



**CHAPTERS 1-20 OF THE PROPOSED  
CONSTITUTION FOR  
SHEPHERD OF THE DESERT  
EVANGELICAL LUTHERAN  
CHURCH  
2017**

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**SHEPHERD OF THE DESERT EVANGELICAL LUTHERAN CHURCH  
CONSTITUTION**

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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.

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\* Required provision

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**Chapter 1**  
**NAME AND INCORPORATION**

**C1.01.** The name of this congregation shall be Shepherd of the Desert Evangelical Lutheran Church of Sun City, Arizona.

**C1.01.01** The seal of this congregation presents as its inner portion the Lutheran Rose and the words “of Sun City, Arizona”. The outer portion of the seal is worded “Shepherd of the Desert Evangelical Lutheran Church”.

**C1.01.02** A called Pastor of this congregation shall be the custodian of the Seal.

**C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Shepherd of the Desert Evangelical Lutheran Church is hereinafter designated as “this congregation.”

**C1.11.** This congregation shall be incorporated under the laws of the State of Arizona.

## **Chapter 2**

### **CONFESSION OF FAITH**

- \*C2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- \*C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

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

### **Chapter 3**

## **NATURE OF THE CHURCH**

- \*C3.01.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- \*C3.02.** This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- \*C3.03.** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.
- \*C3.04.** This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.
- \*C3.05.** The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

## Chapter 4

### STATEMENT OF PURPOSE

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

**\*C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions.

**\*C4.05.** This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

**C4.05.01** The mission statement of the congregation is: "Created, Redeemed and Called by God, we reach out to all, by sharing our gifts and unconditional love of Jesus".

**C4.05.01A15.** The vision statement of the congregation is: "To be an intergenerational congregation that puts the Love of Christ into action from one generation to another and from our community to our world".

**\*C4.06.** References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.



## **Chapter 5**

### **POWERS OF THE CONGREGATION**

- \*C5.01.** The powers of this congregation are those necessary to fulfill its purpose.
- \*C5.02.** The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- \*C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in 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 a minister of Word and Service;
  - d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
  - e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
  - f. approve the annual budget;
  - g. acquire real and personal property by gift, devise, purchase, or other lawful means;
  - h. hold title to and use its property for any and all activities consistent with its purpose;
  - i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
  - j. elect its Congregation Council and boards and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
  - k. 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 member's 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 Grand Canyon Synod of the Evangelical Lutheran Church in America.

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

## **Chapter 6**

### **CHURCH AFFILIATION**

- \*C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Grand Canyon 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 roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
  - d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in 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 intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.

b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.

c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.

d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.

e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.

f. Notice of termination shall be forwarded by the bishop to the secretary of the ELCA, who shall report the termination to the Churchwide Assembly.

g. This congregation shall abide by these covenants by and among the three expressions of this church:

- 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in \*C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
- 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to receive synodical approval before terminating their membership in this church.
- 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.

h. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of \*C6.05. and may begin no sooner than six months after that second meeting.

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

## Chapter 7 PROPERTY OWNERSHIP

- \***C7.01.** If this congregation ceases to exist, title to undisposed property shall pass to the Grand Canyon 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 two-thirds 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, provided the process for termination of relationship in \*C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Grand Canyon Synod.
- \***C7.04.** If two-thirds 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 and have followed the process for termination of relationship in \*C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with 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.
- C7.05.** Notwithstanding the provisions of \*C7.02. and \*C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:
  - a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
  - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Grand Canyon Synod reconvey and transfer all right, title, and interest in the property to the synod.

## Chapter 8 MEMBERSHIP

**\*C8.01.** Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

**\*C8.02.** Members shall be classified as follows:

- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its 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. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
- e. **Seasonal** members are voting members of other ELCA congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
  - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;

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

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

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

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation, the synod, and the 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 in accordance with ELCA constitutional provision 20.41. and the accompanying bylaws; or
- e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws. Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

#### **C8.05.e.10. INACTIVITY**

**C8.05.e.11.** A member who has not communed and made a contribution of record to the congregation over a nine (9) month period shall be a matter of concern for this congregation and Congregational Council.

**C8.05.e.12.** It is the responsibility of this congregation to encourage inactive



members to be active in the life and ministry of this congregation.

**C8.05.e.13.** When a member lapses in participation:

- a. At the beginning of the tenth (10) month, a letter encouraging the member to return to active participation in the Church shall be sent from the Mission Team. After two (2) weeks a follow up call from the Mission Team shall occur.
- b. After eleven (11) months, the Congregational Council will send a letter reinforcing the previous contact. After two (2) weeks a follow up call from a Congregational Council member shall occur.
- c. At the twelfth (12) month, a member of the congregation council and Pastor will visit if possible.
- d. At the end of the twelfth (12) month, the congregation council will send a second letter reinforcing the previous contact and alerting the member to the urgency of the situation and the imminence of dismissal should the member continue on inactive status.
- e. At the end of eighteen (18) months of inactivity, the Congregation Council will send a third letter encouraging the member to return to activity stating their concern for their well being or willingness to aid them in finding another congregation with which to live their church life.
- f. At the end of the twenty-four (24) months, the Congregation Council may take action to dismiss the person from the roll of the congregation.
- g. The Congregation Council may authorize the pastor to remove the person from the congregation's baptized and /or confirmed rolls.

**C8.05.e.14.** When a member moves from the "neighborhood" of the Congregation:

- a. The member should be encouraged by the Ministry Team and pastor to transfer membership to another Lutheran congregation.
- b. Notice shall be sent by the church secretary to the congregation near the member's new address.

**C8.05.e.15.** The congregation shall continue to minister to inactive members remaining in the congregation. An internal roll may be maintained as a part of the ministry plan to restore such members to active participation in the congregation. If a member shall be removed from the roll of the membership of the congregation, such members may be restored to membership in the congregation through appropriate instruction leading to a Re-Affirmation of Faith.

## Chapter 9 ROSTERED MINISTER

- \*C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by 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 roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for 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 minister of Word and Sacrament shall:
    - 1) preach the Word;
    - 2) administer the sacraments;
    - 3) conduct public worship;
    - 4) provide pastoral care;
    - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
    - 6) impart knowledge of this church and its wider ministry through distribution of its communications and publications;
    - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
    - 8) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
  - b. Each pastor with a congregational call shall, within the congregation:
    - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
    - 2) relate to all schools and organizations of this congregation;
    - 3) install regularly elected members of the Congregation Council;
    - 4) with the council, administer discipline; and
    - 5) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of the Grand Canyon 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.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:

a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, 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, no later than 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;
- 4) physical disability or mental incapacity of the pastor;
- 5) suspension of the pastor through discipline for more than three months;
- 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
- 7) termination of the relationship between this church and the congregation;
- 8) dissolution of the congregation or the termination of a parish arrangement; or
- 9) suspension of the congregation through discipline for more than six months.

b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,

- 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
- 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.

c. In case of alleged physical disability or mental incapacity under paragraph

above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament as disabled. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.

d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.

e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

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

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

**\*C9.07.** During the period of service, an interim pastor shall have the rights and duties in 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 Congregation Council. The interim pastor and any rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.

- \*C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting 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 Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- \*C9.11.** With the approval of the bishop of the synod, 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;
    - C9.12.a.01.** The Pastor shall work with the Ministry Team and secretary in seeing the members who move from the neighborhood are written to and encouraged to transfer membership to another Lutheran congregation (as in C8.05.c.14.a.). The church secretary should also send a letter to a Lutheran congregation near the member's new residence. (C8.05.e.14.b.)
    - C9.12.a.02.** When directed by the Congregation Council, the pastor shall remove the names of inactive persons from the congregational roster of baptized and/or confirmed membership (C8.05.e.13.f).
    - C9.12.a.03.** The pastor, working with the Mission Team, shall encourage and admonish inactive members living in the neighborhood of the congregation to return to active membership in the life of 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.

**C9.15.** Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the pastor in a form proposed by the synodical bishop and approved by the congregation.

**\*C9.21.** Authority to call a minister of Word and Service shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

**\*C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synodical bishop may be called as a deacon of this congregation.

**\*C9.23.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:

- a. Be rooted in the Word of God, for proclamation and service;
- b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
- c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;

- d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
- e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
- f. Practice stewardship that respects God's gift of time, talents, and resources;
- g. Be grounded in a gathered community for ongoing diaconal formation;
- h. Share knowledge of the ELCA and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
- i. Identify and encourage qualified persons to prepare for ministry of the gospel.

**\*C9.24.** The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.

**\*C9.25.** The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:

- a. The call of a congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, 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 deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
  - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
  - 4) physical disability or mental incapacity of the deacon;
  - 5) suspension of the deacon through discipline for more than three months;
  - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
  - 7) termination of the relationship between this church and this congregation;
  - 8) dissolution of this congregation or the termination of a parish arrangement; or
  - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of

Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,

- 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
- 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.

c. In case of alleged physical disability or mental incapacity under paragraph a.3) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service as disabled. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.

d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.

e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary



action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

- \*C9.26.** The deacon shall make satisfactory settlement of all financial obligations to a former congregation before:

  - a. installation in another field of labor, or
  - b. the issuance of a certificate of dismissal or transfer.
  
- \*C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
  
- \*C9.28.** With the approval of the bishop of the synod, this congregation may depart from \*C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.25.a.
  
- \*C9.29.** The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
  
- \*C9.31.** The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

## **Chapter 10**

### **CONGREGATION MEETING**

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

**C10.01.01.** An Annual Meeting of the congregation shall be held on the Last Sunday of January.

**C10.01.02.** A Congregational informational meeting will be held to present the budget mission plan and to receive nominations the second (2<sup>nd</sup>) weekend in November.

**C10.01.03.** A Congregational meeting will be held to approve the budget and vote on nominations previously received, the third (3<sup>rd</sup>) weekend of November.

**C10.02.** A special Congregation Meeting may be called by the senior pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of one third ( 1/3) of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.

**C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.

**C10.04.** One third (1/3) 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.

### **C11.01.a.10 Duties of the President:**

- 1) To insure that all activities of the congregation, congregational meetings, the Church Council and committees are conducted in accordance with the constitution, by-laws and continuing resolutions.
- 2) Shall preside at all regular and special meetings of the congregational and Church council, and to this end, should be capable of group leadership by inspiring confidence, effective speaking, and mutual ministry.
- 3) Should have knowledge of parliamentary procedure, or have a reference book of procedure available to maintain effective group action throughout the meeting.
- 4) Prepares an agenda for the order of business to be discussed at each meeting, keeping track of all "old" or unfinished business" from previous meetings that needs to be considered.
- 5) Functions as the chair of the Executive committee.
- 6) Represents the congregation at all functions where congregational representation is required. (This function can be delegated where conditions prevent his /her personal attendance.)
- 7) Meets regularly and keeps in dialog with the pastor and prays for the pastor and the ministry.
- 8) Oversees and encourages council members with regards to their council function and with the ongoing work of the congregation.
- 9) Seeks out, recruits and recommends with the pastor's approval team leaders for council approval.
- 10) Works with all teams and with the pastor's guidance in aiding the committees/teams in recruiting members.
- 11) With the pastor and / or secretary of the congregation is authorized, empowered and duly directed to duly execute, acknowledge and deliver all agreements, contracts, notes and any and all other documents and the

doing of any and all other things which in the discretion and said officers seem necessary, expectant or proper to consummate approved actions of the congregation and /or congregational council.

**C11.01.a.20 Duties of the Vice President:**

- 1) Shall assist the president in the performance of his/ her duties.
- 2) In the president's absence, the vice-president takes his/ her place and discharges the duties of the president's office
- 3) Functions as a member of the Executive committee.
- 4) Stays in dialogue with the pastor and informed of the functions of all committees/teams.
- 5) Shall with the pastor and Ministry Team aid in the maintenance of "rental" agreements of the congregation.

**C11.01.a.30 Duties of the Secretary:**

- 1) Is required to keep the official record of action (minutes) of the Congregation and Council. One should be able to take accurate notes speedily.
- 2) Should have a working knowledge of parliamentary procedure.
- 3) Prepare a roll call of members and call it when necessary.
- 4) To read all papers that may be called for by the Assembly.
- 5) To authenticate all documents and records by his/her signature.
- 6) With the pastor and/ or president of the congregation is authorized, empowered and duly directed to duly execute, acknowledge and deliver all agreements, contracts, notes and any and all other documents and the doing of any and all other things which in the discretion of said officers seem necessary, expectant or proper to consummate approved actions of the congregation and / or congregational council.
- 7) To carry on all official correspondence for the organization.
- 8) To prepare the final report of minutes being typed.
- 9) Should bring to the meeting a copy of the constitution, by-laws, continuing resolutions and the standing rules of the organization, together with a list of the members of all teams and special committees, boards and organizations.

**C11.01.a.40 Duties of the Treasurer:**

- 1) The treasurer should have a working knowledge of accounting procedures.
- 2) The treasurer shall keep books of account of the congregation; and shall

- receive from the financial secretary all funds and disburse them on proper orders, making monthly remittance of benevolence receipts to the treasurer of the Synod.
- 3) The treasurer shall submit monthly reports to the Congregation Council, with an annual report to the congregation.
  - 4) The treasurer shall be a member of the Ministry Team.
  - 5) Treasurer shall provide to an audit team in reviewing the Bookkeeping and accounts payable.
  - 6) The treasurer shall implement policies and procedure to aid in the prevention of financial fraud.

- b. The officers shall be voting members of the congregation.
- c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- d. If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. [If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.]

**C11.02.** The Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin upon their election.

**C11.03.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

## **Chapter 12**

### **CONGREGATION COUNCIL**

**C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s) and not more than nine (9) nor fewer than six (6) members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation 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 Congregation Council in other circumstances.

**C12.01A17** The Congregational Council shall consist of the pastor and six (6) voting members of the congregation.

**C12.01.01** Members of the congregation, who are employees of the congregation are not eligible to be elected to the Congregational Council.

**C12.02.** The members of the Congregation Council except the pastor(s) shall be elected at a legally called meeting of the congregation the 3<sup>rd</sup> weekend of the month of November. Their term of office shall be for three (3) years, with the term of Office beginning on the Tuesday after the 1<sup>st</sup> weekend of December. Such members shall be eligible to serve no more than two full terms consecutively. Newly elected Congregational Council members shall be installed at worship the weekend prior to the date they assume office.

**C12.02.01** All elected members of the Congregational Council shall be installed by the pastor according to the prescribed order of the church at the Eucharist during the first weekend of December or as soon thereafter as convenient.

**C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.

**C12.03.01** The Congregation Council will have authority between meetings congregation to choose delegates to any group or meeting in which the congregation is entitled to representation.

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

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.

**C12.04.e10 Expectations and Examples**

- a) Members of Congregation Council shall demonstrate an active interest either in congregational mission or work in some other capacity and aid this congregation by leading in this congregations ministry e.g. by giving of their time, talents, and treasures, (through pledging and financial support and contribution).
- b) Seventy-five percent (75%) attendance at regular worship on Saturday or Sunday and special services will be expected.
- c) Participate in the ongoing care and nurture of Christ's family in this congregation by regularly attending fifty percent (50%) of the special activities of the congregation.
- d) Engage in daily prayer and Bible reading, availing oneself of Christian educational opportunities in and through this congregation and the Grand Canyon Synod of the Evangelical Lutheran Church in America.

- e) Witness and share the good news of Christ and the good works of this congregation as we give glory to God.
- f) Willingness to attend as a council, the special times in a member's life, as occasions arise (e.g., weddings, funeral, anniversaries).
- g) Pray for the pastor, other spiritual leaders and the members of this congregation.
- h) Maintain discipline within the congregation according to Scripture, the Lutheran Confessions and Chapter 15 of the Constitution.
- i) Take spiritual charge and oversight of family groupings assigned to them in liaison with the pastor and other concerned teams of the congregation.
- j) Insure that the congregation functions in accordance with the established confession of faith of the church as listed in Chapter 2 of the Constitution.
- k) Determine eligibility for membership of all individuals and families applying for membership in this congregation according to the constitution and bylaws.
- l) See to the prompt transfer of all members who move away and of new Lutheran families moving into the community.
- m) Engage in member conservation and discipleship training in conjunction with the Ministry & Mission Team.
- n) Work with and participate with the Ministry, Mission, and Worship Teams in the training and supervision of visitation and engage in the visitation of the sick, hospitalized, aged, and shut-ins in the congregation regularly.
- o) Support those with severe financial need within the congregation and make specific recommendations to the pastor and mission team.
- p) Be concerned about and supervise through instruction of youth and adults for confirmation and church membership in accordance with the policies and aims of the Mission Team.
- q) Be responsible for a friendly personal welcome to visitors at worship and for orientation and integration of new members in conjunction with the Mission team.
- r) Be present for periodic training as determined by the pastor and council.
- s) Serve as an officer and/or as a council liaison with the different congregational standing and appointed teams. Attend and participate fully with these teams supporting the teams, the chair of the teams, their work, and sharing in the strengthening and completion of their ministry. Aid the team development by supporting and recruiting appropriate members for the teams.



- t) For administrative purposes and program development establish liaison with the total work of the women of the church through the Women of the ELCA.
- u) For administrative purposes and program development establish liaison with the total work of the men of the congregation through the men's ministry.
- v) Encourage spiritual programs, worship, and a full Ministry of Word and Sacrament in the congregation.
- w) Prepare and submit an annual budget request in the form and at the time requested by the Ministry Team

- 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 Grand Canyon Synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

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

- a. The Congregation Council shall be the board of trustees of this congregation and, as such, shall be responsible for maintaining and protecting its property and managing its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Arizona, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may enter into contracts of up to \$25,000 for items not included in the budget (mission plan).
- d. The Congregation Council shall prepare an annual budget (mission plan) for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than \$25,000 in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget (mission plan) 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 Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.

**C12.05.e.10** The Congregation Council shall appoint a financial secretary.

**C12.05.e.20** The financial secretary shall receive and keep record of all income from contributing members and other sources. The financial secretary shall submit monthly reports to the ministry team. Quarterly reports and an annual giving statement to individual members is to be distributed. The financial secretary shall be a member of the ministry team.

**C12.05.e.30** The Congregation Council shall appoint a Treasurer.

**C12.05.e.40** The Congregational Council shall authorize four (4) members (including the treasurer) (usually the executive board) to be financial document signator with two (2) of them for signature request in all checks over 500 dollars (\$500.00) except in ordinary course of business i.e. utilities, paychecks...

f. The Congregation Council shall be responsible to review this congregation's investment and insurance programs.

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

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

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

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

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

**C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the senior pastor or interim

pastor, except when the senior pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the senior pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

**C12.13.** The Congregation Council and its teams may hold meetings by remote communication, including electronically and by telephone conference and, to the extent permitted by state law, notice of all meetings may be provided electronically.

**Chapter 13**  
**CONGREGATION COMMITTEES**

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

**C13.01.10** The Executive Committee shall have general supervision of the affairs of the congregation between council meetings and shall have power to act for the Congregational Council in the interim between its meetings. The Executive Committee shall give a full report of its actions at each meeting of the council. The president of the Congregation shall be the chairperson of the Executive Committee.

**C13.02.** A *Nominating Committee* shall consist of four (4) voting members of this congregation and the senior pastor.

**C13.02.10** The Congregational Council shall elect one member to the Nominating Committee each year. The term of office shall be for four (4) years. The outgoing member of the Nominating Committee shall act as chair.

**C13.02.20** The Nominating Committee shall meet at least twice a year.

**C13.02.30** SPECIFIC ASSIGNMENTS AND RESPONSIBILITIES OF THE NOMINATING COMMITTEE.

To insure that there is a pool of nominees available to stand for election to the congregation council, the mission endowment fund board, the delegates for synod assembly and other appropriate boards and foundations as needed.

These nominees shall fulfill the following qualifications:

1. Be active voting members of the congregation;
2. Support the vision and mission of the congregation;

3. Be willing to commit the time, talents and treasures to fulfilling the ministry of the congregation and their particular responsibility to the board and roles elected.
4. To develop and conduct an annual review of the needs of the congregation council and boards.
5. To understand the key dimensions for a council profile which will assist in board recruitment;
6. Develop a council orientation process and ongoing council development training opportunities including an annual council retreat.

**C13.02.30.A17** The Nominating Committee follows a procedure for the recruitment to enable those nominated to understand the commitment of serving on council, the boards, and as delegates of this organization.

1. The first meeting, no later than April, of the Nominating Committee will identify the positions on the council or boards that will be available in December of that year.
2. At the meeting of the committee, these positions will be reviewed and those council and board members who are eligible for re-nomination, should be determined by the committee whether they should be re-nominated. Then they may be contacted to determine his/her interest in continuing to serve on the council or board. Candidates for vacant positions will also be suggested, approved by the Pastor and contacted by a member of the committee to determine their interest, based on the needs of the Council and Boards. Employees of the congregation (those for whom Social Security deductions are made and are covered under Workmen's Compensation Insurance, with the exception of the pastor(s) are ineligible to serve on the council or boards.
3. If the candidate indicated an interest in considering this opportunity, information is provided to the prospective candidate along with the role description for council and board members.
4. The pastor and/or president will call the prospective board member to schedule a meeting with him/her to review materials that have been provided and to

determine if the person will serve on the board if elected.

5. The Nominating Committee will take the name of the nominee to the congregation council no later than the November council meeting.
6. The approved nominee will be forwarded to the congregation for their affirmation.
7. Council members will begin terms of service with the first board meeting to be held in December.
8. Endowment members will begin terms of service in January.

**C13.03.** An *Audit Performance Committee* shall be approved by the Congregation Council and shall report their findings to the Congregational Council.

**C13.03.10** The Congregation Council shall appoint, at least three voting members of this congregation. They shall be appointed for three years with one member being appointed each year. Others may be enlisted to support the Audit Performance Committee in their audit of all congregational, committee, and organizational finances. Members of the Congregational Council and Congregational Treasurer are not eligible to serve on the Audit performance Committee.

**C13.04.** *Mutual Ministry Team* (in the absence of a mutual ministry team, the duties shall be fulfilled by the executive committee) Upon a new call of a senior pastor the call committee shall initially serve as the Mutual Ministry Team until a rotation is developed.

**C13.04.01** The purpose of the Mutual Ministry Team (MMT) is to serve the congregation as the liaison between the congregation, the paid staff and the rostered leaders of the congregation. The MMT observes and communicates the climate within the total congregation, working to facilitate true mutual ministry within the congregation. The whole people of God have a ministry with and to one another, a *Mutual Ministry*.

**C13.04.02.** The MMT is comprised of the Senior Pastor, a member of the church council (liaison), and not less than three (3) nor more than six (6) members of the congregation, ensuring representation of members who routinely attend Saturday and Sunday worship services.

- a. Members shall be appointed jointly by the President of the Congregation and the Pastor.
- b. The MMT will meet at least quarterly and as needed to fulfill their responsibilities.
- c. Members will be appointed for 3 year terms on a rotational basis, where vacancies occur every year.
- d. Members may serve no more than 2 consecutive 3 year terms.

**C13.04.03.** Specific functions of the MMT include the following:

- a. Open communication concerning the attitudes and conditions within the congregation;
- b. Identifies early signs of misunderstandings within the congregation;
- c. Serves as a “listening post” for the pastor(s) and paid staff, lay volunteers, and congregation
- d. Identifies and attempts to act as intermediary to resolve conflict within the congregation at the lowest possible level following the SOD Conflict Resolution Policy;
- e. Serves as a sounding board for the pastor(s), paid staff, and volunteers during times of professional or personal stress;
- f. Ensures all paid staff have a written job description which identifies specific duties, responsibilities, accountability, and levels of satisfactory performance;
- g. Ensures annual performance reviews are completed in a timely manner;
- h. Reviews performance reports annually and discusses compensation and benefits, working relationships, and goals for ministry;
- i. Serves as a forum for pastor(s) and paid staff to confidentially discuss work relationships and personal needs;
- j. May serve as an interview panel for applicants of a vacant paid staff position;
- k. Serves as an exit interview panel as a pastor or paid staff vacate a position within the congregation.

**C13.04.04.** Confidentiality. The MMT must have the trust and respect of the pastor(s), congregation, and paid staff in order to carry out their duties. In order to gain and maintain that trust all parties need to know that discussions regarding various issues must be made in confidence.

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

**C13.06.** The congregation shall elect the Mission Endowment Fund Committee.

**C13.06.10** The Mission Endowment Fund Committee's purpose, governance, and operational procedures shall be defined.

- a. Christian stewardship involves the faithful management of all the gifts God has given to humankind- the created world, the gospel, life, times, abilities, money, including accumulated, inherited and appreciated resources.
- b. The scriptural principle of proportionate giving, to return to the Lord a portion of the gifts God has first given to his beloved children, is both a privilege and an appropriate response in all times and circumstances.
- c. Christians can give to the work of the church through bequests in wills, assignment of life insurance, charitable gift annuities, charitable remainder and other trusts, assignment of certificates of deposit, and transfer of property (cash, stocks, bonds, real estate).
- d. It is the desire of this congregation to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to our Lord expressed by the donors and in accord with the policies of this congregation. This fund is not to be seen as a replacement of the financial responsibility of the members of the congregation in fulfilling the financial mission of the congregation.

**C13.06.15 Purpose.** The purpose of the Mission Endowment Fund (hereafter called the "FUND") is to enhance the mission outreach of Shepherd of the Desert Evangelical Lutheran Church apart from the general operation of the Congregation; that no portion of the earnings disbursed by the FUND shall be used for the annual operating budget. The purpose of the FUND committee shall be to implement the guidelines of the Shepherd of the Desert Mission Endowment Fund.

**C13.06.20. Endowment Fund Committee.** The COMMITTEE of five voting members of this congregation shall be elected at the



Congregation's November Election Meeting. All candidates for appointment or election to the COMMITTEE must have individual desire, ability, and experience appropriate to managing church funds considered as a necessary prerequisite to candidacy. Members will be elected to serve three year staggered terms to ensure there are no more than two new members elected in any one year. Members are eligible for a maximum of two consecutive terms. In addition to the elected members, the senior pastor shall be an ex-officio member, with voice and vote. The council shall appoint a council member to serve as council liaison without voice or vote. The congregation treasurer shall oversee the accounts of the FUND and attend meeting without voice or vote, unless the congregation treasurer is also an elected member of the COMMITTEE. COMMITTEE vacancies shall be filled by appointment of the church council and will fulfill only the remainder of the vacant term. Appointed members shall be allowed to run for two additional elected terms as appropriate. The commercial investment fund manager may be invited to attend meetings as desired to discuss investment strategy and information but without voting privilege.

- a. Meetings. The COMMITTEE shall meet at least quarterly, or more frequently as deemed to be in the best interest of the FUND.
- b. Quorum. A quorum shall consist of three (3) elected members and the Pastor. A simple majority vote shall be required to carry any motion or resolution. In the event of the minimum quorum is present a three-fourth majority shall be required to carry a motion or resolution.
- c. Officers. The COMMITTEE shall elect from its membership a chairperson, recording secretary, and financial secretary. One person may be elected to serve as both recording and financial secretary as appropriate. The chairperson, or a member designated by the chairperson, shall preside at all meetings.
- d. Minutes. The recording secretary of the COMMITTEE shall maintain complete and accurate minutes of all meetings and the treasurers report and such minutes to be forwarded to the church council. Each member of the COMMITTEE shall be provided a copy of the minutes. The official original minutes shall be maintained in a permanent file by the secretary. A summary report of the year's activities will be prepared and

forwarded to the church secretary in time for inclusion in the annual report to the congregation.

- e. **Accounts and Audit.** The financial secretary of the COMMITTEE shall work with the congregation treasurer in maintaining and coordinating complete and accurate accounts for the FUND. A complete set of financial records of the FUND shall be kept by the financial secretary and the congregation treasurer. The COMMITTEE shall authorize three (3) members to be financial document signatory with two (2) of the three signatures required on all checks and investment account documents. Financial records shall be available for formal audit as directed by the congregational constitution.
- f. **Advice and Counseling.** The COMMITTEE may, at the expense of the FUND income, provide for such professional investment or legal advice as deemed to be in the best interest of the FUND.
- g. **Misconduct and Liability.** Members of the COMMITTEE shall not be liable for any losses which may be incurred on the investments of the assets of the FUND except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self dealing or transactions with the FUND in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the FUND.

**C13.06.30 Title to Assets** All assets held by the fund are to be held in the name of the Shepherd of the Desert Evangelical Lutheran Church for the benefit of the Shepherd of the Desert Mission Endowment Fund or their funds appointed.

**C13.06.40 Property and Management** Recommendations to receive, hold, sell, rent, exchange, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the FUND, as in their judgment and discretion they deem wise and prudent, are to

be made by the COMMITTEE. All other decisions related to assets received by the FUND which may include real estate, stocks, bonds, debentures, mortgages, notes, life insurance policies, or other such securities, are to be made by the congregation council, and if necessary the congregation if deemed appropriate and after taking into consideration the recommendations of the COMMITTEE.

#### **C13.06.50 Definitions**

- a. Designated Fund Bequests. Those bequests received by the congregation for a designated or specific purpose in support of ministries within Shepherd of the Desert Lutheran Church (other than specifically for the Mission Endowment Fund) will be managed and distributed by the congregation treasurer as directed by the church council. Those bequests designated specifically for the Mission Endowment Fund will be transferred to the FUND after which it will be invested and managed by the COMMITTEE.
- b. Undesignated Fund Bequests. Those bequests received by the congregation that are not designated for specific mission or ministry of the congregation. The congregation treasurer will, at the direction of the council, transfer in whole or in part, undesignated bequests to the FUND for investment and management by the COMMITTEE.

#### **C13.06.60 Distribution of Income** Distribution of the FUND is made annually by the COMMITTEE as follows:

- a. Determination of Available Funds. Income available for annual grants will first be determined by calculating the average market value of investment accounts on 30 September (close of business) of the current year and the preceding two fiscal years. A minimum of 1.5 %, up to a maximum of 5 %, of the three year average of market value will be available for distribution as grants under the designated formula below and as determined by the COMMITTEE. No portion of the distribution amounts shall be used for the annual operating budget of the congregation except as provided for by this bylaw.
- b. Distribution Formula The COMMITTEE will award grants of available grant funds in accordance with the following formula:
  - 1) A minimum of 20 % for outreach into the local community and/or to the missions of the Grand Canyon Synod, as the COMMITTEE determines.

- 2) A minimum of 20 % for ELCA Church-wide ministries, programs, and initiatives authorized or endorsed by the ELCA, as the COMMITTEE determines.
  - 3) A minimum of 20 % for extraordinary programs, capital improvements, or other ministry initiatives within Shepherd of the Desert Lutheran Church, as the COMMITTEE determines.
  - 4) The remaining 40 % may be distributed through any of the above categories as the COMMITTEE determines.
- c. Committee Discretion. Disbursement of income from the FUND need not occur annually in the event causes and programs have not been approved by the FUND Committee. Any portion of the annual disbursement which is not used is reapplied as principle of the FUND. Any disbursement approved by the FUND Committee and later not needed or wanted by that grantee may be awarded to fill other worthy grant requests or reapplied as principle.

**C13.06.70 Committee Duties and Responsibilities** COMMITTEE duties and responsibilities are varied and include but are not limited to those outlined below.

- a. Responsible for educating the congregation on including the church in their estate planning and encouraging gifts and bequests to the FUND through education and promotion. ELCA Foundation resources may provide valuable assistance.
- b. Determines how the FUND assets will be invested.
- c. Receives, celebrates, and recognizes gifts and bequests given to the FUND unless anonymity or privacy is requested by the donor.
- d. Exercises it's discretion to decline acceptance of a gift if that gift is not in the best interest of the FUND and the congregation.
- e. Receives requests for grants between 1 January and 15 October of each fiscal year.
- f. Considers all grant requests received at the November meeting and award grants in accordance with the requirements outlined in C13.06.60.
- g. Apprises council of the grant award decisions and once acknowledged by the council, the COMMITTEE treasurer will write and distribute approved award checks.

- h. May be tasked by council to manage and invest special designated funds separate from the Mission Endowment FUND.
- i. Obtains release of information from donors prior to divulging and personal information related to estate planning or planned giving to the FUND.

**C13.06.80 Distribution of Principal** When the council determines that the congregation's financial status is so dire and of such an emergency nature that use of FUND principle is the only means of congregation survival and the council requests use of some portion or all of the FUND, an emergency request to the COMMITTEE will be made. The COMMITTEE vote on such request will be accomplished expeditiously but will serve only as an advisory vote. A two-third vote of the council and the congregation will be necessary for approval to use FUND assets for congregation operating funds.

**C13.06.90 Amendments** Notwithstanding the provisions of Chapter 16.02 of the constitution and amendment to these bylaws, which will change, alter, or amend the purpose for which the Mission Endowment Fund is established shall be adopted by a two-thirds vote of the members present at an annual meeting of the congregation or at a special meeting of the congregation called specifically for the purpose of amending these bylaws.

**C13.06.95 Disposition or Transfer of Funds** In the event Shepherd of the Desert Evangelical Lutheran Church of Sun City, AZ ceases to exist either through merger or dissolution, disposition or transfer of the Mission Endowment Fund shall be at the discretion of the council in conformity with the approved congregation constitution and in consultation with the Bishop of the synod to which this congregation belongs at such time. Consultation with the Evangelical Lutheran Church In America may be desirable regarding continuation of FUND obligations.

**C13.07.** Other committees and teams of this congregation may be formed, as the need arises, by decision of the Congregation Council.

**C13.08.**Duties of committees and teams of this congregation shall be specified in the bylaws and/or continuing resolutions.

**C13.08.10** This congregation shall establish three standing Committees/Teams which are Ministry, Mission, and Worship. These Committees/Teams through the council, aide the congregation in fulfilling its calling in Christ.

**C13.08.20** Each Committee/Team shall consist of a lay assistant to the pastor, two council members (who will serve as a liaison to the church council and supports for different aspects of the team), and other lay members of the congregation who will be invited to be involved in sharing their respective gifts through their time and talents. The pastor will be an ex-officio member of all Committee/Teams.

**C13.08.30** At the first meeting in January the Congregational Council shall approve the lay assistants to the pastor and any other needed Committee/Team leaders. The appointments are for a two year term and are eligible for reappointment.

**C13.08.40** The responsibilities of each lay assistant to the pastor and Committee/Team are shared in the continuing resolutions.

**C13.08.40A17 Lay Assistant to the Pastor**

1. A Lay Assistant to the Pastor Shall be someone who is:
  - a. Committed to the teachings and traditions of the ELCA with a personal dedication to Christ Jesus.
  - b. Able to articulate and share a personal faith.
  - c. Deliberate in personal faith formation.
  - d. Passionate about working with all people in our congregation and communities.
  - e. Committed to a team approach to the ministry and mission of Christ through our congregation and able to provide direction.
  - f. Able to work without direct supervision and willing to act with self initiative in accordance with the Pastor.
  - g. Personally mature and mannerly.
  - h. Willing to work within the context of the whole congregation and its mission addressing complex or menial tasks that may be shared by all staff, lay ministers and workers.

- i. Capable and willing to pursue study in and of the faith.
  - j. Relate to all ages.
  - k. Share a joyful spirit and a good sense of humor.
  - l. Dedicated to working with the Pastor, congregational staff, Congregational Council, and the teams and committees of the congregation to fulfill the mission and vision of Shepherd of the Desert (SOD).
  - m. Committed to the well-being of the Body of Christ through the ELCA in our time and place.
  - n. A voting member practicing the faith at SOD ELCA.
2. The Lay Assistant to the Pastor will:
- a. Have a sound background and knowledge of the ELCA faith and a confident acceptance of the church's teaching.
  - b. Have a history of involvement in the church life.
  - c. Have a proven track record of successful ministering in their given career.
  - d. Demonstrate good organizational, planning and communication skills.
  - e. Have basic computer skills.
  - f. Have strong interpersonal skills, ability at conflict management and problem solving.
  - g. Have a valid driver's license.
  - h. Have flexible time commitment for the ministry throughout the week.

**C13.08.40B17 Lay Assistant to the Pastor-Ministry**

1. Position and Purpose:

- a. The purpose of the Lay Assistant to the Pastor position for Ministry( Lay Assistant Ministry) in this congregation is to assist the Pastor in these areas of activity: Administration, Property and Finance.
- b. He/she will coordinate and facilitate the various programs, projects and activities within these areas through direct involvement in the provision of leadership, advice and assistance needed. A primary role of the Lay Assistant-Ministry is to enable, seek out volunteers, encourage participation, calling forth gifts, providing skills, training, oversight and support.
- c. The Lay Assistant-Ministry serves at the pleasure of the Pastor and is approved by the Church Council. The Lay

Assistant-Ministry will work in cooperation with the Pastor and reports to the Pastor. As well, the individual will work closely with the Congregational Council and other team members and committees in order to fulfill the Ministry and Mission of the congregation promoting discipleship among parishioners as they share their time and talents.

2. **Key Responsibilities** The Lay Assistant-Ministry shall have responsibility in these primary areas, though other duties may arise from time to time.

- a. **ADMINISTRATION**

1. Work with the Pastor and Finance Team to prepare for presentation an annual budget (mission plan).
2. Work within the finalized and approved budget (mission plan) to oversee expenditures.
3. Oversee the ordering of materials used for the day to day operations of the office and custodial supplies. Oversee the ordering of materials used for the kitchen.
4. Oversee the rental of the facilities and approval of workers: custodian, AV personnel, caterers and others.
5. Oversee the Columbarium: the selling of niches and other related areas.
6. Work with and meet with church teams, committees and staff as needed.
7. Meet with the Endowment Committee and support their Ministry.
8. Work with the Endowment and Memorial Committees for proper use and support of ministries and missions.

- b. **PROPERTY**

1. Work with the Pastor, custodian and Property Team to keep, maintain, monitor and improve properties safely and appropriately.
2. Work and develop an ongoing long-range maintenance plan.
3. Work and develop a long-range major property project plan.

- c. **MUTUAL MINISTRY**

1. Support and work with the Pastor and Mutual Ministry team.



2. Supports and works with the paid staff and volunteers through the congregation office.

**C13.08.40C17** Ministry Team/Committee The ministry team committee shall have responsibility in these primary areas though other duties may arise from time to time.

1. Administrative/Finance

- a. The treasurer shall be a member ex -offico.
- b. Prepare a budget (mission plan) for the succeeding year, including the congregations full indicated share in support of the wider ministry being carried on its behalf by the Evangelical Lutheran Church in America and the Grand Canyon Synod.
- c. Submit yearly a proposed plan to the Congregational Council for its action and later presentation at the November session of the congregational meeting.
- d. Exercise oversight of the financial affairs of the congregation to make sure they are being conducted effectively, giving particular attention to the prompt payment of all obligation, and to the regular forwarding of benevolence monies to the Synodical treasurer.
- e. Be responsible for the congregation investments ( along with the endowment committee) and the total insurance program of the congregation subject to the approval of the Congregational Council.
- f. Work with the Columbarium team in its continual care and ministry opportunities.

2. Property

- a. See to the proper maintenance and protection of all property of the congregation.
- b. Shall take care that the same is kept in good repair.
- c. Provide an on-going process with maintenance contract issues.
- d. Provide planning and care for long term property goals and issues.

**C13.08.40D17** Lay Assistant to the Pastor-Mission

1. Position and Purpose:

- a. The purpose of the Lay Assistant position for Mission (Lay Assistant –Mission) in this congregation is to assist the Pastor in these areas of activity: Education, Evangelism and Social Concerns.
  - b. He/she will coordinate and facilitate the various programs, projects and activities within these areas through direct involvement in the provision of leadership, advice and assistance needed. A primary role of the Lay Assistant- Mission is to enable, seek out volunteers, encourage participation, calling forth gifts, providing skills training, oversight and support.
  - c. The Lay Assistant-Mission serves at the pleasure of the Pastor and is approved by the Church Council. The Lay Mission Pastoral Assistant will work in cooperation with the Pastor and reports to the Pastor. As well, the individual will work closely with the Congregational Council and other team members and committees in order to fulfill the Ministry and Mission of the congregation promoting discipleship among parishioners as they share their time and talents.
2. Key Responsibilities: The Lay-Mission Pastoral Assistant will have responsibility in these primary areas, though other duties may arise from time to time.
- a. EDUCATION
    1. Work with the Pastor and Education Teams to assure there are appropriate programs, projects and spiritual growth opportunities for our congregation and community especially recognizing the involvement of seniors and children.
    2. Identify areas of need, concern or interest for programming and other initiatives.
    3. Schedule events with a goal of year-planning including: New Members, First Communion, Confirmation, Word on Wednesday, Bible Adventures and other ongoing or new initiatives.
    4. Seek out material, leaders, teachers and participants necessary for programs.
    5. Prepare an annual budget (mission plan) for presentation to the Pastor and Finance Team/Committee.

6. Prepare reports and meet with teams/committees as needed.
7. Work with all to ensure effective planning to maintain a positive environment.
8. Work with the Pastor and Congregational Council in development and continuation of a biblical understanding of the giving and sharing of time, talent and treasures.
9. Work at the development of a year-round Biblical Stewardship program.
10. Work at the ongoing review and expansion of Ministry and Mission with emphasis on the giving of time and talent opportunities.

**b. EVANGELISM**

1. Work with the Pastor and Outreach Team to assure there are appropriate projects and programs to share the good news of Christ through the congregation's Ministry and Mission.
2. Develop and coordinate with the Pastor a welcome program for visitors and strangers that they may feel welcomed as Christ in our midst including follow-up letters, calls, and visitation.
3. Seek ways to bring the Word of God to others that they may know: welcome, forgiveness, and love.

**c. SOCIAL CONCERNS**

1. Work with the Pastor in developing and sharing Mission opportunities and understanding of the local and wider church.
2. Continue the development and planning of "Concern Weekend's" with emphasis on Social Concern for "The Others".
3. Strengthen the Men's Group, WELCA and other teams to heighten awareness and understanding of cultural, ethnic, orientation, and developmental areas of concerns for better relationship building.

**C13.08.40E17** The Mission Team/ Committee shall have responsibility in these primary areas though other duties time to time.

**1. Education**

- a. To bring to the call of ministry of the Gospel and other full time church vocations to the attention of qualified members of the congregation.
  - b. Over see the conduct and promotion of the congregational educational schools, opportunities, and the activities of all organizations within and through the congregation.
  - c. Encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America.
  - d. Seek to introduce the churches periodicals and books of family devotions into the homes of the congregation.
  - e. Schedule year planning of educational opportunities including new member, First Communion, Confirmation, Word on Wednesday, Bible Adventure, Thursday's Word, Lutheran 101 and other ongoing and new instructions to meet the needs of all ages.
  - f. Teach a Christian use of Money.
  - g. Diffuse knowledge of the Congregational, the Grand Canyon Synod, the ELCA and Lutheran ministries and outreach.
  - h. Lead all members to higher levels of proportionate giving for the Lords work which enhances to faithful and grateful giving.
2. Evangelism Witness/Outreach
- a. Stimulate and lead all members of the congregation to continuous concerted efforts to reawaken the spiritually indifferent and to reach others who are yet not won to the Gospel.
  - b. Deepen spiritual life in the congregation and study the context of the congregations surrounding communities.
  - c. Seek ways to bring the Word of God to others that they may know forgiveness, welcome, and love.
  - d. Implement a welcome program for visitors that strangers may feel welcomed in Christ, including follow-up letters, calls and visitation.
  - e. Help build the community of the congregation through fellowship events.
3. Social Mission

- a. Extend Christian compassion and helpfulness to the ill, aged, orphaned, underprivileged, the imprisoned, and in general to persons of all ages in need of aid in body, mind, and spirit.
- b. Study social conditions especially those in our local community, wider synod, and The Church in order to bring the cleansing and healing light of Christian love and truth, to bear upon critical problems through thoughtful Christian discussion of the facts and issues, and present proposals for action to the Congregational Council issuing there from.
- c. Strengthen the men's group, WELCA and other teams to bring awareness and understanding of cultural, ethnic, orientation, and developmental areas for concern for better relationship building.

**C13.08.40F17 Lay Assistant to the Pastor -Worship**

**1.Position and Purpose**

The purpose of the Lay Assistant to the Pastor position for Worship (Lay Assistant- Worship) in this congregation is to assist the Pastor in these areas of activity: Worship, Eucharistic Ministry, and Visitation.

- a. He/she will coordinate and facilitate the various programs, projects and activities within these areas through direct involvement in the provision on leadership, advice and assistance needed. A primary role of the Lay Assistant - Worship is to enable, seek out volunteers, encourage participation, calling forth gifts, providing skills training, oversight and support.
- b. The Lay Assistant-Worship serves at the pleasure of the Pastor and is approved by the Church Council. The Lay Assistant-Worship will work in cooperation with the Pastor and reports to the Pastor. As well, the individual will work closely with the Congregational Council and other team members and committees in order to fulfill the Ministry and Mission of the congregation promoting discipleship among parishioners as they share their time and talents.

- 2. **Key Responsibilities:** The Lay Assistant Worship shall have responsibility in these three primary areas, though other duties may arise from time to time.

a. WORSHIP

1. Work with the Pastor and the Worship Team/Committee to assure that the worship is conducted according to the Lutheran Confessions and practices with the emphasis on Word and Sacrament.
2. With the Pastor, coordinate, educate and encourage worship assistants: Assisting Ministers, Communion Assistants, Acolytes, Lectors, Ushers and others.
3. With the Pastor and Minister of Music lift up excellence in worship practices and standards.
4. With the Pastor and Altar Guild, plan and coordinate the care of paraments, vestments, and articles of worship.
5. Support the ongoing educational understanding and practice of our Lutheran liturgical heritage.
6. Work with the different liturgical teams in preparing an annual budget (mission plan) for presentation to the Pastor and the Finance Committee.
7. Prepare reports and meet with the congregation Worship Team/Committee as needed.

b. EUCHARISTIC MINISTER

1. Working with the Pastor and office, maintain and develop a visitation and care schedule for bringing the Eucharist to the homebound, hospitalized, institutionalized and imprisoned.
2. With the Pastor, develop an invitation process and training process for Eucharistic Visitation Ministers.
3. With the Altar Guild, make sure of the maintenance and availability of Eucharistic kits.

c. VISITATION

1. Working with the Pastor, identify, invite and train members for Eucharistic, home and hospital visitation.
2. Be trained in Stephen Ministry and provide for ongoing training of individuals using appropriate Stephen Ministry training.
3. Provide for ongoing review, debriefing, support and training of Stephen and visitation ministers.

**C13.08.40G17** The Worship Team Committee shall have

responsibility in these primary areas though others may arise from time to time.

### 1. Liturgy and music

- a. Assist the Congregation Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America and the Lutheran Confessions.
- b. Recruit and train competent Assisting Ministers, Communion Assistants, Acolytes, Lectors and Ushers.
- c. Develop and support an Altar Guild providing for the care of paraments, vestments, Eucharistic Kits, the Sanctuary, Sacristy, Books of Worship, hymnals, bibles and other devotional materials.
- d. Through the Minister of Music supervise and strive to advance the welfare and effective service of the choirs, musicians and soloists, along with the care of musical instruments.
- e. In consultation and with and by the direction of the Pastor with the assistance of the Minister of Music furnish all supplies appropriate for the worship of the congregation of the Evangelical Lutheran Church in America striving for excellence in worship practice and standards.

### 2. Eucharistic Ministries

- a. Develop an ongoing training process for Eucharistic visitation ministers.
- b. Maintain and develop a schedule for bringing the Eucharist to the home bound, hospitalized, institutionalized and imprisoned.

### 3. Visitation

- a. Working with the pastor identify, instruct and train members for home and hospital visitation.
- b. Participate and support Stephen Ministry
- c. Provide for ongoing training of individuals using appropriate Stephen Ministry training and Stephen Ministry leadership.
- d. Provide for ongoing review and debriefing, support and training of and Stephen Ministry and all visitation ministers.

**C13.09.** The senior pastor of this congregation shall be *ex-officio* a member of all committees and boards of the congregation.

**Chapter 14.**  
**ORGANIZATIONS WITHIN THE CONGREGATION**

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

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



## **Chapter 15**

### **DISCIPLINE OF MEMBERS AND ADJUDICATION**

- \*C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.
- \*C15.02.** The process for discipline of a member of 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 the counseling, censure, and admonitions pursuant to \*C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable

resolution shall continue for no more than 45 days after the matter is submitted to it.

- \*C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.
- \*C15.04.** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- \*C15.05.** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:

  - a. suspension from the privileges of congregation membership for a designated period of time;
  - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
  - c. termination of membership in the congregation; or
  - d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.
- \*C15.06.** The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.

**\*C15.07.**No member of the congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.

**\*C15.10. Adjudication**

**\*C15.11.**When there is disagreement 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 chair of the Congregation 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 AMENDMENTS

- \*C16.01.** Unless provision \*C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 33% of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- \*C16.02.** An amendment to this constitution, proposed under \*C16.01., shall:
- a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those voting members present and voting;
  - b. be ratified without change at the next annual meeting by a two-thirds vote of those voting members present and voting; and
  - c. have the effective date included in the resolution<sup>2</sup> and noted in the constitution.
- \*C16.03.** Any amendments to this constitution that result from the processes provided in \*C16.01. and \*C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

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<sup>2</sup> Such an effective date must be stated in relation to the requirements of \*C16.03. to allow time for synodical review of the amendment.

**\*C16.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, 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 at least two (2) voting members of the congregation, the Congregation 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.

**C16.04.10** The Year Following the ELCA Triennial. The Congregational Constitution shall be updated in accordance with the actions of the ELCA.

## **Chapter 17**

### **BYLAWS**

- \*C17.01.** This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- \*C17.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
- \*C17.03.** Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.
- \*C17.04.** Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

## **Chapter 18**

### **CONTINUING RESOLUTIONS**

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

## **Chapter 19**

### **INDEMNIFICATION**

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

**C19.01.10** This congregation shall indemnify any pastor, director, officer or employee who was or is party to, or is threatened to be made a party to or who is called as a witness in connection with any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, including an action by or in the right of this congregation, by reason of the fact that he or she is or was a pastor, director, officer, or employee of this congregation, or is or was serving at the request of this congregation as a pastor, director, officer, or employee of another congregation, partnership, joint venture, against expenses, including attorneys' fees, judgements, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding unless the act or failure to act giving rise to the claim for indemnification is determined by a court to have constituted willful misconduct or recklessness.



- C19.01.20** It is the policy of this congregation that indemnification of, and advancement of expenses to, pastors, directors, officers and employees of this congregation shall be made to the fullest extent permitted by law.
- C19.01.30** This congregation shall pay expenses incurred by a pastor, director, officer or employee in defending a civil or criminal action, suit or proceeding in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such person to repay such amount if it shall ultimately be determined that he or she is not entitled to be indemnified by the Corporation.
- C19.01.40** The indemnification and advancement of expenses provided by or granted pursuant to, this Section shall, unless otherwise provided when authorized or ratified, continue as to a person who has ceased to be pastor, director, officer or employee and shall inure to the benefit of the heirs, executors and administrators of such person.
- C19.01.50** Notwithstanding any other provision of these bylaws, the repeal or any amendment of this Section which diminished, impairs or otherwise adversely affects the rights to indemnification or advancement of expenses afforded to a pastor, director, officer or employee by this Section shall be effective only with regards to acts or omissions occurring after the effective date of such repeal or amendment. The provisions of this Section in effect immediately prior to such repeal or amendment shall be determinative as to the rights of indemnification and advancement of expenses afforded to such persons with respect to acts or omissions occurring at any time prior to such repeal or amendment.
- C19.01.60** Notwithstanding any other provision of this Section, the obligations of this congregation to indemnify its pastors, directors, officers and employees shall be limited to amounts received by this congregation, or to which this congregation is legally entitled (with payment deterred) as reimbursement under one or more policies insuring this congregation against loss arising from obligations to indemnify its pastors, directors, officers and employees.

## **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 the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.
- \*C20.02.** One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- \*C20.03.** One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the

call, the other congregations of the parish shall have the right to terminate the parish agreement.

**\*C20.04.**Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synodical constitution of the synod named in \*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.

**\*C20.05.**Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synodical constitution of the synod named in \*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.

**\*C20.06.**Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.

