

Revised January 18, 2009

Immanuel Lutheran
CONSTITUTION OF IMMANUEL EVANGELICAL LUTHERAN CHURCH

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 Immanuel Evangelical Lutheran Church.

C1.02 For the purpose of this constitution the Immanuel Evangelical Lutheran Church congregation is hereinafter designated as "this congregation."

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 all the canonical books of the Old Testament and New Testament as a whole and in all their parts as the divinely inspired, revealed and inerrant Word of God and submits to this as the only infallible authority in all matters of faith and life.

C2.04 This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.

C2.05 This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

C2.06 This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, Luther's Small Catechism, Luther's 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 Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3

NATURE OF THE CHURCH

C3.01 All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under His rule and authority.

C3.02 The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. This church, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

Chapter 4

STATEMENT OF PURPOSE

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

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

- A. worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service;
- B. proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations;
- C. carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer and Sanctifier of all;

- D. serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs;
- E. nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the fruit of the Spirit for their life together and for their calling in the world; and
- F. manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

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

- A. provide services of worship at which the Word of God is preached and the sacraments are administered;
- B. provide pastoral care and assist all members to participate in this ministry;
- C. challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation;
- D. teach the Word of God;
- E. witness to the reconciling Word of God in Christ, reaching out to all people;
- F. respond to human need, work for justice and peace, care for the sick and suffering, and participate responsibly in society;
- G. motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America;
- H. foster and participate in interdependent relationships with other congregations, the synod, and the Evangelical Lutheran Church in America; and
- I. foster and participate in ecumenical relationships consistent with churchwide policy.

C4.04 This congregation shall develop an organizational structure to be described in Chapters 10 through 14 of this Constitution. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions.

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

Chapter 5

POWERS OF THE CONGREGATION

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

C5.02 The powers of this congregation are vested in the congregational meeting, called and conducted as provided in this constitution.

C5.03 Only such authority as is delegated to the Congregation Council or other organizational units in the congregation's governing documents is recognized. The congregation retains all remaining authority. The congregation is authorized to:

- A. call a pastor;
- B. terminate the call of a pastor;
- C. appoint or terminate the appointment of associates in ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- D. approve the annual budget;
- E. acquire real and personal property by gift, devise, purchase, other lawful means;
- F. hold title to and use its property for any and all activities consistent with its purpose;
- G. sell, mortgage, lease, transfer, or otherwise dispose of its property by resolution adopted by no less than a two-thirds majority ballot vote of the members present and voting at a properly called meeting of the congregation;
- H. enter into contracts;
- I. elect its officers, Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution and;
- J. terminate its relationship with the Evangelical Lutheran Church in America as provided for in Chapter 6.

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 Southeastern Iowa Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

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

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

- A. this congregation agrees to be responsible for its life as a Christian community;
- B. this congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America;
- C. this congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod;
- D. this congregation agrees to consider associates in ministry for appointment to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America; and
- E. this congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in

agreement with the constitution and bylaws of the Evangelical Lutheran Church in America or with the constitution of the synod.

C6.04 Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

- A. this congregation takes action to dissolve;
- B. this congregation ceases to exist;
- C. this congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America; or
- D. this congregation follows the procedures outlined in C6.05.

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

- A. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a properly called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- B. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- C. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
- D. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a properly called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
- E. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
- F. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.

C 6.06 If this congregation is considering relocation, it shall confer with the bishop of the synod before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

Chapter 7 PROPERTY OWNERSHIP

C7.01 If this congregation ceases to exist, title to undisclosed property shall pass to the Southeastern Iowa Synod of the Evangelical Lutheran Church in America.

C7.02 If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

C7.03 If a two-thirds majority of the voting members of this congregation present at a properly called and conducted meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Southeastern Iowa Synod.

C7.04 If a two-thirds majority of the voting members of this congregation present at a properly called and conducted special meeting of this congregation votes to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation. Procedures as outlined in C6.05 shall be followed.

Chapter 8 MEMBERSHIP

C8.01 Members of this congregation shall be those baptized persons on the roll of the 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.

C8.02 Members shall be classified as follows.

- A. Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- B. Confirmed members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- C. Voting members shall be those baptized and confirmed members of this congregation. Confirmed members who are not of legal voting age may not vote on any matters which, according to the laws of the State of Iowa, require the attainment of the age of majority.
- 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 missions of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

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 and 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. Members who move away shall be encouraged to transfer. Any confirmed member in good standing desiring to change their membership to another Lutheran Church shall, upon request, be entitled to a Letter of Transfer. Should the member fail to request a transfer, a Lutheran congregation in the community of their residence shall be notified.
- D. Disciplinary action by the Congregation Council.
- E. A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with their offerings, and does not appear to desire to participate in the life and worship of the congregation shall be visited by the pastor and/or a representative of the congregation and encouraged by them to active membership. If, during the second year, the confirmed member does not actively participate, their name shall be removed from the active membership roster of the congregation and be retained on an inactive responsibility list as one who is in special need of the congregation's prayer and concern

Chapter 9 THE PASTOR

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

C9.02 Only a member of the clergy roster of the Evangelical Lutheran Church in America or one who has been recommended for it by the synodical bishop may be called as a pastor of this congregation.

C9.03 Consistent with the faith and practice of the Evangelical Lutheran Church in America, every ordained minister shall preach the Word, administer the sacraments, conduct public worship, provide pastoral care, and shall speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world. Each ordained minister with a congregational call shall, within the congregation, offer instruction, confirm, marry, visit the sick and distressed, and bury the dead; supervise all schools and organizations of

the congregation; shall install properly elected members of the Congregation Council, and with the council administer discipline. Every pastor shall seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad; shall impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and shall endeavor to increase the support given by the congregation to the work of the Southeastern Iowa Synod and 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.

C9.05 A. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:

- 1.) mutual agreement to terminate the call or the completion of a call for a specific term of years;
 - 2.) resignation of the pastor;
 - 3.) inability to conduct the pastoral office effectively in the congregations in view of local conditions, without reflections on the competence or the moral and spiritual character of the pastor;
 - 4.) the physical or mental incapacity of the pastor;
 - 5.) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty; or
 - 6.) the dissolution of the congregation.
- B. In the case of the alleged physical or mental incapacity of the pastor or ineffective conduct of the pastoral office, it shall be the responsibility of the bishop of the synod, when such difficulties are personally known or have been brought to the synod" attention by an official recital of allegations by the Congregation Council, or by a petition signed by at least one-third of the voting members of the congregation, to investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
- C. In case of the alleged physical or mental incapacity competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- D. In the case of alleged local difficulties, which imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in C9.05b, shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry

out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor by a two-thirds majority vote of the voting members present at a properly called meeting after consultation with the bishop.

- E. The foregoing procedure shall never be invoked when questions of doctrine, morality, or continued neglect of duty are involved, all such cases being treated as disciplinary matters.
- F. If in the course of the proceedings, it should become apparent that the pastoral office cannot be conducted effectively in the congregations being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation without prejudice and with pay provided through a joint church wide/synod fund and with housing provided by the congregation.

C9.06 If a pastor receives a Call to another ministry, he/she shall consult the Congregation Council, or, if he/she desires, the congregation, before reaching a decision. He/she shall announce his/her decision as quickly as possible, normally within three weeks. He/she shall notify the Bishop of the Synod of his/her decision. When a Call has been accepted, the pastor shall terminate his/her ministry as soon as feasible, normally within a month.

C9.07 At a time of pastoral vacancy, an interim pastor may be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

C9.08 During the period of service, an interim pastor shall have the rights and duties of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

C9.09 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.

C9.10 When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

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

C9.12 The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregations, and shall submit a summary of such statistics annually to the synod. Upon the terminations of his/her service to the congregations, he shall have brought the records up to date prior to his/her departure.

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.

Chapter 10

CONGREGATION MEETINGS

C10.01 The annual meeting of this congregation shall be held in November for the purpose of reports, elections, adopting a budget and other necessary business.

C10.02 A special congregation meeting may be called by the pastor, the Congregation Council, or the president of the congregation, and shall be called at the written request of 30 voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

C10.03 Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and/or by mail to all voting members at least 10 days in advance of the date of the meeting.

C10.04 A quorum for the conduct of business at annual and special congregational meetings shall consist of those members present and voting.

C10.05 Voting by proxy or by absentee ballot shall not be permitted.

C10.06 All actions by the congregations shall be by majority vote except as otherwise provided in the constitution.

C10.07 When necessary to complete the business of the meeting, a congregational meeting may by majority vote recess to reconvene at a specified time and place. A congregational meeting may also decide to recess to reconvene upon call, but the time and place of such reconvened meeting must then be announced at no less than one public service in advance or by written notice to the voting members mailed not less than three days in advance.

C10.08 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.

1. The duties of the officers shall be as follows;
 - A. The president shall preside at all meetings of the Congregation Council and of the congregation.
 - B. The vice-president shall preside at the meetings of the Congregation Council and of the congregation in the absence of the president.
 - C. The secretary shall keep the minutes of the Congregation Council and of the congregation and shall have control of the archives of the congregation.
 - D. The treasurer shall have custody of all funds of the congregation. The individual shall receive and disburse such funds in accordance with the decisions of the congregation or the Congregation Council. This individual shall be bonded.
2. The officers shall be voting members of the congregation.
3. The president, vice-president, and secretary shall be voting members of the Congregation Council.
4. The treasurer and financial secretary shall be ex-officio members of the Congregation Council.

C11.02 The officers shall be elected by the incoming Congregation Council at a meeting held after the December council meeting and before December 31 by written ballot and shall serve for one year. The term shall begin on January 1, and end on December 31.

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

Chapter 12

CONGREGATION COUNCIL

C12.01 The voting membership of the Congregation Council shall consist of 12 members of the congregation, which shall include the officers (President, Vice-President, and Secretary). Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from two successive regular meetings of the Congregation Council without cause: consistent with the state in which the congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances. The pastor(s) shall be ex-officio member(s) of the Congregation Council.

C12.02 The members of the Congregation Council shall be elected at a properly called meeting of the congregation during the month of November.

- A. Their term of office shall be for two years with the term of office beginning on January 1, and ending on December 31.
- B. Six of the members of the Congregation Council shall be elected each year. The 2009 Congregation Council shall determine the realignment of individual terms before elections are held in November 2009.
- C. No one shall be declared elected unless he/she has received a majority of the votes cast.
- D. If more than one ballot is required in an election it shall be in order by proper motion to limit the balloting after the first ballot to the six candidates receiving the highest number of votes on the first ballot, and after the second ballot to limit the balloting to the three candidates receiving the highest number of votes.
- E. Newly elected Congregation Council members shall be installed at worship services on a Sunday prior to the date they assume office.

C12.03 Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the following December 31.

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

- A. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- B. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- C. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- D. Maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment or employment.
- E. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- F. To promote a congregational climate of peace and goodwill and as differences and conflicts arise, to endeavor to foster mutual understanding.
- G. To arrange for pastoral service during the sickness or absence of the pastor.

- H. To emphasize partnership with the synod and church wide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- I. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.

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

- A. The Congregation Council shall be the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and 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 Iowa, except as otherwise provided herein.
- B. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- C. The Congregation Council shall prepare an annual budget for adoption by this congregation, and shall supervise the expenditure of funds in accordance therewith following its adoption. The budget shall include this congregation's full-indicated share in support of the wider ministry being carried on in partnership with the synod and church wide organization.
- D. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- E. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- F. The Congregation Council shall annually appoint a financial secretary whose duties shall be to maintain records of all contributions and make regular reports to the Congregation Council and to the members as required by the Congregation Council.

C12.06 The Congregation Council shall consist of four committees. Three council members per committee.

- A. Worship & Evangelism,
- B. Education & Youth
- C. Stewardship & Finance
- D. Buildings and Grounds,

The roles and responsibilities of each committee shall be included in Appendix A of this document but shall not be considered a part of this document.

C12.07 The Congregation Council shall see that the provisions of this constitution are carried out.

C12.08 The Congregation Council shall provide for an annual review of the membership roster.

C12.09 The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.

C12.10 The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

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

C12.12 A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council.

C12.13 The pastor, or interim pastor, shall be present except when such person requests or consents to be absent and has give prior approval to an agenda of routine matters, which shall be the only business of the meeting.

Chapter 13

CONGREGATION COMMITTEES

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

C13.02 A Nominating Committee shall consist of five voting members of this congregation, two of whom shall be elected by the Congregation Council from its own membership.

1. One of those two must be an outgoing member of the Congregation Council. The remaining three members shall be elected at the annual meeting from nominations made by the Nominating Committee. The members of the Nominating Committee shall serve for the year following their election. The outgoing member of the Congregation Council shall serve as Chairperson of this committee.
2. The Nominating Committee shall nominate one or more candidates for the following offices:
 - A. six positions on the Congregation Council;
 - B. any unexpired terms on the Congregation Council; and
 - C. three members of the Nominating Committee for the following year.

3. They shall secure the consent of each candidate to serve if elected.

C13.03 The Congregation Council shall elect An Audit Committee of three voting members. Audit committee members shall not be members of the Congregation Council. Term of office will be one year.

C13.04 When a pastoral vacancy occurs; a Call Committee shall be elected. The congregation shall elect six voting members and the Congregation Council shall elect three voting members of the congregation. If no member of the Congregation Council is elected to the Call Committee, a member of the Congregation Council shall attend as a liaison to the committee to facilitate communication. Term of office will terminate at installation of a newly called pastor.

C13.05 Other congregational committees may be formed as the need arises by decision of the Congregation Council. All committees shall be responsible to the Congregation council and shall make reports as requested.

C13.06 The pastor(s) may serve as an advisor on all congregational committees.

C13.07 If a vacancy occurs on any committee the Congregation Council shall appoint a successor to fill out the unexpired term.

Chapter 14

ORGANIZATIONS WITHIN THE CONGREGATION

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

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

Chapter 15

DISCIPLINE OF MEMBERS

C15.01 Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a members of the Church of Christ, or persistent trouble making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18: 15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council.

C15.02 A member charged with the offense shall appear before the Congregation Council having received a written notice, specifying the exact charges that have been made against the member

at least 10 day prior to the meeting. If a person fails to appear at the time and place without valid excuse, the Congregation Council may proceed with the hearing and may reach its conclusion in the individual's absence.

C15.03 Should the allegations be sustained by a two-thirds majority vote of the Congregation Council, the council shall impose one of the following disciplinary actions:

- A. censure before the council or congregation;
- B. suspension from membership for a definite period of time; or
- C. exclusion from membership in this congregation. Disciplinary actions B. and C. shall be delivered to the member in writing.

C15.04 The pastor against whom the Congregation Council has taken disciplinary action shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

C15.05 Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

Chapter 16 FELLOWSHIP

C16.01 This congregation, in seeking to reach beyond itself in mission to the community and the world, will cooperate with other organizations whose purposes are compatible with this constitution.

C16.02 The activities of the congregation shall have priority in the use of the building and facilities. Outside groups wishing to use the building and facilities shall make application to the Congregation Council.

C16.03 Ceremonies of lodges or other organizations which do not confess the Triune God and Jesus Christ as Lord and Savior shall not be permitted in the buildings and premises of this congregation. The pastor(s) will not take part in such ceremonies inside or outside the building or premises.

Chapter 17 AMENDMENTS

Chapter 17 AMENDMENTS

C17.01 Amendments to this constitution may be proposed by at least 30 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 its regular or special meeting called for that purpose. The Congregation Council shall notify the members of the proposal with their

recommendations at the services of worship on the preceding two consecutive Sundays and/or by mail to all voting members at least 10 days in advance of the meeting.

C17.02 A proposed amendment to this constitution shall:

- A. be approved at a properly called meeting according to this constitution by a two-thirds majority vote of those present and voting; and
- B. have the effective date included in the resolution and noted in the constitution.

C17.03 Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 60 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Southeastern Iowa Synod or the Evangelical Lutheran Church in Am

Appendix A

A1.01 The Congregation Council shall consist of four committees

- A. Worship & Evangelism
- B. Education & Youth
- C. Stewardship & Finance
- D. Building & Grounds

A1.02 Three council members per committee. Each members serving a three year term. The senior member (third year member) would be the chairperson of the committee. Exception would be the President of the Council. The committee that he/she served on, the second year member would be the chairperson.

Roles & Responsibilities of the committees

A1.03 Worship & Evangelism

The committee shall consist of at least six members and three being represented by the council.

(WORSHIP) Shall devote itself to deepening the spiritual life and shall periodically study the congregation in the context of its surrounding community. It shall assist the Church Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the ELCA. That competent readers, greeters, communion set-up and assistants, acolytes, and ushers are recruited and trained, and the hymnals and other devotional materials are provided and properly cared for. This committee shall supervise, and strive to advance the welfare and effective service of, the choirs of the

congregation. It shall arrange for the care of paraments, vestments, and musical instruments and, in consultation with the pastor, the organist and the choir director. It shall furnish music supplies appropriate for use in the worship or a congregation of the ELCA.

(EVANGELISM) Shall be responsible for bringing the Gospel to the “UNCHURCHED”, by the enlistment of all of God’s people in the work of spreading the Gospel and the deepening of the faith and activity of the members of this congregation. Provide sponsors to aid new members in the congregation. Provide a process for visiting prospective members, inactive members, shut-ins and members with special needs.

A1.04 Education & Youth

The committee shall consist of at least six members and three being represented by the council.

(EDUCATION) In association with the pastor shall oversee the conduct and promotion of the school and the Christian educational activities of all organizations within the congregation. It shall encourage the use of teaching and worship materials published or approved by the ELCA, and seek to introduce the Church’s periodicals and books of family devotion into the homes of the congregation. Organize Sunday and Bible School, selecting a superintendent, selecting curriculum materials, scheduling dates. Provide directions and encouragement to the youth program. Promote adult education and provide leadership on educational matters.

(YOUTH) In association with the pastor, is responsible for ministry of youth between the grades of 7 and 12 at the time of their appointment. It shall encourage the use of teaching and worship materials published or approved by the ELCA. One of the primary aims of the committee shall be to bring the call to ministry of the Gospel and to the other full-time church vocations to the attention of qualified youth of the congregation. Select a Youth leader having youth meetings on a regular basis. Support the youth in the attendance at the National Youth gathering.

A1.05 Stewardship & Finance

The committee shall consist of at least six members and three being represented by the council.

(STEWARDSHIP) Shall be the function of this committee to evoke and promote the expression of Christian Faith in daily living, to teach the Christian use of money; to diffuse knowledge of the congregation’s local, national and world-wide ministries; and to lead all its members to higher levels of proportionate giving for the Lord’s work. This committee shall be responsible for the initiation of programs for the development of good stewardship attitudes in the members of the congregation for the work of Christ’s Kingdom, and to ensure the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first fruits giving.

(FINANCE) Shall assist the council in drafting and putting together the annual proposed budget. The committee is responsible to monitor the expenditures to stay within the approved budget amounts. Administer the financial budgetary and insurance needs of the church. Select the church treasurer, financial secretary and auditors. This committee shall be responsible for acquiring loans approved by the congregational council.

A1.06 Building & Grounds

The committee shall consist of at least six members and three being represented by the council.

(BUILDING/GROUNDS) This committee shall be responsible for the proper maintenance and repair of the church property. Serve as a liaison between the congregation and custodial staffs, insuring maintenance tasks are completed. Set dates for cleanup projects; secure mowing; proper landscaping care and secure snow and ice removal. This committee shall be responsible for hiring the custodial staff.

(General) It is important that the committees meet no less than once a month for the committees to be effective leaders of the congregation. [It is suggested to invite the full membership of its committees together with representatives chosen by the organizations of the congregation to review the entire program of the congregation at least once a year.]

A1.07 Amendments

The appendix may be amended by a majority vote of the Congregation Council at any regularly scheduled meeting.