

***CONSTITUTION FOR  
GOOD SHEPHERD LUTHERAN  
CHURCH  
RALEIGH, NC***

Congregation Council Approval 01/16/2006  
North Carolina Synod Approval 03/11/2006  
Congregational Approval 04/30/2006

Based on ELCA Model Constitution dated 09/15/2005

# CONTENTS

Preamble.....	
Chapter 1	Name and Incorporation.....
Chapter 2	Confession of Faith.....
Chapter 3	Nature of the Church.....
Chapter 4	Statement of Purpose.....
Chapter 5	Powers of the Congregation.....
Chapter 6	Church Affiliation.....
Chapter 7	Property Ownership.....
Chapter 8	Membership.....
Chapter 9	The Pastor.....
Chapter 10	Congregation Meeting.....
Chapter 11	Officers.....
Chapter 12	Congregation Council.....
Chapter 13	Congregation Committees.....
Chapter 14	Organizations within the Congregation.....
Chapter 15	Discipline of Members and Adjudication.....
Chapter 16	Bylaws.....
Chapter 17	Amendments.....
Chapter 18	Continuing Resolutions.....
Chapter 19	Indemnification.....
Chapter 20	Parish Authorization.....

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**\*PREAMBLE\***

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

**Chapter 1.**

**NAME AND INCORPORATION**

- C1.01.** The name of this congregation shall be **Good Shepherd Lutheran Church.**
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of **Good Shepherd Lutheran Church** is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of North Carolina.

**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.

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\* Required provision

- \*C2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- \*C2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- \*C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- \*C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- \*C2.07. This congregation confesses the Gospel, recorded in the Holy Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

### **Chapter 3.**

#### **NATURE OF THE CHURCH**

- \*C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- \*C3.02. 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 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:
  - 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 the Congregation Council and require 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

North Carolina Synod of the Evangelical Lutheran Church in America.  
**C5.05.** (04/2006) This congregation shall have a mission endowment fund that will operate as specified in this congregation's bylaws and continuing resolutions. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation.

## **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 North Carolina Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- \*C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- \*C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
  - a. This congregation agrees to be responsible for its life as a Christian community.
  - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
  - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
  - d. This congregation agrees to consider associates in ministry, 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. 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. 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 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 North Carolina 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 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. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the North Carolina Synod.
- \*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, 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. (04/2006) 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 North Carolina Synod—reconvey and transfer all right, title, and interest in the property to the synod.

## **Chapter 8.**

### **MEMBERSHIP**

- \*C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- \*C8.02. Members shall be classified as follows:
  - a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having

been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.

- b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons 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.
  - 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 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.

## 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 North Carolina 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;
    - 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;
    - 6) the dissolution of the congregation; or
    - 7) suspension of the congregation as a result of discipline proceedings.
  - b. 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 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 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. 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, 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 being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation.
- \*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.** *(04/2006)* 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.** (04/2006) 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.

**C9.20. 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 this congregation, and shall be called by the president of the congregation upon the written request of 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 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.

- C10.04.** Fifteen percent of voting members shall constitute a quorum.
- C10.05.** Voting by written absentee ballot shall be permitted, but voting by proxy 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.** (04/2006) The officers of this congregation shall be a president, vice president, 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.
  - d. If the Congregation Council elects its officers, the president and vice president shall be selected from the elected membership of the Congregation Council. The treasurer is not selected from the elected membership of the Congregation Council; the treasurer shall have voice but not vote at the meetings 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 and end as described in the bylaws (see **12.02.01**).
- 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.** (04/2006) The membership of the Congregation Council shall consist of pastors and members of the congregation as described in the bylaws (see **12.01.01**). Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous

service permitted in that office. Immediate family members of paid staff members are not eligible for nomination to the Congregation 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 four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances. Newly elected Congregation Council members shall be installed at worship the 1<sup>st</sup> Sunday after the date they assume office.

- C12.02.** The members of the Congregation Council except the pastors shall be elected by written ballot to serve for terms as described in the bylaws (see **12.02.01**).
- C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation shall elect a successor as described in the bylaws (see **12.03.01**).
- 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 directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of North Carolina, 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 or other obligations not included in the spending plan as specified in the bylaws (see **12.05.01**).
- d. The Congregation Council shall prepare an annual spending plan for adoption by this congregation and shall supervise the expenditure of funds in accordance therewith following its adoption. The spending plan 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 Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.

**C12.09.** The Congregation Council shall submit a comprehensive report to this congregation annually as specified in the Bylaws (see **12.09.01**).

**C12.11.** *(04/2006)* The Congregation Council shall normally meet at least bi-monthly. 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.** *(04/2006)* A quorum for the transaction of business shall consist of

two-thirds of the members of the Congregation Council, including the pastors. At least one pastor must be present, 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. The Treasurer, Resource Ministry Staff Manager, and all non-voting pastors are encouraged to attend all Council meetings.

### **Chapter 13.**

#### **CONGREGATION COMMITTEES**

- C13.07.** Duties of committees of this congregation shall be specified in the continuing resolutions.
- C13.08.** The senior pastor of this congregation shall be *ex officio* a member of all committees and boards of the congregation.
- C13.09.** Other congregational ministry teams may be formed as the need arises, by decision of the Congregation Council.

### **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.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent troublemaking 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.** (04/2006) 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 discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregation Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before the Congregation Council after having received a written citation, at least ten days prior to the meeting. 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 the member's absence.
- \*C15.03.** 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 20.41.04. 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, 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.

*Following are the bylaws to the constitution of Good Shepherd Lutheran Church, the original section to which they pertain is listed as the Chapter designation. Approval for incorporation, into this Legal document, occurred at a scheduled congregational meeting.*

- \*C4.04.01. As provided for in C4.04 the Ministry structure shall include the Congregation Council, whose duties and responsibilities are designated in **Chapter 12** and ministry teams whose duties and responsibilities shall be designated in the continuing resolutions.
- \*C4.05.01 The Mission Statement and Official Symbol

a. -**Mission Statement**-1989

We Believe in Christ Loving God First - Enhancing our love for Christ and each other.

We belong to Christ Developing individual ministries - Becoming Christ's compassion.

We serve as Christ's Family in the Community - Being Christ to our neighbors.

b. **Official Symbol**--The official symbol of Good Shepherd Lutheran Church consists of a shepherd's staff and a crown of thorns in the configuration set forth below. -1991



**C8.05.01 Removal of Members** from Active Role- Members of the congregation may be removed from the rolls of membership when such members do not partake of Holy Communion and make a contribution of record for a period of one calendar year. This procedure will only take place when there is a pastor under call to serve this Congregation or with the approval of the Bishop of the synod and after such members have been counseled about the matter, if possible. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

**C10.01.01 (04/2006) The Annual Meeting** is separated into two parts:

**Part 1** shall be conducted no later than November 1 each year for the purpose of electing candidates for the Congregation Council, Endowment Ministry, voting delegates to the North Carolina Synod Annual Assembly, and representatives to the Good Shepherd Preschool Board of Directors, Faith Lutheran School Board, and the Board of PLM Families Together.

**Part 2** shall be conducted no later than December 31 each year, for the purpose of adopting a Congregational spending plan for the succeeding year, having been recommended in motion form by the Finance Ministry Team and the Congregation Council, and for approving a 3 to 5 Year Ministry Vision for Good Shepherd.

**C10.02.01 Special Meetings**-Special Congregational Meetings may be called for other purposes in accordance with the provisions described in **Chapter 10** of the Constitution. The proposed formal motion(s) must be publicized in the call of the meeting. No other action items may be conducted.

**C10.04.01 Establishing a Quorum**- the Congregation Council shall direct that the current roster of eligible voting members be determined prior to any

Congregational Meeting. The presiding officer shall direct a representative to announce the total number of such voting members at the beginning of any Congregational Meeting. The absentee ballots shall not count toward the quorum.

**C10.05.01 Voting at meetings** may be by written ballot or absentee ballot depending on the situation. Unless waived by all voting members present, the following actions shall require a vote by written ballot:

- a. To elect members of the Congregation Council.
- b. To call a Pastor or an Associate in Ministry.
- c. To request the resignation of a Pastor or an Associate in Ministry.
- d. To sever membership from the ELCA.
- e. Whenever ten or more voting members request that a written ballot be used on any action items of the meeting.

**C10.05.02 Absentee Ballots- See C10.05** Any voting member who cannot be present at a Congregational Meeting, but who wishes to vote, may vote in advance of the meeting by obtaining an absentee ballot from the Church Office. In the case of voting for council members in the absence of a congregational meeting see **C12.01.01B**. The absentee ballot must be signed by the voting member and clearly indicate the desired vote of that member.

- A. The absentee ballots shall be used, upon delivery to the Secretary of the Congregation Council:
  1. For election of Congregation Council members.
  2. (04/2006) In the vote on the proposed annual spending plan as long as the motion stands as publicized.
  3. For all other defined action that was planned to be presented in the form of a motion at the meeting. The proposed formal motions shall be publicized in the call for that meeting, in accordance with provisions described in Chapter 10 of the Constitution.
- B. The absentee ballots may be used, if the formal motion at the Congregation Meeting remains as proposed and no amendments are approved. The absentee ballots shall be tallied along with the votes of those present.
  1. If the motion is amended in any "substantial" manner, then the absentee ballots shall not be tallied.
  2. The presiding officer of the Congregation Meeting shall declare if an amendment is to be considered as "substantial" for the purpose of absentee ballots.
  3. The absentee ballot shall declare an "approve" or a "disapprove" vote for that proposed formal motion.

**C11.01.01 Duties of the Officers** of the Congregation Council and the Congregation, as provided for in **C11.01**, are specified as follows:

- A. President: The President shall:
  1. Organize, provide leadership, and preside as chairperson for

- meetings of the Congregation, and Congregation Council.
  2. Be responsible for preparing the agenda for Congregation and Congregation Council meetings.
  3. Orient and assist each member of the Council in fulfilling his or her responsibilities.
  4. Communicate notice of major events to the Council to prevent conflicts in scheduling and assure availability of resources.
  5. Counsel with the Pastor(s) and assist in addressing the Pastor's(s) needs and concerns.
  6. Represent the Congregation at major events as needed.
  7. Facilitate communication of important information among the Congregation, its Council, and its ministry teams.
  8. Organize Council retreats and functions as needed.
- B. Vice-President: The Vice-President shall:
1. In the absence of the President, preside at meetings of the Congregation and Congregation Council.
  2. Fill the President's office if the President is unable to serve.
  3. Serve as the Council representative to one standing ministry team.
  4. Responsible for maintaining and updating the Church's Ministry Plan in consultation with all programmatic ministry teams.
  5. Monitor all ministry teams for progress toward goals.
- C. Treasurer: The Treasurer shall:
1. In the absence of the President and Vice President, preside at meetings of the Congregation and Congregation Council, in accordance with parliamentary procedure.
  2. Monitor and review the financial statements and records of the Congregation, including the Income Statement and Statement of Financial Position.
  3. Oversee and be responsible for all funds deposited into the Church's accounts, and disburse them pursuant to proper orders.
  4. Provide a written summary report on a monthly basis of the financial statements, present the report at Congregation Council meetings, and post the report in a public location for review by the Congregation.
  5. Prepare and present a financial summary of the current year to the Congregation at the Annual Meeting as well as present the Spending Plan for the subsequent year.
  6. Be responsible to maintain current check signing authority cards with the Church's financial institution(s). Along with the Treasurer, only those parties who are a member of the Congregation Council shall be eligible to sign checks on the Church's behalf.
  7. Be responsible for investment of funds as reviewed and agreed upon by the Finance Ministry Team.

The Congregation has a Recording Secretary who is not an officer of the church.

This person is appointed annually by the Congregation Council. The Recording Secretary shall:

1. Fulfill all the duties and obligations specified for the secretary in the Constitution of this Congregation, excepting for serving as an officer of the church.
2. See that the minutes and agendas of the Council and Congregation meetings are recorded and posted for review prior to and after the appropriate meeting, in a public location designated by the Council.
3. Ensure that the minutes and official actions of the Council and Congregation are preserved in the archives.
4. Prepare and distribute minutes of Council meetings to Council members as soon as possible after each meeting.
5. Write and mail correspondence as needed.

**C12.01.01A (04/2006) Congregation Council Membership** The membership of the Congregation Council shall consist of the Senior Pastor, one other pastor, if applicable, and five (5) voting members of the congregation. If there is more than one Associate pastor, one of them shall be a voting member of the Council, rotating on a yearly basis as determined by the Senior Pastor and the President.

**C12.01.01B (04/2006) Nominating/election/appointment/voting procedure-** All elections of lay members of the Council shall be by written ballot on a date set by Council. The nominating ministry team shall make nominations of members for the Congregation Council, Endowment Ministry, voting delegates to the North Carolina Synod Annual Assembly, Good Shepherd Preschool Board of Directors, representatives to the Faith Lutheran School Board and the Board of PLM Families Together. All terms are renewable unless stated otherwise. Two nominees shall be presented, if possible, for each vacancy to be filled. Members of the congregation shall have the privilege of nominating additional candidates after each worship service, at least three weeks prior to the annual election. The Council shall provide ballots for the election ministry team, to be distributed by mail, to active members of the congregation (at least 10 days prior to the election). In the situation that a meeting is not being held, in conjunction with the voting process, ballots are considered absentee and subject to those guidelines as stated in the bylaws. **C10.05.02** Ballot boxes shall be made available to receive ballots before and after all regular worship services on the day of the election. The total results of the election shall be certified to the Secretary of Council to be placed in the minutes of the congregation. A plurality of the votes cast shall be necessary to elect.

**Appointments:** The Congregation Council shall appoint a Nominating Ministry Team by July 1 each year. The Council shall appoint the Mutual Ministry Team members (1 member for each full time staff member, 1 year term), Columbarium ministry team (5 members, rotating basis), and Personnel Ministry Team (7 Members, 1 year term) by

January 31 of each year.

**C12.02.01 (04/2006) The terms of service** of Congregation Council members shall be for three (3) years. The terms shall begin on January 1 of the year following election and shall conclude on December 31 of the third year of the term. Upon completion of a three (3) year term to which the council member was originally elected, that council member is eligible for election to one additional consecutive three (3) year term.

**C12.03.01 (04/2006) Congregation Council Resignations-** If a Council position is vacated before that person's term ends, the position would go to the next highest vote receiver from the most recently held election. If the position cannot be filled in this manner, a replacement shall be nominated by the Nominating ministry team, and presented to the Congregation Council members for election by majority vote. The replacing Congregation Councilperson would serve for the remainder of the calendar year. This Council position is re-elected in the annual election process. The replacing Congregation Councilperson is eligible for two regular 3-year terms per **C12.02.01**.

**C12.05.01 (04/2006) Congregation Councils Obligations/Commitments-** Pursuant to Chapter C12.06.b and Chapter C12.06.c of the Constitution, the Congregation Council may not enter into contracts or other obligations of more than 5% of the approved spending plan for current expenditures for items not included in the current year General Fund Budget without the prior approval of the Congregation.

**C12.09.01 (04/2006) Annual Report** Annual reports from the Pastor(s), the Treasurer, ministry team chairs, and other staff members as needed, shall be made available to the Congregation by January 31 of each year. The annual report shall be coordinated by the Resource Ministry Staff Manager, or other person as assigned by Council.

**C13.01.01 (04/2006) Congregational Ministry Team Composition and Membership-**Each ministry team shall be composed of members in good standing who are representative of the entire congregation. One at-large Council member (i.e. excluding Pastors and officers) shall serve on the Personnel ministry team and one at-large Council member shall serve on the Finance ministry team.

**C13.01.02 (04/2006) Congregational Ministry Team Leadership-** Each ministry team shall be under the direct supervision of a chairperson. Each chairperson shall be responsible for the organization of the ministry team and shall appoint coordinators and other members to carry out its functions. Each chairperson shall be responsible for conducting all meetings of the ministry team and shall arrange for a brief written report of its activities per request of the Congregation Council. Each chairperson shall create written

documentation of activities for the calendar year, for inclusion in the Annual Report of the congregation.. Each chairperson shall submit all policy recommendations of the ministry team to the Congregation Council and/or congregation in writing for approval. Each chairperson shall prepare and distribute the agenda to all proper persons prior to each meeting of the ministry team and shall notify each member of the date, time, and place of each meeting. Each chairperson shall work cooperatively with other groups and persons in the congregation toward fulfilling the mission and ministry of Good Shepherd Lutheran Church.

**C13.01.03 (04/2006) Congregational Ministry Team Officers-** Each ministry team shall elect one chairperson or two co-chairpersons, and may elect a vice-chairperson. The vice-chairperson shall serve in the absence of the chairperson. The chairperson shall be responsible to establish and maintain a current membership roll of ministry team members. Fifty percent of ministry team members shall constitute a quorum. Ministry team action shall be by majority vote. Each ministry team shall keep a permanent set of minutes for each meeting and such minutes shall be the property of the congregation. Each ministry team shall work with each of the other ministry teams to carry out the total mission and ministry of this congregation. Each ministry team shall exercise full authority to administer and use all funds set aside for its work by budget appropriation or special resolution of the congregation provided the Congregation Council may, at its discretion, restrict such expenditures to conform to the actual financial condition of the congregation at any given time.

## **Chapter 17.**

### **AMENDMENTS**

- \*C17.01.** 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 15 percent of the 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 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 resolution 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 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 North Carolina 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. 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.

#### ***Following are the Continuing Resolutions of Good Shepherd Lutheran Church***

- C18.03.** As provided for in C4.04 the Ministry structure shall include Standing Ministry Teams, Ad Hoc Ministries Teams and Sponsored Ministries. Standing Ministry Teams shall have a documented purpose and duties assigned.

#### ***Congregational Standing Ministries are as follows:***

- Children's Ministry
- Christian Education Ministry
- Columbarium Ministry
- Communications & Publicity Ministry Team

- Endowment Ministry
- Evangelism Ministry
- Family Life Ministry Team
- Finance Ministry
- Giving Ministry
- Hospitality Ministry
- Martha Ministry
- Mutual Ministry
- Nominating Ministry Team
- Outreach Ministry
- Personnel Ministry
- Preschool Board of Directors
- Property Ministry
- Stephen Ministry
- Worship & Music Ministry
- Youth Ministry

**C18.03.B00 CHILDREN'S MINISTRY TEAM** - Children's Ministry team is responsible for planning, coordinating and carrying out ministries for the children of the congregation, particularly as these ministries take the shape of children's groups. Duties of the Children's Ministry include:

1. Involving adults and children from all parts of the congregation's work in developing a planned program for children 2 years to 5<sup>th</sup> grade.
2. Providing counseling for the spiritual, moral, social and vocational development of children and vocational development of children in 5<sup>th</sup> grade and under.
3. Providing for the continuing spiritual growth of the children of the congregation through age appropriate Bible study, prayer, Christian service, and fellowship.
4. Preparing annual budgetary requests for submission/presentation to the Finance Ministry.
5. (01/2006) Coordinate all activities with the Faith Formation Staff Manager.

**C18.03.C89 CHRISTIAN EDUCATION MINISTRY** - Christian Education Ministry is responsible for developing, coordinating, and supervising all aspects of the congregation's educational ministry. The ministry is responsible for developing a total comprehensive plan for a variety of educational opportunities for all members. The total plan shall offer a variety of settings learning. It shall provide for persons to come together in a particular place, for a specified time, and to accomplish a common purpose. Duties of the Christian Education ministry include:

1. Meet the needs and interests of the congregation's membership.
2. Purchasing material resources, including equipment and supplies, for use in educational ministry programs.
3. Recruiting and training leaders for educational ministry.
4. Regularly reviewing and evaluating the educational ministry.
5. Coordinating programs, time schedules, and leadership development,

- providing variety in program opportunities and maintaining a balance in the content and direction of such programs.
6. Supervising all the aspects of the educational ministry program to see that all educational schools and programs are consistent with the central objective and are being conducted efficiently.
  7. Preparing annual budgetary requests for submission/presentation to the Finance Ministry.
  8. Faith Lutheran School is a subgroup of this ministry and thus is a reporting unit of this ministry.
  9. *(01/2006)* Coordinate all activities with the Faith Formation Staff Manager.

**C18.03.D03 COLUMBARIUM MINISTRY TEAM** - A permanent ministry team of the church shall be established to provide for administration of the Columbarium. Membership shall consist of 7 members, 5 elected by the Church Council, each serving a staggered three-year term including the President of the Council, or his designee and the Chairman of the Endowment Ministry Team, or his designee. The senior pastor shall serve as an ex-officio member without vote. Members of the Columbarium Ministry Team shall elect the chairman of the Columbarium Ministry Team. The Columbarium Ministry Team functions under the general supervision of the Endowment Ministry and will report to it annually or more often as deemed necessary by the Endowment Ministry Team.

The Columbarium Ministry Team will administer the day-to-day operation of the Columbarium. The Columbarium Ministry Team shall create and provide information regarding the Columbarium, handle all reservations for Niches and Plaques, obtain all inscription information and contract for inscription services, issue payment notices, schedule installations and oversee maintenance. The Columbarium Ministry Team will maintain a record of each inurnment in the Columbarium and inscription of names on the Plaques. The name of the deceased in each inurnment, the deceased's date of birth and death, and the deceased's next of kin or legal representative shall be included therein. The Columbarium Ministry Team shall also maintain a list of the persons who have reserved niches or plaque inscriptions together with the names of the next of kin or legal representatives of such persons.

**MANAGEMENT:** The Endowment Ministry Team will manage the Columbarium. The Endowment Ministry Team will receive all payments and disburse all expenditures in connection with the Columbarium, and it will maintain separate financial accounting for the Columbarium under the caption "The Columbarium Fund". Appropriate annual audits and reviews will be performed in accordance with regular accounting procedures of Good Shepherd Lutheran Church.

*(01/2006)* The Columbarium Ministry Team shall coordinate all activities with the Resource Ministry Staff Manager.

**C18.03.E89 COMMUNICATIONS AND PUBLICITY MINISTRY** - the ministry is responsible for coordinating the dissemination of information to the

congregation and to sources outside the church. Duties of the Communications and Publicity ministry team include:

1. Publish the congregational newsletter and address all issues related to the editorial policy, format frequency, production, and distribution of this publication.
2. Produce special informational mailings and Sunday bulletin inserts as required.
3. Promote church activities and events through the preparation of advertising or news items for district, synodical, or church-wide agencies or media. Serve as the liaison to these agencies or media for such purposes.
4. Promote church activities and events through the preparation of advertising or news items for local, state, or national secular media. Serve as the liaison to these media for such purposes.
5. Coordinate, design, and maintain church bulletin boards in cooperation with other church groups.
6. Provide general oversight of information displays in the church in order to ensure consistency and proper use.
7. Maintain and operate the church library.
8. Work with other church ministries and groups to determine their information and advertising needs.
9. Church Archivist - (Duties of the Church Archivist to be added at a later time by action of Church Council).
10. Prepare annual budgetary requests for submission/presentation to the Finance Ministry.
11. (01/2006) Coordinate all activities with the Resource Ministry Staff Manager.

**C18.03.F89 ENDOWMENT MINISTRY** - The ministry is responsible for the custodianship and administration of the Endowment Fund. The purpose of this ministry is to enhance the mission of the church apart from the general operations of the Church, but not to be used as a substitute for the annual operating budget. The ministry team should consist of nine (9) members all of who shall be at least 21 years of age and shall have been a voting member of Good Shepherd Lutheran Church for at least five (5) years. The term of each member shall be 3 years. One may not serve more than two (2) consecutive (3) year terms. After a lapse of 1 year individuals may be reelected. Resignations, during a term of service) shall be filled with an individual's name being presented to the Congregation Council for approval by a majority vote. The entire congregation at the next Congregational Meeting will vote upon this individual's position. The replacing individual will complete the unexpired term. The senior pastor and the president /vice-president shall be non-voting advisory members of the ministry. The ministry shall meet at least semi-annually, or more frequently as deemed by the ministry to be in the best interest of the Fund. A quorum shall consist of five (5) members except as provided hereinafter, the affirmative vote of a majority present shall constitute ministry action. When only five (5) members are present the affirmative vote of at least four (4) members shall be required to constitute ministry action. The ministry may request members of the congregation to

serve as advisory members and, at the expense of the Fund, may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the Fund. The ministry shall appoint from among its members such sub-ministry teams, as it deems appropriate. (01/2006) The Congregation Treasurer shall maintain complete and accurate accounts for the Fund, and shall carry out all financial duties and shall sign checks of the Fund. The books shall be reviewed annually by a certified public accountant or other appropriate person who is not a member of the ministry team. Duties of the ministry include:

1. Reporting to the church council on a semi-annual basis. Report to the congregation at the annual meeting a full and complete account of the administration of the Fund during the preceding year.
2. Recording Secretary of the ministry team shall supply a copy of the minutes of all meeting to members of the council in a timely manner.
3. Determine ways in which gifts to the Fund can be invested. Written suggestions from church council may be submitted to the ministry on how such investments may be made.
4. Funds (gifts, memorials, bequests, wills, estates etc. from an individual or corporation/organization or any other source in cash or other property) received shall be kept and maintained separate, distinct and independent from the church funds and property.
5. After being notified of any contributions the chairperson and /or ministry shall have absolute discretion to determine whether any particular payment, gift or contribution should be accepted as part of the Fund.
6. Physical segregation of assets shall not be required in order to conform to directions of donor(s), but may establish separate accounts in its records.
7. (01/2006) Coordinate all activities with the Resource Ministry Staff Manager.

Assets are to be held in the name of the Good Shepherd Lutheran Church Endowment Fund.

Powers of the Endowment Ministry include: In the administration of the Fund, the Endowment Ministry shall have all powers and authority necessary to carry out the purposes of the Fund, including, but not limited to, the following powers and authority on behalf of Good Shepherd Lutheran Church.

1. **Managing Assets.** -To take, have, hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to handle and manage and control funds left to the Fund, or any part thereof, as they in their judgment and discretion shall deem wise and prudent, and retain any property in the form in which it was received; to convert and reconvert Fund assets, or any part thereof, into other kinds and forms of property, real or personal or mixed; and to invest or reinvest funds or assets herein, or any thereof, as they shall deem wise and prudent, including such common or preferred stocks, bonds, debentures, mortgages, notes or other securities, investments or property whether real or personal, which they in their absolute discretion may select or determine, and including, without limitation, savings deposits of any bank,

mutual savings bank, federal home loan bank or savings and loan association, or in The Evangelical Lutheran Church of America Mission Investment fund, or in any common trust fund, mutual fund or any like fund, subject to the standards of prudence required of trustees of similar funds.

2. **Receipts.** -To receive the income, profits, rents and proceeds of the Fund and to collect and receipt for the same, and pay all administrative and necessary expenses in connection with it. Expenses shall be paid from the Fund income
3. **Documents**-To receive, make, execute and deliver all instruments necessary or proper for the accomplishment of the purposes of the Fund or of any of the foregoing powers, including deeds, bills of sale, transfers, leases, mortgages, assignments, conveyances, contracts, purchase agreements, waivers, releases and settlements.
4. **Distributions.** -To contribute, donate, support or distribute, from time to time, for the purposes herein stated, such payments or amounts, as the Fund Ministry team in its discretion shall determine. No portion of the Fund shall be used to substitute for the annual operating budget.
5. **Income/Principal**- To determine what is principal and income of the Fund. For purposes of this Fund, any portion of the income and gain not distributed in any calendar year shall be accumulated, and the Ministry shall determine what portion, if any, shall be added to principal, and the remaining accumulated income shall not be deemed part of the original principal amount of any payment, gift or contribution, and, therefore, any such accumulated income or gain shall be available for distribution in subsequent years.
6. **Assets.** -To hold investments in the name of the Fund on behalf of the congregation and to sign checks and all other necessary documents on behalf of the congregation in the furtherance of the purposes of the Fund.
7. **Professional Advisors.** -To employ and reasonably compensate from income realized froze funds left to the Fund accountants, agents and attorneys to assist and advise in the execution of the Fund, without liability for their omissions or neglect, but using reasonable care in their selection, and to rely on the advice of the persons so employed.
8. **Compensation.** -Fund Ministry team members, shall not receive any compensation, but may be reimbursed from the income of the Fund for expenses reasonably incurred.

**Liability**-Members of the Ministry team shall not be personally liable for management of the Fund or for any losses, which may be incurred upon the investments of the assets of the Fund except to the extent such liabilities or her/his own willful misconduct or gross negligence shall have caused losses. No ministry team member shall be liable for the acts or omissions of any other member. No member shall engage in any "self dealing" or transactions with the Fund in which the member has direct or indirect financial interest, and shall at all times refrain from any conduct in which his or her personal interests would conflict with the interest of the Fund.

**Tax Exemptions.** -Any gifts given to the Fund, as well as any income derived there from, shall be used exclusively for religious, charitable and educational purposes

in harmony with Section 501(c) 3 of the Internal Revenue Service Code of 1986 or the corresponding provision of any future United States Internal Revenue Law. This Fund is created and shall be operated exclusively for church purposes. No part of the income or property of the Fund shall inure to the benefit of or be distributable to any member, director or officer of the church or to any other private person, except that the Fund Ministry team is authorized and empowered to pay reasonable compensation for the purpose of services rendered and to make payments and distributions furtherance of the purposes set forth herein.

No part of the activities of the Fund shall be the carrying on of propaganda or otherwise attempting to influence legislation and it shall not participate in or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this document, the Fund shall (a) not carry on any activities not permitted to be carried on by an entity exempt from federal income tax under Section 501(c) 3 of the Internal Revenue Service Code of 1986 or this corresponding provision of any future United States Internal Revenue Law or (b) do any act which would render contributions to the Fund nondeductible under Section 170(c)(2) of the Internal Revenue Service Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

**Disposition or Transfer of Fund**-In the event Good Shepherd Lutheran Church ceases to exist either through merger or dissolution, disposition or transfer of the Fund shall be at the discretion of the church council in conformity with the Articles of Incorporation of the church and the approved congregational constitution and bylaws.

**C18.03.G89 EVANGELISM MINISTRY** - The ministry is responsible for the planning, organizing, and supervising specific parish witness ministries designed to reach others for Christ. Duties of the ministry include:

1. Promoting educational opportunities for evangelism among adults, youth, and children.
2. Developing programs designed to strengthen the faith and participation of active members.
3. Planning, developing, and implementing specific parish witness ministries.
4. Maintaining, in cooperation with the Pastor, a file of potential new members.
5. Planning, coordinating, and supervising programs for the inactive.
6. Planning, coordinating, and supervising programs for the unchurched.
7. Recruiting other members to serve on sub-ministry teams and to become involved in evangelism programs.
8. Working cooperatively with other ministries and organizations in the Congregation.
9. Planning, supervising, and coordinating programs for new members.
10. Recruit and train greeters.
11. Recruit and train new member shepherds.
12. Preschool Outreach - Evangelism liaison to preschool providing

- information for them.
13. Church directory.
  14. Preparing annual budgetary requests for submission/presentation to the Finance ministry.
  15. (01/2006) Coordinate all activities with the Congregational Life Staff Manager.

**C18.03.I89 FAMILY LIFE MINISTRY** - The ministry shall be an instrument of the congregation's concern for its families and its desire to maximize the quality of family life. It shall promote the affirmation and stimulation of the abundant life by encouraging active participation in and enlightened appreciation for family prayers, bible studies, involvement in community activities and enjoyment of nature and all useful and fine arts, for planning, supervising, and implementing creative activities of the congregation which will engage people in personal contact to create an awareness of Christian community. Duties of the ministry include:

1. Promote activities to improve the quality of life for all members of Good Shepherd Lutheran Church and insure that fellowship opportunities are provided.
2. Develop and implement programs to involve the total membership of Good Shepherd Lutheran Church, i.e., beach retreats, mountain retreats (Lutheridge), Camp Agape retreat, annual picnic, family communication workshops, marriage enrichment programs, family emphasis month, etc.
3. Promote family worship and family involvement programs.
4. Develop family cluster groups including persons of varying ages and type and status. (Table Talk, In-Reach, OWLS, TNT, Singles, and others that may be formed)
5. Preparing annual budgetary requests for submission/presentation to the Finance ministry.
6. (01/2006) Coordinate all activities with the Congregational Life Staff Manager.

**C18.03.J89 (01/2006) FINANCE MINISTRY** -The ministry is responsible for the financial well being of the congregation. The Treasurer and the Resource Ministry Staff Manager are members of this ministry. The duties of the Finance Ministry Team include, but are not limited to:

1. Oversight of the Treasurer.
2. Receiving monthly financial statements and summary reports from the Treasurer in relation to the financial operations of both the Church and Preschool.
3. Meeting regularly to review and analyze the financial statements, summary reports, and trends included therein. They shall make recommendations to the Congregation Council based on this analysis, as necessary.
4. Receiving spending plan requests and summaries from the Resource Ministry Manager, and working in conjunction with the

Resource Ministry Manager, to prepare the annual Spending Plan for presentation to the Congregation Council. Following Congregation Council approval, the Chair shall support the Treasurer in presenting the Spending Plan at the Annual Meeting of the congregation.

5. Preparation of the multi-year financial plan, which is aligned with the congregational vision and related objectives.
6. Securing an external auditor on behalf of the Congregation Council in consultation with the Resource Ministry Manager and Treasurer. The audit report and management letter will be presented to the Congregation Council upon completion by the auditor.
7. Oversight and high-level administration of capital and building funds, as necessary.

**C18.03K89 GIVING MINISTRY TEAM** – formally Stewardship Ministry (changed 02/03)-The ministry is responsible for leading the congregation to higher levels of proportionate giving of time, talents, and treasure for the Lord's work. Duties of the ministry include:

1. Practicing personal stewardship and leading by example.
2. Planning a year-round stewardship program.
3. Participating in district and synodical meetings, seminars, and workshops.
4. Recommending stewardship policy and programs to the Church Council.
5. Making provision for stewardship education.
6. Providing a full and complete interpretation of mission and money.
7. Planning and carrying out the Every Member Response for Obtaining members' time, talent, treasure pledges.
8. Maintaining a program to discover and use the individual talents God has given to each member of the Congregation.
9. Annually preparing and presenting to the Congregation a program proposal for the following year.
10. Preparing annual budget requests for submission/presentation to the Finance Ministry.
11. (01/2006) Coordinate all activities with the Congregational Life Staff Manager.

**C18.03.L89 HOSPITALITY MINISTRY** –The Ministry Team shall support the needs of the Good Shepherd Lutheran Congregation around food and fellowship by working with those ministry teams and task groups who offer programs that require food (examples, Lenten Soup Suppers, New Member Dinner).

Hospitality Ministry shall be a sub ministry of the Family Life Ministry Team, for the purposes of reporting on goal progress. Duties of the Ministry include:

1. Support the fellowship needs of Good Shepherd around food and fellowship by working with those ministries, task groups, who offer programs that require food (examples, Lenten Soup Suppers, New Member Dinner).
2. Maintain kitchen and kitchen equipment.
3. Maintain kitchen pantry and supplies.
4. Preparing annual budgetary requests for submission/presentation to the Finance ministry.

5. (01/2006) Coordinate all activities with the Congregational Life Staff Manager.

**C18.03.N89 MARTHA MINISTRY TEAM** - Martha Ministry shall be a sub-ministry of the Family Life Ministry Team, for the purposes of reporting on goal progress. The duties of the ministry team:

1. Preparing annual budgetary requests for submission/presentation to the Finance Ministry.
2. (01/2006) Coordinate all activities with the Congregational Life Staff Manager.

**C18.03.P89 MUTUAL MINISTRY TEAM** - the Mutual Ministry Team shall consist of one member of the congregation for each full-time member of the pastoral and professional staff. The term of office shall be staggered and shall be for two years with one-half of the ministry members appointed each year by the Congregation Council. Appointments must be approved by a majority vote of the full Council. List of appointments may be presented to the pastoral staff for input. Duties of the Mutual Ministry Team include:

1. Serve as a personal and confidential support group to the Pastor(s) and other professional staff.
2. Serve as an open communication channel regarding conditions and attitudes within the congregation.
3. Serve as agents of reconciliation in time of conflict in the congregation.
4. Provide for an annual ministry assessment with recommendations.
5. Provide exit interviews for outgoing Congregation Council members.
6. Provide exit interviews for leaving members of the congregation.
7. Provide congregation with annual opportunity to thank staff by organizing annual gifts.
8. Provide other means of support for staff such as annual luncheon, recognition of significant employment anniversaries.
9. (01/2006) Coordinate all activities with the Congregational Life Staff Manager.

**C18.03.Q89 (01/2006) NOMINATING MINISTRY** - The ministry team is responsible for nominating candidates for election to the Congregation Council (1-3 year term), Endowment Ministry Team (9 members, 3 year term, rotating basis), voting delegates to the North Carolina Synod Annual Assembly (4 individuals, 1 year term), Good Shepherd Preschool Board of Directors -(at least 9 members, 2-year term, rotating basis), representatives to the Faith Lutheran School Board (3 members, 2 year term, rotating basis) and the Board of PLM Families Together (2 members, 2 year term). The nominating ministry shall consist of four or more members of the Congregation, at least one of which is a member of Council. See **C 12.01.01B**.

Duties of the ministry include:

1. In the event of a vacancy on the Congregation Council, the team shall follow

the bylaws, for nominating candidates for election to the Congregation Council for the remainder of the vacated position's term. **See C10.01.01, C10.05.01 and 10.02.02.**

2. Preparation of a slate of candidates for election to the Congregation Council at the regular annual Congregational Meeting pursuant to the by-laws shall be followed. **See C12.04**
3. Preparation of a slate of candidates for election as Delegate to the NC Synod Annual Convention pursuant to the by-laws shall be followed. **See C10.01.01, C10.05.01 and 10.02.02.**
4. Whenever possible, the ministry team shall nominate at least two candidates for each position open for election.
5. Assist in the physical election process.
6. Design and distribute ballots in accordance with the bylaws.
7. Assure that the appropriate voting members of Good Shepherd Lutheran Church receive ballots by mail for the election as provided in **C8.02.**
8. Performs such other functions that may be designated by the Congregation Council.

**C18.03.R89 OUTREACH MINISTRY** - formerly known as the Social Ministry Team (changed 12/01) the ministry is responsible for guiding parish activities in areas of social concern. Duties of the Ministry include:

1. Leading the congregation to an understanding of current social needs in our community, nation and world.
2. Recommending appropriate action as a response to the identified needs, using Christ as our example.
3. Providing representation and/or financial support to various groups that provide support to the poor, the sick, the lonely, the unwanted, the unloved, the imprisoned, the disinherited, and other persons in need.
4. Promoting and guiding the involvement of both youth and adults of the Congregation in all areas of social concern.
5. Preparing annual budgetary requests for submission/presentation to the Finance Ministry.
6. *(01/2006)* Coffee House is a subgroup of this ministry and thus is a reporting unit of this ministry.
7. *(01/2006)* Coordinate all activities with the Mission Ministry Staff Manager.

**C18.03.S89 PERSONNEL MINISTRY** - The ministry shall consist of seven members, six of whom shall be appointed each year by the Congregation Council. List of appointments may be presented to the pastoral staff for input. Appointments must be approved by a majority vote of the full Council. The seventh member shall be the Chair of the Finance Ministry or their delegate. Duties of the Personnel Ministry include:

1. Developing short and long-term staffing plans that meet the current and future needs of the church.
2. Preparing job descriptions for all staff positions subject to approval by the Council.
3. Providing recruitment support and participating on Call and Search Ministry

- teams to fill open positions.
4. Developing policy in the areas of compensation, benefits, time of performance evaluations and other areas that allows GSLC to attract and retain staff.
  5. Periodically reviewing the call extended to the Pastoral staff.
  6. Assisting the Pastoral staff in conducting and documenting annual performance reviews for all Staff Members.
  7. Facilitating staff development through and presentation, discussion and evaluation of continuing education and developmental opportunities.
  8. Preparing budgetary request for submission and presentation to the Finance Ministry and Council.
  9. Maintaining personnel files for all staff members.
  10. Performing other duties as assigned by Council.
  11. (01/2006) Coordinate all activities with the Resource Ministry Staff Manager.

**C18.03.T89 PRE-SCHOOL BOARD OF DIRECTORS** - This ministry team shall consist of at least nine (9) members, who must have been members, in good standing, of Good Shepherd Lutheran Church for 1 year constituting the Good Shepherd Preschool Board of Directors. They shall be selected by the Church Council, eight of whom are to serve renewable two-year terms thus naming at least (2) two at the end of each school year to take office at the beginning of the next school year; the other, a Church Council member serving a renewable annual term. The Church Council will select replacements for those members who resign before their term is completed. Members of the Good Shepherd Preschool teaching staff are not eligible to serve on the Preschool Board of Directors. The Good Shepherd Preschool Director will make periodic reports to the Preschool Board of Directors. The Board shall meet monthly and oversee the operations of this ministry. The Church Council representative should submit periodic reports to the Church Council. Duties of the Preschool Board of Directors include:

1. Hiring and supervising the Preschool Director.
2. Resolving any unsettled disputes between teachers and director and/or parents and director.
3. (01/2006) Managing financial operations of this ministry. Making sure the Preschool Treasurer provides monthly financial reports to the Finance Ministry Team and the Council for their review. Preschool Treasurer is their representation on the Finance Ministry Team.
4. Providing for equipment needs.
5. Coordinating advertising/promotion of this ministry.
6. Reviewing and evaluating community needs served by this ministry.
7. Submitting appropriate reports to the Church Council and Congregation.
8. (01/2006) Coordinate all activities with the Resource Ministry Staff Manager.

**C18.03.U89 PROPERTY MINISTRY** - The ministry is responsible for the administration of all real and personal property owned by the congregation not specifically assigned to other ministries. This includes maintaining an inventory and maintenance schedule, and oversees the use, the maintenance and the repair of such property. Duties of the Property Ministry include:

1. Overseeing the use, maintenance and repair of church properties.
2. Arranging for the purchase and/or supply of the appropriate equipment and materials needed for maintaining church properties.
3. Employing and supervising custodial and other contract help.
4. Maintaining records of church property, specifications, and maintenance agreements.
5. Assisting/counseling any Building Ministry team that may be formed.
6. Maintaining inventory records of church-owned property including date of acquisition and cost.
7. Preparing annual budgetary requests for submission/ presentation to the Finance Ministry.
8. (01/2006) Coordinate all activities with the Resource Ministry Staff Manager.

**C18.03V89 STEPHEN MINISTRY** - The ministry is responsible for the training and supporting of Stephen Ministers in the Congregation. The duties of the ministry team include:

1. Preparing annual budgetary requests for submission/presentation to the Finance Ministry.
2. (01/2006) Coordinate all activities with the Congregational Life Staff Manager.

**C18.03W89 WORSHIP AND MUSIC MINISTRY** - The ministry, in consultation with the Pastor(s), is responsible for overseeing the worship life of the congregation. Duties of the ministry include:

1. Working with the parish clergy in planning and publicizing congregation worship for the church year.
2. Giving attention to the whole area of worship education in the parish and developing strategies that will increase the congregation's awareness of the meaning and the dynamics of worship.
3. Recruiting and providing training for assisting ministers, acolytes, ushers, altar guild members, choirs and other musicians, and nursery volunteers.
4. In the event of a Pastor's absence, the ministry shall provide for worship leadership.
5. Develop and maintain guidelines for weddings and funerals.
6. Develop and maintain procedures for use of the church's facilities for any other special worship service.
7. Purchasing and maintaining parish instruments, worship supplies, and sanctuary equipment.
8. Preparing annual budgetary requests for submission/presentation to the Finance ministry.
9. Altar Guild Ministry is a subgroup of this ministry and thus is a reporting unit of this ministry.
10. (01/2006) Coordinate all activities with the Liturgical Life Staff Manager.

**C18.03X89 YOUTH MINISTRY** - The Youth ministry is responsible for planning, coordinating and carrying out ministries for the youth of the congregation, particularly as these ministries take the shape of youth groups Duties of the

ministry include:

1. Involving adults and youth from all parts of the congregation's work in developing a planned program for youth in grades 6-12.
2. Planning and carrying out, together with other concerned ministries, year-round programs for the youth of the congregation, particularly with other Lutheran youth groups at various levels.
3. Providing counseling for the spiritual, moral, social and vocational development of youth in grades 6-12.
4. Providing for the continuing spiritual growth of the youth of the congregation through Bible study, prayer, Christian service, and fellowship.
5. Preparing annual budgetary requests for submission/presentation to the Finance ministry.
6. Sports Ministry Task force is a subgroup of this ministry and thus is a reporting unit of this Ministry.
7. (01/2006) Coordinate all activities with the Faith Formation Staff Manager.

**C18.04 The AD Hoc Ministry teams are as follows:** Call Ministry team, Search Ministry team(s)

**C18.04A89 Call Ministry Team**-Upon learning there will be a pastoral vacancy, the Congregation Council shall appoint not less than five or more than seven members of the Congregation to serve on the Call Ministry team. It will be the responsibility of the Call Ministry team to identify and present to the Congregation the name of a qualified candidate to fill a pastoral vacancy. The Call Ministry team shall work closely with the Bishop of the Synod or the Bishop's representative. Duties of the Call Ministry team include:

1. Seek the spirit and mind of the Congregation with regard to its pastoral needs.
2. Investigate the prospective pastors by:
  - a. Reviewing all biographical data available, and
  - b. Making announced visits to observe the worship leadership and preaching of the prospective pastor, whenever possible.
3. When the Ministry team determines that it would like to interview a prospective pastor, notify the bishop so the bishop may inform the prospective pastor of the Congregation's interest and give the pastor the opportunity to decline if not interested.
4. Interview the prospective pastor and determine whether or not to recommend the prospective pastor for the call.
5. Arrange for the recommended candidate (and spouse and children, if any) to meet with the Congregation Council and then with the Congregation.
6. Formally recommend to the Congregation Council that the Council approve the candidate.
7. Call a Congregation Meeting for the purpose of voting whether to extend the call.
8. Recommend to the Congregation Council a compensation package, based on budget guidelines and knowledge of the candidate's qualifications and experience.
9. The Call Ministry team shall carry out its duties in seeking a pastor in

- accordance with Chapter 9 of the Constitution of this Congregation.
10. The Call Ministry team shall hold confidential its discussions and all information it receives, and shall only inform the Council about the specific candidate when it is prepared to introduce the candidate to the Congregation.
  11. The Call Ministry team is encouraged to assist, as appropriate, with all of the transitional activities of the newly called pastor.
  12. The Call Ministry team's term of office will end at the installation of the newly called pastor.

**C18.04.B89. Search Ministry** - the Search Ministry Team functions in securing persons to fill paid leadership positions at Good Shepherd Lutheran Church. It is under the direct supervision of the Congregation Council and provides reports and recommendations to that body as appropriate.

**C18.05. Sponsored Ministries** - Sponsorships must be approved by the Council- Sponsored Ministries of Good Shepherd Lutheran Church shall follow the guidelines set for by the Congregation Council and stated herein:

1. The Sponsored Organization will receive and agree to support the Mission Statement of our church.
2. Sponsored Organizations may report and highlight their activities in our church publications on an occasional basis. They must abide by the existing deadlines and guidelines for such publications.
3. Church staff, especially pastors, will engage and interact with the groups in some form (i.e. provide occasional devotions, etc.).
4. Sponsored Organizations may use our church space for meetings and activities at no charge, but must follow the reservations requirements as well as abide by the building use policies.
5. Sponsored Organizations are covered under Good Shepherd's Liability Insurance for their onsite activities. They must subscribe to safety policies set forth by our church, and take all reasonable precautions for safety of all participants.
6. Being a Good Shepherd Lutheran Church Sponsored Organization does not automatically include or preclude financial support from our church.

**C18.05A01** Girl Scouts of America

**C18.05B01** Boy Scouts of America

**C18.05E01 (01/2006)** PLM Families Together

**C18.06.A06 (01/2006) Terms of Council Members**

As there are an odd number of lay Council members (five), the number to be elected will vary from year to year. In a given year, the number to be elected shall be determined by the number of members whose terms will expire at the end of the year, either by completion of their 3-year term, or those who are finishing out the year of a resigned Council member. If in a given election year, there are positions open for 3-year Council member(s) and positions for less than 3 years, the

nominee(s) receiving the highest vote count shall be elected to 3-year terms.

**C18.07.A06 (01/2006) Council Calendar**

The following are some suggested items for the annual Council calendar.

January: Approve members of Mutual Ministry and Personnel; finalize annual report.

February: Council retreat.

May: Appoint members of Nominating ministry team.

July: Approve GSLC Vision and Objectives for next 3 to 5 years.

November: Approve spending plan for subsequent year.

December: Hold annual meeting, for congregation to approve spending plan and 3-5 year Ministry Vision.

**Chapter 19.**

**INDEMNIFICATION**

\***C19.01. (04/2006)** 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.

## Appendix A

### Introduction to the Model Constitution for Congregations of the Evangelical Lutheran Church in America

The *Model Constitution for Congregations of the Evangelical Lutheran Church in America* originally was adopted by the Constituting Convention of this church in Columbus, Ohio, on April 30, 1987. This was done as required by the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

This current edition of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* contains changes adopted by the 1989, 1991, 1993, 1995, 1997, 1999, 2001, 2003, and 2005 Churchwide Assemblies.

The model is consistent with the requirements of the constitutional governing documents of the ELCA's churchwide organization and synods.

\_ **Required provisions:** Sections of this constitution marked by an asterisk [\*] are required when a congregation amends its governing documents. These sections must be used without alteration or amendment of the text in any manner (neither additions nor deletions). This is in keeping with provision 9.52. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. This provision stipulates that when a congregation of this church "wishes to amend any provision of its governing documents, the governing documents of that congregation shall be so amended to conform to 9.25.b." in the churchwide constitution. The provisions herein marked by an asterisk are those that are indicated as required in ELCA constitutional provision 9.25.b.

\_ **Review by synod:** In keeping with provisions that apply to all congregations of this church, each congregation is to provide a copy of its governing documents to the synod. As specified by ELCA bylaw 9.53.03. (numbering as listed in the 1991 and subsequent editions):

All proposed changes in the constitution or incorporation documents of a congregation shall be referred to the synod with which the congregation is affiliated. The synod shall approve or disapprove the proposed changes within 120 days of receipt thereof, and shall notify the congregation of its decision; in the absence of a decision, the changes shall go into effect.

- \_ **Codification explanation:** A numerical codification indicates (a) general subject, (b) constitutional provisions, (c) bylaws, and (d) continuing resolutions.
- a. Major sectors are designated as chapters. The chapter designation becomes the first number in the codification sequence and is followed by a period. Thus, provisions in "Chapter 8. Membership" are preceded by "8."
  - b. Constitutional provisions are codified with two sets of numbers: the chapter number and a two-digit number preceding the second period in the codification. Thus, one constitutional provision related to "Membership" is codified \*C8.02.
  - c. Bylaw provisions are codified with three sets of numbers: the chapter number, the related constitutional provision number, and a two-digit

number. Thus, one bylaw provision related to “Membership” would be codified C8.02.01. Because bylaws and continuing resolutions normally are so specifically related to details of each congregation’s organization, operation, and life, no model set of bylaws or continuing resolutions is provided. Each congregation may develop its own bylaws and continuing resolutions, but no such bylaws or continuing resolutions may conflict with this constitution, the constitution and bylaws of the Evangelical Lutheran Church in America, and the constitution of the synod, as indicated in \*C6.03.e.

- d. The Congregation Council may adopt “continuing resolutions,” which may provide descriptions of operational patterns or of the ongoing responsibilities of committees or other units within the organizational structure of the congregation. Within the governing documents of a congregation, continuing resolutions are the provisions most easily amended. Unlike constitutional provisions and bylaws, continuing resolutions may be updated regularly by the Congregation Council without the necessity of calling a regular or special Congregation Meeting. Continuing resolutions also are codified with three sets of numbers except that the third set is preceded by a capital letter. Thus, a continuing resolution might be numbered C13. to designate the chapter; C13.07. to designate the subject matter within the chapter; and the third set might be numbered A05. in the codification C13.07.A05. to indicate by the “A” that it is the first continuing resolution regarding that subject and to indicate by the “05” that it was adopted in 2005.

– ***Ease of use:*** The provisions of your congregation’s constitution, the bylaws, and the continuing resolutions that pertain to the same matter should be placed together for clarity and ease in use.

If chapter numbers are considered the major sequence number, constitution numbers as a fraction of the chapter number, and bylaw numbers as a fraction of the constitution number, then the codification can be said to provide a progressive sequence. Thus, \*C5.01. will precede C5.03.10., and C9.11.16. will precede \*C9.13.

All provisions in the *Model Constitution for Congregations* are prefaced with “C” to distinguish these provisions from comparable ones in the synodical and churchwide constitutions.

– ***Missing numbers:*** As you work with the *Model Constitution for Congregations*, you may notice that certain numbers seem to be missing from the numbering sequence in some chapters. That is intentional. In the style followed here, the number “.10.” and multiples thereof have been reserved for possible use as section headings in future editions. Therefore, in the sequence, for example, of Chapters 1, 9, and 12, these “.10.” numbers do not appear.

– ***Selection of options:*** Alternatives are provided in certain places within the model. Those are noted by square brackets. For example, \*C9.01. offers the alternative of election of a call committee by the congregation or by the Congregation Council. One alternative should be chosen in each instance where square brackets appear in the text.

Optional texts are provided in separate paragraphs in Chapters 11 and 12 regarding the Congregation Council and its membership. Each congregation will need to select one of those options for council membership or a variation thereof, subject to approval through the synod's constitutional review process.

\_ **References to church:** In the governing documents, "Church" with a capital letter is used in references to the one, holy, catholic, and apostolic Church. In references to the Evangelical Lutheran Church in America, the words "church" and "this church" in lower case letters are employed, although, for clarity in this constitution, the full name or "ELCA" normally is used.

The specific congregation may be identified, as provided in C1.02., as "this congregation."

\_ **Guidelines:** A list of guidelines for a congregation engaging in review and amendment of its constitution is available through each synod office and on the ELCA Web site ([www.elca.org/secretary/Constitutions/ModelGuide.pdf](http://www.elca.org/secretary/Constitutions/ModelGuide.pdf)).

The task of amending a constitution is not easy. It is, however, an important endeavor that merits thoughtful work. In your constitutional responsibilities, God grant you wisdom, mutual love, clear understanding of good order, and commitment to the unity of this church in faithful witness to our Lord and Savior, Jesus Christ.

THE REV. LOWELL G. ALMEN  
Secretary  
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