

CONSTITUTION  
For  
ADVENT EVANGELICAL LUTHERAN CHURCH  
Of  
WESTMINSTER, COLORADO

As an Interdependent Member of the Rocky Mountain Synod and Evangelical Lutheran Church in America

Updated on January 31, 2021

***\*Preamble***

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father, and of the Son and of the Holy Spirit.

***Chapter 1. Name and Incorporation***

- C1.01. The name of this congregation shall be Advent Evangelical Lutheran Church of Westminster, Colorado.
- C1.02. For the purpose of this constitution and the accompanying bylaws, the congregation of Advent Evangelical Lutheran Church of Westminster, Colorado is hereinafter designated as Advent Lutheran Church or "this congregation".
- C1.03. The seal of this congregation is a cross with three united flames emanating from the base of the cross and three entwined circles beside the cross. The date, 1987 appears below the cross and the words Evangelical Lutheran Church in America surround the cross. The words Advent Evangelical Lutheran Church, Westminster, Colorado forms the circular outer edge of the seal.
- C1.11. This congregation shall be incorporated under the laws of the State of Colorado.

***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 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 teaching 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 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 of the 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 this 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, and standing with the poor and powerless, and committing itself to their needs.
  - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
  - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

- \*C4.03. To fulfill these purposes, this congregation shall:
- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
  - b. Provide pastoral care and assist all members to participate in this ministry.
  - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in this congregation.
  - d. Teach the Word of God.
  - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
  - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
  - g. Motivate its members to provide financial support for this congregation's ministry and the ministry of the other expressions of the Evangelical Lutheran Church in America.
  - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
  - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- \*C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions.

C4.04.01. Standing Committees of the Congregation Council.

In order to fulfill its purpose with \*C4.04. of this constitution, there shall be formed the following Standing Committees, which shall be responsible to the Congregation Council. It shall be the responsibility of the Congregation Council to staff each Standing Committee with at least one Congregation member. Congregation Council members shall serve on at least one Standing Committee or shall actively serve in another area of ministry within the congregation. Committee selections shall be made by the Congregation Council and shall occur by the second regular meeting of the Congregation Council following the Annual Meeting. Each Standing Committee shall meet regularly, at least quarterly; shall report orally or in writing at each regular Congregation Council meeting; and the chairperson of each committee shall provide an annual written report to this congregation in the Congregation annual report. Each Standing Committee shall elect a chairperson, who need not be a Council member. Membership on each Standing Committee is open to all interested persons and each Standing Committee shall maintain the inclusive spirit and nature of this congregation.

- a. Education Committee. The Education Committee shall be responsible to develop and maintain substantive faith based curriculum and educational programs for children enrolled in weekly Christian education and Vacation Bible School. In addition, the Education Committee is encouraged to participate with the pastor and staff in the planning and implementation of Confirmation programs for adolescents. They shall also solicit members to teach regularly scheduled classes; and act as the voice in the congregation to publicize and lift up education programs.
- b. Adult Education Committee. The Adult Education Committee shall be responsible to develop, maintain, and publicize education opportunities for adults in the congregation. These programs include Sunday Morning Adult Forums as well as spiritual growth programs on evenings and weekends.
- c. Evangelism Committee. The Evangelism Committee shall encourage members in developing a faith community by providing opportunities for intergenerational service, social interaction, and celebrations; encouraging members to invite others to participate; and promoting the mission of Advent Lutheran Church through appropriate print or media programs.
- d. Finance Committee. The Finance Committee, which shall include the Treasurer, shall be responsible for all business and fiscal functions, including the drafting of an annual budget for presentation to the Congregation Council and the auditing of its records in accordance with C13.03. of this constitution. The Finance Committee shall oversee a Financial Recorder, who may

be appointed on an annual basis by the Congregation Council. The Financial Recorder will be responsible for the confidential recording of all contributions of members, to their individual contribution records, and the providing of periodic (usually quarterly) and annual statements to the contributors for tax reporting. The Financial Recorder may be a member of the congregation staff. The Financial Recorder shall report to the Congregation Council, and/or Finance Committee, and/or the Stewardship Committee, as may be requested, on the levels of giving. The Finance Committee shall oversee the counting of worship service offerings, the creating of records of deposit, document any designated gifts (a copy to be given to the treasurer); see that the actual depositing of the congregation receipts be taken to the bank; and may oversee any recruitment and training of people to count the receipts (usually two non-related people if possible. At the end of the fiscal year, the Finance Committee will ensure that a composite income record report from the above mentioned receipts for the fiscal year will be given to the Congregation Council for presentation in the annual report.

- e. Memorial Committee. Memorial Committee shall prepare and maintain a Congregation Council approved list of specific purchases, along with estimated costs, to serve as a guideline when consulting with families and friends who may wish to designate contributions to the Memorial Fund. The committee is responsible for monitoring purchases as designated from the Memorial Fund. The committee will maintain a register of all memorial items purchased, listing the item and the name of the person(s) whose designated funds were used to make the purchase.
- f. Property Committee. The Property Committee shall monitor the security and safety of the building and grounds, ensure that the building and grounds are properly cleaned and well maintained, prioritize and attend to repairs as estimated costs and funding allow; and encourage members of the congregation to participate in the upkeep of the church facilities. The committee shall also supervise, evaluate, and support the staff custodian.
- g. Social Outreach Committee. The Social Outreach Committee shall provide opportunities for members to participate in Advent's mission through a variety of programs that provide aid and assistance to the life needs of people in the local community and worldwide. The committee may solicit goods and/or funding from the congregation to support specific community needs such as food, clothing, or school supplies.
- h. Stewardship Committee. The Stewardship Committee shall encourage members to gratefully acknowledge God's gifts and accordingly to give of their financial resources, as well as their time and talent, in the service of the Church of Christ. In addition, the Stewardship Committee shall be responsible for the annual Stewardship drive to aid in preparing the following years budget and shall make available to the Congregation Council any statistical information concerning estimates of projected giving.
- i. Worship and Music Committee. The Worship and Music Committee shall meet regularly with the pastor(s) to plan the structure and content of the congregation's worship services. The committee shall be responsible for the ongoing worship and music ministry; and for supervising the duties of the Director of Music, organists or other music personnel, and the nursery attendant. The committee shall also involve members of the congregation in worship services in such roles as assisting minister, lectors, acolytes and other worship participants as needed. The committee shall encourage members, including youth and children as appropriate to participate in the choirs(s), Alter Guild and other associated ministries related to worship.
- j. Youth Committee. The Youth Committee, in coordination with the pastor(s) and any youth minister on staff, shall be responsible to develop programs and activities of special interest to youth ages 13 to 20. They shall publicize, lift up, and supervise youth programs, and assist in the raising of funds for youth activities.

- k. Christian Care Committee. The Christian Care Committee shall work with the pastoral staff in ministering to members who are hospitalized, home bound, or in other crisis situations. They shall ensure that the Eucharist is made available to home or institution bound members in a regular and timely manner. They shall oversee the sending of cards and visitation to either temporarily or permanently incapacitated members. The committee will be an advocate for and to those who cannot attend regular worship.

\*C4.05. This Congregation shall adopt and periodically review a mission statement which will provide specific direction for its programs.

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

### **Chapter 5. Powers of the Congregation**

\*C5.01. The powers of this congregation are those necessary to fulfill its purpose.

\*C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.

\*C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by this congregation. This congregation is authorized to:

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. call a minister of Word and Service;
- d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
- e. adopt amendments to the constitution, as provided in Chapter 16, 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 officers, and Congregation Council, boards and committees, and require the members of council to carry out their duties in accordance with the constitution, and bylaws, and continuing resolutions; and
- k. terminate its relationship with Evangelical Lutheran Church in America as provided in Chapter 6.

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

C5.04.01. Synod Assembly. The Congregation through the Congregation Council shall elect voting members of this congregation as delegates to the Synod Assembly and the meetings of the Conference to which this congregation belongs. In accordance with the constitution of the Rocky Mountain Synod, there shall be elected two delegates, one male and one female. If, in accordance with the Synod constitution, another delegate is allowed, the delegate may be either male or female. The expenses incurred by such delegates, in connection with the attendance at such meetings shall be paid by this congregation.

C5.05. This congregation may 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.

- C5.05.01. This congregation in its regular meeting assembled on January 23, 2005, approve and establish on the records of the church a new and separate fund to be known as THE ADVENT LUTHERAN CHURCH MISSION ENDOWMENT FUND (hereafter called the "FUND") located at 7979 Meade St. Westminster, Colorado.
- a. The purpose of this FUND is to enhance the mission outreach of Advent Lutheran Church apart from the general operations of the congregation; that no portion of the income generated by the FUND shall be used for the annual operating budget of the congregation.
  - b. The Mission Endowment Fund Committee (hereafter called the "Committee") shall be the custodian of the FUND.
- C5.05.02. The following PLAN OF OPERATION sets forth the administration and management of the FUND:
- a. Any amendment to this resolution which will change, alter, or amend the purpose for which the FUND is established shall be adopted by a majority vote of the voting members present at an annual meeting of the congregation or at a special meeting called specifically for the purpose of amending this resolution.
  - b. In the event that Advent Lutheran Church ceases to exist either through merger or dissolution, disposition or transfer of the FUND shall be at the discretion of the Congregation Council in conformity with the approved congregational constitution and in consultation with the bishop of the synod to which the congregation belongs at such time. Consultation with the ELCA may be desirable for continuation of Mission Endowment Fund obligations.
  - c. The chairperson, or member designated by the chairperson, shall preside at all committee meetings and shall convene all committee meetings. The committee shall elect from its membership a recording secretary and financial secretary.
  - d. The recording secretary of the committee shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member of the committee. The recording secretary shall keep a complete copy of minutes to be delivered to his or her successor. The recording secretary shall also supply a copy of the minutes to the Congregation Council.
  - e. The financial secretary of the committee shall work with the congregation's treasurer in maintaining and coordinating accounts for the FUND. Disbursements from the FUND shall be handled in the same manner as other monies of the congregation. Required authorization for any disbursement from the FUND shall include a committee resolution and a voucher signed by the committee chairperson. The financial records shall be audited annually by two persons appointed by the Congregation Council, neither of which shall be a member of the committee.
  - f. The committee shall report on a quarterly basis to the Congregation Council. At each annual or duly called special meeting of the congregation, the committee shall render a full and complete account of the administration of the FUND during the preceding year.
  - g. The committee may request other members of the congregation to serve as advisory members and, at the expense of FUND income, may provide for such professional counseling on investments of legal matters as it deems to be in the best interest of the FUND.
  - h. Members of the committee shall not be liable for any losses which may be incurred upon 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 or she acts in good faith and with ordinary prudence. Each member shall be liable only for his or 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 or her personal interest would conflict with the interest of the FUND.

C5.05.03. DEFINITION OF PRINCIPAL AND INCOME

- a. The committee shall determine what is principal and income according to generally accepted accounting procedures. (Income shall include interest and dividend income and may include capital gain income.)
- b. Principal of gifts and bequests to the Endowment General Fund shall accumulate until the principal amount of \$50,000 is achieved, after which the income generated from the investment of the principal shall be expended.
- c. Principal of gifts and bequests to Funds with specific donor requirements shall be defined with guidance from the committee.

DISTRIBUTION OF INCOME

- a. To enhance the mission outreach of Advent Lutheran Church apart from the general operating budget of the congregation, income from the endowment general fund shall be distributed annually and at such times as deemed necessary or feasible to accomplish the following purposes:
  - 1) A minimum of 25 percent for community outreach and ministry, including , but not limited to, social service agencies, institutions and agencies to which this congregation relates, and to special programs designed for those persons in our state and/or parish area who are in spiritual and/or economic need.
  - 2) A minimum of 25 percent for missions and outreach at large in this synod, on this continent, or worldwide, including, but not limited to, grants to the ELCA for new congregational development in North America, professional leadership, global mission, ecumenism, evangelism, social ministries and capital financing.
  - 3) A minimum of 25 percent for educational and scholastic outreach, including, but not limited to, grants to ELCA seminaries or colleges, or students attending such schools for religious career opportunities.
  - 4) Up to 25 percent for any one or all of the above designated areas in any proportion as determined by the committee, or for causes and programs which at the discretion of the committee are consistent with the FUND purpose of enhancing the mission outreach of Advent Lutheran Church.
- b. Programs for support shall be recommended by the committee and approved by the Congregation Council for funding according to the guidelines established by the congregation.
- c. Disbursement of income from the FUND need not occur annually in the event causes and programs have not been approved by the committee sufficient to utilize total income available, or if in the judgment of the committee total annual disbursement is not recommended.

C5.05.05. DISTRIBUTION OF PRINCIPAL

When in the opinion of the committee, circumstance are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of FUND principal, the committee may, upon a two-thirds majority vote, recommend such authorizing action to the congregation.

C5.05.06. INVESTMENTS OF FUNDS

All assets are to be held in the name of Advent Lutheran Church Mission Endowment Fund. The investment assets of the FUND should be invested to provide reasonable earnings consistent with the preservation of assets and diversification of investments. In considering investments to achieve this goal, weight should be given first to preservation of assets, second to income, and third to appreciation. Primary consideration should be given to investments offered by the Mission Investment Fund of the ELCA, or similar organizations that promote the mission and ministry of the church.

C5.05.07. COMMITTEE MEMBERSHIP

- a. The Committee shall consist of six (6) members, all of whom shall be voting members of Advent Lutheran Church. Except as herein limited, the term of each member shall be three (3) years. The chairman of the committee shall be appointed by the Congregation Council. The chairperson shall serve for a (3) year term. The Congregation Council shall appoint a new chairperson every three (3) years, or at such time as the current chairperson is no longer willing or able to serve. Upon adoption of this resolution by the congregation, the Congregation Council shall appoint the initial five (5) additional members: one (1) for a term of three (3) years; two (2) for a term of two (2) years; and two (2) for a term of one (1) year. Thereafter, at the first council meeting following the annual congregational meeting, the Congregation Council shall appoint the necessary number of regular members for a term of three (3) years. No member shall serve more than two (2) consecutive three (3) year terms. After a lapse of one (1) year, former committee members may be re-appointed. The pastor and the president of the Congregation Council shall be advisory members of the committee.
- b. The committee members shall be nominated in the same manner as the members of the council are nominated. In the event of a vacancy on the committee, the Congregation Council shall appoint a member to fill the vacancy until the next meeting of the Congregation Council, at which time the Congregation Council shall appoint a member to fill the term of the vacancy.
- c. The committee shall meet at least quarterly, or more frequently as deemed by it in the best interest of the FUND.
- d. A quorum shall consist for four (4) members. When only four (4) members are present, a unanimous vote shall be required to carry any motion or resolution.

C5.05.08. DUTIES OF THE COMMITTEE ARE:

- a. To utilize the ELCA Foundation for the creation of the Endowment Funds, the initial fund being a "general" endowment fund.
- b. To create additional Funds as may be needed to fulfill specific requirements of donors.
- c. To determine and fulfill procedures and policies for the soliciting, processing, and disposition of grant requests in accordance with the requirements and limitations of the various funds.
- d. To educate the congregation about the FUND, promote the FUND and solicit donations in an appropriate manner.
- e. To assist donors in the process of making gifts to the FUND.
- f. To establish policies and procedures for accepting or rejecting proposed gifts by donors.
- g. To determine and fulfill procedures and policies with respect to all operational matters, including requests for distribution from the FUND.
- h. To ensure that grants are given to legally qualified recipients as defined by the FUND.

**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 Rocky Mountain 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 on 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 for Word and Service for call to other staff positions in this congregation according to procedures of the Evangelical Lutheran Church in America.
  - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- \*C6.04. Affiliation with the Evangelical Lutheran Church in America is terminated as follows:
  - a. This congregation takes action to dissolve.
  - b. This congregation ceases to exist.
  - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America or in accordance with provision of 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.
  - d. The Rocky Mountain Synod takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to ¶13.24. of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
  - e. This congregation follows the procedures outlined in \*C6.05.
- \*C6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedures:
  - a. A resolution indicating the intent to terminate its relationship must be adopted at two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time this congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, shall have a voice but not vote at the first meeting.
  - b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to voting members of this congregation.
  - c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above, during a period of 90 days after receipt by the bishop of the attestation and certification as specified in paragraph b. above.
  - d. If this congregation, after such consultation, is still considering termination of its relationship with this church, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the second meeting shall be sent to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, shall have a voice but not vote at the second meeting.

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

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

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

### ***Chapter 7. Property Ownership***

\*C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Rocky Mountain Synod of the Evangelical Lutheran Church in America.

\*C7.02. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline or pursuant to 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.

\*C7.03. If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in \*C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Rocky Mountain Synod.

- \*C7.04. If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in \*C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the process established by the synod, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America. In neither case does title to this congregation's property transfer to the synod.
- \*C7.05. Notwithstanding the provisions of \*C7.02. and \*C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitutions, 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 RockyMountain 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 receive by affirmation of faith.
  - c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
  - d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individual have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.

e. **Seasonal** members are voting members of other congregations of this church who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in the congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:

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

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

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

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation, the synod, and the 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 Chapter 20 of the constitution and bylaws of the Evangelical Lutheran Church in America; 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.

C8.05.01. Membership inactivity shall be defined as the failure on the part of members to receive Holy Communion and support the church with their offerings. When such members fail to receive Holy Communion and have failed to make a contribution of record, during the current and preceding calendar year (See \*8.02.c.), they may be removed from the rolls by the Congregation Council. Removal will take place only when there is pastor under call to serve this congregation and after such members have been contacted, if possible, about the matter.

## **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 officer, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

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

- \*C9.03. Consistent with the faith and practice of the Evangelical Lutheran Church in America,
- a. Every minister of Word and Sacrament shall:
    - 1) preach the word;
    - 2) administer the sacraments;
    - 3) conduct public worship;
    - 4) provide pastoral care;
    - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
    - 6) impart knowledge of this church and its wider ministry through available channels of effective communication;
    - 7) witness to the Kingdom of God in the community, the nation, and abroad; and
    - 8) speak publically 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;
    - 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the Rocky Mountain Synod; and
    - 6) encourage adherence to covenantal relationship with this church as expressed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- \*C9.04. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.
- \*C9.05. The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:
- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the pastor's death or, following consultation with the synod bishop, for the following reasons:
    - 1) mutual agreement to terminate the call or the completion of a call for specified term;
    - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
    - 3) inability to conduct the pastoral office effectively in this congregation in view of local conditions;
    - 4) 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 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 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 condition 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 office 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.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament with disability status. Upon 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 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 recommendation first to the pastor and then to this congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end, and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
  - e. If either party fails to assent to the recommendation of the bishop's committee concerning the pastor's call, this 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 recommendation concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws and continuing resolutions.
- \*C9.06. At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
  - \*C9.07. During the period of service, an interim pastor shall have the rights and duties in this congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any 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.
  - \*C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
  - \*C9.11. With the approval of the bishop of the synod, this congregation may depart from \*C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor 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 \*C9.05.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 this congregation;
    - b. shall submit a summary of such statistics annually to the synod; and
    - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.

- \*C9.13. The pastor(s) shall submit a report of 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 this 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 call or approval of a request for change in roster status.
- C9.15. Under special circumstances, subject to the approval of the synod bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between this congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.
- \*C9.21. Authority to call a deacon shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- \*C9.22. Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synod bishop may be called as a deacon of this congregation.
- \*C9.23. Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
  - a. Be rooted in the Word of God, for proclamation and service;
  - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
  - c. Speak publicly to the world in solidarity with the poor and oppressed, 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 this church and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
  - i. Identify and encourage qualified persons to prepare for ministry of the gospel.
- \*C9.24. The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.
- \*C9.25. The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:
  - a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod bishop, for 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.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon 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. This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.
  - \*C9.27. When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
  - \*C9.28. With the approval of the bishop of the synod, this congregation may depart from \*C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.25.a.
  - \*C9.29. The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
  - \*C9.31. The deacon(s) shall submit a report of 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. This congregation shall have at least one regular meeting per year. The regular meeting(s) of the congregation shall be held at the time(s) specified in the bylaws. Consistent with the laws of the State of Colorado, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.  
C10.01.01. The Annual Meeting of this congregation shall be on the last Sunday of January.
- 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 this congregation upon the written request of ten percent (10%) of voting members. The president of the congregation shall call a special meeting upon request of the synod bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.
- C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and shall be sent by mail, addressed to the last known address, to all voting members at least 10 days in advance or by electronic means, sent to the last known electronic address, as permitted by state law.
- C10.04. All meetings of this congregation shall have a quorum. Thirty percent (30%) of the voting members shall constitute a quorum.
- C10.05. Voting by proxy or by absentee ballots shall not be permitted.
- C10.06. All actions approved by this congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07. *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

## **Chapter 11. Officers**

- C11.01. The officers of this congregation shall be a president, vice president, secretary, and treasurer. The duties and responsibilities of the officers of the Congregation/Congregation Council shall be specified in the bylaws.  
C11.01.01. Duties of the Officers
1. The President shall:
    - a. preside without partiality, at all meetings of the congregation, executive committee and Congregation Council, directing all meetings according to parliamentary rules of order, keeping meetings running smoothly, speedily and efficiently, assisting in discernment of God's will;
    - b. uphold the Constitution and bylaws and ensure policies are being followed;
    - c. may call special meetings of the congregation, executive committee or Congregation Council as allowed by this Constitution and Bylaws and Continuing Resolutions;
    - d. represent the congregation in matters of business and sign or countersign all legal documents;
    - e. assist in preparing the agenda for Congregation Council and congregation meetings;
    - f. write an annual report of Congregational Council activities for annual meeting;
    - g. facilitate attendance and support synod and churchwide activities that would benefit from representation of Congregation Council members and/or benefit to Congregation Council members;
    - h. oversee the operation of all parts of the congregation's programs with the goal of ensuring that each committee, task force and board is functioning properly;
    - i. during a pastoral vacancy, serve as liaison between the congregation and a designated pastor as well as the synod, working with the synod regarding necessary administrative submissions, such as parochial reports, etc;
    - j. recognize and seek synod advice and assistance in managing congregational matters beyond the council's expertise.
    - k. encourage congregational participation at synod assemblies; and
    - l. ensure that the congregation processes and procedures are documented.

2. The Vice President shall:
  - a. preside at meetings of the congregation, executive committee or Congregation Council at the request or in the absence of the president or when the president is unwilling to perform the duties of the office or when the president wishes personally to speak to an issue and steps out of the chair momentarily;
  - b. aid the president in the administration of office; and
  - c. assume other duties as assigned by the Congregation Council.
3. The Secretary shall:
  - a. keep the minutes of all meetings of the congregation, executive committee and Congregation Council in a written as well as an electronic form, and to be responsible for the distribution and publication of such minutes, entering any correction to those minutes following the approval of such by the congregation, the executive committee or the Congregation Council respectively;
  - b. be authorized and empowered, in the name of the congregation, to attest instruments that require authorized signers and may also be signed by the congregation president and/or treasurer.
  - c. work with the pastor(s) and congregation's staff to ensure the archive, retention, and protection of all important documents and papers, as well as minutes of all congregation, executive committee and Congregation Council meetings, in a written and electronic form;
  - d. make sure, in conjunction with the treasurer, that annual reports of the congregation's corporate status are filed with the appropriate office of the State of Colorado;
  - e. work with the treasurer and pastor in the preparation and timely filing of the congregation's annual parochial report;
  - f. sign the letter of call for rostered staff and the time of a call meeting;
  - g. attest to the synod office that the congregation's records are up to date and under the control at the time of pastoral transition, (see \*C9.14.);
  - h. submit copies of constitution and bylaw amendments to the synod;
  - i. carry out correspondence on behalf of the Congregation Council and the congregation, as directed; and
  - j. assume other duties as assigned by the Congregation Council.
4. The Treasurer shall:
  - a. serve as financial officer of the congregation and will be a member of the Finance Committee;
  - b. have the authority and responsibility to keep accurate records of all income and expenses in accordance with the current adopted budget of the congregation, and any excess approved by the Congregation Council, or by the congregation as set forth in C12.05.c. and C.12.05.d.;
  - c. perform or oversee all of the bookkeeping functions, preparing monthly financial reports for the Congregation Council;
  - d. invest funds as directed by the congregation or the Congregation Council on behalf of the congregation;
  - e. borrow funds as directed by the congregation or the Congregation Council on behalf of the congregation;
  - f. provide the congregation with financial information deemed appropriate by the Congregation Council;
  - g. help in the preparation of the annual budget;
  - h. prepare and submit the annual report of the financial status for the congregational annual report;

- i. make sure, in conjunction with the secretary, that annual reports of the congregation's corporate status are filed with the appropriate office of the State of Colorado;
    - j. make sure that all payroll tax information is properly filed with the IRS;
    - k. assist with the annual audit conducted by the Audit Committee (See C13.03.) of the financial books;
    - l. maintain, develop, and improve the reporting and monitoring techniques used to communicate the financial status of the congregation; and
    - m. the Treasurer shall give corporate surety in an amount determined by the Congregation Council, the premium for which shall be paid by this congregation.
- C11.02. Terms of office shall begin at the time of election for one year, or until their successor is elected to replace them. This includes the treasurer, whether elected from the membership of the Congregation Council or not. The president and vice president shall not be eligible to serve more than two consecutive terms in the same office. The Treasurer may not serve more than six consecutive terms.
- a. Officers of the Congregation Council shall be voting members of this congregation and shall also serve the same offices of this congregation;
  - b. The officers of the Congregation Council shall be elected from the membership of the Congregation Council, by the Congregation Council, with the possible exception of the election of treasurer as listed below, by a written ballot at the Congregation Council's first meeting following the elections of the new Congregation Council members at the congregation's annual meeting. This also includes the provision of a treasurer who may, or may not, be an elected member of the Congregation Council.
  - c. If the treasurer is elected from the membership of the elected Congregation Council, the treasurer will have both voice and vote at Congregation Council meetings. If the elected treasurer is not an elected Congregation Council member, the treasurer will have voice but no vote in Congregation Council meetings.
  - d. If an officer of the Congregation Council ceases to serve as an officer before the expiration of their term, that office shall be declared vacant by a vote of the Congregation Council. The Congregation Council shall then elect a person to fulfill that term until the next annual election of Congregation Council officers as specified in C11.02.b. above.

**Chapter 12. Congregation Council**

- C12.01. The voting membership of this Congregation Council shall consist of the pastor(s), the deacon(s) and twelve elected members of this congregation. Any voting member of this congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member:
- a. ceases to be a voting member of this congregation, or:
  - b. is absent from three 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 this Congregation Council in other circumstances.
- C12.02. The members of this Congregation Council except the pastor(s) shall be elected at a Congregation Meeting. Such election may be done by written ballot.
- C12.02.01. Congregation Council members:
- a. are to serve for three consecutive years; to serve the balance of an uncompleted term; or, to serve until their successors are elected.
  - b. Their tenure shall be arranged so that the terms of one third of the members expire annually. Such members shall be eligible to serve not more than two full terms consecutively. Their terms begin when they are installed.
  - c. Newly elected members of the Congregation Council shall be installed at the worship the first Sunday after the meeting in which they are elected or, when unable to attend that service, at the first meeting of the Congregation Council they attend following their election, by the pastor according to the prescribed order of the Church.

- C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by a majority vote, a successor until the next congregation election meeting, at which time an election will take place to fill the remainder of the original term.
- C12.03.01. Council Vacancy – Individuals who serve as a replacement for less than a full three-year term, shall be eligible for nomination and possible election to two full successive terms.
- 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 practices of the Evangelical Lutheran Church in America. The duties and expectations of the Congregation Council are listed in the bylaws.
- C12.04.01. The Congregation Council members shall:
- a. be an example by regularly attending worship services and involvement in congregational life;
  - b. attend all meetings of the Congregation Council in order to oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission;
  - c. attempt to discover, through prayer and discernment, what is best for the congregation;
  - d. consider the well-being of the Congregation Council when dealing with specific issues and ministries;
  - e. treat all matters relating to council deliberations in executive session as confidential, until such time as the information is determined a matter of public record;
  - f. assist the rostered minister(s) in nurturing the spiritual life of the congregation and to maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
  - g. serve as the council representative (or liaison) on at least one standing committee, actively participating in said committee, and reporting monthly on the committee's activities and actions to the Congregation Council or shall actively serve in another area of ministry in the congregation;
  - h. care for the congregation's membership, promoting a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding;
  - i. ensure that the decisions of the congregation are carried out;
  - j. be a part of a united body by supporting all decisions of the council, even if not in full agreement;
  - k. treat members of the council and staff as brothers and sisters in Christ;
  - l. be familiar with and uphold the governing documents of the congregation;
  - m. be a leadership presence in the congregation;
  - n. oversee the treasurer in the securing of loans and making capital investments and expenditures, as approved by the congregation in duly called Congregation Meeting;
  - o. 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;
  - p. seek to involve all members of this congregation in worship, learning, witness, service and support;
  - q. arrange for pastoral service during the sickness or absence of the pastor;
  - r. emphasize support of 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 Rocky Mountain Synod and the Evangelical Lutheran Church in America;
  - s. recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America; and
  - t. 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 Directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Colorado, 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 the congregation in a duly called congregation meeting.
  - c. The Congregation Council shall prepare an annual budget for adoption by this congregation; shall supervise the expenditure of funds in accordance therewith following its adoption; and may incur an obligation of more than three (3) percent of the adopted church budget for that calendar year only after approval by the Congregation in a duly called Congregation Meeting. The budget shall include this congregation's full indicated share in the support of the wider ministry being carried on in collaboration with the Rocky Mountain Synod and the Evangelical Lutheran Church in America churchwide organization.
  - d. The Congregation Council may annually approve expenditures totaling not more than three (3) percent of the adopted church budget for the current calendar year for items not included in the budget.
  - 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 regular forwarding of mission support monies to the Rocky Mountain Synod treasurer.
  - f. The Congregation Council together with the treasurer and the Finance Committee shall be responsible for this congregation's investments and total insurance program; ensuring that the congregation's property, casualty and liability insurance is in good standing and sufficient for the congregation's needs and ensuring that the incorporation of the congregation, tax exemptions, etc., are in good standing.
- C12.05.01. The fiscal year for this congregation shall be the calendar year, January 1 to December 31.
- C12.06. The Congregation Council shall see that provisions of this constitution, its bylaws, and the continuing resolutions are carried out.
- C12.07. The Congregation Council shall conduct an annual review of the membership roster, ensuring that the roster is up to date prior to any congregation meeting to enable the identification of eligible voting members and for the determination of a quorum, and provide said list upon request. (See \*C8.02.c. and C10.04.)
- C12.08. The Congregation Council shall be responsible for the employment and supervision of the staff of this congregation. Nothing in this provision shall be deemed to affect this congregation's responsibility for the call, terms of call, or termination of call of any pastor or rostered personnel of this church.
- C12.09. The Congregation Council shall submit a comprehensive report, including reports of the president, treasurer, and all standing committees; and the proposed budget for the coming year, to this congregation at each 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, in person, by mail or by electronic means.
- 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 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 synod bishop.
- C12.13. The Congregation Council and its committees 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 in person, or by mail, or electronically.

### **Chapter 13. Congregation Committees**

- C13.01. The officers of this congregation and the pastor(s) shall constitute the Executive Committee.
- C13.01.01. The Executive Committee shall be responsible for those matters which may be appropriate from time to time as determined by the pastor(s) and the Congregation Council. Any fiscal decisions of the Executive Committee shall be reconfirmed by the Congregation Council at the next duly called Congregation Council meeting.
- C13.02. A Nominating Committee shall be appointed annually by the Congregation Council. The Nominating Committee shall be responsible for identifying persons willing to assume the duties of a Congregation Council member as outlined in C12.04. Nominations may also be made from the floor, provided that the nominee has given consent to be nominated.
- C13.02.01. The Nominating Committee may consist of up to six voting members of this congregation, and whenever possible, shall include any Congregation Council members completing their terms and not seeking reelection.
- C13.03. An Audit Committee, consisting of three voting members, shall be appointed annually by the Congregation Council. Audit Committee members shall not be members of the Congregation Council.
- C13.03.01. The Audit Committee shall conduct the annual audit of the congregation's financial records and internal procedures for the purpose of providing to the congregation through the Congregation Council, a statement regarding the accuracy of the financial statements, the adequacy of internal procedures and control, and to make recommendations to the Congregation Council of any needed improvements. Members shall be eligible for re-appointment. It is preferable to have at least one returnee from the preceding year for continuity purposes.
- C13.04. A Mutual Ministry Committee shall be appointed jointly by the president and the rostered minister. (In the absence of a Mutual Ministry Committee, the duties shall be fulfilled by the executive committee.)
- C13.04.01. The Mutual Ministry Committee is limited to six members and each member's term of office shall be for two years, with three members appointed each successive year. This committee shall provide a support forum in which any concern relating to the pastor(s) may be discussed. The Mutual Ministry Committee shall conduct an annual review to develop salary and benefit recommendations for the pastor(s) to be submitted to the Congregation Council.
- C13.05. When a vacancy occurs in a position for which this congregation calls a rostered minister, a Call Committee of six voting members and one alternate shall be elected by the Congregation Council. Term of office will terminate upon the installation of the newly called rostered minister.
- C13.05.01. The Call Committee shall follow the guidelines set forth in the current Synod instructions for calling a pastor, including maintaining strict confidence in their deliberations and interviews of potential candidates, honoring the integrity of the process without undue influence or time-sensitive pressure from the congregation.
- C13.06. Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council. Additional committees and the duties of such committees shall be specified in the bylaws.
- C13.06.01. Personnel Committee. A Personal Committee of at least four members shall be appointed by the pastor(s) and the president. All committees of the Congregation Council which supervise a salaried employee shall be represented. Each member's term of office shall be for two years, with two members to be appointed each successive year. A member cannot serve more than four consecutive years. This committee shall provide a support forum in which any concerns relating to salaried employees of this congregation may be discussed. The Personnel Committee shall conduct an annual review to develop salary and benefit recommendations for salaried employees of this congregation to be submitted to the Congregation Council.
- C13.06.02. Mission Endowment Fund Committee. See C5.05.07. and C5.05.08. for details about this committee's membership and its duties.
- C13.07. The president of this congregation and senior pastor(s) of this congregation shall be *ex-officio* members of all committees and boards of this congregation, except the Nominating Committee.

#### **Chapter 14. Organizations Within This Congregation**

- C14.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, such organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and be provided reports concerning their membership, work, and finances. Between Congregation Meetings, the Congregation Council shall have oversight over such organizations on behalf of the congregation.
- 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 this congregation, or willful and repeated harassment or defamation of member(s) of this congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15-17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.
- \*C15.02. The process for discipline of a member of this congregation shall be governed as prescribed by the chapter on discipline in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America. If the counseling, censure, and admonitions pursuant to \*C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two 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 as prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

- \*C15.05. By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
  - a. suspension from the privileges of congregation membership for a designated period of time;
  - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
  - c. termination of membership in this congregation; or
  - d. termination of membership in this congregation and exclusion from the church property and from all congregation activities.
- \*C15.06. The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
- \*C15.07. No member of this 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.
- \*C15.08., \*C15.09. Not presently assigned.
- \*C15.10. Adjudication
- \*C15.11. When there is disagreement between or among factions within this congregation on a substantive issue which cannot be resolved by the parties, members of this congregation may petition the synod bishop for consultation after informing the president of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the council deems necessary. The Synod Council's decision shall be final.

## **Chapter 16. Amendments**

- \*C16.01. Unless provisions \*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 five voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify this congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- \*C16.02. An amendment to this constitution, proposed under \*C16.01. shall:
  - a. be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting;
  - b. be ratified without change at the next regular meeting of this congregation held pursuant to C10.01. by a two-thirds vote of those voting members present and voting; and
  - c. have the effective date included in the resolution<sup>1</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 this congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

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<sup>1</sup> Such an effective date must be stated in relation to the requirements of \*C16.03. to allow time for the synod's 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 Congregation of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of this congregation without presentation at a prior meeting of this congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to this congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of this congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

### **Chapter 17. Bylaws**

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

### **Chapter 18. Continuing Resolutions**

- \*C18.01. This Congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- C18.01.01. The Congregation Council shall establish continuing resolutions relating to Ministry Partners and other users of the building, and reaffirm those agreements on an annual basis.
- \*C18.02. Continuing resolutions shall be enacted or amended by a majority vote of a meeting of this congregation or a two-thirds vote of all voting members of the Congregation Council.
- \*C18.03. Adopted or amended continuing resolutions shall be sent by the secretary of this congregation to the synod.

### **Chapter 19. Indemnification**

- \*C.19.01. Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration or investigative proceeding.

### **Chapter 20. Parish Authorization**

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

- \*C20.01. This congregation may unite with one or more other congregations recognized by the synod named in \*C6.01. to form a parish. Except as provided in \*C20.02 and \*C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.

- \*C20.02. One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a 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 synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a 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 synod constitution of the synod named in \*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- \*C20.05. Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synod constitution of the synod named in \*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- \*C20.06. Whenever a parish arrangement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formally 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.

*As adopted in 1988 and amended by the First (1989), Second (1991), Third (1993), Fifth (1997), Sixth (1999), Seventh (2001), Eighth (2003), Ninth (2005), Tenth (2007), Eleventh (2009), Twelfth (2011), Thirteenth (2013), Fourteenth (2016), and Fifteenth (2019) Churchwide Assemblies of the Evangelical Lutheran Church in America and as amended on January 27, 2002, on January 23, 2005, and January 22, 2017 by the congregation.*

- **Codification explanation:** The Advent Constitution is organized into chapters by general subject matter and codified as (a) constitutional provisions, (b) bylaws, and (c) continuing resolutions. Each provision is preceded by a capital “C.” If a constitutional provision is mandatory, it will be preceded by an asterisk, “\*C.”
  - a. Constitutional provisions are codified with two sets of numbers, preceded by a “C”
  - b. Bylaw provisions follow constitutional provisions to which they apply. Bylaws are codified with three sets of numbers: the chapter number (preceded by a “C”), the related constitutional provision number, and a two-digit number.
  - c. Continuing resolutions are intended to provide descriptions of operational practices or of the ongoing responsibilities of committees or other units within the congregation. They follow the relevant constitutional provision or bylaw to which they refer. Continuing resolutions also are codified with three sets of numbers, except that the third set is preceded by a capital letter. The final letter and numbers i.e. “A19” designate that this is the first continuing resolution “A” and the year that it was adopted, in this example 2019.
- **Missing numbers:** You will notice that certain numbers are missing from the numbering sequence in some chapters. These omissions are intentional and have been reserved for possible use as section headings in future editions.

### ***Continuing Resolutions.***

C4.05.A10. The following Congregation Mission Statement was adopted by the Congregation Council on behalf of the congregation on January 24, 2010. “So That All May Know Christ’s Love.”