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Constitution, Bylaws, and Continuing Resolutions
FRIEDENS EVANGELICAL LUTHERAN CHURCH
Oley, Pennsylvania
Evangelical Lutheran Church in America

***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 Friedens Evangelical Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Friedens Evangelical Lutheran Church is hereinafter designated as "this congregation."
- C1.03.** This congregation shall be incorporated under the laws of the Commonwealth of Pennsylvania.
- C1.04.** The seal of this congregation presents a border circumscribed with the words "Friedens Evangelical Lutheran Church of Oley, Pa." and containing in the center of the circular border the words "Incorporated", "Seal", and the date incorporated "1959".

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

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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 Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3.

NATURE OF THE CHURCH

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

Chapter 4.

STATEMENT OF PURPOSE

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

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the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.

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

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

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy.

***C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The 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 Council.

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

Chapter 5.

POWERS OF THE CONGREGATION

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

***C5.02.** The powers of this congregation are vested in the 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:

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- a. call a pastor *as provided in Chapter 9*;
- b. terminate the call of a pastor *as provided in Chapter 9*;
- c. *call* or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. *adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16*;
- e. approve the annual budget;
- f. acquire real and personal property by gift, devise, purchase, or other lawful means;
- g. hold title to and use its property for any and all activities consistent with its purpose;
- h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- i. elect its Congregation Council, and require ~~it~~ *the members of the council* to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

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

Chapter 6.

CHURCH AFFILIATION

- *C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Northeastern Pennsylvania Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the

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bishop of the synod.

- d. This congregation agrees to consider associates in ministry, *deaconesses, and diaconal ministers for call* ~~for appointment~~ to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

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

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
- d. This congregation follows the procedures outlined in *C6.05.

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

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
- d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
- e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
- f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
- g. ~~This congregation, as a former member of the Lutheran Church in America, shall be required, in addition to the provisions in **Article 6 Section 5**, to receive synodical approval before terminating its membership in the Evangelical Lutheran Church~~

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~~in America.~~

*Since this congregation was a member of the Lutheran Church in America, it shall be required, in addition to the foregoing provisions in *C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America..*

~~*C6.06. If this congregation is considering relocation, it shall confer with the bishop of the synod before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.~~

If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

Chapter 7.

PROPERTY OWNERSHIP

- *C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Northeastern Pennsylvania Synod of the Evangelical Lutheran Church in America.
- *C7.02. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.
- *C7.03. If a two-thirds majority of the voting members of this congregation present at a ~~regularly~~ 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 ~~the~~ *this* congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Northeastern Pennsylvania Synod.
- *C7.04. If a two-thirds majority of the voting members of this congregation present at a ~~regularly~~ legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of ~~the~~ *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

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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 or baptized members who have attained the legal voting age. Such members shall have communed and made a contribution of record during the current or preceeding year.~~ ***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.***
- d. ***Associate*** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, *or persons who wish to retain a relationship with this congregation while being members of other congregations.* They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

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

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

- a. make regular use of the means of grace, both Word and sacraments;
- b. ~~live a life in response to God's grace in Jesus Christ~~ ***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* ~~and~~ of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support *as biblical stewards.*

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

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action by the Congregation Council; or
- e. removal from the roll due to inactivity as defined in the bylaws. Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

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Chapter 9. **THE PASTOR**

- *C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting ~~regularly~~ 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 clergy roster of the Evangelical Lutheran Church in America or who has been recommended for it by the synodical bishop may be called as a pastor of this congregation. Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.~~
- *C9.03.** ~~Consistent with the faith and practice of the Evangelical Lutheran Church in America, every ordained minister shall preach the Word, administer the sacraments, conduct public worship, provide pastoral care, and shall speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world. Each ordained minister with a congregational call shall, within the congregation, offer instruction, confirm, marry, visit the sick and distressed, and bury the dead; supervise all schools and organizations of the congregation; shall install regularly elected members of the Congregation Council, and with the council administer discipline. Every pastor shall seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad; shall impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and shall endeavor to increase the support given by the congregation to the work of the Evangelical Lutheran Church in America and of the synod of the ELCA. Consistent with the faith and practice of the Evangelical Lutheran Church in America,~~
- a. Every ordained minister shall:*
- 1) preach the Word;*
 - 2) administer the sacraments;*
 - 3) conduct public worship;*
 - 4) provide pastoral care; and*
 - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.*
- b. Each ordained minister with a congregational call shall, within the congregation:*
- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;*
 - 2) supervise all schools and organizations of this congregation;*
 - 3) install regularly elected members of the Congregation Council; and*
 - 4) with the council, administer discipline.*

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c. *Every pastor shall:*

- 1) *strive to extend the Kingdom of God in the community, in the nation, and abroad;*
- 2) *seek out and encourage qualified persons to prepare for the ministry of the Gospel;*
- 3) *impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and*
- 4) *endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Northeastern Pennsylvania Synod of the ELCA.*

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

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

- 1) mutual agreement to terminate the call or the completion of a call for a specific term ~~of years~~;
- 2) resignation of the pastor, *which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;*
- 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
- 4) the physical or mental incapacity of the pastor;
- 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty ~~or~~;
- 6) the dissolution of the congregation; or
- 7) *suspension of the congregation as a result of discipline proceedings.*

b. ~~In the case of alleged physical or mental incapacity of the pastor or ineffective conduct of the pastoral office, it shall be the responsibility of the bishop of the synod, when such difficulties are personally known or have been brought to the synod'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, to investigate such conditions personally in company with a committee of two ordained ministers and one layperson. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers~~

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and one layperson.

- c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- d. ~~In the case of alleged local difficulties which imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in **Article 9, Section 4**~~
b. ~~decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor by a two thirds majority vote of the voting members present at a regularly called meeting after consultation with the bishop. *In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in *C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.*~~
- e. ~~The foregoing procedure shall never be invoked when questions of doctrine, morality, or continued neglect of duty are involved, all such cases being treated as disciplinary matters . If, in the course of proceedings described in *C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.~~
- f. ~~If in the course of the proceedings, it should become apparent that the pastoral office cannot be conducted effectively in the congregation being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation without prejudice and with pay provided through a~~

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~~joint churchwide/synod fund and with housing provided by the congregation. If, following the appointment of the committee described in *C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).~~

- ***C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the 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 ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- ***C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation *before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.*
- ***C9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- ***C9.11.** With the approval of the bishop of the synod, the congregation may depart from *C9.05.a. and call a pastor for a specific term ~~of years~~. Details of such 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.

Section 10 ~~The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, and shall submit a summary of such statistics annually to the synod.~~

Section 11 ~~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.~~

- ***C9.12.** *The pastor of this congregation:*
 - a. *shall keep accurate parochial records of all baptisms, confirmations,*

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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.

C9.20. *Ecumenical pastoral ministry*

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

Chapter 10.

CONGREGATION MEETING

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

C10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of the this congregation, and shall be called by the president of the congregation upon the written request of ten (10) percent of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding three consecutive Sundays or by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

C10.04. Ten (10) 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 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.

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OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer and if desired, an assistant treasurer and/or financial secretary.
- a. Duties of the officers shall be specified in the bylaws.
 - b. The officers shall be voting members of the congregation.
 - c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.**
 - d. If the Congregation Council elects its officers, the president and vice president shall be selected from the elected membership of the Congregation Council.**
- C11.02.** The Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin on the first day of the new year following their election.
- C11.03.** No officer shall hold more than one office at a time. No elected officer except the treasurer and council 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(s), **other rostered leaders under call to the congregation, the president and vice president of the congregation, and not more than 10 members** of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause.
- C12.02.** The members of the Congregation Council except the pastor(s) **and other called rostered leaders** shall be elected by written ballot to serve for three years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin on the first day of the new year following the annual meeting at which they are elected. Newly elected Congregation Council members shall be installed at worship.
- 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

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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 pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide ~~units~~ **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 the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the Commonwealth of Pennsylvania, 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 for items of emergencies not included in the budget.
- d. The Congregation Council shall prepare an annual **plan for ministry (i.e. budget)** for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may not incur obligations of more than 3% of the ~~plan for ministry budget~~ unless approved at a Congregation Meeting except for emergencies as determined by the Executive Committee. **The plan for ministry 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.**

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- 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 bylaws, and the continuing resolutions are carried out.
- C12.07.** The Congregation Council shall provide for an annual review of the membership roster.
- C12.08.** The Congregation Council shall be responsible for the ~~appointment~~ employment and supervision of the salaried lay workers of this congregation.
- 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.**

Chapter 13.

CONGREGATION COMMITTEES

- C13.01.** The officers of this congregation **who are members of the council, together with** ~~and~~ the pastor **and any other rostered leaders**, shall constitute the *Executive Committee*.
- C13.02.** The Nominating Committee shall be the Congregation Council and shall follow the process described in the by-laws.
- C13.03.** An *Audit Committee* of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection.
- C13.04.** ~~A Staff Support Committee shall be appointed by the Executive Committee. Term of office shall be two years, three members to be appointed each successive year. Committee members will hold no other office in the congregation during their term.~~ **A Mutual Ministry Committee(s) – (in the absence of a mutual ministry committee, the duties**

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shall be fulfilled by the executive committee) shall be appointed jointly by the president and the rostered leader(s).

- 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.
- C13.07.** Duties of committees of this congregation shall be specified in the bylaws.

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

- C14.01.** All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.
- C14.02.** Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. *If for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.*
- *C15.02.** ~~A member charged with the offense shall appear before the Congregation Council having received a written notice, specifying the exact charges that have been made against the member, at least 10 days prior to the meeting. 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. A member charged with the offense shall appear before the Congregation Council after having received a written notice, at least ten days prior to the meeting, specifying the exact charges that have been made against the member. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in~~

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the member's absence.

- ~~*C15.03. Should the allegations be sustained by a two-thirds majority vote of the Congregation Council, the council shall impose one of the following disciplinary actions: Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:~~
- a. censure before the council or congregation;
 - b. suspension from membership for a definite period of time; or
 - c. exclusion from membership in this congregation.

Disciplinary actions b. and c. shall be delivered to the member in writing.

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

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

- *C15.06. *For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.03. in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.*

- *C15.07. *No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.*

***C15.10. Adjudication**

- *C15.11. *When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the 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.

BYLAWS

- *C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- *C16.03. Changes to the bylaws may be proposed by any voting member provided,

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however, 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 and that the Congregation Council notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting.

***C16.04.** Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17. **AMENDMENTS**

~~***C17.01.** Amendments to this constitution may be proposed by at least 25 voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Congregation Council shall notify the members of the proposal with their recommendations at least 30 days in advance of the meeting. 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 25 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 by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.~~

***C17.02.** An ~~proposed~~ amendment to this constitution, *proposed under *C17.01.*, shall:

- be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
- be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
- have the effective date included in the resolution¹ and noted in the constitution.

~~***C17.03.** Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America, or the constitution of the **Northeastern Pennsylvania Synod** Any amendments to this constitution that result from the processes provided in *C17.01. and *C17.02. shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120~~

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

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days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the Northeastern Pennsylvania Synod of the ELCA.

***C17.04.** *Whenever the Model Constitution for Congregations is amended by the Churchwide Assembly, this constitution may be amended to incorporate any such amendment by a simple majority vote of those voting members present and voting at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.*

Chapter 18.

CONTINUING RESOLUTIONS

***C18.01.** ~~The Congregation Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation .~~ *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 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.*

BY-LAWS PERTAINING TO DUTIES OF COUNCIL OFFICERS

At its first meeting in each congregational year, the church council shall elect a **president, vice-president, secretary**, and, if desired, a **financial secretary** and/or **assistant treasurer**, who will serve both the council and the congregation in their several capacities. The president and vice-president shall be chosen from the membership of the church council. The other officers, if not members of the council, shall be accorded the privilege of voice without vote in its meetings.

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~~———— All officers shall be voting members of the congregation in good standing. If any of them ceases to be such, the office shall at once be declared vacant by the council, which shall fill the vacancy for the unexpired term. [Redundant, cf. C12.01]~~

The **president** shall preside at all meetings and see that the provisions of the constitution and by-laws are carried out.

The **vice-president** shall preside at all meetings in the absence of the president.

The **secretary** shall keep accurate minutes of all meetings of the congregation and of the council in a volume provided by the congregation, which shall be preserved permanently in its archives.

The **financial secretary**, if such an office is activated, shall receive and keep record of all income from contributing members and other sources.

The **treasurer** shall keep the books of account of the congregation. The treasurer shall receive (from the financial secretary) all statement of accounts and disburse them on proper orders, making monthly remittance of benevolence receipts to the treasurer of the synod.

The **assistant treasurer**, if such an office is activated, shall assist the treasurer in fulfilling the duties of that office.

The **treasurer**, the **financial secretary**, and the **assistant treasurer**, shall make written report of all transactions to the church council monthly and to the congregation at its annual meeting. A satisfactory audit shall be provided.

The Annual Congregational Meeting shall be held in two sessions. The first session shall be held on the second Sunday in December and shall include the election of church council members and approval of the budget. The second session shall be held on the fourth Sunday of January and shall include the comprehensive report of the congregation council and other reports and a time for evaluation and goal setting.

An Inactive Member is one who, despite pastoral care and counseling, has failed to receive Holy Communion and make an offering of record to the congregation within a period of two calendar years and is removed from the roll of confirmed members. Such members shall be restored by the congregation council when the Holy Communion and intent to participate in the mission of the congregation has been received.

A nominating process seeking to include the congregation council in identifying congregational leaders for office shall be established by continuing resolution of the congregation council.

An Endowment Fund, whose purpose, governance, and operational procedures shall be defined by special resolution adopted by the congregation, shall be established.

The Executive Committee shall serve as the enabling team for the Congregation Council, providing focus and challenge in meeting the goals and objectives of the congregation and the Congregation Council.

The Nominating Committee, using the process described in by-law 13.02, shall select nominees equal in number to the vacancies on the Congregation Council and the

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Endowment Committee. These nominees are to be presented for congregational vote at the meeting on the second Sunday in December of each year.

The Audit Committee, using approved methods for conducting an audit, shall examine the records of the treasurer(s) and, if applicable, financial secretary, of every account related to the congregation. An audit report is to be returned to the synod's financial office before March 31 of each year and thereby assure the surety Bond for the congregation.

The ~~Staff Support~~ *Mutual Ministry* Committee(s) shall affirm and strengthen the mission of the congregation and the ministry of the *called* staff by:

Careful listening and clarifying expectations
Sharing and communicating
Reviewing and reflecting, and
Praying and caring

The Call Committee shall, in time of Pastoral vacancy, recommend to the Congregation Council, by following synodically established guidelines, a person for the office of Pastor of the congregation.

BY-LAWS PERTAINING TO FRIEDENS LUTHERAN CHILD CARE CENTER

1. The Friedens Lutheran Child Care Center (FLCCC) is a ministry of Friedens Evangelical Lutheran Church with a mission of outreach and caring for the children of the community entrusted to our care.
2. The FLCCC is fully accountable to the Congregation and Congregation Council of Friedens Evangelical Lutheran Church.
3. The Congregation Council shall have the responsibility and authority:
 - a) to approve or move on all FLCCC issues or policies:
 - i) with legal or financial ramification to the congregation, including, but not limited to, budgets, other financial obligations and personnel, or
 - ii) which may impact other ministry areas within the congregation,
 - b) to hire, review the performance of and release from employment the Director of the FLCCC,
 - c) to review and accept the Director's reports regarding State regulation compliance audits and inspection findings, and to review and authorize the implementation of corrective actions as necessary,
 - d) to appoint the following members of the FLCCC Administrative Committee (ref. Section 5):
 - i) chairperson, who must be an active member of the Congregation,
 - ii) treasurer

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- iii) Congregation Council representative
 - e) to review and approve:
 - i) the FLCCC Executive Committee's recommendations regarding the hiring or release of FLCCC personnel, including the Assistant Director,
 - ii) the FLCCC Administrative Committee's recommended policies and practices concerning the operation and administration of the Center,
 - iii) the FLCCC Executive Committee's recommended annual budget and fund raising activities,
 - f) to approve all unbudgeted expenditures exceeding 1.5%, but not to exceed 3%, of the current approved Congregational budget,
 - g) to review and accept monthly reports from the FLCCC treasurer and Administrative Committee.
4. The Executive Committee of the Congregation Council shall have the responsibility and authority, subject to full Congregation Council approval,:
- a) to approve urgent recommendations of the FLCCC Executive Committee (ref. Section 6) regarding personnel hiring or release from employment,
 - b) to approve urgent unbudgeted expenditures in excess of 1.5%, but not to exceed 3%, of the current approved Congregational budget.
5. The organization structure of the FLCCC will consist of the FLCCC Administrative Committee, the FLCCC Executive Committee, the Staff and any ad hoc committees which may be formed and dissolved as necessary to address specific issues or concerns. The functions, responsibilities and authorities of the various standing committees are described in the following sections.
6. The FLCCC Administrative Committee shall minimally consist of the following positions:
- a) Chairperson,
 - b) FLCCC Director,
 - e) ~~FLCCC Assistant Director,~~
 - d) Staff ~~Committee~~ Representative,
 - e) FLCCC Treasurer,
 - f) Pastor **and/or the Director of Learning Ministries,**
 - g) Congregation Council Representative,
 - h) and any other interested individuals.
7. The FLCCC Administrative Committee shall have the responsibility and authority:

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- a) to develop and articulate, along with the Congregation Council, the vision, purpose and goals of FLCCC's ministry,
- b) to share the vision, purpose and goals of FLCCC's ministry with the congregation, staff and clients,
- c) to develop the administrative and educational policies and practices to be followed by all employees of the FLCCC,
- d) to assure that these policies and practices are developed in conformance to applicable state mandated regulations,
- e) to suggest budgetary goals and financial priorities of the FLCCC,
- f) to form ad hoc committees as necessary to address specific issues or concerns,
- g) to require all committees to cooperate with all Congregationally approved committees, as needed,
- h) to administer, along with the FLCCC Director, the ongoing operations of the Center,
- i) and to meet at least monthly.

All decisions of the FLCCC Administrative Committee shall be made by simple majority.

8. The FLCCC Executive Committee shall consist of the following positions:
 - a) Chairperson,
 - b) FLCCC Director,
 - c) FLCCC Treasurer,
 - d) Pastor **and/or the Director of Learning Ministries**, ~~and~~ Congregation Council Representative
 - e) **and Administrative Committee members who are not FLCC staff or the parents/guardians of a FLCCC child.**
9. The FLCCC Executive Committee shall have the responsibility and authority:
 - a) to develop and recommend, by simple majority, to the Congregation Council for approval:
 - i) the annual budget, utilizing the recommendations of the other committees and the ministry goals and vision,
 - ii) the compensation level for FLCCC employees,
 - iii) any tuition level changes,
 - b) to develop and recommend, by consensus, actions regarding serious personnel matters (including disciplinary action, hiring or release from employment) to the Congregation Council for approval.
 - c) and to meet, including by telephone conference, as necessary.

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10. The FLCCC Director shall have the responsibility and authority:
 - a) to oversee the daily operations of the FLCCC,
 - b) to meet collectively with the Staff at least monthly,
 - c) to recommend the hiring, disciplining or release of FLCCC personnel, ~~including the Assistant Director~~ to the FLCCC Executive Committee,
 - d) to submit reports to the Congregation Council regarding State regulation compliance audits and inspection findings and the ongoing operations and concerns of the FLCCC,
 - e) to implement compliance audit corrective actions approved by the Congregation Council,
 - f) to work with the Pastor **and Director of Learning Ministries** regarding the daily use of the building; the utilization of congregation and FLCCC employees; and the coordination of mission between the congregation and the FLCCC.

11. The Staff shall have the responsibility and authority:
 - a) to serve on ad hoc planning committees,
 - b) to appoint a representative to the Administrative Committee,
 - e) ~~to select three advocates, one each for the representation of:~~
 - i) ~~infant / toddler staff,~~
 - ii) ~~preschool staff,~~
 - iii) ~~school-age staff,~~
 - d) to meet with the Director, ~~Assistant Director or one of the Staff advocates~~ regarding any issues or concerns they may have,
 - e) to meet with the Director at least monthly,

12. No FLCCC committee or personnel shall sell or encumber any of the real property of the Congregation, or incur liabilities in excess of that detailed elsewhere in this resolution.
 - a) Service or maintenance contracts may be entered into conditionally pending the approval of the Congregation Council or its' Executive Committee.

BYLAWS DESCRIBING TEAMS, COMMITTEES, TASK FORCES, OR OTHER ORGANIZATIONAL GROUPS (cf. *C4.04)

Section 1. At its first meeting in each congregational year, the church shall appoint as many Ministry Teams as the local and wider concerns of the congregation shall require. **Teams may include entities referred to as teams, committees, task forces, or any structure of individuals or groups that may be needed to accomplish a designated ministry.** Each such ministry team shall be composed of members being

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confirmed or baptized, and in good standing in the congregation; one of which shall be a member of the council. This council member shall report ministry team activities to the council at each council meeting. Although appointed by and responsible to the church council, ministry teams shall be recognized as representatives of the interests of, and performing essential services for, the congregation as a whole. The pastor and other called leaders shall have voice and vote in all ministry teams.

Section 2. Except as stipulated in the following paragraphs the duties of all ministry teams shall be assigned by the church council, along with such instructions as in its judgment are in the best interests of the congregation. All actions of ministry teams shall be subject to review by the council.

Section 3. There shall be a ministry team on Learning Ministry. This ministry team shall oversee the conduct and promotion of the Youth Ministry and Adult Ministry committees and their respective programs. It shall recruit, equip and support members for educational leadership of these committees. It shall encourage the use of teaching materials and other church publications, periodicals, and books of family devotion published by the Evangelical Lutheran Church in America.

Section 4. There shall be a ministry team on Support which shall provide leadership, organizational structure, facilities, and funds to enable fulfillment of the functions of the Stewardship, Property, Financial, and Communications committees to their maximum potential. It shall also evaluate regularly the total life and ministry of the congregation and recruit, equip, and support members to provide for the activities of these committees.

Section 5. There shall be a ministry team on Witness. This ministry team, relying on and inspired by the Holy Spirit, shall stimulate and lead all members of the congregation in continuous, and from time to time, concerted endeavors to reawaken the spiritually indifferent and to reach others, who are yet unwon, with the Gospel and attach them to Christ's Church. It shall recruit, equip, and support the members of the Evangelism and Community Activities committees and devote itself to deepening spiritual life and shall periodically study the congregation in the context of its surrounding community.

Section 6. There shall be a ministry team on Worship which shall assist the Congregation Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America. It shall recruit, equip, and support the members of the Altar Guild, Servers, and the Music Director. This ministry team shall diligently plan services, which through Word and Meal, strengthen and prepare its members to live their ministry of God's love.

Section 7. There shall be a ministry team on Service which shall recruit equip, and support the members of the Community, World Wide and Congregation committees. The purpose of this ministry team shall be to extend Christian compassion and helpfulness to the ill, the aged, the orphaned, the underprivileged, the imprisoned, and to all persons in need of aid in body or soul. It shall strive to enlist in these efforts as many as possible of the individual members and organizations of the congregation. This ministry team shall further have the duty to study social conditions, primarily in the local community, in order to bring the cleansing and healing light of Christian truth to bear upon critical problems through thoughtful Christian discussion of facts and issues.

BYLAWS FOR THE IMPLEMENTATION OF AN ENDOWMENT FUND

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WHEREAS, Christian stewardship involves the faithful management of all gifts God has given to humankind - time, talents, the created world and money, including accumulated, inherited, and appreciated resources; and WHEREAS, Christians can give to the work of the church through bequests in wills, charitable remainder and other trusts, charitable gift annuities, assignment of life insurance, and transfers of property (cash, stocks, bonds, real estate); and WHEREAS, it is the desire of the congregation to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to their Lord expressed by the grantors and in accord with the policies of this congregation:

THEREFORE BE IT RESOLVED, that this congregation in meeting assembled on August 13, 1989, approve and establish on the records of the church a new and separate fund to be known as THE ENDOWMENT FUND (hereafter called the "Fund" of Friedens Evangelical Lutheran Church, P.O. Box 231, Oley, Pennsylvania);

BE IT FURTHER RESOLVED, that the purpose of this Fund is to enhance the mission outreach of Friedens Evangelical Lutheran Church apart from the general operation of the congregation; that no portion of the income generated by the Fund shall be used for the annual operating budget of the congregation; that only in particular, temporary, difficult circumstances, and where integrity of gift restrictions permit, may this congregation, by action in meeting assembled, use a portion of the Fund income for its own support services; that, except where authorized otherwise in the terms of the gift, all principal amounts will be retained and only the income expended;

BE IT FURTHER RESOLVED, that the Endowment Fund Committee (hereafter called the "Committee") shall be the custodian of the Fund;

BE IT FURTHER RESOLVED, that the following Plan of Operation set forth the administration and management of the Fund:

Plan of Operation

1. THE COMMITTEE - The committee shall consist of five members, all of whom shall be voting members of Friedens Evangelical Lutheran Church. Except as herein limited, the term of each member shall be three (3) years. Upon adoption of this resolution by the congregation, it shall elect five (5) members to the COMMITTEE: two (2) for a term of three (3) years; two (2) for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter, at each annual meeting, the congregation shall elect the necessary number for a term of three (3) years. No member shall serve more than two consecutive three (3) year terms. After a lapse of one (1) year, former Committee members may be re-elected. The senior pastor and the president of the Church Council shall be advisory members of the Committee. The Church Council of the congregation shall nominate for the Committee and report at the annual congregational meeting in the same manner as for other offices and committees. In the event of a vacancy on the Committee, the Church Council shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy.

The Committee - The committee shall meet at least quarterly or more frequently as deemed by it in the best interest of the Fund.

A quorum shall consist of three (3) members. A majority present and voting shall carry any motion or resolution.

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The Committee shall elect from its membership a chairperson, financial secretary, and recording secretary. The chairperson, or member designated by the chairperson, shall preside at all committee meetings.

The Recording Secretary shall maintain complete and accurate minutes of all members of the Committee. Each member shall keep a complete copy of minutes to be delivered to his or her successor. The secretary shall also supply a copy of the minutes to Church Council.

The Financial Secretary shall assist the congregation's treasurer in maintaining complete and accurate books of accounts for the Fund and shall sign checks and all other necessary documents on behalf of the congregation in furtherance of the purposes of the Fund. The books shall be audited annually by a certified public accountant or other appropriate persons who are not members of the Committee.

The Committee shall report on a quarterly basis to the Church Council, and, at each annual meeting of the congregation, shall render a full and complete audited account of the administration of the Fund during the preceding year.

Members of the Committee shall not be liable for any losses which may be incurred upon the investments of the assets of the Fund except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self dealing or transactions with the fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the fund.

All assets are to be held in the name of the Friedens Evangelical Lutheran Church Endowment Fund.

2. DISTRIBUTION OF INCOME - The Committee shall determine what is principal and income according to accounting procedures.

Income from the Fund shall be distributed annually and such other times as deemed necessary and/or feasible to accomplish the following purposes:

One-third (1/3) for scholarships or grants to members of Friedens Evangelical Lutheran Church for the purpose of attending college, seminary, nursing, or medical school; for church-related camping or leadership conferences; or such training which enables members of the congregation to grow in Christian faith and service to God's people.

One-third (1/3) for outreach into the community, including, but not limited to, grants to new mission congregations, LCA colleges, seminaries, social service agencies, institutions and agencies to which this congregation relates, and to special programs designed for those persons in our parish area who are in spiritual and/or economic need.

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One-third (1/3) for seed money for special programs within the congregation, capital improvements, debt reduction, or building program of Friedens Evangelical Lutheran Church.

CONTINUING RESOLUTION CONCERNING THE EMPLOYMENT OF RELATIVES (cf. *C18.01 & *C18.02)

It is the policy of the church and child care center to either not employ relatives who will be directly supervised by another relative or to make arrangements for a change in supervision to avoid the supervision of relatives, except as provided below. A relative is defined as one of the following individuals:

Husband, wife, mother, father, mother-in-law, father-in-law, son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, stepparents, stepbrother, stepsister, stepchildren, aunt, uncle, or any individuals in which a relationship or cohabitation has been established.

Specifically, the following guidelines apply:

1. No relatives of the Pastor **or other called leaders** can be hired for the positions including but not limited to: office administrator, child care director, organist, indoor sexton, outdoor sexton, treasurer of the church, or treasurer of the child care. Of the previous listed employees, each can be related to only one other of the previously listed employees, except in the case of the treasurer of the church and the treasurer of the child care. These two individuals cannot be related at all.
2. Relatives at the group supervisor, assistant group supervisor, or aide level in the child care cannot supervise one another or work in the same room together, and only can be related to one other person working in the center.
3. Any employee solely of the child care center cannot be related to the director of the child care center. The director of the child care center also cannot be related to the child care treasurer.

Council members related to any employee or potential employee cannot vote to either hire, promote, or fire the related employee.

If any action needs to be taken on any employees or potential employees who meet any of the above guidelines, it must be brought to the attention of both the Administrative Committee and Church Council that the person is related to another employee before voting takes place.

The above policy applies to hiring, promotions, and changes in relationships after October 12, 1998. If for some reason, i.e. a marriage within a family or a promotion, a person becomes related to more than one other individual which would be disallowed

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under any of the previous circumstances, action needs to be taken by the involved parties as to whether one of the individuals quits or does not accept a promotion.

Adopted by the Congregational Church Council as a Continuing Resolution on October 12, 1998

MISSION STATEMENT

~~*As people chosen by God through our baptism in Christ for this place, we assemble as Friedens Evangelical Lutheran congregation to be filled with the Spirit through Word and Meal. We have heard Jesus' Great Commission to lead others to Him.*~~

~~*Through our assembly we will reach out and serve all those who have need in body, mind or spirit; read and study the Bible in groups and through daily devotions; seek spiritual growth; and support the ministries of the congregation with our varieties of gifts and resources so God may be glorified and all people may live in forgiveness and peace in Jesus' name. [insert updated statement]*~~

Adopted by the congregation DATE in accordance with *C4.05