

**CONSTITUTION
FOR
AMAZING GRACE LUTHERAN CHURCH
A CONGREGATION
OF THE
EVANGELICAL LUTHERAN
CHURCH IN AMERICA®**



2011

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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 Amazing Grace Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Amazing Grace Lutheran Church is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Michigan.

* Required provision

Chapter 2.

CONFESSION OF FAITH

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

Chapter 3.

NATURE OF THE CHURCH

- *C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under His rule and authority.
- *C3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

Chapter 4.

STATEMENT OF PURPOSE

- *C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- *C4.02. To participate in God's mission, this congregation as a part of the Church shall:
 - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
 - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
 - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.

- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
 - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- *C4.03.** To fulfill these purposes, this congregation shall:
- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
 - b. Provide pastoral care and assist all members to participate in this ministry.
 - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
 - d. Teach the Word of God.
 - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
 - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
 - g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
 - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
 - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- *C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregational Council shall prepare descriptions of the responsibilities of each ministry, committee, task force, or other organizational group and shall review their actions. Such descriptions of committees shall be contained in the bylaws. Descriptions of committees and task forces of this congregation not otherwise defined in this constitution shall be specified in continuing resolutions
- *C4.05.** This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

Chapter 5.

POWERS OF THE CONGREGATION

- *C5.01.** The powers of this congregation are those necessary to fulfill its purpose.
- *C5.02.** The powers of this congregation are vested in the Congregational Meeting called and conducted as provided in this constitution and bylaws.
- *C5.03.** Only such authority as is delegated to the Congregational Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
 - a. call a pastor as provided in Chapter 9;
 - b. terminate the call of a pastor as provided in Chapter 9;
 - c. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
 - d. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16.
 - e. approve the annual budget;
 - f. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - g. hold title to and use its property for any and all activities consistent with its purpose;
 - h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - i. elect its officers and Congregational Council and require them to carry out their duties in accordance with the constitution and bylaws and continuing resolutions; and
 - j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- *C5.04.** This congregation shall choose from among its voting 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 the congregation and other qualifications shall be as prescribed in guidelines established by the Southeast Michigan Synod of the Evangelical Lutheran Church in America.

Chapter 6.

CHURCH AFFILIATION

- *C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Southeast Michigan Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
 - a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
 - d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
 - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- *C6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
 - a. This congregation takes action to dissolve.
 - b. This congregation ceases to exist.
 - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
 - d. This congregation follows the procedures outlined in *C6.05.
- *C6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
 - a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.

- b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
 - c. The bishop of the synod shall consult with this congregation during a period of at least 90 days after receiving a copy of the resolution.
 - d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
 - e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
 - f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
- *C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.
- *C6.07.** If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate program unit of the church-wide 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 Southeast Michigan Synod of the Evangelical Lutheran Church in America.
- *C7.02.** If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.
- *C7.03.** If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this

congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Southeast Michigan Synod.

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

Chapter 8.

MEMBERSHIP

- *C8.01.** Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- *C8.02.** Members shall be classified as follows:
- a. ***Baptized*** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - b. ***Confirmed*** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - c. ***Voting*** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
 - d. ***Associate*** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons

who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregational Council of this congregation.

- B8.02.c.** An inactive member shall become a spiritual concern of the congregation and shall be contacted by the pastor, a member of the Congregational Council, or a designate. At the end of two years of inactivity, the member shall be contacted to see if he or she wishes to be removed from the roll of members. Upon a majority vote of the Congregational Council, the member will be removed from the congregational roster list.
- *C8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Congregational Council.
- *C8.04.** It shall be the privilege and duty of members of this congregation to:
- a. make regular use of the means of grace, both Word and sacraments;
 - b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
 - c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- *C8.05.** Membership in this congregation shall be terminated by any of the following:
- a. death;
 - b. resignation;
 - c. transfer or release;
 - d. disciplinary action by the Congregational Council; or
 - e. removal from the roll due to inactivity as defined in the bylaws.
- Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

Chapter 9.

THE PASTOR

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

- *C9.02. Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.
- *C9.03. Consistent with the faith and practice of the Evangelical Lutheran Church in America,
 - a. Every ordained minister shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care; and
 - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - b. Each ordained minister with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) supervise all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregational Council; and
 - 4) with the council, administer discipline.
 - c. Every pastor shall:
 - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
 - 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Southeast Michigan Synod of the ELCA.
- *C9.04. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.05. a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:

- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 - 4) the physical or mental incapacity of the pastor;
 - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
 - 6) the dissolution of the congregation or the termination of a parish arrangement; or
 - 7) suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregational Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
- c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in *C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members

present and voting where the bishop and the committee recommended termination of the call.

- e. If, in the course of proceedings described in *C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop, who may bring charges in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
- f. If, following the appointment of the committee described in *C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).

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

***C9.07.** During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregational Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

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

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

[NOTE – THERE ARE NO ITEMS C9.10 IN THE ELCA MODEL CONSTITUTION. THIS IS A DELIBERATE OMISSION.]

- *C9.11. With the approval of the bishop of the synod, the congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12. The pastor of this congregation:
 - a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
 - b. shall submit a summary of such statistics annually to the synod; and
 - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- *C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

[NOTE – THERE ARE NO ITEMS C9.15 THROUGH C9.19 IN THE ELCA MODEL CONSTITUTION. THIS IS A DELIBERATE OMISSION.]

- C9.20. Ecumenical pastoral ministry
- C9.21. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

Chapter 10.

CONGREGATIONAL MEETING

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

B10.01.01. The operating year of this congregation shall be from July 1 through June 30. The fiscal year of the congregation shall be from January 1 through December 31. The operating annual meeting of the congregation shall be held between the second Sunday in May and the second Sunday in June, inclusive; and the date of the annual meeting shall be determined by a majority vote of the Congregational Council. The minutes of the previous operating annual meetings along with the ministry reports, shall be available two weeks prior to this meeting.

The order of business for the annual meeting of the congregation shall be:

1. Prayer
2. Determination of a quorum
3. Personal review and adoption of minutes of immediately previous annual meeting and any congregational meetings since then.
4. Reports of officers, committees, and organizations of the congregation
5. Elections:
 - a. Election of Congregational Council positions
 - b. Election of Audit Committee member(s) or a qualified auditing firm
6. Election of two members, including one male and one female, to vote at the Synod Assembly
7. Unfinished business
8. New business
9. Adjournment with prayer

The date of the financial meeting of the congregation shall be no later than 30 days after the closing of the books of the previous fiscal year. The order of business for the financial meeting of the congregation shall be:

1. Prayer
2. Determination of a quorum
3. Reports of treasurer, financial secretary, auditors, and any other group using congregational funds
4. Vote on receiving the reports of the treasurer, financial secretary, auditors, and any other congregational funds.
5. New financial business

6. General business/reminders
7. Adjournment with prayer

A congregational meeting to adopt a financial budget for the coming year shall be held on the Sunday prior to Thanksgiving. Pledges will be made by the members of this congregation preceding the adoption of the financial budget.

The order of business for the financial budget meeting shall be:

1. Prayer
2. Determination of a quorum
3. Presentation of current fiscal year's and no more than two of the previous fiscal years' expense reports
4. Presentation of a proposed budget
5. Vote on a budget
6. General business/reminders
7. Adjournment with prayer

The proposed annual budget must be made available to all members at least two Sundays preceding the budget meeting.

- C10.02.** A special Congregational Meeting may be called by the pastor, the Congregational Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of ten percent of the voting members. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted
- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient. A notice sent to a household shall be deemed sufficient for all members of that household.
- C10.04.** Fifteen percent of the voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07.** *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11.

OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer.
- a. Duties of the officers shall be specified in the bylaws.
 - b. The officers shall be voting members of the congregation.
 - c. Officers of this congregation shall serve similar offices of the Congregational Council and shall be voting members of the Congregational Council.

B11.01.01. The President will preside over the meetings of the Congregational Council and of the congregation and will provide an agenda. The President also shall report to the congregation whenever necessary to keep members informed of important church matters and Congregational Council decisions. The President shall serve as the lay liaison with the ELCA or shall appoint a representative for this purpose.

The Vice President shall assist the President in all matters pertaining to the church. The Vice President shall preside over meetings of the congregation and the Congregational Council in the absence of the President. The Vice President shall assume the office of the Acting President until the next congregational meeting upon the resignation, death, or disability of the President leaving the President unable to perform presidential duties. In case of temporary disability preventing the President from performing his or her duties, that President shall resume the office of President for the remainder of the unexpired term upon presenting the Congregational Council with written medical documentation of the President's ability to resume office. The Acting President then shall resume the office of Vice President.

The Secretary of the Congregational Council shall, in case of a vacancy in the pastorate, be the custodian of the Seal of the Congregation and of all records and documents belonging to the congregation. The office secretary, under the direction of the Acting President, shall keep a record of all the ministerial acts of visiting pastors during the vacancy.

The congregational Treasurer shall be the custodian of all monies, deeds, bonds, mortgages, and other securities belonging to the congregation. The financial books of the congregation shall be open at all times to the inspection of the congregation.

- C11.02.** The congregation shall elect the president, vice-president and secretary and a treasurer shall be appointed by the Congregational Council, all of whom shall be the officers of the congregation.

- C11.03.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than three consecutive terms in the same office.
- C11.04.** The Congregational Council may, at its discretion, appoint an assistant to the congregational treasurer. The assistant will serve until a successor is appointed by the Congregational Council or until the Council dismisses the assistant to the treasurer and decides not to appoint a replacement. The assistant to the treasurer need not be a member of the congregation. If this is the case, the assistant to the treasurer would have a voice but not a vote on the Council and not be considered a member of the Council.
- C11.05.** Multiple members of the same household shall be neither nominated nor elected to serve simultaneously as officers of the congregation.

Chapter 12.

CONGREGATIONAL COUNCIL

- C12.01.** The voting membership of the Congregational Council shall consist of the pastor(s), the officers of the congregation, and not more than ten nor fewer than six additional members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregational 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 Congregational Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregational Council in other circumstances.
- B12.01.01.** If a Congregational Council member is failing to perform, the executive committee will meet with the member to voice the concern. If there is no resolution, and a majority of the Congregational Council is in agreement, steps will be taken to make a recommendation to the congregation.
- C12.02.** The members of the Congregational Council except the pastor(s) shall be elected by written ballot at its annual meeting to serve for two years or until their successors are elected and installed. Such members shall be eligible to serve no more than three full terms consecutively. Their terms shall begin upon installation, as stated in the bylaws.
- B12.02.01.** Congregational Council members shall be installed within 30 days following the annual congregational meeting at which they are elected. Council Members shall begin their terms upon installation.

- C12.03.** Should a member's place on the Congregational Council be declared vacant, the Congregational Council shall elect, by majority vote, a successor until the next annual meeting of the congregation, with the exception of a vacancy in the office of President, which shall be filled automatically by the Vice President. The Congregational Council then shall elect, by majority vote, a new Vice President to fill that vacancy until the next annual meeting of the congregation. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term, up to three consecutive term limits.
- C12.04.** The Congregational 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 Congregational Council shall include the following:
- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
 - b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
 - c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
 - e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
 - f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
 - g. To arrange for pastoral service during the sickness or absence of the pastor.
 - h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
 - i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
 - j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

- C12.05.** The Congregational Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregational Council shall be the board of 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 Michigan, except as otherwise provided in this constitution and its accompanying bylaws and continuing resolutions.
 - b. The Congregational Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
 - c. The Congregational Council may enter into contracts of up to an amount specified in the bylaws for items not included in the adopted budget or approved by the congregation.
 - d. The Congregational Council shall oversee preparation of the annual budget, shall approve the proposed budget by majority vote before it is presented to the congregation for adoption, shall supervise the expenditure of funds in accordance with the adopted budget, and may incur obligations of more than an amount specified in the bylaws in excess of the anticipated receipts only after approval by a Congregational Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
 - e. The Congregational Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
 - f. The Congregational Council shall be responsible for this congregation's investments and its total insurance program.
- B12.05.c.** The Congregational Council may enter into contracts of up to \$5,000 for items not included in the budget. In the event of an extreme emergency that causes the normal functioning of the church to be disrupted, the council may exceed the stated amount.
- B12.05.d.** The Congregational Council shall delegate oversight of the proposed annual budget to the Finance Ministry. Each Ministry is required to submit its proposed budget to the Finance Ministry. The Congregational Council's approval of the proposed budget by majority vote is required before its presentation to the congregation for adoption.
- C12.06.** The Congregational Council shall see that the provisions of this congregation's constitution, bylaws, and the continuing resolutions are carried out.

- C12.07.** The Congregational Council shall provide for a review of the congregation's membership roster at least once annually.
- C12.08.** The Congregational Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation, except the salaried secretary. The senior pastor shall be responsible for the day-to-day supervision of the salaried secretary. However, the Congregational Council shall be responsible for the employment and termination of the salaried secretary, with input from the senior pastor.
- C12.09.** The Congregational Council shall submit a comprehensive report to this congregation at the annual congregational meeting.

[NOTE - THERE IS NO C12.10. IN THE ELCA MODEL CONSTITUTION. THIS IS A DELIBERATE OMISSION.]

- C12.11.** The Congregational Council shall normally meet once a month. Special meetings of the Congregational Council may be called by the senior pastor or the president. Special meetings of the Council shall be called by the president at the request of at least one-half of its members. Advance notice of each special meeting shall be given to all who are entitled to be present.
- B12.11.01.** Congregational Council members shall determine regular council meeting dates and times and announce these in advance to the congregation. Any confirmed member of the congregation may attend Congregational Council meetings and may speak on agenda items before the Council when recognized by the presiding officer, but shall not have a vote if not a member of the Council.
- B12.11.02.** The order of business for regular meetings of the Congregational Council shall be outlined in a proposed agenda for each meeting, prepared by the presiding officer. Adoption of the agenda shall be the first item of business at each meeting, following opening devotions.
- C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregational Council, including the pastor or interim pastor. Chronic or repeated absence of the pastor or interim pastor at regular or special Council meetings shall become a subject for consultation with the synodical bishop.

Chapter 13.

CONGREGATIONAL COMMITTEES

- C13.01.** The officers of this congregation and the pastor shall constitute the *Executive Committee*. The Executive Committee consists of the Pastor, President, Vice President, Secretary and Treasurer who should meet prior to each Congregational Council meeting to set the proposed agenda for the Council Meeting and to discuss current items of significance regarding the implementation of the congregation's mission and vision.
- C13.02.** A *Nominating Committee* of five voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregational Council, shall be elected at the annual meeting of the congregation for a term of one year. Members of the Nominating Committee shall not be eligible for consecutive re-election to the Nominating Committee and shall not nominate themselves to serve on the Congregational Council during the pending term, but may be nominated by another voting member of the congregation.
- C13.03.** An *Audit Committee* of three persons, including at least two voting members of the congregation, shall be elected by the congregation at its annual meeting. One of the three need not be a member of the congregation, provided that person has professional expertise in auditing. Audit Committee members shall not be members of the Congregational Council. Term of office shall be three years, with one member elected each year. Audit Committee Members shall be eligible for re-election. The Audit Committee shall audit the financial records of the congregation prior to the annual financial meeting of the congregation and shall present a report of its audit at that meeting.
- C13.04.** A *Mutual Ministry Committee* consisting of the senior pastor, a Congregational Council representative for Mutual Ministry and no more than four additional members of the congregation shall be appointed jointly by the senior pastor and the Congregational Council. Term of office shall be two years, with at least two members to be appointed each successive year. The Mutual Ministry Committee shall be responsible for facilitating effective relationships and resolving conflicts between members of the congregation, congregational ministries and committees, the Congregational Council and church staff, including the pastor. The Mutual Ministry Committee also shall be responsible for performance reviews of the pastoral staff.
- C13.05.** When a pastoral vacancy occurs, a *Call Committee* of seven voting members of the congregation plus two alternates shall be elected by the congregation at a special congregational meeting called for this purpose. The alternates shall serve only in the event of vacancies on the Call Committee, with the first alternate serving if one vacancy occurs and the second alternate serving if a second vacancy occurs

during the period of call. Term of office will terminate upon installation of the newly called pastor.

- C13.06.** The congregation, at an annual or special congregational meeting, may establish other ministries, committees, task groups or church-sponsored organizations. Other task groups and church-sponsored organizations of this congregation also may be formed, as the need arises, by decision of the Congregational Council.
- C13.07.** The congregation shall authorize ministries to fulfill its missions and responsibilities. Ministries of the congregation provide Amazing Grace Lutheran Church with an organizational structure for fulfilling the Statement of Purpose in Chapter 4 of this constitution. They are intentionally designated “ministries” rather than “standing committees” to emphasize that they function to minister to God’s people. All ministries shall be responsible and report to the congregation via the Congregational Council and at congregational meetings.
- B13.07.01.** Roles, responsibilities and duties of each ministry of this congregation shall be defined in the bylaws and continuing resolutions.
- B13.07.02.** The following ministries are part of the Congregational Council. Their roles and responsibilities are described in the Continuing Resolutions.
1. Worship Ministry
 2. Learning Ministry
 3. Finance Ministry
 4. Property Ministry
 5. Stewardship Ministry
 6. Witness Ministry
 7. Service Ministry
- B13.07.03.** Duties of committees and task forces of this congregation not otherwise defined in this constitution shall be specified in the continuing resolutions.
- C13.08.** The senior pastor of this congregation may be a voting member of all ministries, committees and boards of the congregation, except the Call Committee. The president of this congregation may be a nonvoting member of all ministries, committees and boards of the congregation, except the Nominating Committee.

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

- C14.01.** All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.
- C14.02.** Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregational Council or by the congregation during a congregational meeting. Their responsibilities shall be specified in a continuing resolution.
- C14.03.** The congregation shall not establish any organization contrary to this constitution.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregational Council. If, for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.
- *C15.02.** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregational Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregational Council. The written charges shall accompany the written citation to the accused. The written citation that specifies the time and place of the hearing before the

Congregational Council and requests the presence of a member charged with the offense shall be sent at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregational Council may proceed with the hearing and may pass judgment in the member's absence.

- *C15.03. Members of the Congregational Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregational Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregational Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the Council shall impose one of the following disciplinary actions:
 - a. censure before the council or congregation;
 - b. suspension from membership for a definite period of time; or
 - c. exclusion from membership in this congregation.Disciplinary actions b. and c. shall be delivered to the member in writing.
- *C15.04. The member against whom disciplinary action has been taken by the Congregational Council shall have the right to appeal the decision to the Southeast Michigan Synod Council. Such right may not be abridged, and the decision of the Synod Council shall be final.
- *C15.05. Disciplinary actions may be reconsidered and revoked by the Congregational Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.
- *C15.06. For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.04. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C15.07. No member of a congregation shall be subject to discipline for offenses that the Congregational Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.
- *C15.10. **Adjudication**
- *C15.11. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the president of the Congregational Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16.

BYLAWS

- *C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- *C16.03. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregational Council at least 60 days before a regular or special Congregational Meeting called for that purpose and that the Congregational Council notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregational Meeting.
- *C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17.

AMENDMENTS

- *C17.01. Unless provision *C17.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least ten percent of voting members or by the majority of the Congregational Council. Proposals must be filed in writing with the Congregational Council 60 days before formal consideration by this congregation at a regular or special Congregational Meeting called for that purpose. The Congregational Council shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.
- *C17.02. An amendment to this constitution, proposed under *C17.01. shall:
 - a. be approved at a legally called Congregational Meeting according to this constitution by a majority vote of those present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 - c. have the effective date included in the resolution¹ and noted in the constitution.

¹ Such an effective date must be stated in relation to the requirements of *C17.03. to allow time for synodical review of the amendment.

- *C17.03.** Any amendments to this constitution that result from the processes provided in *C17.01. and *C17.02. shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the Southeast Michigan Synod of the ELCA.
- *C17.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*—as most recently amended by the Churchwide Assembly—by a simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregational Council has submitted by mail notice to the congregation of such an amendment or amendments, together with the council’s recommendations, at least 30 days prior to the meeting. Upon the request of ten percent of voting members of the congregation, the Congregational Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18.

CONTINUING RESOLUTIONS

- *C18.01.** The congregation in a legally called meeting or the Congregational Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- *C18.02.** Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of all voting members of the Congregational Council.

Chapter 19.

INDEMNIFICATION

- *C19.01.** Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregational 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

[Required provisions when congregation is part of a parish]*

- *C20.01.** This congregation may unite in partnership 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 a Parish Council.
- *C20.02.** Whenever a letter of call is being recommended for extension to an ordained minister of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended to the congregation by the synodical bishop to serve the congregations of a parish, such letter of call shall be first approved by a two-thirds vote at congregational meetings of each of the congregations forming the parish. If any congregation of the parish should fail to approve extending this call, the other congregation(s) in the same parish shall have the right to terminate the parish arrangement.
- *C20.03.** Any one of the congregations of a parish may terminate the call of a pastor as provided in †S14.13.d. of the synodical constitution of the synod named in *C6.01. In such case, the other congregation(s) in the same parish shall have the right to terminate the parish arrangement.
- *C20.04** Whenever a parish arrangement is terminated, the call of any rostered person serving that parish is terminated. Should any congregation that formerly was part of the parish arrangement desire to issue a new call to that rostered person, it may do so in accordance with the call process of this church.

Chapter 21.

PERMANENT RECORDKEEPING

- C20.01.** The Congregational Council Secretary or an individual appointed by the Congregational Council shall be responsible for maintaining a permanent record of this congregation's constitution, bylaws and continuing resolutions in a Council file, which shall be made available for any member of this congregation.

Amazing Grace Lutheran Church Continuing Resolutions

CR13.07.01 The roles and responsibilities for each ministry are listed below:

1. Worship Ministry

- Select the chairperson and other ministry members.
- Report to the Congregational Council on committee activities/decisions etc. via Council Liaison.
- Submit an annual budget for the ministry and administer approved budget.
- Provide information for weekly bulletins and monthly newsletters.
- Post monthly reports on Council bulletin board.
- Plan and schedule all services of worship.
- Arrange for substitute pastors when needed.
- Recruit and train congregational members to participate as leaders in service of worship: i.e. worship assistants, lay readers, communion assistants, greeters, acolytes, crucifers and ushers.
- Schedule ushers for services of worship.
- Oversee duties and schedules of choir, musicians and choir director. Arrange for substitutes when needed.
- Maintain files of Music and Worship material, bulletins of special services and notes of all meetings.
- Staff and monitor the Altar Guild.
- Create and maintain banners.
- Monitor and provide for worship supplies, such as candles, linens, communion elements, baptismal supplies, ashes, oil, napkins etc.
- Monitor and provide for flowers used for worship (including special seasons).
- Schedule and train PowerPoint/Soundboard Operators.
- Oversee the hiring, firing and yearly evaluations of any paid staff musicians.

2. Learning Ministry

- Select the chairperson and other ministry members.
- Report to the Congregational Council on Committee activities/decisions etc. via Council Liaison.
- Submit an annual budget for the Ministry and administer approved budget.
- Provide information for weekly bulletins and monthly newsletters.
- Maintain Learning Ministry bulletin board.
- Secure a teaching staff and Superintendent for Sunday School and Vacation Bible School.
- Provide for an annual review and the ordering of curriculum materials for Sunday School, Vacation Bible School, Confirmation classes and adult classes.
- Organize educational enrichment activities for adults, such as Bible study, forums for discussion and programs dealing with various issues.
- Communicate with the Ministry of Worship in organizing special programs or worship services involving Sunday School or Vacation Bible School students, staff and youth.
- Provide continuing education and training opportunities regularly for the Sunday School teaching staff. Provide training for new teachers prior to the beginning of the Sunday school year.
- Be supportive and available to the teaching staff.
- Conduct continuous evaluations of the Parish Education programs.
- Coordinate the Cradle Roll, First Communion education, and Confirmation programs with the Pastor.
- Assist as needed with new member classes.
- Serve as a resource to the Council and Congregation for the development of training and educational opportunities to meet specific needs.

3. **Finance Ministry**

- Select the chairperson and other ministry members.
- Report to the Congregational Council on Ministry activities/decisions, etc., via the Council Liaison.
- Submit an annual budget for the Ministry and administer the approved budget.
- Provide information for weekly bulletins and monthly newsletters.
- Maintain the Finance bulletin board.
- Comply with federal and state legal requirements for financial reporting.
- Make recommendations for the investment of funds and institutions for the deposit of funds.
- Prepare financial reports other than those under the responsibility of the treasurer.
- Compile Ministry budgets and prepare the proposed annual budget for the succeeding year for consideration by the Congregational Council and the Congregation.
- Provide appropriate data for an annual audit of the financial records of the church, along with accounts of organizations within the congregation, such as WELCA.
- Include the treasurer and financial secretary as members of the Finance Ministry by reason of their offices, i.e., ex officio.
- Exercise oversight of all the financial affairs of the Congregation.

4. Property Ministry Responsibilities

- Select the chairperson and other ministry members.
- Report to the Congregational Council on Committee activities and decisions via Council Liaison.
- Submit an annual budget for the Ministry and administer approved budget.
- Provide information for weekly bulletins and monthly newsletters.
- Meet monthly with ministry members to review church building and property needs, prioritize them, and schedule the work.
- Provide maintenance and preventive maintenance of church building.
- Provide maintenance and preventive maintenance of church grounds.
- Provide Technical Support for all church equipment.
- Purchase replacements of all equipment (building, grounds, and technical) as needed with the approval of the Congregational Council if necessary.
- Maintain a list of members able and willing to do specific tasks, such as lawn work, painting and plumbing.
- Arrange times and dates for special work days annually such as Spring Planting and Spring/Fall cleanup.
- Seek volunteers and assign work crews for special work days and other tasks as needed.
- Oversee duties of custodian.
- With the assistance of the office secretary and Pastor, oversee the use of the facilities for non-congregational functions.
- Develop long-range maintenance and replacement goals for facilities and equipment.
- Maintain and update records of insurance, church assets and liabilities.
- Purchase cleaning and maintenance supplies as needed.

5. Stewardship Ministry Responsibilities

- Select a chairperson and other Ministry members.
- Report to the Congregational Council on activities/decisions, etc. via Council Liaison.
- Submit an annual budget for the Ministry and administer approved budget.
- Provide information in weekly Grace Notes and monthly newsletters.
- Encourage members of the Congregation to participate in congregational activities especially suited to their talents, abilities and interests.
- Support activities of AGLC that encourage Stewardship.
- Conduct the annual Stewardship Drive every fall for the upcoming year.
- Research available Stewardship programs throughout the year.
- Order, prepare and distribute offering envelopes annually.
- Create, update & distribute Time & Talent Sheets.
 - a. Annually to current members
 - b. As new members are received
- Disperse Time & Talent Sheet information to appropriate Ministries.
- Order & distribute Lenten and Advent Coin Folders.
- Tap into outside resources for funds as well as for other Stewardship ideas (such as educational resources).
- Be responsible for educating members about Stewardship (e.g., what is it, what does it mean to each member, etc.).
- Periodically establish goals (e.g., this is what we need for this year or this is what we need for this specific project) and provide regular updates to the congregation regarding the status of reaching those goals.
- Explore Capital Fund Appeal as needed.

6. Witness Ministry Responsibilities

- Select the chairperson and other ministry members.
- Report to the Congregational Council on Committee activities/decisions etc. via Council Liaison.
- Submit an annual budget for the Ministry and administer approved budget.
- Provide information for weekly bulletins and monthly newsletters.
- Maintain Witness Ministry bulletin board.
- Report to the council on an annual basis regarding inactive members.
- Provide for the visitation of potential members, to include follow-up cards and visits to visitors.
- Provide for the sponsorship of new members and assimilation of new members into the life of the congregation.
- Minister to and disciple members and non-members through the development of programs which enrich personal and spiritual growth.
- Promote the reading of Christian material such as The Lutheran, Christ In Our Home, and seasonal devotional booklets.
- Devote special attention to improving the participation of minimally active members.
- Maintain posting of worship schedules and message on outdoor sign.

7. Service Ministry Responsibilities

- Select the chairperson and other ministry members.
- Report to the Congregational Council on Committee activities/decisions etc. via Council Liaison.
- Submit an annual budget for the Ministry and administer approved budget.
- Provide information for weekly bulletins and monthly newsletters.
- Maintain the Service Ministry bulletin board.
- Bring opportunities to the members of the congregation to involve themselves with congregational activities such as fellowship dinners, coffee hours, soup suppers, bake sales, church picnic.
- Coordinate funeral lunches and lunches for other special needs.
- Select, organize, publicize, and implement, with sensitivity toward the readiness of the congregation, specific activities and projects that will involve members of the congregation in social actions such as blood banks, food collections, walk-a-thons, fund drives, clothing drives, prison ministry, visits to nursing homes, hospitals, etc.
- Organize, maintain, and monitor the food pantry.
- Work with other ministries as appropriate to collaborate on projects.
- Recruit and train volunteers for projects and clearly define what the involvement entails.
- Facilitate and maintain the zone system to keep members informed of important events.
- Provide for cards and visits to sick and shut-in members.