a two-thirds majority vote of those present and voting.

Article XIV - AMENDMENTS

1. The doctrinal basis and the confessional subscription contained in Article II, and this paragraph of Article XIV, shall be unalterable; and no amendment to this constitution shall conflict therewith.
2. A proposed amendment to this constitution shall be:

- a. read at a public service of the congregation or mailed to the voting members not less than thirty days before the legally called and conducted meeting at which it is to be considered;
 - b. approved with change at the legally called and conducted meeting following its announcement, by a majority vote of those present and voting; and
 - c. ratified without further change at the next annual meeting, by a two-third vote of those present and voting.
3. If a proposed amendment fails adoption, it may be amended by a majority vote of those present and voting; and adopted without change by a two-thirds majority vote of those present and voting at the following annual meeting.

BYLAWS

Part I - COMMUNION PARTICIPATION

(Cf. Article VII of Constitution)

1. This congregation invites all of its members, who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.
2. Participation in Holy Communion shall be open to members of other congregations who accept the Lutheran teaching in regard to this Sacrament.
3. It shall be made known to prospective participants that the belief of this congregation is:

Participation in the Lord's Supper is the reception of the body and blood of our Lord Jesus Christ given with bread and wine, instituted by Christ himself for us to eat and drink.

We hold that a person is well prepared and worthy who believes these words: "given and shed for you" for the remission of sins. But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words "for you" require simply a believing heart.

Part II - MEMBERSHIP

(Cf. Article VII of Constitution)

1. Baptized Members
 - a. A child, one or both of whose parents or guardians are members of the congregation, shall, upon receiving baptism, become a baptized member.
 - b. A child, neither of whose parents or guardians is a member of the congregation, shall, upon receiving baptism, become a baptized member of the congregation; unless for good reason that child is to be a baptized member of another congregation, in which case his membership shall be transferred to that congregation.
 - c. A child baptized in another congregation shall be received as a baptized member in the congregation when a transfer has been received.
 - d. An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teachings of the Word of God as confessed by the

Lutheran Church, shall upon confession of faith and baptism, become a baptized member of the congregation.

- e. When one or both parents of baptized children are received into membership of the congregation, such children should be received with the consent of the member parent or parents.
- f. When a baptized child is an orphan or a ward of someone, and these people move into the area served by this congregation, the child may be received as a baptized member when it is commended to the care of this congregation by the congregation which baptized the child.
- g. When the parents of a baptized child are not themselves members of the Lutheran Church but move into the area served by this congregation and desire to have their child put within the pastoral care of this congregation, the child may be received as a baptized member.

2. Confirmed Members

- a. A baptized adult, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of this congregation after having received instruction, having given evidence of adequate understanding of the teachings of the Word of God as confessed by the Lutheran Church, and having publicly affirmed his faith.
- b. A baptized member of the congregation shall be a confirmed member through the rite of confirmation; except that an adult who has become a baptized member in accordance with the provisions of Section 1 (d) of this part of the bylaws shall be considered a confirmed member without participation in the rite of confirmation.
- c. An applicant for membership who presents a Letter of Transfer which certifies that he is a confirmed member in good standing of a Lutheran congregation upon approval by the Congregation Council. The acceptance of the applicant shall be reported to the congregation.
- d. An applicant for membership who presents evidence of confirmation in a Lutheran congregation but does not have a Letter of Transfer shall be admitted to confirmed membership when the Congregation Council has determined that the applicant meets the standards of Christian faith and life indicated in the constitution and bylaws and when the applicant has reaffirmed his/her faith before the congregation.

3. Voting Members

Any confirmed, non-associate, member shall be a voting member of the congregation. The Congregation Council shall determine the roster of voting members of the congregation in accordance with the provisions of the constitution and bylaws. The roster of voting members shall be available at all regularly called meetings of the congregation. The term "in good standing" shall be defined to include:

- a. those who partake in Holy Communion,

- b. those who contribute to the congregational treasury according to the congregation's record, and
- c. those who participate in the life and worship of the congregation.

4. Pastoral Care of Membership

- a. The congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve that member effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of his or her residence shall be notified.
- b. A confirmed member in good standing desiring to change his or her membership to another Lutheran congregation shall, upon request receive a Letter of Transfer.
- c. A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with offerings, and does not appear to desire to participate in the life and worship of the congregation shall be visited by the pastor and the congregation's officers and encouraged by them to active membership. If, during the second year, the confirmed member does not actively participate, his/her name shall be removed from the membership roster of the congregation but be retained on a responsibility list as one who is in special need of the congregation's prayer and concern.
- d. A child, neither of whose parents or guardians is a member of the congregation, may be removed from the roster of baptized members if the child fails to participate in the life and the worship of the congregation.

5. Discipline

(Cf. Article VIII of Constitution)

In exercising discipline as provided in the constitution, the following shall be the procedure:

- a. A person who is requested to appear before the Congregation Council for possible discipline, shall be advised in writing no less than ten days prior to the hearing. The written notice shall include the time and place of the hearing and shall specify the exact reason for the possible discipline. If a person fails to appear at the time and place without a valid excuse, the Congregation Council may proceed with the hearing and may reach its conclusion in that person's absence.
- b. Should that person be found guilty by a two-thirds vote of the members of the Congregation Council, the council shall impose one of the following:
 - 1. censure before the Congregation Council or the congregation;
 - 2. suspension from membership until proof is given of sufficient repentance and amendment; or
 - 3. exclusion from membership and denial of the sacraments.

In the event of the imposition of 2 or 3 above, the action of the Congregation Council shall be in writing.

Part III - THE PASTORAL OFFICE

(Cf. Article X of Constitution)

1. When the congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect, in a form approved by the ELCA. It shall be signed by the president and secretary of the meeting at which the Call was voted, and shall be attested by the signature of the bishop of the synod. A Call to a clergy person to be an assistant or associate pastor shall be issued only with the concurrence of the pastor of the congregation and in accordance with the provisions of this paragraph.
2. The Call shall normally be for an indefinite time. A Call issued to an assistant or associate pastor may be for a definite time.
3. If any pastor receives a Call to another ministry, the pastor shall consult the Congregation Council, or, if the pastor desires, the congregation, before reaching a decision. The pastor shall announce the decision as quickly as possible, normally within three weeks. The pastor shall notify the bishop of the synod of the decision. When a Call has been accepted, the pastor shall terminate his/her ministry as soon as feasible, normally within a month.
4. Pastors shall look to the Congregation Council for guidance and counsel in matters affecting the congregation.

Part IV - MEETINGS OF THE CONGREGATION

(Cf. Article XI of Constitution)

1. Announcement of the time and place of the annual meeting of the congregation shall be made at two public services immediately preceding the meeting; those services are to be at least a week apart; and in such publications as the congregation or the pastor may periodically issue, or by written notice to the voting members mailed not less than ten days in advance of the meeting.
2. The current roster of voting, confirmed and baptized members shall be available at each meeting of the congregation.
3. The annual meeting shall receive reports from all officers of the congregation and all committees. Such reports, including a financial statement, shall be submitted in writing to the church office not less than fourteen days before such meeting.
4. The annual meeting of the congregation shall elect a nominating committee of five members, at least two members of which will be outgoing Congregation Council members. The pastor shall serve as convener and as advisory member. The term of office of the members of the nominating committee shall be one year.
 - a. The nominating committee shall nominate one or more candidates for each office to be filled and shall secure the consent of each person. The list of nominees shall be announced to the congregation in conjunction with the announcements of the meeting of the congregation at which the elections are to take place.
 - b. In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor.
 - c. The Congregation Council shall fill vacancies on the nominating committee.
5. Unless otherwise ordered, parliamentary procedures shall be in accordance with Robert's Rules

of Order.

Part V - OFFICERS AND COMMITTEES

(Cf. Article XII of Constitution)

1. Eligibility and duties of officers:

- a. Only a voting member of the congregation shall be eligible to serve as an officer.
- b. The president shall preside at the meetings of the Congregation Council and of the congregation.
- c. The vice-president shall preside at the meetings of the Congregation Council and of the congregation in the absence of the president.
- d. The secretary shall keep minutes of the meeting of the Congregation Council and of the congregation and shall keep the archives of the congregation.
- e. The treasurer shall have custody of all funds of the congregation. The treasurer shall receive and disburse such funds in accordance with the decisions of the congregation or the council.
- f. The financial secretary, an advisory member of the council, shall maintain records of all contributions and make regular reports to the Congregation Council and to the members as required by the Congregation Council.
- g. The term of all members of the Congregation Council shall be from January 1 through the last day of December of the same year.

2. Membership and Meetings of the Committees

In addition to the provisions of the constitution, the following shall govern membership on the committees and the conduct of their meetings:

- a. Only voting members of the congregation shall be eligible to chair committees.
- b. While membership on standing committees is voluntary, committee chairs will make every reasonable effort to recruit members.
- c. A quorum for any regular or special meeting of a committee shall be one half of the membership of that committee.

3. Duties and Responsibilities of the Committees

In addition to the duties and responsibilities provided in the constitution, the committees shall:

- a. Conduct regular meetings as needed and at such time and place as the committee may determine and keep minutes of action and attendance.
- b. Develop a budget for operation of that committee to be submitted to the Congregation Council.
- c. Report its activities to the annual meeting of the congregation and at regular meetings of the Congregation Council and at such other times as the congregation may decide.

4. Meetings of the Congregation Council

In addition to the provisions of the constitution, the following shall govern the Congregation Council in the conduct of its meetings:

- a. A quorum for any regular or special meeting shall be one half of the membership.
- b. A member of the Congregation Council who is absent from two consecutive regular meetings shall be consulted by the president of the congregation. If that member is absent from three consecutive regular meetings without valid excuse, the Congregation Council may declare that office vacant.
- c. A special meeting may be called by the pastor, the president, or any three members of the Congregation Council. Notice of such meeting shall be given not less than five days prior to the meeting and announced at a public service if one is held during that period.

5. Duties and Responsibilities of the Congregation Council

In addition to the duties and responsibilities provided in the constitution, the Congregation Council shall:

- a. Conduct regular meetings not less than once each quarter, at such time and place as the Congregation Council may determine.
- b. Secure necessary staff other than pastors, as recommended by the executive committee.
- c. If a vacancy occurs on the Congregation Council, the council shall fill that vacancy until the next meeting of the congregation. Should the unexpired be six months or less, it shall not be considered in determining eligibility for succession.
- d. Have authority between meetings of the congregation to choose delegates to any group or meeting in which the congregation is entitled to representation.
- e. Establish and enforce policies of the church as necessary.
- f. Approve disbursement of budgeted funds.

6. Types of Committees

- a. Standing Committees and their principal responsibilities shall be:
 1. Congregational Life – to attain the fullest possible individual and family involvement in the activities of the congregation, enhancing the utilization of the time, talents and treasures of all.
 2. Mission – to develop and formalize mission opportunities both locally and worldwide, reaching others with the gospel of Jesus Christ.
 3. Worship – to establish, direct, schedule and coordinate all matters relating to the worship experience of the congregation.
 4. Building and Grounds – to ascertain and direct the necessary support programs, the maintenance and addition to buildings and grounds, and related planning.

5. Education, Youth and Family – to maximize the fullest possible involvement of youth and families in the congregation, both through parish education and youth activities.
6. Communications – to centralize processes surrounding communicating with the congregation and the public, by all mediums.

b. Ad Hoc Committees

Ad hoc committees shall serve in an advisory capacity to the Congregational Council. Two types of ad hoc committees are permitted.

- i. Short term – Short term committees may be formed at such time as deemed necessary for the business of the congregation. Such committees are expected to have a limited responsibility and term of operation, and serve at the discretion of the Council.
- ii. Continuing – Continuing committees may be formed to address longer-term needs of the congregation. Continuing committees may be established by the Congregational Council at any time, but require approval by majority vote at the next legally called meeting of the congregation to maintain the status as a continuing committee. Dissolution of continuing committees shall also be by majority vote of the congregation.

Part VI - PARISH RECORDS

The records of the congregation shall be and remain the property of the congregation. The pastor shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon the termination of the pastor's service to the congregation, the pastor shall have brought the records up to date prior to departure. The records shall consist of:

- a. The roster of baptized and confirmed members.
- b. The ministerial acts performed by the pastor.
- c. The minutes of and reports of Congregation Council.
- d. The minutes of the meetings of the congregation and the council, for which the secretary of the congregation shall be responsible.
- e. The financial records of the congregation, for which the treasurer of the congregation shall be responsible. The pastor shall report to the secretary of the ELCA such statistics as may be requested and shall annually report to the congregation a summary of the ministerial acts. Should the congregation be dissolved, the official records of the congregation shall be deposited in the archives of the ELCA to its successor.
- f. The minutes and other records of all committees.
- g. The annual reports, bulletins, directories, newsletters, and other publications of the congregation.
- h. The minutes and other records of all congregational organizations.