

Constitution, Bylaws and Continuing Resolutions



**of the Evangelical Lutheran Church of the
Messiah**

as amended on Sunday, February 5th, 2017

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Preamble

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

Chapter 1: Name and Incorporation

- C1.01.** The name of this congregation shall be The Evangelical Lutheran Church of the Messiah.
- C1.02** For the purpose of this constitution and the accompanying bylaws and continuing resolutions, the congregation of The Evangelical Lutheran Church of the Messiah is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of New York.

Chapter 2: Confession of Faith

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

Chapter 3: Nature of the Church

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

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

Chapter 4: Statement of Purpose

- *C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- *C4.02. To participate in God's mission, this congregation as a part of the Church shall:
 - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
 - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
 - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, standing with the poor and powerless, and committing itself to their needs.
 - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
 - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- *C4.03. To fulfill these purposes, this congregation shall:
 - a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
 - b. Provide pastoral care and assist all members to participate in this ministry.

- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with 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. Such descriptions shall be contained in continuing resolutions in the section on the Congregation Committees.

***C4.05.** This congregation shall, from time to time, adopt 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 the congregation. The congregation is authorized to:

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. call a minister of Word and Service;
- d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
- e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
- f. approve the annual budget;
- g. acquire real and personal property by gift, devise, purchase, or other lawful means;
- h. hold title to and use its property for any and all activities consistent with its purpose;

- i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - j. elect its Congregation Council, and require the members of the council to carry out their duties in accordance with the constitution, and bylaws and continuing resolutions; and
 - k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- *C5.04.** This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Upstate New York Synod of the Evangelical Lutheran Church in America.
- C5.05.** This congregation shall have an endowment fund that will operate as specified in this congregation's bylaws and continuing resolutions.
- C5.05.01.** The purpose of the Endowment Fund is to provide revenue for current expenses. Income for the Endowment Fund will be applied to current expenses. The principle of the Endowment Fund may only be used after a majority vote of the congregation members at a special congregation meeting called specifically for that purpose.

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 Upstate New York Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02.** This congregation accepts the Confession of Faith and agrees to the purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
 - d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
 - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are

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

- *C6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
- a.** This congregation takes action to dissolve.
 - b.** This congregation ceases to exist.
 - c.** This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
 - d.** This congregation follows the procedures outlined in *C6.05.
- *C6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a.** A resolution indicating the intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
 - b.** The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
 - c.** The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.
 - d.** If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
 - e.** A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.
 - f.** Notice of termination shall be forwarded by the bishop to the secretary of the ELCA, who shall report the termination to the Churchwide Assembly.

- g.** This congregation shall abide by these covenants by and among the three expressions of this church:
- 1)** Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
 - 2)** Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to receive synodical approval before terminating their membership in this church.
 - 3)** Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- h.** If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05. and may begin no sooner than six months after that second meeting.

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

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

Chapter 7: Property Ownership

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

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

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

***C7.04.** If two-thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in *C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of

the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

Chapter 8: Membership

- *C8.01.** Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- *C8.02.** Members shall be classified as follows:
- a. *Baptized*** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - b. *Confirmed*** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - c. *Voting*** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
 - d. *Associate*** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
 - e. *Seasonal*** members are voting members of other ELCA congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
 - 1)** they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
 - 2)** they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
 - 3)** they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with the ELCA;
 - 4)** they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;

- 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
- 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.

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

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

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

***C8.05.** Membership in this congregation shall be terminated by any of the following:

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action in accordance with ELCA constitutional provision 20.41. and the accompanying bylaws; or
- e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.

C8.05e.01. On an annual basis during the month of January, the pastor and Executive Committee shall review the roll of members and make recommendations to the Congregation Council for the removal of long inactive members in accordance with this constitution and its bylaws (see C12.07).

Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

Chapter 9: Rostered Minister

***C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by 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 Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.

***C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,

- a. Every minister of Word and Sacrament shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care;

- 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 6) impart knowledge of this church and its wider ministry through distribution of its communications and publications;
 - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
 - 8) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
- b. Each pastor with a congregational call shall, within the congregation:
- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) relate to all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council;
 - 4) with the council, administer discipline; and
 - 5) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of the Upstate New York Synod of the ELCA.

***C9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.

***C9.05.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:

- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:
- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the pastor;
 - 5) suspension of the pastor through discipline for more than three months;
 - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
 - 7) termination of the relationship between this church and the congregation;
 - 8) dissolution of the congregation or the termination of a parish arrangement; or
 - 9) suspension of the congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,
- 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the

bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.

- c. In case of alleged physical disability or mental incapacity under paragraph 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 as disabled. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

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

***C9.07.** During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.

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

- *C9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.11.** With the approval of the bishop of the synod, the congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12.** The pastor of this congregation:
- a.** shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
 - b.** shall submit a summary of such statistics annually to the synod; and
 - c.** shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- *C9.13.** The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14.** The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.
- C9.15.** Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the pastor in a form proposed by the synodical bishop and approved by the congregation.
- *C9.21.** Authority to call a minister of Word and Service shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- *C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synodical bishop may be called as a deacon of this congregation.
- *C9.23.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
- a.** Be rooted in the Word of God, for proclamation and service;

- b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
- c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
- d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
- e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
- f. Practice stewardship that respects God's gift of time, talents, and resources;
- g. Be grounded in a gathered community for ongoing diaconal formation;
- h. Share knowledge of the ELCA and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
- i. Identify and encourage qualified persons to prepare for ministry of the gospel.

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

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

- a. The call of a congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the deacon;
 - 5) suspension of the deacon through discipline for more than three months;
 - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.

- c. In case of alleged physical disability or mental incapacity under paragraph a.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 as disabled. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

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

- a. installation in another field of labor, or
- b. the issuance of a certificate of dismissal or transfer.

***C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

***C9.28.** With the approval of the bishop of the synod, this congregation may depart from C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of C9.25.a.

- ***C9.29.** The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- ***C9.31.** The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10: Congregation Meeting

- C10.01.** The annual meeting of this congregation shall be held at a time specified in the bylaws.
 - C10.01.01.** The annual meeting of the congregation shall be held in late January or early February.
 - C10.01.02.** The congregation shall operate under the previous year's budget until the congregational approval of a new budget.
- C10.02.** A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of ten voting members. The president of the Congregation Council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.
- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.
- C10.04.** Twenty percent of the voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07.** *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11: Officers

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, treasurer(s) and financial secretary.
 - a.** Duties of the officers shall be specified in the bylaws.
 - C11.01a.01. *President***

The purpose of the president is to ensure good governance of the congregation and provide executive leadership during a pastoral vacancy.

The president will work in conjunction with the pastor, the Executive Committee and the Congregation Council. Specific responsibilities to be addressed by the president include:

 - Preside at all meetings of the congregation, the Congregation Council and the Executive Committee and ensure meetings run smoothly, speedily and efficiently while assisting in discerning God's will.

- Call special meetings of the congregation, the Congregational Council and the Executive Committee as necessary.
- Be an advisor member of all committees with voice and voting privileges.
- Work with the pastor and all committee chairs to ensure committees are functioning according to their governing bylaws and continuing resolutions.
- Serve as a liaison to the Property Committee.
- Encourage each Congregation Council member to carry out her or his work in line with the governing documents of the congregation.
- Decide in the event of a long discussion whether an issue should be referred for further study.
- Represent the congregation in matters of business and sign or countersign all legal documents.
- Submit a report to the parish administrator to be included in the *Annual Report of the Congregation*.
- Attend and support synod and churchwide activities that would benefit from representation of a Congregation Council member, including Synod and Conference Assemblies.
- Review and ensure property, casualty and liability insurance is in good standing and sufficient for the congregation's needs.
- Ensure congregational processes and procedure are documented.
- Share with the Congregation Council any pertinent external communication.
- Organize and lead periodic (at least twice a year) Calendar Meetings for church activity planning.
- During a pastoral vacancy, serve as liaison between the congregation and the synod's designated oversight team.
- During a pastoral vacancy, work with the synod regarding necessary administrative submissions usually handled by the pastor, particularly annual reports.
- Plan and lead the Congregation Council in organizing the annual Thank You Brunch.
- Recognize and seek synod advice and assistance in managing congregational matters beyond the council's expertise.

C11.01a.02. Vice President

The purpose of the vice president is to support the work of other officers and council members of the congregation.

The vice president will work in conjunction with the president, the Pastor, the Executive Committee and the Congregation Council. Specific responsibilities to be addressed by the vice president include:

- Preside at meetings of the congregation, the Congregation Council or the Executive Committee at the request or in the absence of the president.

- Perform the duties of the Secretary at meetings in that individual's absence.
- Actively aid the president in the administration of her/his office.
- Serve as a liaison to the Worship & Music Committee.
- Be well versed with the *Constitution, Bylaws and Continuing Resolutions* and other governing documents of the congregation and thereby serve in a parliamentary capacity during meetings of the congregation and Congregation Council.
- Assume other duties as assigned by the council.

C11.01a.03. Secretary

The purpose of the secretary is to ensure timely communications and accurate record keeping on behalf of the congregation.

The secretary will work in conjunction with the Historian and the Congregation Council. Specific responsibilities to be addressed by the Secretary include:

- Keep the minutes of all meetings of the congregation, Executive Committee and Congregation Council and be responsible for the distribution and publication of such minutes.
- Be authorized and empowered, in the name of the congregation, to attest instruments that require certified authorized signers (may also be signed by the congregation president).
- Work with the pastor and congregation's staff to ensure the storage and protection of all important documents and papers.
- Ensure that incorporation documents, tax exemptions and other documents related to governance are up to date and properly filed in the parish administrator's office.
- Work with the treasurer and pastor to ensure timely filing of the congregation's annual parochial report.
- Sign the letter of call for rostered staff at the time of a call meeting.
- Attest to the synod office that the congregation's records are up to date and under your control at the time of pastoral transition.
- Submit copies of constitution and bylaw amendments to the synod.
- Serve as a liaison to the historian.
- Prepare an annual list of membership changes.
- Carry out correspondence on behalf of the council and the congregation, as directed.

C11.01a.04. Treasurer(s)

The purpose of the treasurer(s) is to oversee the disbursement and recording of all expenditures of the congregation.

The treasurer(s) will work in conjunction with the Budget & Finance Committee and the Congregation Council. Specific responsibilities to be addressed by the treasurer(s) include:

- Serve as financial officer of the congregation.
- Attend monthly meetings of the Congregation Council.

- Be responsible for paying all bills, invoices and charges.
- Perform or oversee all of the bookkeeping functions.
- Prepare the monthly financial reports for the Congregation Council.
- File all of the required federal and state tax forms.
- Monitor the cash position of the congregation and report monthly to the Congregation Council.
- Invest available funds as directed.
- Borrow funds as directed by the Congregation Council.
- Assist in the preparation of the annual budget.
- Maintain, develop and improve the reporting and monitoring techniques used to communicate the financial status of the congregation.
- Serve as a liaison to the Budget & Finance Committee.
- Prepare the annual report of the financial status of the congregation.
- Assist with closing the books for a yearly audit.

C11.01a.05. *Financial Secretary*

The purpose of the financial secretary is to oversee the receiving, recording and depositing of all contributions and other income to the congregation.

The financial secretary will work in conjunction with the Budget & Finance Committee, the Stewardship Committee, the Congregation Council and the offering counters. Specific responsibilities to be addressed by the Financial Secretary include:

- Record contributions and other income to the congregation.
- Report monthly and Year to Date contributions and other income to the Treasurer and Congregation Council on a monthly basis.
- Report Year to Date contributions and other forms of income to the Congregation in the Annual Report.
- Provide periodic and annual statements to contributors for tax purposes.
- Record and report on annual pledging in conjunction with the Stewardship Committee.
- Oversee and train Offering Counters.
- Maintain a list of Designated Fund contributions, ensure thank you letters are sent and a thank you article appears twice a year in the *Messenger*.
- Attend all meetings of the Budget & Finance Committee.

- b.** The officers shall be voting members of the congregation.
- c.** Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- d.** If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. If the treasurer(s) and financial secretary are not selected from the elected membership of the Congregation Council, the treasurer(s) and financial

secretary shall have voice but not vote at meetings of the Congregation Council.

C11.01d.01. At her or his discretion, the treasurer may appoint a co-treasurer to assist in necessary duties with the approval of the Congregation Council.

C11.02. The officers shall be elected by the Congregation Council and shall serve for one year. The term shall begin during the March Congregation Council Meeting and end on the following March Congregation Council meeting.

C11.03. No officer shall hold more than one office at a time. No elected officer, with the exception of the treasurer(s) and financial secretary, shall be eligible to serve more than two consecutive terms in the same office.

Chapter 12: Congregation Council

C12.01. The voting membership of the Congregation Council shall consist of the pastor and nine members of the congregation, at least one of whom shall be a youth or young adult if possible. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

C12.02. The members of the Congregation Council except the pastor shall be elected at a legally called meeting of the congregation during the month of January or February. Their term of office shall be for three years, with the term of office beginning at a March meeting of the Congregation Council and ending at a March meeting of the Congregation Council. Newly elected Congregation Council members shall be installed at worship the Sunday prior to the date they assume office.

C12.02.01 No council member shall be eligible to serve more than one term consecutively, with the exception of first completing a partial term due to vacancy.

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

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

- a.** To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b.** To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c.** To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.

- d. To maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

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

- a. The Congregation Council shall be the board of trustees of this congregation and, as such, shall be responsible for maintaining and protecting its property and managing its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of New York, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may enter into contracts of up to one tenth of the previous years' expense contributions for items not included in the budget.
- d. 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 obligations of more than one tenth of the previous years' expense contributions in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- e. The 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.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

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

C12.06.01. A summary of responsibilities to be address by a member of the Congregation Council includes:

- Be a member in good standing of the congregation, regularly attending worship services and be involved in congregational life. Attempt to discover what is best for the congregation. Be a leadership

presence in the congregation. Ensure the decisions of the congregation are carried out.

- Attend all meetings of the council.
- Consider the well-being of the congregation when dealing with specific issues and ministries. Treat all matters relating to council deliberations as confidential, until such time as the information is determined a matter of public record.
- Assist the pastor in nurturing the spiritual life of the congregation.
- Be familiar with the governing documents of the congregation.
- Serve on at least one standing committee.

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

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

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

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

C12.12. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

C12.13. The Congregation Council and its 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 electronically.

Chapter 13: Congregation Committees

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

C13.01.01. The purpose of this committee is to propose agendas for Congregation Council meetings, act on behalf of the Congregation Council between its meetings on all urgent matters that would otherwise require Congregation Council action and carry out tasks as may be delegated to it by the Congregation Council. The committee will consist of all officers of this congregation: the president, vice president, secretary, treasurer(s) and financial secretary (see Section C11.01 of the *Constitution*), as well as the pastor.

C13.02. A **Nominating Committee** of four voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive re-election.

C13.02.01. The committee shall meet in the month of January to nominate candidates for the following positions in accordance with C5.04:

- Members of the Congregation Council.
- Two delegates to the Upstate New York Synod Assembly.
- Two delegates to the Hudson Mohawk Conferences Assemblies.
- Two delegates to the Schenectady Inner City Ministry (SICM) Assemblies.

C13.03. An **Audit Committee** of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be the Treasurer(s) or Financial Secretary. Term of office shall be two years, with one member elected each year. Members shall be eligible for consecutive re-election.

C13.04. A **Mutual Ministry Committee** shall be appointed jointly by the president and the rostered minister. Term of office shall be two years, with two members to be appointed each successive year in the month of February. One member of the committee should if possible be a community leader from outside the congregation.

C13.04.01. The purpose of this committee is to support and encourage the work of the rostered minister. Biannual meetings will be scheduled and additional meetings may be set at the request of the rostered minister to address the following tasks:

- Assist the pastor in brainstorming and evaluating professional goals on an annual basis.
- Evaluate and make recommendations regarding continuing education and sabbatical plans.
- Serve as a connection point between the pastor, Congregation Council, Personnel Committee and the congregation, particularly during times of conflict.

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

C13.06. Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.

C13.06.01. All committee chairs and additional positions shall be selected by their respective committee in consultation with the pastor and the Congregation Council unless otherwise noted in this constitution, its bylaws and continuing resolutions.

C13.06.02. No committee or position of this congregation may have a line item in the annual budget without its duties being specified in the bylaws and continuing resolutions.

C13.07. Duties of committees and additional positions of this congregation shall be specified in the bylaws and continuing resolutions.

C13.07.A17. Budget & Finance Committee

The purpose of this committee is to develop a proposed annual budget. In addition, the committee monitors the approved budget vs. spending throughout the year to position the church in a viable financial position consistent with the mission of Messiah Lutheran Church.

The chair(s) of this committee will work in conjunction with the pastor, the Congregation Council, the financial secretary, the treasurer(s) and other members of the committee. An annual meeting is held at the end of November/beginning of December to formulate a proposed budget that is presented to the Congregation Council at their December meeting. Other meetings are held as needed.

Specific tasks to be addressed either by the chair(s) or delegated to committee members include:

- Set, publicize and schedule the annual budget planning meeting.
- Assist in conducting an annual audit of the general fund of the congregation.
- Submit a final budget to the parish administrator to be included in the *Annual Report of the Congregation*.
- Submit an annual Audit Report to the Upstate New York Synod.
- Check the office mailbox on at least a monthly basis.
- Attend all biannual Calendar Meetings of the congregation.
- Monitor overall budget via monthly treasurer and financial secretary reports.
- Conduct an audit of the congregation's insurance policies on a triennial basis and make any recommendations for changes to the Congregation Council.

C13.07.B17. Faith Formation Committee

The purpose of this committee is to identify the spiritual and educational needs of the congregation and to address these through the planning and coordination of education programs including Cradle Roll, Children's Sunday School, Confirmation Classes, First Communion Classes, Sunday Forums, Seasonal Midweek Studies, Weekend Retreats and any other education programs consistent with the mission of the congregation.

The chair(s) of this committee will work in conjunction with the Sunday School superintendent, the pastor and the Congregation Council. Quarterly meetings will be set, publicized and led by the chair to address any/all topics necessary to the fulfillment of the committee's purpose.

Specific tasks to be addressed either by the chair(s) or delegated to committee members include:

- Submit draft articles for *the Messenger* to the parish administrator.
- Submit a report to the parish administrator to be included in the *Annual Report of the Congregation*.
- Check the office mailbox on at least a monthly basis.
- Attend all biannual Calendar Meetings of the congregation.
- Submit budget requests annually to the Budget & Finance Committee.
- Send reminders about upcoming committee meetings and minutes of previous committee meetings.
- Review Children's Sunday School class rosters annually.
- Determine who is eligible for First Communion Classes and Confirmation Classes.
- Purchase Bibles and other gifts at appropriate life passages.
- Send reminders about upcoming committee meetings.
- Monitor relevant budget line item(s) and designated funds in conjunction with the treasurer(s).
- Ensure all Faith Formation programming aligns with Messiah's Safe Church Policy.

C13.07.C17. Care & Concern Committee

The purpose of this committee is to support members in need of special care while connecting them to the congregation and the wider body of Christ.

The chair(s) of this committee will work in conjunction with the pastor, the Congregation Council and the visitation deacons. Quarterly meetings will be set, publicized and led by the chair to address any/all topics necessary to the fulfillment of the committee's purpose.

Specific tasks to be addressed either by the chair(s) or delegated to committee members include:

- Submit draft articles for *the Messenger* to the parish administrator.
- Submit a report to the parish administrator to be included in the *Annual Report of the Congregation*.
- Check the office mailbox on at least a monthly basis.
- Attend all biannual Calendar Meetings of the congregation.
- Submit budget requests annually to the Budget & Finance Committee.
- Monitor relevant budget line item(s) and designated funds in conjunction with the treasurer(s)..
- Send reminders about upcoming committee meetings and minutes of previous committee meetings.
- Visit homebound and other members in particular need of care.
- Send cards to lapsed members and members in particular need of care.
- Organize potluck dinners, Christmas caroling and other events to connect the wider congregation to members who cannot regularly attend church.

- Regularly review the parish register to identify lapsed members or members in particular need of care.
- Oversee the Visitation Deacon program and schedule trainings as deemed necessary.

C13.07.D17. Historian

The purpose of this position is to document and interpret the historical identity of the congregation with orderly records so that heritage will be preserved and can be built on into the future.

The Historian will work in conjunction with the pastor, the Congregation Council and the Secretary.

Specific tasks to be addressed either by the Historian or delegated to committee members include:

- Submit draft articles for *the Messenger* to the parish administrator.
- Submit a report to the parish administrator to be included in the *Annual Report of the Congregation*, including a summary of the Kitchen Committee bank account.
- Check the office mailbox on at least a monthly basis.
- Attend all biannual Calendar Meetings of the congregation.
- Send reminders about upcoming committee meetings and minutes of previous committee meetings.
- Review the historical materials and collections of the congregation to determine what needs to be done to update, preserve, and interpret the material to members of all ages.
- Document events and collect materials to add to the historical record of the congregation.
- Organize regular Heritage Events, including the celebration of anniversaries significant to the congregation and community.
- Provide for the preservation, digitization and archival of important and historical materials no longer in current use.
- Assist in the development of a pictorial directory of the congregation on a decennial basis.

C13.07.E17 Kitchen Committee

The purpose of this committee is to assist the congregation in the use of the its kitchen facilities.

Specific tasks to be addressed either by the chair(s) or delegated to committee members include:

- Submit draft articles for *the Messenger* to the parish administrator.
- Submit a report to the parish administrator to be included in the *Annual Report of the Congregation*, including a summary of the Kitchen Committee bank account.
- Check the office mailbox on at least a monthly basis.
- Attend all biannual Calendar Meetings of the congregation.

- Submit budget requests annually to the Budget & Finance Committee.
- Monitor relevant budget line item(s) and designated funds in conjunction with the treasurer(s).
- Send reminders about upcoming committee meetings and minutes of previous committee meetings.
- Monitor and supervise the use of the congregation's kitchen facilities and equipment.
- Assist upon request in all congregation fellowship events utilizing the kitchen and equipment.
- In consultation with other committees, plan and execute occasional church meals including the Easter Breakfast.
- Maintain high standards of sanitation in cleanliness of all kitchen equipment and materials.
- Maintain an up-to-date inventory of all kitchen supplies. Arrange for the purchase and storage of all kitchen supplies.
- Arrange for the servicing repair and replacement of equipment in the kitchen as needed.
- Make recommendations for congregation policies regarding the use of the kitchen.

C13.07.F17. Outreach Committee

The purpose of the Outreach Committee is to serve God by showing Christ's ever present love, justice and mercy through the Gospel. It is our mission to form bonds within the congregation members and the surrounding community.

The chair of this committee will work in conjunction with the pastor and Congregation Council. Committee meetings (generally the first Monday of even numbered months) will be set, publicized and led by the chair(s) to address any/all topics necessary to the fulfillment of the committee's purpose.

Specific tasks to be addressed either by the chair(s) or delegated to committee members include:

- Submit draft articles for *the Messenger* to the parish administrator.
- Submit a report to the parish administrator to be included in the *Annual Report of the Congregation*.
- Attend all biannual Calendar Meetings of the congregation.
- Submit budget request annually to the Budget and Finance Committee.
- Monitor relevant budget line item(s) and designated funds in conjunction with the treasurer(s).
- Send reminders about upcoming committee meetings and minutes from previous committee meetings.
- Advertise and publicize congregational events and ministries on social media; our website and Facebook page.
- Invite prospective members into the congregation and organize fall and spring new member classes.

- Reconnect with past and inactive members on the congregation.
- Envision and organize community outreach ministries and events.

C.13.07.G17. Personnel Committee

The purpose of this committee is to support the work of the pastor and staff in carrying out the mission of Messiah Lutheran Church.

The chair(s) of this committee will work in conjunction with the pastor and the Congregation Council. An annual review meeting will be set for the pastor and all the staff including the parish administrator, sexton and parish musician/cantor, led by the chair(s) to address any/all topics necessary to the fulfillment of the committee's purpose. If there is a need or a request for a meeting from the pastor or staff member(s) to resolve an issue or concern, a meeting will be set at the earliest timeframe for all the members of the committee.

Specific tasks to be addressed either by the chair(s) or delegated to committee members include:

- Submit a report to the Congregational Council after each review/evaluation has been conducted.
- Submit a report to the parish administrator to be included in the *Annual Report of the Congregation*.
- Submit budget requests annually to the Budget & Finance Committee.
- Maintain lines of communication to the staff and support them in their work.
- Review staff job descriptions and revise with any updates as needed or develop a new job description in the event new staff positions are needed.
- In the event a staff member resigns or is terminated, the committee will post a job description, receive the applications and resumes, then interview the candidate(s) applying. When a candidate has been chosen for the position, a recommendation will be forwarded to the Congregational Council for their approval and acceptance.

C.13.07.H17. Property Committee

The purpose of this committee is to organize the maintenance and continual improvement of all congregation property in a manner consistent with the mission of the congregation.

The chair(s) of this committee will work in conjunction with the Pastor, the Congregation Council and the sexton. Monthly or bimonthly meetings will be set, publicized and led by the chair(s) to address any/all topics necessary to the fulfillment of the committee's purpose.

Specific tasks to be addressed either by the chair(s) or delegated to committee members include:

- Submit draft articles for *the Messenger* to the parish administrator.

- Submit a report to the parish administrator to be included in the *Annual Report of the Congregation*.
- Check the office mailbox on at least a monthly basis.
- Attend all biannual Calendar Meetings of the congregation.
- Submit budget requests annually to the Budget & Finance Committee.
- Monitor relevant budget line item(s) and designated funds in conjunction with the treasurer(s).
- Send reminders about upcoming committee meetings and minutes of previous committee meetings.
- Prepare, review and complete an ongoing maintenance project list for the property.
- Maintain and ensure the completion of a Standard Operating Procedures plan for the property.
- Review and monitor the fulfillment of the Parsonage Use Agreement.
- Provide an emergency contact person in addition to the president and the pastor.
- Prepare an annual capital improvement budget for presentation by the Congregation Council at the Annual Meeting of the congregation.
- Supervise the development of plans and procedures for the completion of any authorized capital improvement program.
- Maintain current and accurate records of all completed maintenance and capital improvement projects.
- Schedule and organize Spring and Fall Cleanup Days.

C.13.07.117. Social Action Committee

The purpose of this committee is to support the work of our congregation members in living out God's call to serve their neighbors, generally in partnership with local and global organizations.

The chair(s) of this committee will work in conjunction with the pastor, the Congregation Council and the Schenectady Inner City Ministry (SICM) Delegates. Quarterly meetings will be set, publicized and led by the chair(s) to address any/all topics necessary to the fulfillment of the committee's purpose.

Specific tasks to be addressed either by the chair(s) or delegated to committee members include:

- Submit draft articles for *the Messenger* to the parish administrator.
- Submit a report to the parish administrator to be included in the *Annual Report of the Congregation*.
- Check the office mailbox on at least a monthly basis.
- Attend all biannual Calendar Meetings of the congregation.
- Submit budget requests annually to the Budget & Finance Committee.
- Monitor relevant budget line item(s) and designated funds in conjunction with the treasurer(s).
- Send reminders about upcoming committee meetings and minutes of previous committee meetings.
- Oversee the operations of the Bread of Life Food Pantry.

- Organize service projects and philanthropic events including, but not limited to, God's Work, Our Hands Saturday; the CROP Walk; the Christmas Adopt a Family Program; SICM Summer Lunch and the Souper Bowl of Caring.
- Make recommendations to the Congregation Council for the annual distribution of the congregation's local benevolence grants.
- Work with partnering organizations including, but not limited to, Schenectady Inner City Ministry (SICM); City Mission of Schenectady; Schenectady Community Action Program (SCAP); Concerned for the Hungry and ELCA World Hunger to identify additional service and philanthropic opportunities.

C.13.07.J17. Sunday School Superintendent

The purpose of this position is to support the work of our Children's Sunday School Group Leaders and their students.

The Sunday School Superintendent will work in conjunction with the Faith Formation Committee, Sunday School group leaders and the pastor. Meetings will be set, publicized and led by the Superintendent before the beginning of the fall and spring semesters of Sunday School and as needed to plan special programs including, but not limited to, Rally Sunday; the Children's Christmas Program and Mother's Day Eucharist.

Additional responsibilities to be addressed either by the Superintendent or delegated to Group Leaders include the following:

- Submit draft articles for *the Messenger* to the parish administrator.
- Submit a report to the parish administrator to be included in the *Annual Report of the Congregation*.
- Check the office mailbox on at least a monthly basis.
- Attend all biannual Calendar Meetings of the congregation.
- Submit budget requests annually to the Budget & Finance Committee.
- Monitor the Sunday School Fund & relevant budget line item(s) in conjunction with the treasurer(s).
- Update Children's Sunday School class roster annually.
- Appoint Group Leaders for each Sunday School age group.
- Order & distribute curriculum and children's offering envelopes.
- Maintain and publicize the yearly Sunday School Calendar.
- Maintain the Sunday School closet & other supplies.
- Facilitate communication between School Group Leaders and assist in finding substitute Leaders.
- Send reminders about upcoming meetings of Group Leaders.
- Support Group Leaders in running special projects & events.
- Ensure all Sunday School programming aligns with the *Messiah Lutheran Church Safe Church Policy*.

C.13.07.K17. Stewardship Committee

The purpose of this committee is to guide the congregation in its understanding of how Christian stewardship fulfills the mission of making disciples of Jesus Christ for the transformation of the world.

The chair(s) of this committee will work in conjunction with the pastor, the Congregation Council and the Financial Secretary.

Specific tasks to be addressed either by the chair(s) or delegated to committee members include:

- Submit draft articles for *the Messenger* to the parish administrator.
- Submit a report to the parish administrator to be included in the *Annual Report of the Congregation*.
- Attend all biannual Calendar Meetings of the congregation.
- Submit budget request annually to the Budget and Finance Committee.
- Monitor relevant budget line item(s) and designated funds in conjunction with the treasurer(s).
- Send reminders about upcoming committee meetings and minutes from previous committee meetings.
- Coordinate the planning and implementation of a comprehensive, year-round plan for Christian stewardship that includes a financial campaign in the fall and a time and talent campaign in the spring.
- Be familiar with ELCA and other stewardship resources and facilitate their use by all age levels and faith stages.
- Assist in the development of capital appeals, other designated giving campaigns and alternative income streams.

C.13.07.L17. Worship & Music Committee

The purpose of this committee is to plan and review and improve upon all public worship of this congregation.

The chair(s) of this committee will work in conjunction with the pastor, the parish administrator, the parish musician/ cantor and all worship assistants. Bimonthly meetings will be set, publicized and led by the chair(s) to address any/all topics necessary to the fulfillment of the committee's purpose.

Specific tasks to be addressed either by the Chair or delegated to committee members include:

- Submit draft articles for *the Messenger* to the parish administrator.
- Submit a report to the parish administrator to be included in the *Annual Report of the Congregation*.
- Check the office mailbox on at least a monthly basis.
- Attend all biannual Calendar Meetings of the congregation.
- Submit budget requests annually to the Budget & Finance Committee.
- Monitor relevant budget line item(s) and designated funds in conjunction with the treasurer(s).

- Send reminders about upcoming committee meetings and minutes of previous committee meetings.
- Assist in recruiting worship assistants.
- Support Altar Guild members in the maintenance and acquisition of liturgical paraments, vestments and vessels.
- Choose hymns and liturgical settings for all public worship services.
- Schedule and plan special public worship services of the congregation.
- Discuss and advise upon all congregation policies related to baptism, first communion, confirmation and other life passages.

C13.08. The pastor of this congregation shall be *ex officio* a member of all committees and boards of the congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of the congregation, except the Nominating Committee.

Chapter 14: Organizations Within the Congregation

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

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

C14.02.01. No organization or special interest group of this congregation may have a line item in the annual budget without its duties being specified in the continuing resolutions.

C14.02.A17. Young Adult Group

The purpose of this group is to identify the spiritual and social needs of young adults in the congregation and to support these young adults as they transition into adulthood.

The young adult group works by meeting once a month for a dinner where various topics, questions, and life events may be discussed. The young adult group may have outings such as hikes, pool parties, barbeques and game nights. Additional project meetings may be set with a focus on helping a local organization through volunteer work. A learning component will precede the project so members can gain deeper awareness of social issues that their volunteer work focuses on.

The young adult group will work in conjunction with the pastor and the young adult group leader. Project meetings will be coordinated in conjunction with the organization's volunteer coordinator, the pastor, and the young adult group.

Specific tasks to be addressed either by the Young Adult Group leader or delegated to members include:

- Submit draft articles for *the Messenger* to the parish administrator.
- Submit a report to the parish administrator to be included in the *Annual Report of the Congregation*.
- Attend all biannual Calendar Meetings of the congregation.
- Monitor relevant budget line item(s) and designated funds in conjunction with the treasurer(s).
- Send reminders about upcoming group meetings.
- Publicize young adult events on social media; our Facebook page and Young Adult Facebook group.
- Research various organizations that serve Schenectady county for possible one-time or ongoing volunteer opportunities.

Chapter 15: Discipline of Members and Adjudication

- *C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.
- *C15.02.** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to *C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.
- *C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation

Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.

- *C15.04.** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C15.05.** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
- a.** suspension from the privileges of congregation membership for a designated period of time;
 - b.** suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - c.** termination of membership in the congregation; or
 - d.** termination of membership in the congregation and exclusion from the church property and from all congregation activities.
- *C15.06.** The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
- *C15.07.** No member of the congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.
- *C15.10. Adjudication**
- *C15.11.** When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16: Amendments

- *C16.01.** Unless provision *C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least three voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council

shall notify the congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.

- *C16.02.** An amendment to this constitution, proposed under *C16.01., shall:
 - a.** be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those voting members present and voting;
 - b.** be ratified without change at the next annual meeting by a two-thirds vote of those voting members present and voting; and
 - c.** have the effective date included in the resolution² and noted in the constitution.
- *C16.03.** Any amendments to this constitution that result from the processes provided in *C16.01. and *C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
- *C16.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 17: Bylaws

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

Chapter 18: Continuing Resolutions

- *C18.01.** The congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.

***C18.02.** Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of all voting members of the Congregation Council.

Chapter 19: Indemnification

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

** Indicates required provision.*

I, _____, as Secretary of the congregation, hereby certify this document as amended in accordance with the procedures outlined in Chapter 16.

Signature

Date