

# CONSTITUTION AND BY-LAWS

of

## St. John Lutheran Church, ELCA Farmington Hills, MI

### Revisions:

Jan 24, 2010

Mar 10, 2022    Approved by Congregation: Jan 23, 2022  
                         Ratified by Congregation: Feb 27, 2022

May 6, 2024    Board Reviewed: May 6, 2024  
                         Approved by Synod: MMM DD, YYYY  
                         Approved by Congregation: MMM DD, YYYY

**President:** John Dresden

**Secretary:** Chris Janik

**Notes:**

The reference in this constitution and bylaws to the words "he," "him," or "his" shall be construed to mean both the masculine and feminine person.

Whenever the word "pastor" is used in the singular, it shall be construed, when appropriate, as plural.

Any reference in this constitution to Congregation Board or Congregation Council/Board shall be construed to mean Congregation Board in accordance with the *St. John Lutheran Church, ELCA Mission Centered Policy Governance Manual*.

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**CONSTITUTION AND BY-LAWS  
of  
ST. JOHN LUTHERAN CHURCH, ELCA  
FARMINGTON HILLS, MI**

**\*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 St. John Lutheran Church of Farmington Hills, Michigan.
- C1.02** For the purpose of this constitution and the accompanying bylaws, the congregation of St. John Lutheran Church is hereinafter designated as "this congregation."
- C1.03** This congregation shall be incorporated under the laws of the State of Michigan.
- C1.04** This congregation was previously named "St John's American Lutheran Church" prior to the merger that formed the ELCA in 1988. St John's American Lutheran Church is still the registered name with the State of Michigan as well as the Farmington Hills tax assessing department. We are in the process of changing the name to St. John Lutheran Church ELCA, Farmington Hills.

**Chapter 2 -CONFESSION OF FAITH**

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

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\* Required provision

Unaltered Augsburg Confession.

- \*C2.06 This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- \*C2.07 This congregation confesses the Gospel, recorded in the Holy Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

### Chapter 3 -NATURE OF THE CHURCH

- \*C3.01 All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- \*C3.02 This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- \*C3.03 The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.
- \*C3.04 This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.
- \*C3.05 The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the church-wide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the church-wide organization to which specific references may be made herein.

### Chapter 4 -STATEMENT OF PURPOSE

- \*C4.01 The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- \*C4.02 To participate in God's mission, this congregation as a part of the Church shall:
  - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
  - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
  - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministries 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, justice and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, embracing and welcoming racially and ethnically diverse populations, and standing in solidarity with the poor and oppressed 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 this congregation's ministry and the ministry of other expressions of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the church-wide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with church-wide policy.

**\*C4.04** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council/Board shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. [Such descriptions shall be contained in continuing resolutions in the section on the Congregation Committees.]

**\*C4.05** This congregation shall adopt and periodically review a mission statement which will provide specific direction for its programs.

**\*C4.06** References herein to the nature of the relationship between the three expressions of this church---congregations, synods, and the church-wide organization---as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

## Chapter 5 - POWERS OF THE CONGREGATION

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

**\*C5.02** The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.

**\*C5.03** Only such authority as is delegated to the Congregation Council/Board or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by this congregation. This congregation is authorized to:

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

- h. hold title to and use its property for any and all activities consistent with its purpose;
- i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- j. elect its Congregation Council/Board, and require the members of the council/board to carry out their duties in accordance with the constitution, bylaws and continuing resolutions; and
- k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

**\*C5.04** This congregation shall elect 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 this congregation and other qualifications shall be as prescribed in guidelines established by the Southeast Michigan Synod of the Evangelical Lutheran Church in America.

**C5.05** This congregation may have a mission endowment fund that will operate as specified in this congregation's 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 Southeast Michigan Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

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

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

- a. This congregation agrees to be responsible for its life as a Christian community.
- b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
- c. This congregation agrees to call pastoral leadership from the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
- d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in this 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 is terminated as follows:

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America or in accordance with provision 9.23 of the constitution and bylaws of the Evangelical Lutheran Church in America.
- d. The Southeast Michigan Synod takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to S13.24 of the synod constitution.

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This congregation shall have the right to appeal the decision to the next Synod Assembly.

- e. This congregation follows the procedures outlined in \*C6.05.

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

- a. A resolution indicating the intent to terminate its relationship must be adopted at two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time this congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council/Board. Unless the bishop and/or the bishop's designees are voting members of this congregation, they shall have voice but not vote at the first meeting.
- b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to voting members of this congregation.
- c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified in paragraph b. above.
- d. If this congregation, after such consultation, is still considering termination of its relationship with this church, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the second meeting shall be sent to all voting members and to the bishop at least 10 days in advance of the meeting. Unless the bishop and/or the bishop's designees are voting members of this congregation, they shall have voice but not vote at the second meeting.
- e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the second special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to the voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting members present at the second meeting, the relationship between the congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g. below.
- f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another Lutheran denomination, this congregation shall be deemed an independent or non-Lutheran church, in which case \*C7.04 shall apply.
- g. This congregation shall abide by these covenants by and among the three expressions of this church:
  - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in \*C6.05 shall be required to receive Synod Council approval before terminating their membership in this church.
  - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05, to receive synod approval before terminating their membership in this church.
  - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05, to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- h. If this congregation fails to achieve the required two-thirds vote of voting members present at this congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds vote of voting members present at this congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of \*C6.05 and may begin no sooner than six months after the meeting at which the two-thirds vote was not achieved.

**\*C6.06** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is



territorially located and the appropriate unit of the church-wide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is taken.

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

#### Chapter 7 -PROPERTY OWNERSHIP

- \*C7.01 If this congregation ceases to exist, title to undisposed property shall pass to the Southeast Michigan 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 or pursuant to 9.23 of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.
- \*C7.03 If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in \*C6.05 has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Southeast Michigan Synod.
- \*C7.04 If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in \*C6.05, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the process established by the synod, 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. In neither case does title to this congregation's property transfer to the synod.

#### Chapter 8 -MEMBERSHIP

- \*C8.01 Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- \*C8.02 Members shall be classified as follows:
- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
  - b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
  - c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of this congregation as well as other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in

the previous two calendar months.

- d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
- e. **Seasonal** members are voting members of other congregations of this church who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council/Board may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
  - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council/Board or on a call committee of, this congregation;
  - 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
  - 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with this church;
  - 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Church-wide Assembly;
  - 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
  - 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.

**\*C8.03** All applications for confirmed membership shall be submitted to and require the approval of the Congregation Council/~~at Board at pastor's discretion.~~

**\*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 church-wide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

**C.8.04.01 (Bylaw) Communion Participation**

This congregation invites all to participate regularly in Holy Communion.

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

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action in accordance with Chapter 20 of the constitution and bylaws of the Evangelical Lutheran Church in America; ; or
- e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its 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 -ROSTERED MINISTER**

**\*C9.01** Authority to call a pastor shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council/Board to recommend the call, shall seek the advice and

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help of the bishop of the synod.

**\*C9.02** Only a member of the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for this congregation by the synod bishop may be called as a pastor of this congregation.

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

a. Every minister of Word and Sacrament shall:

- 1) preach the Word;
- 2) administer the sacraments;
- 3) conduct public worship;
- 4) provide pastoral care;
- 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
- 6) impart knowledge of this church and its wider ministry through available channels of effective communication;
- 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
- 8) speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations.

b. Each pastor with a congregational call shall, within the congregation:

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- 2) relate to all schools and organizations of this congregation;
- 3) install regularly elected members of the Congregation Council/Board;
- 4) with the council/board, administer discipline.
- 5) endeavor to increase the support given by the congregation to the work of the church-wide organization and of the Southeast Michigan Synod; and
- 6) encourage adherence to covenantal relationship with this church as expressed in the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

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

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

a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the pastor's death or, following consultation with the synod bishop, for any of the following reasons:

- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
- 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
- 3) inability to conduct the pastoral office effectively in this congregation in view of local conditions;
- 4) inability to conduct the pastoral office effectively in view of disability -or incapacity of the pastor;
- 5) suspension of the pastor through discipline for more than three months;
- 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
- 7) termination of the relationship between this church and this congregation;
- 8) dissolution of this congregation or the termination of a parish arrangement; or
- 9) suspension of this congregation through discipline for more than six months.

b. When allegations of disability or incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,

- 1) the bishop, who has sole discretion, may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
- 2) when such allegations have been brought to the synod's attention by an official recital of allegations

by the Congregation Council/Board or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.

- c. In case of alleged disability or incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament with disability status. Upon resumption of the ability to conduct the office effectively, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to this congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, this congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

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

**\*C9.07** During the period of service, an interim pastor shall have the rights and duties in this 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/Board. The interim pastor and any rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.

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

**\*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/Board, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

**\*C9.10** Section number not used.

**\*C9.11** With the approval of the bishop of the synod, this 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 this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.05.a.

- \*C9.12** The pastor of this congregation:
- shall keep accurate records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from this congregation;
  - shall submit a summary of such statistics annually to the synod; and
  - 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 ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- \*C9.14** The records of this congregation shall be maintained by the pastor and shall remain the property of this congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in the secretary's hands in good order by a departing pastor before the installation of that pastor in another call or approval of a request for change in roster status.
- C9.15** Under special circumstances, subject to the approval of the synod bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between this congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.
- C9.16 – C9.20** Section numbers not used.
- \*C9.21** Authority to call a deacon shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council **Board** to recommend the call, shall seek the advice and help of the bishop of the synod.
- \*C9.22** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synod bishop may be called as a deacon of this congregation.
- C9.22.01** The Pastor's responsibilities as "Administrator" are detailed in the *St. John Lutheran Church, ELCA Mission Centered Policy Governance Manual* in Section 8, Pastor Job Description.
- \*C9.23** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
- Be rooted in the Word of God, for proclamation and service;
  - Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
  - Speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations;
  - Equip the baptized for ministry in God's world that affirms the gifts of all people;
  - Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
  - Practice stewardship that respects God's gift of time, talents, and resources;
  - Be grounded in a gathered community for ongoing diaconal formation;
  - Share knowledge of this church and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
  - Identify and encourage qualified persons to prepare for ministry of the gospel.
- \*C9.24** The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.

- \*C9.25** The provisions for termination of the mutual relationship between a minister of Word and Service and this congregation shall be as follows:
- a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod bishop, for any of the following reasons:
    - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
    - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
    - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
    - 4) inability to conduct the office effectively in view of disability or incapacity of the deacon;
    - 5) suspension of the deacon through discipline for more than three months;
    - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
    - 7) termination of the relationship between this church and this congregation;
    - 8) dissolution of this congregation or the termination of a parish arrangement; or
    - 9) suspension of this congregation through discipline for more than six months.
  - b. When allegations of disability or incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
    - 1) the bishop, who has sole discretion, may investigate such conditions personally together with committee of two rostered ministers and one layperson, or
    - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council/Board or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
  - c. In case of alleged disability or incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council/Board shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon resumption of the ability to conduct the office effectively, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.
  - d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
  - e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
  - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- \*C9.26** This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon 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.
- \*C9.27** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the

privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council/Board, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

- \*C9.28 With the approval of the bishop of the synod, this congregation may depart from \*C9.25.a and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.25.a.
- \*C9.29 The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- \*C9.30 Section number not used.
- \*C9.31 The deacon(s) shall submit a report of ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

## Chapter 10 -CONGREGATION MEETINGS

- C10.01 An annual meeting of this congregation shall be held on any Sunday in February for the purpose of approval of the budget, election of members of the Congregation Board and presentation of the annual report and other pertinent business. The Financial year for this congregation shall start March 1 and end on the last day of February of the following year. The Annual Report shall be distributed two weeks prior to the meeting.
- C10.02 A special Congregation Meeting may be called by the pastor, the Congregation Board, or the president of this congregation, and shall be called by the president of this congregation upon the written request of 20 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 the time and place of any congregational meeting (including Special Meetings) shall be made at two public services immediately preceding the meeting, said services to be at least a week apart, and in such publications as this congregation or Senior Pastor may periodically issue; or by written notice to the voting members at least ten days prior to the meeting.
- C10.04 The current roster of voting members shall be determined at least one week prior to each meeting and provided to the Board Secretary by the Office Manager.  
Meeting attendees shall sign in to determine whether or not they are voting members. Voting members will be given a green card to indicate their status as voting members during the determination of a quorum and any subsequent votes. Members participating in the meeting virtually shall be considered in attendance and their membership status shall be confirmed by the virtual meeting host. A quorum for the conduct of business at any congregational meeting shall consist of ten percent of the voting members
- C10.05 The order of business at the regularly scheduled congregational meetings shall be the following:
  - a. Opening devotion
  - b. Approval of minutes of the previous meeting
  - c. Reports of Pastor(s), Church Board, Treasurer, Leadership Teams, Committees, others
  - d. Elections
  - e. Approval of the Budget
  - f. Unfinished business
  - g. New Business
  - h. Closing Prayer
- C10.06 Voting shall be by the in-person voting members raising their green cards unless a written ballot is requested by a motion made by a voting member which has been seconded by another voting member and

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which has passed by voice vote. Voting by members attending virtual shall be submitted through the “chat feature” in the software. Written ballots will be distributed only to voting members.

**C10.07** Except as otherwise provided in the constitution and bylaws, all matters shall be decided by majority vote of those voting members present (or virtual) and voting. This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication or its equivalent. To the extent permitted by state law, notice of all meetings may be provided electronically.

**C10.08** Parliamentary procedures shall be accordance with Robert’s Rules of Order in its current edition, unless suspended by a two-thirds vote of the voting members present.

**C10.09** A voting member is defined in C.8.02.C of this constitution.

**C10.10** Voting by proxy or by absentee ballot is not permitted.

## **Chapter 11 -OFFICERS**

**C11.01** The officers of this congregation and their duties shall be as follows.

**C11.01.01** The Officers of the Church shall consist of a President, Secretary, and Treasurer.

**C11.01.02** The duties of the President are detailed in the *St. John Lutheran Church, ELCA Church Mission Centered Policy Governance Manual* in Chapter 10, and are shown here for reference.

The President of the Board has two primary roles: To be the overall leader of the Board and the key liaison between it and the Pastor. The following are the key responsibilities of the President :

1. Build a trusted relationship with the Pastor
2. Recognize that the Pastor manages the ministries of the church and the President manages the Board.
3. Meet monthly with the Pastor to discuss developments within this congregation as well as establish the agenda for the next Board meeting.
4. Facilitate/manage the Board meeting with a focus on accountability, evaluation, planning and strategic/theological thinking. Making sure that all members are given a voice.
5. To make sure along with the Pastor that all information related to the Board meeting is provided one week before the meeting.
6. Provide opportunities through education to further develop each members understanding about the theological significance of their position and the implications their leadership will have on building the Body of Christ at St. John.
7. Facilitate all disputes within the Board
8. Hold every Board member accountable for unity
9. While the Pastor is the chief spokesman for St. John, the President must be prepared to play that role as well.
10. The President will lead all congregational meetings and is a voting member. Should the President be unable to attend, he/ she will appoint a current Board member to officiate.

**C11.01.03** The Secretary shall keep the minutes of meetings of the Board and congregation; shall preserve its archives as per C11.01.04 and C11.01.05 of the bylaws; shall provide written copies of the previous Board meetings to each Board member at the next regularly scheduled monthly Board meeting; and shall certify that a quorum is present at congregational meetings.

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**C11.01.04.** The records of this congregation shall be and remain the property of this congregation. The senior pastor shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon the termination of a senior pastor's service to this congregation, the records shall have been brought up to date prior to the departure. The records shall consist of the following:

- a. the roster of baptized, confirmed, and voting members
- b. the ministerial acts performed by the pastor(s) per C9.12a of the Constitution of St. John Lutheran Church
- c. the minutes of the meetings of this congregation and the ~~Congregation Church~~ Board, for which the Secretary shall be responsible per C11.01.05.
- d. the financial records of this congregation, for which the Treasurer is responsible per C11.01.06 of the bylaws. The senior pastor shall report to the Southeast Michigan Synod such statistics as required per C9.12a,b and 9.14 of the Constitution of St. John Lutheran Church and shall annually report to this congregation a summary of ministerial acts. Should this congregation be dissolved, the official records of this congregation shall be deposited in the archives of Southeast Michigan Synod of the Evangelical Lutheran Church in America or its successor.

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**C11.01.05** The records of this congregation shall be digitally recorded on appropriate media in two sets. One set shall remain on the church property and one set shall be stored offsite in a safe and secure location.

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**C11.01.06** The Treasurer shall be appointed by the Board. The Treasurer shall

- a. be bonded
- b. be custodian of all funds of this congregation
- c. disburse all such funds in accordance with the congregationaly approved budget or the decisions of the Board
- d. present a monthly report to the Board at their regularly scheduled monthly meeting or as soon thereafter as is practicable
- e. provide a report at the February congregational meeting
- f. provide other reports to the Board as may be requested by the Board
- g. be a member of the Resource Team.

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**C11.02** The Congregation Board shall elect its officers and they shall be the officers of this congregation. The officers shall serve for one year or until their successors are elected. Their terms shall begin upon election by the Congregation Board.

**C11.02.01** The President and Secretary shall be chosen from among the Board members by the Board members.

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**C11.02.02** Nominees for President of the Board shall have had a minimum of one year of experience on the Board.

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**C11.03** No officer shall hold more than one office at a time.

## Chapter 12 - CONGREGATION COUNCIL/CONGREGATION BOARD<sup>1</sup>

**C12.01** The voting membership of the Board shall consist of the pastor(s) and six members of this congregation. Any voting member of this congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Board 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 Board without cause or c) Upon resignation. Consistent with the laws of the State of Michigan, this congregation may adopt procedures for the removal of a member of the Board in other circumstances.

**C12.02** The members of the Board, except the pastor(s), shall be nominated per the bylaws of this congregation and shall be elected to serve for three years or until their successors are elected. Such members shall be

<sup>1</sup> The Synod suggests this section should be entitled Congregation Council, or Congregation Council/Congregation Board.

eligible to serve no more than two full terms consecutively. Their terms shall begin at the first Board meeting in March. Upon completion of a second consecutive term, a board member is not eligible to serve on the board again for one year.

**C12.03** Should a member's place on the Board be declared vacant, the Board shall elect, by majority vote, a successor until the next annual meeting. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term.

**C12.04** The Board shall have general oversight of the life and activities of this congregation to the end that everything shall 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 Board shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set ends and evaluate its activities by reviewing the means.
- 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.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and church-wide 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.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- k. To evaluate annually, with the pastor(s), the fulfillment of the pastor(s) calling and to encourage the senior pastor, as administrator, to complete annual staff evaluations.

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

- a. The Board 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 Michigan, except as otherwise provided herein.
- b. The Board shall not have the authority to buy, sell, nor encumber real property unless specifically authorized to do so by a meeting of this congregation.
- c. The Board may enter into contracts for items not included in the budget per C12.12.01.e of the bylaws of this congregation.
- d. The Board shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and church-wide organization.
- e. The Board 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 ~~S~~synod ~~and~~ ~~T~~reasurer.
- f. The Board shall be responsible for this congregation's investments and its total insurance program.

**C12.06** The Board shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.

**C12.07** The Board shall provide for an annual review of the membership roster.

**C12.08** The Pastor as leader of the Board shall be responsible for the employment and supervision of the lay workers of this congregation.

- C12.09** The Board shall submit a comprehensive report to this congregation at the annual meeting.
- C12.10** The Board shall normally meet at least six times a year. 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.
- C12.11** A quorum for the transaction of business shall consist of a majority of the members of the Board, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent.
- C12.11.01** The Board's responsibilities are detailed in the *St. John Lutheran Church, ELCA Church Mission Centered Policy Governance Manual*. In brief summary, these responsibilities include the following:
- a. the Board's Officers are the legal trustees of *thise* congregation
  - b. the Board is accountable to *thise* congregation
  - c. the Board is responsible for Policy, not Ministry
  - d. the Board defines ENDS policies (the Leadership Team defines MEANS to achieve the ENDS) which shall address the following:
    - i. what outcomes
    - ii. for whom
    - iii. at what cost
  - e. the Board shall, as far as possible, operate within the limits of the approved budget of *thise* congregation. The Board must approve any Leadership Team budget expense that will exceed their approved budget by more than 10%, not to exceed \$5,000.
  - f. Use of congregation property is covered in the *St. John Lutheran Church, ELCA Church Mission Centered Policy Governance Manual* in the Continuing Resolutions section. In brief summary:
    - i. the property of *thise* congregation shall be for the use of *thise* congregation in its normal functions as a Lutheran Church and shall not be used in any way not in harmony with the purpose of *thise* congregation
    - ii. Buildings which are the property of *thise* congregation shall not be lent nor rented to any group or individual not affiliated with *thise* congregation nor the ELCA except as approved by the Resource Team according to the building policy set forth by the Board and contained in the policy manual.
    - iii. Any major expense for goods and services exceeding \$15,000 in cost must receive three bids and be approved by the Board.

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### Chapter 13 - CONGREGATION COMMITTEES

- C13.01** The Congregation Committees shall consist of the Congregation Board, the Leadership Teams, Audit Committee, Mutual Ministry Committee, Nominating Committee, Call Committee, Intern Committee and other such groups as provided in the bylaws and in the *St. John Lutheran Church, ELCA Church Mission Centered Policy Governance Manual*.
- C13.01.01** (Bylaw) The organizational structure of St. John shall consist of the following:
- a. an elected volunteer Board of six voting members of *thise* congregation. The Pastor shall be an additional (seventh) voting member of the Board.
  - b. a Leadership Team structured to reflect our Mission. The Board shall appoint congregation members or paid staff as appropriate. The Leadership Teams Ministries shall consist of the following:
    - i. Worship and Arts
    - ii. Outreach and Service
    - iii. Spiritual Development
    - iv. Member Care
    - v. Young Families and Children
    - vi. Finance and Facilities
    - vii. Communications

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**C13.01.02** ~~(Bylaw)~~ The Leadership Teams' responsibilities are detailed in the *St. John Lutheran Church, ELCA Church Mission Centered Governance Policy Manual*. In brief summary, these responsibilities include the following:

- a. Leadership Team Leaders report to the Board through the Pastor as head of staff
- b. The Team Leaders are responsible for operational decisions for their area with the goal of achieving the ENDS
- c. Leadership Teams shall meet as required.
- d. Meetings between the Pastor and Ministry Team Leaders shall normally be held monthly

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**C13.02 The Nominating Committee**

The Congregation Board shall serve as the nominating committee to identify candidates for election to the Board by the members of the congregation of St. John.

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**C13.02.01** ~~(Bylaw)~~ -A list of the nominations for the Board shall be included in the notices of the February congregational meeting. The notice shall indicate board elections will take place at the congregation meeting and that the new terms will start March 1.

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**C13.03 The Audit Committee**

The Congregation Board shall be responsible for establishing annually an Audit Committee for the purpose auditing ~~thise~~ congregation's books to assure that they are in good order. No current member of the Congregation Board, nor any former member who served on the Congregation Board during the audit period, may be a member of the Audit Committee.

**C13.03.01** ~~(Bylaw)~~ The Audit Committee shall provide a report to the Board by the August Board meeting. The Board shall then communicate the results of the report to ~~thise~~ congregation in the next issue of the official publication of ~~thise~~ congregation, or by other appropriate means.

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**C13.04 The Mutual Ministry Committee**

At the request of the Pastor, the Board shall appoint an independent Mutual Ministry Committee to counsel and assist the Pastor in his ministerial duties and care for his well-being.

**C13.05 The Call Committee**

The Call Committee shall be formed on an *ad hoc* basis by the Congregation Board.

The Call Committee shall consist of seven members representing a cross section of ~~thise~~ congregation and include the Board President as a liaison to the Congregation Board.

**C13.05.01** ~~(Bylaw)~~ The Call Committee shall complete the following activities:

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- a. select from its members (excluding the Board liaison) a chairperson, secretary, and prayer gatekeeper.
- b. implement the Southeast Michigan Synod Call Process.
- c. monthly progress reports in the VOICE or by other appropriate means and provide work plan progress updates at regularly scheduled Board meeting and to the Synod office.
- d. review recommendations with the Board for concurrence.
- e. support congregational informational meetings as necessary to present progress updates, recommendations, and a congregational decision.
- f. complete the Call Process through the issuance of a letter of call by ~~thise~~ congregation at a legally called meeting.
- g. continue to work with the new Pastor until a Mutual Ministry Committee is formed.

### **C13.06 The Intern Committee**

The Intern Committee shall be formed whenever an Intern is supplied to St. John.

The Intern Committee shall consist of six members chosen from among congregation members; these members should be, as much as possible, representative of this congregation as a whole.

**C13.06.01** (Bylaw) The Intern Committee shall determine the housing needs of the Intern and his family (if any) during his/her time of appointment to St. John and shall, with the approval of Board, provide for such housing needs.

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**C13.06.02** (Bylaw) The Intern Committee shall be responsible for the preparation of reports and other documents as required by the Intern's seminary.

**C13.06.03** (Bylaw) The Intern Committee shall meet with the Intern not less than once per month to track progress toward meeting goals established by the Pastor, Intern, and the Intern Committee and the well-being of the intern him/herself and the intern's family (if any).

**C13.06.04** (Bylaw) Any issues that cannot be resolved between the Intern, Intern Committee, and/or Pastor(s) shall be referred to the Board.

**C13.06.05** (Bylaw) The responsibilities of the Intern committee will be the following:

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- a. Provide support and assistance to the Intern and family during his term with St. John.
- b. Provide a sounding board to the Intern for any questions and concerns he may have.
- c. Prior to the conclusion of the Intern's term, provide an evaluation of the Intern's accomplishments and areas for development in accordance with seminary guidelines.

## **Chapter 14 - ORGANIZATIONS WITHIN THIS 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.

**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 Board and specified in a continuing resolution.

## **Chapter 15 - DISCIPLINE OF MEMBERS AND ADJUDICATION**

**\*C15.01** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of this congregation, or willful and repeated harassment or defamation of member(s) of this congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15-17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council/Board to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council/Board.

**\*C15.02** The process for discipline of a member of this congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to \*C15.01 do not result in repentance and

amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council/Board, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two rostered ministers). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.

**\*C15.03** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council/Board, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council/Board and the accused member(s) are the parties to the case.

**\*C15.04** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

**\*C15.05** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:

- suspension from the privileges of congregation membership for a designated period of time;
- suspension from the privileges of congregation membership until the pastor and Congregation Council/Board receive evidence, satisfactory to them, of repentance and amendment of life;
- termination of membership in this congregation; or
- termination of membership in this congregation and exclusion from the church property and from all congregation activities.

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**\*C15.06** The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council/Board as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council/Board and recorded in the minutes of the next council/board meeting.

**\*C15.07** No member of a congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.

**\*C15.08 – \*C15.09** Section numbers not used.

#### **\*C15.10 Adjudication**

**\*C15.11** When there is disagreement between or among factions within this congregation on a substantive issue which cannot be resolved by the parties, members of this congregation may petition the synod bishop for consultation after informing the president of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d<sup>2</sup>. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the Council deems necessary. The Synod Council's decision shall be final.

<sup>2</sup> This section reference is to the South East Michigan Synod Constitution.

## Chapter 16. AMENDMENTS

- \*C16.01** Unless provision \*C16.04 is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 10 percent of the voting members or by the Congregation Council/Board. Proposals must be filed in writing with the Congregation Council/Board 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council/Board shall notify this congregation's members of the proposal together with the council's/board's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- \*C16.02** An amendment to this constitution, proposed under \*C16.01., shall:
- be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting; and
  - be ratified without change at the next regular meeting of this congregation by a two-thirds vote of those voting members present and voting.
- \*C16.03** Any amendments to this constitution that result from the processes provided in \*C16.01 and \*C16.02 shall be sent by the secretary of this congregation to the synod. The synod shall notify this congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
- \*C16.04** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* – as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of this congregation without presentation at a prior meeting of this congregation, provided that the Congregation Council/Board has submitted by mail or electronic means, as permitted by state law, notice to this congregation of such an amendment or amendments, together with the council's/board's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of this congregation, the Congregation Council/Board shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following the congregation's vote of approval.

## Chapter 17 BYLAWS

- \*C17.01** This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- \*C17.02** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
- \*C17.03** Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council/Board at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council/Board shall notify thise congregation's members of the proposal with the Council's/Board's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.
- \*C17.04** Adopted or amended bylaws shall be sent by the secretary of this congregation to the synod.
- C17.05** Bylaws shall be numbered with the pertaining constitution chapter section number followed by a two digit extension. For example, a bylaw to C17.05 would be numbered C17.05.01 and located in the constitution following C17.05.

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#### Chapter 18. CONTINUING RESOLUTIONS

- \*C18.01 This congregation in a legally called meeting or the Congregation Council/Board may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- \*C18.02 Continuing resolutions shall be enacted or amended by a majority vote of a meeting of this congregation or a two-thirds vote of all voting members of the Congregation Council/Board.
- \*C18.03 Adopted or amended continuing resolutions shall be sent by the secretary of this congregation to the synod.

#### Chapter 19 INDEMNIFICATION

- \*C19.01 Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council/Board 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.

#### Chapter 20 PARISH AUTHORIZATION

- \*C20.01 This congregation may unite with one or more other congregations recognized by the synod named in \*C6.01 to form a parish. Except as provided in \*C20.02. and \*C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.
- \*C20.02 One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregation meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- \*C20.03 One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregation meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- \*C20.04. Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synod constitution of the synod named in \*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- \*C20.05. Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synod constitution of the synod named in \*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.



**\*C20.06.** Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.

**Additional Bylaws:**

**1. Pastoral Interns**

- a. St. John congregation considers training of new pastors an important ministry, and will support the ELCA and ELCA seminaries as follows:
- b. St. John congregation will host an Intern every year possible, based on availability of appropriate pastoral supervision, financial resources, and intern candidates.
- c. Interns shall be regarded as pastors-in-training and will be expected to participate in all aspects of church life in accordance with ELCA and/or seminary guidelines.
- d. Interns shall be compensated in accordance with seminary guidelines.
- e. The Intern shall be supervised by, and be accountable to, the Senior Pastor or a designated supervisor if the Senior Pastor is not available.
- f. The Board shall appoint an Intern committee to serve for the duration of each intern's term. Refer to Chapter 13 above.