

Voted on 10-07-12

***PREAMBLE^{1*}**

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 St. John’s Evangelical Lutheran Church, Prairie du Sac, Wisconsin.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of St. John’s Evangelical Lutheran Church, Prairie du Sac, Wisconsin is hereinafter designated as “this congregation.”
- C1.11.** This congregation shall be incorporated under the laws of the State of Wisconsin.

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

^{1*} Required provision

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. 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.
- *C3.03. 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, 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 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 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, and continuing resolutions, as provided in Chapter 18.
- 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 the members of the council to carry out their duties in accordance with the constitution and bylaws; 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 South-Central Synod of Wisconsin 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 South-Central Synod of Wisconsin of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of ordained ministers of the Evangelical Lutheran Church in America or to contracting for pastoral services with an ordained minister 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 associates in ministry, deaconesses, and diaconal ministers 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.** A congregation may terminate its relationship with this church 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 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 this church, who shall report the termination to the Churchwide Assembly.
- g. 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.
- h. 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.
- i. 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.
- j. If a 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 a 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 South-Central Synod of Wisconsin 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 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 South-Central Synod of Wisconsin.
- *C7.04. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in *C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.
- C7.05. Notwithstanding the provisions of *C7.02. and *C.7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:

- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
- b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the South-Central Synod of Wisconsin—reconvey and transfer all right, title, and interest in the property to the synod.

Chapter 8. MEMBERSHIP

- *C8.01.** Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- *C8.02.** Members shall be classified as follows:
- a. ***Baptized*** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - b. ***Confirmed*** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - c. ***Voting*** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation-
 - 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 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 20.40. and the accompanying bylaws by; 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.

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 legally called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop of the synod.

***C9.02.** Only a member of the 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,

- 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.
- 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 South-Central Synod of Wisconsin 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, shall be terminated only by death or, 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;
 - 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 30 days;
 - 6) resignation or removal of the pastor from the roster of ordained ministers 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 of 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 ordained 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 ordained 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 and the pastor shall be listed on the clergy roster 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 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 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.
- 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 disciplinary action, the committee shall make recommendations concerning disciplinary 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 ordained pastor 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 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.
- C9.21. 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. Semi-annual congregational meetings of St. John's Lutheran Church 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 this congregation, and shall be called by the president of the congregation upon the written request of 10% of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail 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. Electronic notice of meetings may be provided in addition to notice by regular mail.
- C10.04. 50 voting members shall constitute a quorum.
- C10.05. Voting by proxy or by absentee ballot shall not be permitted.
- C10.06. All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07. *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11. OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer.
- a. Duties of the officers shall be specified in the bylaws.
 - 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.
- C11.02.** The congregation 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 two years or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.
- C11.03.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

Chapter 12. CONGREGATION COUNCIL

- C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s), officers of the congregation, the heads of the boards as defined in the bylaws, and two members at large; at least one of whom shall be a youth and at least one of whom shall be a young adult. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office and/or council. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from three successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.
- C12.02.** The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for two years or until their successors are elected. Such members shall be eligible to serve no more than three full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.
- 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 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 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 State of Wisconsin, 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 council shall have authority to enter into contracts of up to \$10,000 for items not 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 \$10,000 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 and its bylaws are carried out.
- C12.07.** The Congregation Council shall provide for an annual review of the membership roster.
- C12.08.** The Executive committee with the pastor(s) 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 lead pastor shall constitute the *Executive Committee*.
- C13.02.** A *Nominating Committee* of six voting members of this congregation, three 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 reelection. The lead pastor is a member of this committee. The former Congregation Council president serves as the chair.
- C13.05.** When a pastoral vacancy occurs, a *Call Committee* of six voting members shall be elected by this congregation. Term of office will terminate upon installation of the newly called pastor.
- C13.06.** 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.
- C13.08.** 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.

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 lay persons and two clergy). 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. 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 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.
- *C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17. AMENDMENTS

- *C17.01. Unless provision *C17.04. 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 20 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.
- *C17.02. An amendment to this constitution, proposed under *C17.01., shall:
 - a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 - c. have the effective date included in the resolution⁴ and noted in the constitution.

- *C17.03. 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 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.
- *C17.04. 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 simple 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 50 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 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.

BYLAWS

(From this point on, Congregation Council will be called Parish Planning Council, President will be

called Executive Director, and Vice-president will be called Assistant Executive Director)

C5.04.01 Voting Members of Synod Assembly

Three voting members will represent this congregation at Synod Assembly pursuant to Chapter 5 of this constitution.

- a. Members will be elected at the first semi-annual meeting and shall consist of at least one male and at least one female.
- b. The Parish Planning Council will appoint a substitute in the event of vacancy.

C8.05.01 Inactive Members

Membership will be defined pursuant to Chapter 8 of this constitution.

- c. Inactive members are confirmed members whom, during the current or preceding year, shall have neither communed in this congregation nor have made a contribution of record.
 - a. Inactive members will be removed from the rolls of this congregation after three consecutive years of inactivity.

C10.01.01 Semi Annual Meetings

Meetings shall be held semi-annually pursuant to Chapter 10 of this constitution.

- a. The purpose of the first meeting shall be appointing members to the Nominating Committee and voting members of the Synod Assembly. This meeting shall be held during summer.
- b. The purposes of the second meeting shall be approving the budget and electing the Parish Planning Council. This meeting shall be held at the end of the fiscal year.

C11.01.01 Treasurer

The duties of the Treasurer of the congregation who shall be elected pursuant to Chapter 11 hereof shall be:

- a. To perform such duties with respect to the finances of the church as may be prescribed by the congregation and the Parish Planning Council.
- b. To keep an account of all and any money received by the congregation and of its disbursements.
- c. To prepare a financial report of the treasury to be presented to the congregation at its Fall Meeting.
- d. To turn over to any newly elected successor all the books, funds, and other property belonging to the congregation that Treasurer may possess.

C11.01.02 Executive Director (President)

The duties of the Executive Director of the congregation who shall be elected pursuant to Chapter 11 hereof shall be:

- a. To preside at the meetings of the Parish Planning Council and congregation.
- b. To call special meetings for the Parish Planning Council pursuant to Chapter 10 of this constitution.
- c. To perform all acts and assume all duties performed by such office, as well as other duties prescribed by the Parish Planning Council.
- d. To appoint chairs of committees which are not otherwise elected by the Parish Planning Council.
- e. To nominate a successor for a vacant Parish Planning Council chair.
- f. To supervise the various ministries of the congregation through the supervision of the various board directors of the congregation, and to carry out and enforce the constitution and bylaws in their entirety.
- g. In matters of spiritual philosophy and conduct as they relate to the entire ministry of the church, the Executive Director shall be in submission to the Word of God, the pastoral staff, and the Confessions of the Evangelical Lutheran Church in America, and activities and those of the congregational ministry reflect the mission of the congregation as stated in Chapter 4 of the constitution.
- h. In administration matters the Executive Director shall answer to the Parish Planning Council and to the congregation and shall be responsible for carrying out the resolutions of the congregation.

C11.01.03 Assistant Executive Director (Vice President)

The duties of the Assistant Executive Director of the congregation who shall be elected pursuant to Chapter 11 hereof shall be:

- a. To perform the duties of the Executive Director of the Parish Planning Council in the absence or temporary disability of the Executive Director of the Council.
- b. To assist the Executive Director of the Council as the Executive Director may direct.
- c. To inform Council members of their responsibilities.
- d. To serve as chair of any ad hoc committee formed by the Parish Planning Council.
- e. To maintain this constitution in accordance to guidelines of the ELCA.

C11.01.04 Secretary

The duties of the Secretary of the congregation who shall be elected pursuant to Chapter 11 hereof shall be:

- a. To be responsible for keeping the minutes of congregation meetings

and Parish Planning Council meetings.

- b. To track records of all legal documents and transactions.

C12.01.01 Elections

- a. Board chairs shall be nominated by a nominating committee.
- b. The names of all nominees shall be published at least 30 days prior to the elections and budget meeting. Additional nominations may be made by any voting member of the congregation up to 15 days prior to this meeting by submitting such names to the Nominating Committee. If these individuals are voting members pursuant to Chapter 8 of this constitution and willing to serve in the positions suggested, then their names shall be added to the ballot.

C12.01.02 Youth and Young Adult Members of the Parish Planning Council

At least one Youth member and one Young Adult member shall serve on the Parish Planning Council.

- a. Youth members are voting members of this congregation, as defined by this constitution, whom are age 18 or younger at the time of the election.
- b. Young Adult members are voting members of this constitution whom are age 30 or younger at the time of the election.

C12.01.03 Boards making up the Parish Planning Council

- a. Board of Church Properties
- b. Board of Women of the ELCA
- c. Board of Evangelism
- d. Board of Fellowship
- e. Board of Lay Ministry
- f. Board of Parish Education
- g. Board of Public Relations and Social Concerns
- h. Board of Stewardship
- i. Board of Youth
- j. Members at Large

C13.07.01 Purpose and Responsibilities of Boards

- a. The Board of Church Properties
 - a. The Board of Church Properties shall consist of at least three members, including the elected chair of the Board.
 - b. The basic objectives of this Board are:
 - i. the proper maintenance and repair of church property, and
 - ii. the general protection of the congregation against loss or damage of whatever nature.
 - c. That the basic objectives of the Board may be carried out, either corporately or through specifically designated

individuals, shall:

- i. Make annual inspection of church properties and equipment, and recommend to the congregation needed repairs, improvements, or replacements.
 - ii. Carry out all resolutions of the congregation on purchases, replacement of church property and equipment.
 - iii. Determine and establish, with the approval of the congregation, regulations governing the use of Church property and equipment.
 - iv. Supervise, control, and recommend adequate storage facilities for all Church property, equipment, and supplies and the orderly maintenance of same.
 - v. Annually check the adequacy of all types of insurance for Church property and equipment and negotiate insurance contracts.
 - vi. Check all property twice a year for fire hazards.
 - vii. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping, and other projects.
 - viii. Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have been allocated.
 - ix. Obtain legal information necessary for the wise consideration of contracts, deeds, and the like, by the congregation.
 - x. Sign official documents and contracts that have been negotiated and approved by the congregation.
 - xi. Elect a Recording Secretary to record and maintain a record of its activities for present and future reference.
 - xii. Submit an annual budget request to the Board of Stewardship in the form and the time requested by that Board.
- b. The Board of Women of the ELCA
- a. The board of Women of the ELCA shall consist of at least three members including the elected Director of the Board.
 - b. The basic objectives of this Board are:

- i. To mobilize women to act boldly on their faith in Jesus Christ.
 - ii. Provide occasion for women members to come together for study, support, and action.
 - iii. Designate leadership that shall be in communication with the synodical and churchwide women's organization.
 - iv. Participate in the life and work of St. John's Evangelical Lutheran Church, Prairie du Sac, Wisconsin)] and report to the annual meetings.
- c. That the objectives of this Board may be carried out, either corporately or through specifically designated individuals, shall:
 - i. come together for study, support, and action.
 - ii. arrange for monthly circle meetings with Bible study using material provided by the ELCA.
 - iii. participate in the ministry of Women of the ELCA beyond the congregation.
 - iv. arrange for three general meetings per year with inspiring topics and encourage attendance to these meetings.
 - v. support financially the total program of Women of the ELCA with programs such as Pennies for Women and Thankoffering.
 - vi. inform our women members about Baraboo Conference and Synodical events of the Women of the ELCA and encourage attendance to these events.
 - vii. Elect a Recording Secretary to record and maintain a record of its activities for present and future reference.
 - viii. Encourage participation in programs supporting Lutheran World Relief such as quilting and assembling kits.
 - ix. Provide opportunities for service programs such as our sending cards and making visits to shut-ins, and the prayer chain.
 - x. Submit an annual budget request to the Board of Stewardship in the form and the time requested by that Board.
- c. The Board of Evangelism

- a. The board of Evangelism shall consist of at least three members including the elected Director of the Board.
- b. The basic objectives of this Board are:
 - i. the bringing of the Gospel to the world.
 - ii. the enlistment of all of God's people in the work of spreading the Gospel.
 - iii. the deepening of the faith and activity of the members of this congregation.
- c. That the objectives of this Board may be carried out, either corporately or through specifically designated individuals, shall:
 - i. Share with the Pastor (s) in the entire program of proclaiming the Gospel to all people.
 - ii. Promote and direct congregation-wide evangelism undertakings.
 - iii. Be responsible, together with the Director of Public Relations and Social Concerns, for a program of community relations that identifies the congregation with the Gospel.
 - iv. Utilize the evangelism potential of radio, television, the internet, and other media and other synodical or Christian programs.
 - v. Emphasize evangelism and encourage evangelism programs in other organizations of the congregation and suggest projects of such organizations.
 - vi. Emphasize, in conjunction with the Board of Education, child and youth evangelism, both in participation and outreach.
 - vii. Be responsible for maintenance and follow up of lay visitors.
 - viii. Coordinate the reception, orientation, and integration of new members into the congregation. Review their progress involvement in this congregation.
 - ix. Periodically sponsor dinners, fellowship nights, etc., in conjunction with the Board of Fellowship which will serve the cultivation, reception, orientation, and integration of new families or individuals.
 - x. Be conscious of the atmosphere of friendliness in the congregation toward members and visitors and suggest ways and means of improvement.

- x. Study and adopt or adapt suggestions by the evangelism department of the ELCA and the South Central Synod of Wisconsin.
 - xii. Elect a Recording Secretary to record and maintain a record of its activities for present and future reference.
 - xiii. Submit to the Board of Stewardship, in appropriate form and at all times requested, a budget request for the coming year's work.
 - d. The Board of Fellowship
 - a. The Board of Fellowship shall consist of at least three members, including the elected Director of the Board.
 - b. The basic objectives of this Board are:
 - i. the strengthening of the fellowship between the congregation members spiritually and socially.
 - ii. The integration of new members into the life of the congregation, and
 - iii. The general building of mutual cooperation, trust, and enjoyment among all members of the congregation.
 - c. That the basic objectives of this Board may be carried out, either corporately or through specifically designated individuals shall:
 - i. Plan, supervise and implement larger gatherings of the congregation throughout the year, with attention focused on the aspects of the above objectives.
 - ii. Maintain contact with other administrative boards to promote ideas for fellowship activities.
 - iii. Work in conjunction with the Evangelism Board to provide activities to integrate new members and their families into the congregation.
 - iv. Review materials and ideas to bring congregation members into smaller group settings to encourage meaningful, personal gatherings.
 - v. Develop guidelines for the use of the kitchen and fellowship areas, overseeing the use of equipment and supplies, and placing orders for supplies as needed.
 - vi. Publish notices of activities in newsletters and bulletins to keep the congregation aware of all fellowship happenings.
 - vii. Recruit volunteers and coordinate activities for

- ix. Submit an annual budget request form to the Board of Stewardship in a timely manner, when needed.
 - viii. Elect a Recording Secretary to record and maintain a record of its activities for present and future reference.
 - vii. serving at special coffee hours events and fellowship meals, including funeral luncheons.
- e. The Board of Lay Ministry
 - a. The Board of Lay Ministry shall consist of three members including the elected Director of the Board.
 - b. The basic objectives of this Board are the spiritual welfare of the Pastor(s) and congregation members, individually or corporately, and the supervision with the Pastor(s) of everything pertaining to congregational worship.
 - c. That the basic objectives of this Board may be carried out, either corporately or through specifically designated individuals shall:
 - i. Maintain discipline within the congregation according to Scripture, the Lutheran Confessions, and Chapter 8 of this constitution and exercise discipline when required.
 - ii. Insure that the congregation functions in accordance with the established doctrine of the Church as listed in Chapter 1 of this constitution.
 - iii. Engage in member conservation and discipleship training in conjunction with the Board of Evangelism and the Board of Stewardship.
 - iv. Be present for periodic training as determined by the Pastor(s) and this Board.
 - v. Encourage spiritual programs in the organizations of the congregation generally.
 - vi. Elect a Recording Secretary to record and maintain a record of its activities for present and future reference.
 - vii. Submit to the Board of Stewardship, in appropriate form and at all times requested, a budget request for the coming year's work.
 - d. For the Worship of the congregation:
 - i. Provide for assistants, substitute pastors, and guest speakers as needed.
 - ii. Staff, train, and supervise the ushering staff,

- iii. Provide for assisting the Pastor(s) with communion distribution and the reading of Scripture.
 - iv. Set the time, schedule, and number of worship services in conjunction with the Pastor(s) and the congregation.
 - v. Approve and disapprove new forms of worship, liturgies, and hymns for use in public worship in concert with Pastors and the Director of Music.
 - vi. Coordinate all church and chancel decorations.
 - vii. Plan and publicize the services for the year.
 - viii. Arrange and publicize special services as requested with the Board of Public Relations and Social Concerns.
- f. The Board of Parish Education
- a. The Board of Parish Education shall consist of at least three members, to include leaders from the library, Sunday School, confirmation, a pastor and the elected director of the board.
 - b. Be responsible for the Christian nurture of children, youth, and adults in the congregation and, through them, in the community and beyond.
 - c. That the basic objectives of this Board may be carried out, either corporately or through specifically designated individuals shall:
 - i. Establish objectives, set policies for, and supervise the total education. program for each education agency in the congregation, including the personnel; i.e. for the Sunday School, Vacation Bible School, Confirmation classes, Bible classes, and all other education groups.
 - ii. Approve curriculum and analyze performance of each education agency and seek constant improvement.
 - iii. Continually review existing agencies to determine whether all age groups are being served, and recommend revisions and additions as deemed advisable.
 - iv. Maintain records to record members' participation in the education program and to follow-up the uninvolved.
 - v. Provide opportunities for the assimilation of the

youth and young adults into appropriate agencies for study and activity.

- vi. Work with organizations and other boards and committees to coordinate educational activities within the congregation.
 - vii. Invite and inform the congregation of educational opportunities of the church.
 - viii. Encourage increasing participation of every congregation member in Bible study, privately and in formal and informal groups.
 - ix. Delegate administration of education agencies to qualified persons.
 - x. Enlist, and place the lay teachers and leaders as the congregation's needs require, and provide for training of them.
 - xi. Inform lay teachers and leaders of educational opportunities and consider the financial support or expenses.
 - xii. Maintain, improve, and cultivate the use of a church library including various audio, visual, and electronic media.
 - xiii. Provide and/or promote subscriptions to the church periodicals.
 - xiv. Provide budget to Stewardship board.
- g. The Board of Public Relations and Social Concerns
- a. The Board of Public Relations and Social Concerns shall consist of at least three members, including the elected Director.
 - b. The basic objectives of this Board are:
 - i. The publicizing of the work of the congregation through various channels, and
 - ii. The general integration of the congregation's work into the life of the community, providing activities designed to meet the needs of people both within and outside the congregation through study, service, and action.
 - c. That the basic objectives of this Board may be carried out, either corporately or through specifically designated individuals shall:
 - i. Represent the congregation in community activities as well as keeping the congregation informed of social, political and economic developments within the community.
 - ii. Be concerned, together with other appropriate Boards,

with the congregation's role in the community and develop useful means of becoming a better servant to the community.

- iii. Work with other churches to improve the unified Christian image to the community and to implement the church's mission.
- iv. Maintain contact with benevolent and charitable agencies in the community, state, national, and international levels, and recommend to the congregation responses to opportunities for service.
- v. Establish and maintain a continuing program of publicity for the congregation and its activities which will reflect favorably on the congregation and its commitment to the Gospel of Christ.
- vi. Work for the overall enhancement of the congregation's image in the various news media and publications of the community.
- vii. Establish and maintain friendly relationships between the congregation and the professional, community service, and governmental agencies within the community.
- viii. Work together with the Board of Lay Ministry in making visitors and members feel welcome in our midst.
- ix. Study and maintain a list of available social agencies, either Lutheran, private, or public in nature.
- x. Together with the Pastor(s), study the possibilities and recommend implementation of offering spiritual services and care to hospitals, nursing homes, prisons, and other institutions within the community.
- xi. Determine, analyze, and study the social needs within the congregation as well as within the community the congregation serves.
- xii. Plan ways to create a sense of community within the congregation in which an effective social ministry can happen.
- xiii. Promote and guide development of parish social ministry projects.
- xiv. Be prepared to take a stand on social issues important to the congregation and community.
- xv. Work with the board of Stewardship to develop an appeal for funds to meet special needs like world hunger.
- xvi. Provide devotional materials for home use that are built around social concerns.

- xvii. Involve other churches in the community in preparing programs to address disruptive problems in the community.
- xviii. Submit follow up reports for the Visitor reflecting response of the congregation and value of the programs presented.
- xix. Stimulate youth and adult study programs in areas of social concerns.
- xx. Elect a Recording Secretary to record and maintain a record of its activities for present and future reference.
- xxi. Submit to the Board of Stewardship, in appropriate form and at all times requested, a budget request for the coming year's work.

h. The Board of Stewardship

- a. The Board of Stewardship shall consist of at least 3 members in addition to the treasurer and the elected board chairman. The main objective of this board is to support the congregation by providing the opportunity to give of time, talent and treasure.
- b. The objective of the board shall be carried out by the following:
 - i. Prepare a budget for this congregation.
 - ii. Maintain and use a list of talents of all members of the congregation that may be used for God's work.
 - iii. Initiate, prepare and present a budget to the congregation annually.
 - iv. Once a year give all members a chance to make a financial commitment to the church.
 - v. Foster support for charities and missions.
 - vi. Screen, review, evaluate, accept or decline all appeals for charities, missions, gifts, wills, bequests and the like.
 - vii. Encourage and support members of our church to enter full-time vocation of the church.
 - viii. Work with the treasurer to insure all financial transactions are done correctly.
 - ix. Evaluate and review the offerings and share this information with the congregation when needed.
 - x. Create an audit committee once a year to review and insure all financial transactions are correct.
 - xi. Elect a Recording Secretary to record and maintain a record of its activities for present and future reference.
 - xii. Submit to the Parish Planning Council, in appropriate form and at all times requested, a budget request for the coming year's work.

i. The Board of Youth

- a. The Board of Youth shall consist of at least three members, including the elected Director of the Board.
- b. The basic objectives of this Board are:
 - i. Involve the young people of the congregation in the work of Christ.
 - ii. Provide for their spiritual growth, and
 - iii. Nurture and promote genuine Christian fellowship for the young people of the congregation.
- c. That the basic objectives of this Board may be carried out, either corporately or through specifically designated individuals shall:
 - i. Encourage and enlist the young people of the congregation for service in the Church as pastors, teachers, and the like.
 - ii. Contact local schools for schedules so activities can be coordinated.
 - iii. Provide for the continuing spiritual growth of the young people of the congregation through Bible study, prayer, and Christian service.
 - iv. Plan and carry out, together with other concerned Boards, year-round programs for the young people of the congregation.
 - v. Develop a program for social fellowship of both young people and the young adults of the congregation, including various recreational programs.
 - vi. Welcome the young people of the congregation and invite them to join the youth groups.
 - vii. Provide for continual education of young people on topics of current interest to them.
 - viii. Encourage involvement as servants in the life of the community such as civic, school, cultural, humanitarian, recreational, and social groups.
 - ix. Provide for public recognition of various youth achievements and accomplishments.
 - x. Plan and coordinate activities for youth with other youth.
 - xi. In conjunction with the Board of Evangelism, train and involve the youth of the congregation in bringing others to faith in Christ.
 - xii. Provide for counseling by qualified persons for the spiritual, moral, social, and vocational development of

young people.

- xiii. For administrative purposes and program development, monitor the work of all youth and young adult groups in the congregation.
 - xiv. Elect a Recording Secretary to record and maintain a record of its activities for present and future reference.
 - xv. Submit to the Board of Stewardship, in appropriate form and at all times requested, a budget request for the coming year's work.
- j. Members at Large
- a. The Members at Large will consists of two members, neither of whom are an elected Director of a Board.
 - b. The basic objectives of the Members at Large are representing the members of this congregation on issues of interest or concern, particularly those that arise outside of the boards making up the parish planning council.
 - c. That the basic objectives of the Members at Large may be carried out, the elected Members at Large, either corporately or individually, shall:
 - i. Listen to members of the congregation and communicate their issues, needs and interests to the Parish Planning Council.
 - ii. Conduct projects to further the goals of the congregation or to develop services for the members.
 - iii. Set objectives and develop action plans for selected and/or assigned projects.

C13.07.02 General Information

- A. Board members are recruited, assigned, and given specific responsibilities by the Chair of the Board.
- B. Board Chairs shall present reports to the Planning Council at each of its meetings.
- C. Board Chairs shall coordinate the work of the ministry with all the Boards through the Parish Planning Council, the Executive Director, and the Assistant Executive Director. Board Chairs shall receive spiritual guidance from the pastoral staff.
- D. Each Board shall be responsible for the stewardship of budgeted funds allocated to it with the coordination of the Treasurer.
- E. Board Chairs following their election shall be first responsible for recruiting the other members of their Board and next with the assistance and direction of the pastoral staff shall plan and receive training appropriate to their ministry for themselves and other Board members.