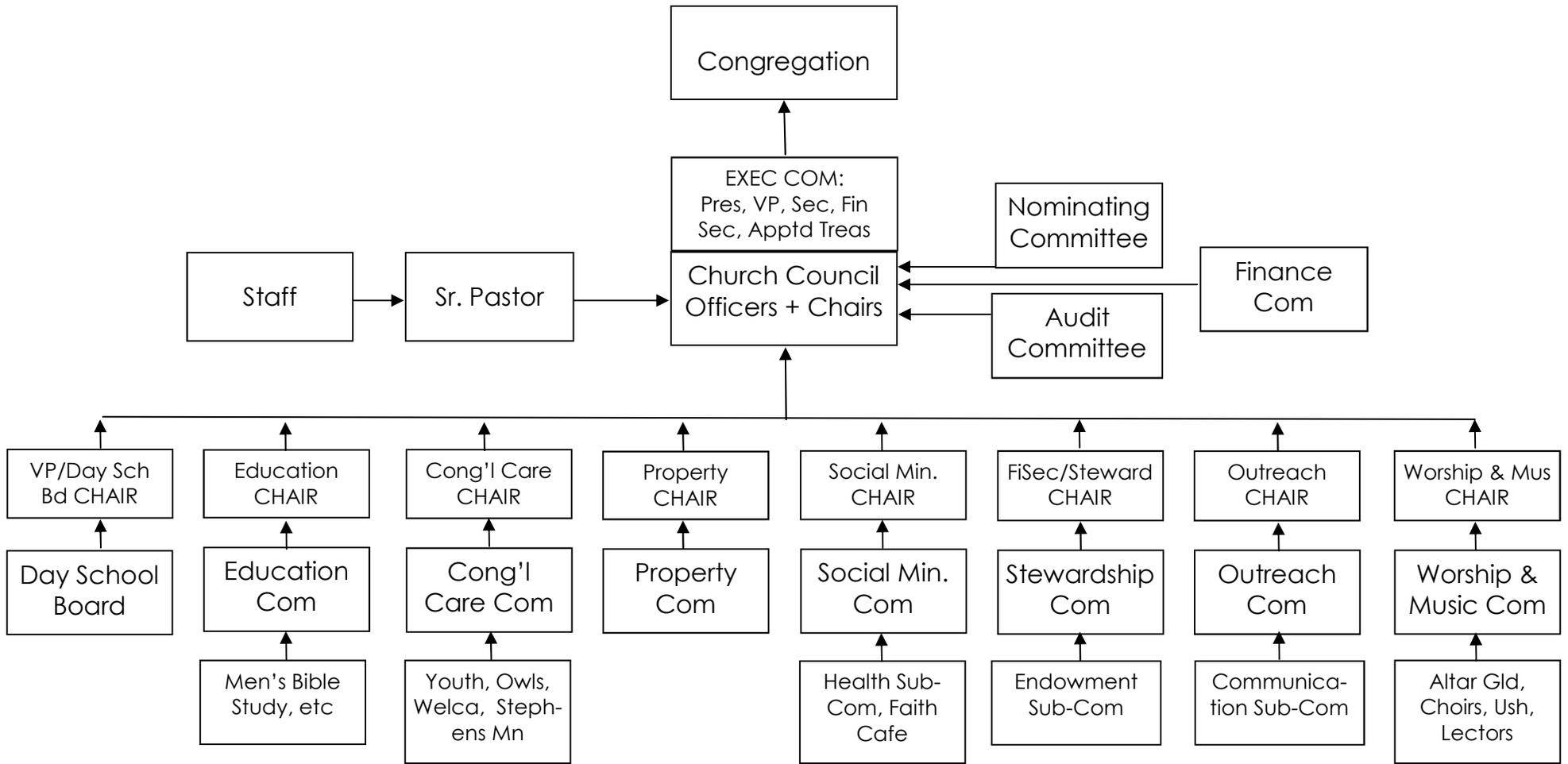


Organization Chart for Ministry

Good Shepherd ELCA, Tampa - Approved 1/27/2013



COMMENTARY

- 1: Accountability throughout the plan
- 2: Flow is up through Chairs to Church Council to Congregation
- 3: Plan of accountability encourages functionality
- 4: All groups have a place in the system of accountability, including organizations
- 5: Day School Bd now has equal place with committees, relating to Church Council, with Vice President as chair
- 6: Staff relates to Church Council through Sr. Pastor as head of

staff

- 7: Future Endowment Committee becomes a part of the Stewardship Committee's ministry
- 8: Church Council membership is Chairs + Officers, providing motivation thru election to specific task
- 9: Finance functions as advisory to Council like Audit/Nom Committees with term limits on membership, Council President as chair.
- 10: Organization contains control for the sake of accomplishing ministry



**Evangelical Lutheran
Church in America**
God's work. Our hands.

Constitution
of
Good Shepherd Lutheran Church
Tampa, Florida

2013

Adopted Jan. 27, 2013

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** Throughout this document an asterisk * means that the provision is required by the constitution of the Evangelical Lutheran Church in America.*

***PREAMBLE**

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

Chapter 1. NAME AND INCORPORATION

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

Chapter 2. CONFESSION OF FAITH

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

- *C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- *C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- *C2.07. This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3.

NATURE OF THE CHURCH

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

Chapter 4.

STATEMENT OF PURPOSE

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

- d. Serve in response to God's love to meet human needs, caring for the sick and 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.
- *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 its Congregation Council, boards, and committees, and require them 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 Florida-Bahamas synod of the Evangelical Lutheran Church in America.
- C5.05** This congregation shall have a mission endowment fund that will operate as specified in this congregation's bylaws. 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 Florida-Bahamas 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 Florida-Bahamas 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 Florida-Bahamas 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. Notwithstanding the provisions of *C7.02. and *C7.03. 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 Florida-Bahamas 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. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
 - d. ***Associate*** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.
- *C8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.
- *C8.04.** It shall be the privilege and duty of members of this congregation to:
- a. make regular use of the means of grace, both Word and sacraments;
 - b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
 - c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- C8.04.01.** It shall be the privilege and duty of members of this congregation to present their children for Holy Baptism. They shall diligently nurture them in the Christian faith in the home and in the schools provided by this congregation as appropriate.
- *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.

C8.05.01. Any member failing to commune or contribute for two (2) consecutive years shall be removed from the congregation rolls, unless the member has a cogent reason for his or her inactivity.

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 Florida-Bahamas 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(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).
- *C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07.** During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- *C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.
- *C9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

- *C9.11. With the approval of the bishop of the synod, the congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12. The pastor of this congregation:
 - a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
 - b. shall submit a summary of such statistics annually to the synod; and
 - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- *C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.
- C9.20. 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.
 - C10.01.01. The annual Congregation Meeting shall be held on a Sunday in January of each year as specified by the Congregational Council.
- C10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of ten percent (10%) 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.** Ten percent of the voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or state law.
- C10.07.** Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11. OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, and financial secretary. A treasurer shall be appointed by the Congregation Council triennially.
 - a. Duties of the officers shall be specified in the bylaws.
 - b. The officers shall be voting members of the congregation.
 - c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council. The treasurer shall be accorded the privilege of voice without vote at Congregation Council meetings.
- C11.02.** The congregation shall elect its officers, with the exception of the Treasurer, at a legally called meeting in the spring of an election year, and they shall be the officers of the congregation. The elected officers shall serve for three years, or until their successors are elected. Their terms shall begin June 1 and end May 31.
- 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, except that the Treasurer shall be allowed only a single term.

Chapter 12.
CONGREGATION COUNCIL

- C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation and the elected chairs of the standing committees. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from 4 successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.
- C12.02.** All standing committee chairs and the officers of the congregation (with the exception of the Treasurer), shall be elected at a legally called meeting of the congregation during the spring of an election year, and they will become the Congregation Council, along with the pastor(s). The members of the Congregation Council except the pastor(s) shall be elected to serve for 3 years, beginning June 1 and ending May 31, or until their successors are elected. Such members shall be eligible to serve no more than two (2) full terms in the same position consecutively. Newly elected committee chairs and officers shall be installed as the Congregation Council at worship on a Sunday prior to the date they assume office.
- C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect a successor who shall serve 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 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, fellowship 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 appointment, 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 Florida, except as otherwise provided herein.
 - b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
 - c. The Congregation Council may enter into contracts of up to \$25,000 for items not included in the budget.
 - d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than \$25,000 in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization. Notwithstanding the limits in C12.05.c. and earlier in this paragraph, the Congregation Council may enter into contracts exceeding \$25,000 when such obligations are necessary to protect the real or personal property of the congregation in the event of a natural disaster, other emergency situation, or as may be required by any policy of insurance insuring such property.
 - e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
 - f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- C12.06.** The Congregation Council shall see that the provisions of this Constitution, its bylaws, and the continuing resolutions are carried out.
- C12.07.** The Congregation Council shall provide for an annual review of the membership roster.
- C12.08.** The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.

- C12.09.** The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.11.** The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.11.01.** Members of the Congregation Council may participate in special meetings of the Council by means of a conference telephone or similar communications equipment (by which all persons participating can hear each other at the same time), and participation by such means shall constitute presence in person at such a meeting.
- C12.11.02.** Members of the Congregation Council may participate in special meetings of the council by means of computer delivered e-mail if permission to do so has been given by every member of the council. Any member of the council who does not have access to personal equipment to permit such participation must have such equipment made available on a suitable schedule to permit such participation or have printouts of all e-mails provided to them. All e-mail replies shall be in a “reply all” mode. If any member of the council objects to conducting a meeting by this method, it shall not be allowed.
- C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

Chapter 13.

CONGREGATION COMMITTEES

- C13.01.** The officers of this congregation and the pastor(s) shall constitute the *Executive Committee*.
- C13.02.** A *Nominating Committee* of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of three years prior to triennial elections. Members of the Nominating Committee are not eligible for consecutive reelection. The procedures for Nominations and Elections shall be described in the bylaws.
- C13.03.** An *Audit Committee* of 3 voting members of this congregation. Audit Committee members shall not be members of the Congregation Council. The term of office will be

3 years, with one member elected each year. Members shall be eligible for reelection. This committee shall examine the financial records of the congregation and submit a written report to the congregation.

- C13.04.** A *Staff Support Committee* may be appointed by the president and the pastor. The term of office shall be 2 years, 3 members to be appointed each consecutive year. Committee members will hold no other elected position in the congregation during their term. This committee shall facilitate communications between the staff, the Congregation Council and the congregation.
- C13.05.** When a pastoral vacancy occurs, a *Call Committee* of 6 voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.
- C13.06.** Other congregational committees may be formed as the need arises, by decision of the Congregation Council. The *Standing Committees* of the congregation shall be: the Congregational Care Committee, Day School Board, Education Committee, Outreach Committee, Property Committee, Social Ministry Committee, Stewardship Committee, and Worship & Music Committee. In addition, a *Finance Committee* will serve as an advisory committee to the Congregation Council on matters related to finance and insurance. All committees of the congregation are encouraged to include youth in the membership of the committee unless there are valid reasons for not doing so.
- C13.07.** Duties of congregational committees shall be specified in the Bylaws.
- C13.08.** The senior pastor of this congregation shall be *ex officio* a member of all committees and boards of the congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of the congregation, except the Nominating Committee.

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

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

C14.03. There shall be a Good Shepherd Lutheran Day School, which shall be a ministry of Good Shepherd Lutheran Church and governed by the congregation and Congregation Council through the activities of the Day School Board, as described in the bylaws.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.
- *C15.02.** 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.

Chapter 17.

AMENDMENTS

- *C17.01.** Unless provision *C17.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least ten percent (10%) 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 (footnote 4) 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 Florida-Bahamas Synod of the ELCA.
- *C17.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* – as most recently amended by the Churchwide Assembly - by a simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of any voting member of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18.
CONTINUING RESOLUTIONS

- *C18.01. The congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- *C18.02. Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of all voting members of the Congregation Council.

Chapter 19.
INDEMNIFICATION

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

** Throughout this document an asterisk * means that the provision is required by the constitution of the Evangelical Lutheran Church in America.*



Evangelical Lutheran Church in America

God's work. Our hands.

Bylaws
of
Good Shepherd Lutheran Church
Tampa, Florida

2013

Adopted Jan. 27, 2013

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Nominating & Elections, Duties of Officers

I. NOMINATING PROCEDURE

- A. At the annual meeting of the congregation in January, in an election year, the Congregation Council shall announce a slate of six (6) qualified voting members to be elected by the congregation to serve, together with the Pastor(s), as the Nominating Committee (per section C13.02 of the constitution). At this meeting, the voting members of the congregation may submit to the Nominating Committee the names of possible candidates for office. Members of the Nominations Committee shall serve for a term of three years, in accordance with the Constitution C13.02, and shall assist with nominations for all elected positions within the congregation.
- B. The Nominating Committee, beginning immediately after the annual congregation meeting in an election year, shall prepare a list of candidates for congregation officers and standing committees drawn from among voting members of the congregation who are at least 18 years of age and from the list submitted by the voting members at annual meeting. This list shall then be made available to voting members of the congregation at least 3 weeks prior to the spring elections meeting.
- C. Following the publication of the list of candidates for office prepared by the Nominating Committee, any voting member of the congregation may submit to the Nominating Committee additional names for inclusion on the list, and such names shall be placed in nomination by the Nominating Committee along with the candidates already chosen, provided:
 - 1. That such names shall be submitted at least 10 days before the date of the spring elections meeting of the congregation, at which time nominations will be closed; and
 - 2. That the Nominating Committee, in consultation with the Pastor, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve.
- D. The Nominating Committee, at least one week before the date of the spring elections meeting, shall post conspicuously on the church bulletin board the list of candidates for the following offices: President, Vice-President, Secretary, Financial Secretary and chairs of the various standing committees.

II. ELECTION PROCEDURE

- A. From the list of candidates for each elective office submitted by the Nominating Committee in an election year, the voting membership of the congregation, defined in section C8.02.c of the Constitution, shall, at its spring elections meeting, elect by simple majority, the following slate of officers and standing committee chairs:
 - 1. A President (& Chair of the Finance Committee)
 - 2. A Vice-President (& Chair of the Day School Board)
 - 3. A Secretary
 - 4. A Financial Secretary (& Chair of the Stewardship Committee)
 - 5. The Chair of the Congregational Care Committee
 - 6. The Chair of the Education Committee
 - 7. The Chair of the Outreach Committee
 - 8. The Chair of the Property Committee

9. The Chair of the Social Ministry Committee
10. The Chair of the Worship & Music Committee

Together, these elected officers and committee chairs will constitute the Congregation Council, in accordance with the Constitution C12.01.

- B. Only candidates defeated for office may be placed in nomination by the congregation at the elections meeting for any office not yet filled.
- C. The newly elected officers and committee chairs of the congregation shall be installed at worship on a Sunday prior to assuming their duties of office June 1st. The term of office of all officers and committee chairs shall be three years, terminating on May 31 of the third year of their terms, in accordance with the Constitution C12.02. Officers and committee chairs may succeed themselves in the same position only once.

III. DUTIES OF OFFICE HOLDERS

A. President of the Congregation:

1. Position Summary: The President, in conjunction with the rest of the Congregation Council, has general oversight of the life and activities of the 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 constitutional chapters related to the work of a congregation's officers, the meetings of Congregation Council, and the annual meeting is contained in Chapters 10 through 13 of the congregation's constitution.
2. Qualifications and Gifts:
 - Have a love of God and demonstrate a commitment to following the way of Christ
 - Have an enthusiasm and vitality for this calling to serve
 - Be solution-oriented in the approach to the ministry and work of this congregation
 - Be a generous and faithful contributor to the congregation
3. Time Commitment:
 - Council meetings – preparation, assignments, and committee meetings
 - Council retreat
 - Meetings of the Congregation
4. Principal Accountabilities
 - a. Presides at all meetings of the Congregation Council and the congregation and ensures that the Council performs its constitutionally mandated duties:
 - 1) 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.
 - 2) To seek to involve all members of this congregation in worship, learning, witness, service, and support.
 - 3) To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - 4) To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
 - 5) To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
 - 6) To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.

- 7) To arrange for pastoral service during the sickness or absence of the pastor.
 - 8) To emphasize partnership with the synod and churchwide ministries 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 ELCA.
 - 9) To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
 - 10) To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- b. As President of the Congregation Council ensures that the council is aware of their responsibility for the financial and property matters of this congregation.
 - 1) Ensures that the provisions of the congregation's constitution and its bylaws are carried out.
 - 2) Provides for an annual review of the membership roll.
 - 3) Assists the Congregation Council in appointing and supervising salaried lay workers.
 - 4) Presents a comprehensive report to the congregation at the annual meeting.
 - 5) Working in collaboration with the pastor, and Executive Committee of Council, sets an agenda in advance of council meetings.
 - 6) Oversees a process whereby the pastor and two voting members are appointed to attend the annual Synod Assembly held each year in May.
 - 7) Appoints a committee to ensure that constitutional changes adopted by the biennial Churchwide Assembly are entered into the congregation's constitution and sent to the Florida-Bahamas synod every two years for review and approval by Synod Council.
 - 8) Insures that the church and congregational ministries are a safe place for children and adults and promotes the synod's materials on sexual misconduct.
 - 9) Shall be vigilant to circumstances involving conflict of interest.
 - c. All committees, organizations, groups, etc., in the congregation shall be responsible to the President, who shall be welcome at any and all meetings of such groups, either in person or as represented by such person(s) as may be appointed.
 - d. The President shall endeavor to coordinate and oversee the implementation of the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's kingdom in our midst.
 - e. The President shall call and preside over the meetings of the Finance Committee.
 - f. The President shall serve as a voting member of the Congregation Council, the Executive Committee and the Finance Committee.

B. Duties of the Vice President:

1. Position Summary: The Vice President shall assist the President in coordinating and overseeing the implementation of the functions, plans, and activities of the congregation in all its parts and shall be available for whatever duties the President shall assign as his/her representative.
2. Qualifications and Gifts:
 - Have a love of God and demonstrate a commitment to following the way of Christ
 - Have an enthusiasm and vitality for this calling to serve
 - Be solution-oriented in the approach to the ministry and work of this congregation
 - Be a generous and faithful contributor to the congregation
3. Time Commitment:
 - Council meetings – preparation, assignments, and committee meetings
 - Council retreat
 - Meetings of the Congregation
4. Principal Accountabilities
 - a. The Vice President shall serve as a voting member of the Congregation Council and the Executive Committee.

- b. The Vice President, in the absence of the President, shall preside over all meetings over which the President would normally preside.
- c. The Vice President shall assume any and all other duties of the President in his/her absence.
- d. The Vice President shall also serve as the Chair of the Day School Board.

C. Duties of the Secretary:

1. Position Summary: The Secretary records and maintains a record of all official meetings of the Voting Membership and of the Congregation Council, has a working knowledge of the congregations constitution and bylaws and sees that these documents are accurate and up to date.
2. Qualifications and Gifts:
 - Have a love of God and demonstrate a commitment to following the way of Christ
 - Have an enthusiasm and vitality for this calling to serve
 - Be solution-oriented in the approach to the ministry and work of this congregation
 - Be a generous and faithful contributor to the congregation
3. Time Commitment:
 - Council meetings – preparation, assignments, and committee meetings
 - Council retreat
 - Meetings of the Congregation
4. Principal Accountabilities
 - a. Keeps accurate minutes of all meetings of the congregation and of the Congregation Council in a volume provided by the congregation, which shall be made available to the voting members and be preserved permanently in its archives.
 - b. Serves as the custodian of the Church Seal and shall issue the notice of the call.
 - c. Perform such additional duties as prescribed by the President.
 - d. Be responsible for keeping records of council actions, including overseeing sending out meeting announcements, distributing copies of minutes and the agenda to each council member, and assuring that corporate records are maintained.
 - e. Ensures that the congregation provides a copy of its governing documents to the synod, as specified by ELCA bylaw 9.53.03.
 - f. Working with the (senior) pastor of the congregation, files or oversees the filing of the statistical report of the congregation with the Evangelical Lutheran Church in America, due annually on February 15.
 - g. Emphasizes partnership with the synod and churchwide ministries of the Evangelical Lutheran Church in America and be in cooperation with other congregations.
 - h. Serve as a voting member of the Congregation Council and the Executive Committee.

D. Duties of the Treasurer:

1. Position Summary: The Treasurer shall be responsible for accurate recording of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest for congregational consideration improved methods and systems for keeping financial records.
2. Qualifications and Gifts:
 - Have a love of God and demonstrate a commitment to following the way of Christ
 - Have experience in the use of standard accounting procedures
 - Have an ability to establish and maintain appropriate safeguards and oversee persons assisting in financial transactions
 - Possess knowledge and understanding of insurance requirements, audit procedures, energy audits, bonding, and legal liabilities
 - Have an enthusiasm and vitality for this calling to serve
 - Be solution-oriented in the approach to the ministry and work of this congregation

- Be a generous and faithful contributor to the congregation
3. Time Commitment:
 - Council meetings – preparation, assignments, and committee meetings
 - Finance Committee meetings
 - Council retreat
 - Periodic and timely payment of bills
 - Meetings of the Congregation
 4. Principal Accountabilities
 - a. Serve as the financial officer of the congregation.
 - b. Ensure that the books and accounts of the congregation are in accordance with standard accounting procedures.
 - c. Oversee the treasurers of all accounts maintained by any organization that is part of the congregation, ensuring that they follow established accounting procedures and use appropriate safeguards.
 - d. Ensure that anyone serving as custodian of any congregational or organizational fund is bonded.
 - e. Be responsible for the timely payment of all bills, invoices and charges, including the monthly remission of offerings for missions and church agencies.
 - f. Perform or oversee all of the bookkeeping functions of the congregation.
 - g. Prepare monthly financial reports for the Congregation Council.
 - h. Prepare an annual financial report for the Annual Meeting of the congregation.
 - i. Provide the congregation with any requested financial information.
 - j. File all of the required federal and state tax forms.
 - k. Ensure that adequate insurance is maintained on all real and tangible property.
 - l. Ensure that the congregation's deeds and other instruments of ownership are established and maintained in the manner prescribed by civil law.
 - m. Monitor the cash position of the congregation and investing available funds as directed by the Congregation Council.
 - n. Borrow funds as directed by the Congregation Council and as constitutionally authorized by the congregation.
 - o. Assist in the preparation of the annual budget for the Congregation Council and congregation.
 - p. Submit permanent financial records to the Audit Committee for an annual audit, per the constitution (C13.03).
 - q. Coordinate the flow of monies to the various committees in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
 - r. Be one of the designated signatories of checks and see to the payment of bills, salaries, or other financial commitments of the congregation of any sort.
 - s. Have available for all committees and organizations of the congregation a current record of their accrued disbursements and budget allotment.
 - t. Coordinate with the Financial Secretary for the proper recording of income from offerings and gifts.

E. Duties of the Financial Secretary:

1. Position Summary: The Financial Secretary shall be responsible for accurate counting, recording and depositing of congregational receipts, providing periodic reports with thanks to those who make offerings and gifts, and, as deemed advisable, suggesting to the Congregation Council improved methods and systems for keeping giving records.
2. Qualifications and Gifts:
 - Have a love of God and demonstrate a commitment to following the way of Christ.
 - Have an enthusiasm and vitality for this calling to serve.
 - Be solution-oriented in the approach to the ministry and work of this congregation.

- Be a generous and faithful contributor to the congregation.
3. Time Commitment:
 - Council meetings – preparation, assignments, and committee meetings
 - Finance Committee meetings
 - Council retreat
 - Meetings of the Congregation
 4. Principal Accountabilities
 - a. Oversee the counting of offerings by counting teams of not less than two individuals (not couples).
 - b. Oversee depositing of receipts.
 - c. Maintain a written record of counting and depositing procedures.
 - d. Train individuals involved in the counting of offerings.
 - e. Report to the treasurer the total offerings each week with any special-purpose breakdowns.
 - f. Oversee recording of contributions to the individual contribution records and ensure the accuracy of those records.
 - g. Report on levels of giving to the Congregation Council, Finance Committee and congregation.
 - h. Provide periodic and annual statements to contributors for tax reporting.

Congregation Council

IV. DUTIES OF CONGREGATION COUNCIL

- A. The Congregation Council shall consist of the Pastor(s), the elected officers of the congregation and the elected chairs of the standing committees.
- B. The basic objectives of the Congregation Council are to enable the congregation, through planning and coordination, to carry on its mission and ministries as part of the Church of Jesus Christ, to oversee the total life of the congregation, to involve as many people as possible in the ministries of the congregation, and to serve as a board of directors of the congregation; as outlined in the Constitution, Chapter 12.
- C: That the objectives of the Congregation Council and the mission of the congregation may be carried out, each council member is expected to:
 1. Attend worship regularly.
 2. Receive the Sacrament of Holy Communion frequently.
 3. Engage in regular study of God's Word in private devotion and with other members of this congregation.
 4. Pray for the mission of this congregation.
 5. Support and pray for the Pastor(s) and other staff members in the mutual ministry.
 6. Give regular financial support to the church as God may prosper.
 7. Be an example of faith and good works by word and deed.
 8. Attend the regular monthly meetings and other special meetings of the Congregation Council, and report absences ahead to the president when possible.
 9. Participate in any retreats or training events for the Congregation Council.
 10. Serve, as elected, as chair of one of the ministry committees of the congregation.
 11. As a committee chair, prepare agendas, arrange schedules, help organize the committee, lead meetings, participate in group discussion, work out differences, bring discussions to conclusion, present challenges, persuade peers, explain new plans and possibilities, ask and answer questions, relay messages, review literature, prepare reports, follow up on committee actions, counsel

committee members, consult with the Pastor(s) and others, attend committee meetings and represent the committee at Congregation Council.

Standing Committees

V. DUTIES OF THE CONGREGATIONAL CARE COMMITTEE

- A. The Congregational Care Committee shall consist of at least three (3) members, in addition to the elected chair of the committee, a youth ministry representative, and a representative of the WELCA. A vice-chair shall be elected or appointed by the committee from among its members.
- B. The basic objectives of this committee are the strengthening of fellowship between congregation members spiritually and socially, the integration of new members into the life of the congregation, and the general upbuilding of mutual cooperation, trust, and enjoyment among the members of the congregation; as well as involving the young people of the congregation in the work of Christ, providing for their spiritual growth and nurture, and promoting genuine Christian fellowship for the young people of this congregation.
- C. That the objectives of this committee may be carried out, the committee, either corporately or through specifically designated individuals, shall:
 - 1. Plan, supervise, and implement fellowship events in the congregation that will assist in furthering the goals of the congregation.
 - 2. Coordinate housing arrangements for visiting groups, and encourage and promote Christian fellowship and hospitality, including the supervision of the coffee host, and other activities that encourage and promote hospitality.
 - 3. Maintain an adequate group of willing workers who will help to plan, coordinate and execute the work necessary for the successful accomplishment of fellowship goals.
 - 4. Provide for the integration of new members and their families into the congregation through periodic fellowship nights, dinners, rallies and the like in conjunction with the Outreach Committee.
 - 5. With the Pastor(s), train and supervise members to engage in visitation and communion of all sick, hospitalized, aged, and shut-ins in the congregation continually, maintaining and updating a list of hospitalized and homebound members in the congregation, and taking flowers to them from Christmas and Easter services.
 - 6. For administrative purposes and program development, supervise the work of the youth group and all social or service organizations that exist or may come into existence in this congregation, including the WELCA, OWLS, etc.
 - 7. Promote attendance and involvement of the congregation's youth at all youth activities.
 - 8. Provide for the continuing spiritual growth of the youth of the congregation through Bible study, prayer, and Christian service.
 - 9. Plan and carry out, together with other concerned committees, a year-round program for the youth of the congregation.
 - 10. Involve youth leaders from all parts of the congregation's work in developing a planned parish program for youth.
 - 11. Develop a program for the social fellowship of both youth and the young adults of the congregation, including various recreational programs.
 - 12. Actively engage in the selection and training of leaders for the youth's program at all times.
 - 13. Plan and observe, together with the Pastor(s), a yearly congregational Youth Sunday.

14. Provide for public recognition of various youth achievements and accomplishments.
15. Plan and coordinate activities for youth with other youth groups outside the congregation, particularly with other Lutheran youth groups at various levels.
16. In conjunction with the Outreach Committee, train and involve the youth of the congregation in bringing others to faith in Christ.
17. Recruit and encourage youth for full-time service in the church as pastors, associates in ministry, teachers, deacons/deaconesses and the like.
18. For administrative purposes and program development, supervise the work of all young adult groups in the congregation.
19. Annually set goals for the coming year and review goals from the previous year, and report these to the congregation through the Annual Report.
20. Prepare and submit an annual budget request in the form and at the time requested by the Congregation Council.
21. Regularly pray for the pastor(s), church leaders, and the mission of the church, and in all ways seek to do God's will through discernment and prayer.

VI. DUTIES OF THE DAY SCHOOL BOARD

- A. The Day School Board shall be composed of three (3) members from the voting membership of the congregation and three (3) non-members from among the parents or former parents of the Good Shepherd Day School, in addition to the elected chair of the board, who is the congregational Vice President, the (senior) Pastor, and the Day School Director. A vice-chair shall be elected or appointed by the board from among its members.

The members of the Day School Board except the (senior) Pastor and the elected chair of the board shall be appointed by the Congregation Council to serve a term of 3 years, with one third of the board being appointed annually by the Congregation Council as terms expire. Such members shall be eligible to serve no more than two (2) full terms consecutively, with terms beginning June 1 and ending May 31.

- B. The basic objectives of this ministry and its board are to provide high quality educational and spiritual experience for young children ages 18 months to 5 years in an atmosphere of love and respect, upholding the image of them as powerful, competent, capable learners.
- C. That the objectives of this ministry may be carried out, the Day School Board, either corporately or through specifically designated individuals, shall:
1. Be responsible to the congregation through the Congregation Council.
 2. Prepare and periodically review a mission and vision statement for the Day School that supports the congregation's mission.
 3. Prepare an education program that fulfills the school's mission and meets state, church and professional requirements.
 4. Develop school policies that will guide and direct the director in the daily operations and management of the preschool.
 5. Prepare and annually review the director's job description, which lists that person's major responsibilities.
 6. Work with, support, and supervise the director who is responsible for the daily management of all aspects of the Day School's operation.
 7. Be responsible, according to provisions made by the congregation, for calling or appointing the director, faculty, and staff to ensure excellence in education, Lutheran distinctiveness, and achieving the Day School's stated mission.
 8. Be responsible, according to provisions made by the congregation, for the funding and financial management of the school.

9. Prepare and present regular plans for the Day School's future to the Congregation Council and congregation along with appropriate recommendations.
10. Provide for the promotion of the Day School and facilitate its focus related to its mission and the mission of the congregation.
11. Carry out other tasks as may be assigned to the Day School Board by the Congregation Council.
12. Annually set goals for the coming year and review goals from the previous year, and report these to the congregation through the Annual Report.
13. Prepare and submit an annual budget request in the form and at the time requested by the Congregation Council.
14. Regularly pray for the pastor(s), church leaders, and the mission of the church, and in all ways seek to do God's will through discernment and prayer.

VII. DUTIES OF THE EDUCATION COMMITTEE

- A. The Education Committee shall consist of at least three (3) members, in addition to the elected chair of the committee, the Pastor and a representative of the Men's Bible Study. A vice-chair shall be elected or appointed by the committee from among its members.
- B. The overall objectives of this committee are to plan and administer the total educational program of the congregation, to determine policies, to recruit personnel, to provide for the necessary means and facilities, and to direct and supervise the entire educational program of the congregation; in accordance with the Constitution C4.02.e and C4.03.c-d.
- C. That the objectives of the committee may be carried out, the committee, either corporately or through designated individuals, shall:
 1. Be responsible for the Christian nurture of children, youth and adults of this congregation and through them, in the community and beyond.
 2. Establish objectives, set policies for and supervise the total education program for each education division in the congregation, including the personnel, Sunday School, Vacation Bible School, confirmation classes, Bible classes and all other educational groups.
 3. Provide for active expression of Christian love and concern as an integral part of the total education program.
 4. Approve curriculum and evaluate performance of each education division and seek constant improvement.
 5. Continually review existing divisions to determine whether all age groups are being served, and recommend revisions and additions as deemed advisable.
 6. Make annual evaluations, by age groups, to determine the degree of participation of the total membership of the congregation in its educational program.
 7. Be concerned for the assimilation of newly confirmed youth into appropriate divisions for study and activity.
 8. Work with organizations, the Congregation Council and other committees to coordinate educational activities within the congregation.
 9. Provide for the recruitment of pupils for the educational divisions of the church.
 10. Encourage increasing participation of every congregation member in Bible study, privately and in formal groups.
 11. Delegate administration of education divisions to qualified persons as necessary. Otherwise plan and administer programs for those divisions without a division head.
 12. Enlist, train, place and continue to train lay teachers and leaders as the congregation's needs require.
 13. Establish a system of commendation for and recognition of faithful service by all persons involved in the educational task of the congregation.

14. Encourage Christian educational programs in societies of the congregation, such as the Women of the ELCA (WELCA).
15. Consider special classes, courses, conferences, retreats and the like for special purposes and for special groups.
16. Consider provision of special education opportunities for mentally retarded and other handicapped persons.
17. Provide opportunities for skills development and growth of the congregation's teachers through conferences, workshops and the like.
18. Provide support for the Redeemer Learning Center and partner with them in sharing resources.
19. Maintain, improve and cultivate the use of a church library.
20. Provide for and promote the use of audio-visual aids, and to this end establish and maintain a video library.
21. Study and adopt or adapt helps suggested by the education departments of the synod, conference and national church.
22. Promote periodic programs for the recruitment of fulltime-workers in the church-at-large such as pastors, associates in ministry, teachers, deacons/deaconesses and the like.
23. Establish and maintain a permanent file of all children and youth of the congregation by age, grade level, and the like, and see to it that such a file is kept continually up to date.
24. Annually examine the education facilities and equipment, and make recommendations to the Property Committee for upkeep, repairs, and replacements needed as well as new equipment needed.
25. Annually set goals for the coming year and review goals from the previous year, and report these to the congregation through the Annual Report.
26. Prepare and submit an annual budget request in the form and at the time requested by the Congregation Council.
27. Regularly pray for the pastor(s), church leaders, and the mission of the church, and in all ways seek to do God's will through discernment and prayer.

VIII. DUTIES OF THE PROPERTY COMMITTEE

- A. The Property Committee shall consist of at least three (3) members, in addition to the elected chair of the committee, and including the hired sexton(s). A vice-chair shall be elected or appointed by the committee from among its members.
- B. The basic objectives of this committee are to see to the proper maintenance and repair of church property, the representation of the congregation in all legal matters, and the general protection of the congregation against loss or damage of whatever nature.
- C. In order to accomplish this, the committee, either corporately or through specifically designated individuals, shall:
 1. Make an annual inspection of church properties and equipment and recommend to the voting congregation needed repairs, improvements, or replacements.
 2. Conduct an annual inventory of all church properties, equipment, and supplies, including acquisition date and approximate value of each item.
 3. Carry out all resolutions of the voting congregation on purchases, repairs, replacement of church property and equipment.
 4. Determine and engage, with congregational approval, adequate custodial help. The committee shall also meet periodically with the sexton(s) to discuss the care of the buildings, needs and problems in custodial service, and the like.
 5. Prepare for the custodial help a detailed list of the required daily and weekly, monthly or annual maintenance of the facilities and equipment of the congregation.

6. Annually review and recommend salaries for all custodial help, and to that end study and recommend policies regarding labor, fair employment practices and the like to be applied to suppliers and to the congregation.
7. Determine and establish, with approval of the voting congregation, regulations governing the use of church property and equipment.
8. Receive and approve requests for the use of the congregation's facilities for wedding receptions, recreational activities by various groups and all other activities of whatever nature and from whatever source.
9. Be responsible for and supervise the use of all property and equipment for the various activities sponsored by this and other groups or committees who have requested and received approval of an activity in our facilities.
10. Make and issue keys for church property, and maintain and review annually a list of the keys issued.
11. Supervise, control and recommend adequate storage facilities for all church property, equipment, and supplies and the orderly maintenance of the same.
12. Annually check the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts.
13. Check all property annually for fire hazards and see that fire extinguishers are inspected.
14. Check the safety of all facilities -- steps, handrails, lights, exits, housekeeping practices, and the like -- on a regular basis.
15. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping and other projects.
16. Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have been allocated.
17. Obtain legal information necessary for the wise consideration of contracts, deeds, and the like by the congregation.
18. Negotiate service contracts for musical instruments, office machines, and the like as necessary.
19. Make an annual inventory of official documents in safekeeping, and enter its completion in the annual report of the congregation.
20. Set all policies and fees for rental, use and lending of church properties.
21. Annually set goals for the coming year and review goals from the previous year, and report these to the congregation through the Annual Report.
22. Prepare and submit an annual budget request in the form and at the time requested by the Congregation Council.
23. Regularly pray for the pastor(s), church leaders, and the mission of the church, and in all ways seek to do God's will through discernment and prayer.

IX. DUTIES OF THE SOCIAL MINISTRY COMMITTEE

- A. The Social Ministry Committee shall consist of at least three (3) members, in addition to the elected chair of the committee, and including a representative of Faith Café and of the Health Ministry. A vice-chair shall be elected or appointed by the committee from among its members.
- B. The basic objectives of this committee are to manifest the love of God meeting human need by advocating dignity and justice for all people, standing with the poor and powerless and working for peace and reconciliation among the nations, in accordance with the Constitution, Articles C4.02.d and C4.03.f.
- C. That the objectives of this Committee may be carried out, the Committee, either corporately or through specifically designated individuals, shall:
 1. Pray for the Pastor(s), our shut-ins, and those in need.

2. Study the scriptural principles regarding ministries of outreach and the calling of the Christian for such ministry -- as a family member, as a neighbor and citizen, and as a congregation member -- and share these insights with congregation members.
3. Encourage the congregation's support for the needs of the handicapped and elderly.
4. Foster support within the congregation for programs and projects that reach out to those in need in our community and state, such as Faith Café, Metropolitan Ministries, and Lutheran Services Florida, and world-wide through Lutheran World Relief, Lutheran Disaster Relief, and other church mission programs.
5. Receive and review reports on the administration of those program and projects that the congregation supports.
6. Foster support for the Pastor's Discretionary Fund for the needy.
7. Foster support for social service missions and charities through an ongoing program of information and education through agencies, committees and organizations, rallies, festivals, videos, letters and tracts, and the like.
8. Screen all outside social service appeals for funds and make the appropriate recommendations to the Congregation Council or congregation or initiate the necessary action appropriate to such an appeal.
9. Maintain a list of available Lutheran, private or public social agencies in the area for help with those having social, emotional or relationship problems.
10. Encourage the use of our church building and facilities by outside groups engaged in self-help programs.
11. Together with the Pastor(s), study the possibilities and recommend implementation of offering spiritual services and care to hospitals, homes for the aged, prisons, and other institutions within the community.
12. Annually set goals for the coming year and review goals from the previous year, and report these to the congregation through the Annual Report.
13. Prepare and submit an annual budget request in the form and at the time requested by the Congregation Council.
14. Regularly pray for the pastor(s), church leaders, and the mission of the church, and in all ways seek to do God's will through discernment and prayer.

X. DUTIES OF THE STEWARDSHIP COMMITTEE

- A. The Stewardship Committee shall consist of at least three (3) members, in addition to the elected chair of the committee, who will be the Financial Secretary of the congregation, and a representative of the Endowment Fund at such time as this fund becomes operational. A vice-chair shall be elected or appointed by the committee from among its members.
- B. The basic objectives of this committee are to initiate programs for the development of good stewardship and support attitudes in the members of the congregation in regard to time, talents, and treasures and to ensure the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first-fruits giving; in accordance with the Constitution, Articles C4.02e and C4.03g. In addition, this committee shall supervise the work of the Trustees of the Redeemer Trust, in accordance with the descriptions of duties listed in these bylaws.
- C. That the objectives of this committee may be carried out, the committee, either corporately or through specifically designated individuals, shall:
 1. Study the scriptural principles regarding the total stewardship calling of the Christian -- as a member of his family, as a neighbor and citizen, and as a congregational member -- and share these insights with congregation members.

2. Contact and encourage new members for service to the congregation and endeavor to stir up the talents of present members for use in Christ's work.
3. Maintain a program to discover and enlist for kingdom service the talents God has given members, old and new, young people and adults.
4. Be responsible for maintenance of a congregational talent file at all times, and provide for the immediate recording of the talents and abilities of incoming members.
5. Conduct an intensive program annually to engage every member personally with basic Biblical stewardship principles and practices.
6. Encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, first-fruits giving in response to received blessings and recognized needs, encouraging the biblical practice of tithing 10 percent of one's income as a place to begin faithfulness.
7. Annually give every member an opportunity to make a pledge of financial commitment for kingdom work through the congregation.
8. Supervise the work and mission of the Endowment Fund Committee, as described below.
9. Foster support for missions and charities through an ongoing program of mission information and education through education agencies, committees and organizations, videos, letters, tracts, etc.
10. Screen outside appeals for mission and charity funds and make the appropriate recommendations to the congregation or initiate the necessary action appropriate to such an appeal.
11. Review, accept, or decline all offers of unsolicited gifts to the congregation.
12. Promote various programs for endowments, remembrance of the congregation in wills, bequests, and the like, and suggest ways of implementation.
13. Be concerned, together with the Financial Secretary, for safe deposit and recording of all funds, and the reporting of giving records to contributors periodically and annually for tax purposes.
14. Evaluate the offerings of the congregation regularly, and share these evaluations with the members of the congregation.
15. Encourage stewardship programs in the societies and organizations of the congregation.
16. Annually set goals for the coming year and review goals from the previous year, and report these to the congregation through the Annual Report.
17. Prepare and submit an annual budget request in the form and at the time requested by the Congregation Council.
18. Regularly pray for the pastor(s), church leaders, and the mission of the church, and in all ways seek to do God's will through discernment and prayer.

D. Endowment Fund and Committee. Christian stewardship involves the faithful management of all the gifts God has given to humankind--the created world, the gospel, life, time, abilities, money, including accumulated, inherited and appreciated resources.

The Scriptural principle of proportionate giving, to return to the Lord a portion of the gifts God has first given to His beloved children, is both a privilege and an appropriate response in all times and circumstances.

It is the desire of this congregation to encourage, receive and administer these gifts in a manner consistent with loyalty and devotion to our Lord and in accordance with the policies of this congregation.

This congregation has established a separate fund with the Lutheran Community Foundation, Inc. (LCF) as an Endowment Fund (FUND). The purpose of this FUND is to enhance the mission of this congregation apart from the general operation of this congregation. No portion of the income generated by the FUND shall be used for the annual operations budget of this congregation.

The Endowment Fund Committee (EFC) shall be the advisor to the FUND. The Endowment Fund Committee (EFC) shall be appointed as advisor to request distributions from LCF and determine charities/organizations to receive distributions.

1. The EFC shall consist of 5 voting members all of whom shall be voting members of this congregation. The initial members shall be appointed by the Congregation Council to the EFC: 2 for

a term of 3 years; 2 for a term of 2 years; and 1 for a term of 1 year. Thereafter, at the time of the annual meeting, the Congregation Council shall appoint the necessary number for a term of 3 years. No member shall serve more than 2 consecutive 3 year terms. After a lapse of 1 year, former EFC members may be reappointed.

2. The senior pastor of this congregation and the President of the Congregation Council shall serve as ex-officio non-voting advisory members of the EFC in addition to the 5 voting members.
3. In the event of a vacancy on the EFC, the Congregation Council shall appoint a voting member of this congregation to fulfill the term of the vacancy.
4. The EFC shall meet at least quarterly, or more frequently as deemed by it in the best interest of the FUND.
5. A quorum shall consist of 3 members. When only 3 members are present, a unanimous vote shall be required to carry any motion or resolution.
6. The EFC shall elect from its membership a chairperson and recording secretary. The chairperson, or member designated by the chairperson, shall preside at all EFC meetings.
7. The recording secretary of the EFC shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member of the EFC. The recording secretary shall also supply a copy of the minutes to the Congregation Council. The protocol copy of the minutes shall be kept in the church office.
8. The EFC shall report on a quarterly basis to the Congregation Council and, at each annual meeting of the congregation, shall render a full and complete report of the EFC's actions as advisor to the FUND and LCF's administration and management of the FUND.
9. The EFC may request other members of this congregation to serve as advisory members as it deems to be in the best interest of the FUND.
10. The EFC as advisor may from time to time recommend to the Congregation Council a change in the manager of the Endowment Fund.

Distribution of Income. The EFC shall request that the LCF distribute income from the FUND subject to the Fund Agreement annually and at such other times as deemed necessary and/or feasible to accomplish the following purposes:

1. Minimum of 10% for outreach into the community and synod, including but not limited to grants to ELCA seminaries, colleges or students attending such schools, social service agencies, institutions and agencies to which this congregation relates, and to special programs designed for those persons in our parish area who are in spiritual and/or economic need.
2. Minimum of 10% for missions of the ELCA on this continent and worldwide, including but not limited to grants to the ELCA for new congregational development in North America, professional leadership, educational ministries, global mission, ecumenism, evangelism, social ministries, and capital financing.
3. Minimum of 10% for capital improvements, debt reduction, or a building program of this congregation.
4. Minimum of 10% for needs related to worship and music to support the worship life of this congregation.
5. Minimum of 10% for the needs of educational outreach of this congregation to the community.
6. Up to 60% for any one or all of the above designated areas in any proportion as determined by the EFC or for causes and programs which, at the discretion of the EFC, are consistent with the FUND's purpose of enhancing the mission outreach of this congregation.
7. Programs for support shall be recommended by the EFC and approved by the Congregation Council for funding according to the guidelines above.
8. Disbursement of income from the FUND need not occur annually in the event causes and programs have not been approved by the EFC sufficient to utilize total income available, or if in the judgment of the EFC, total annual disbursement of income is not recommended.

Distribution of principal. The EFC shall request that LCF distribute principal from the FUND, subject to the Fund Agreement, only under the following circumstances:

1. Once the FUND principal exceeds \$100,000.00, as determined on December 31 of each year, adjusted by 3% annually, the EFC may recommend to the Congregation Council that the excess above this amount be distributed.
2. Notwithstanding, when in the opinion of the EFC, the circumstances are so dire and of such an emergency nature that the future of this congregation is at stake, and that the only recourse seems to be the use of the FUND principal, the EFC may, upon a two-thirds majority vote, recommend such authorizing action to the Congregation Council and the congregation for approval of such action.
3. Distribution of principal is not limited to the purposes listed in C13.08.02.

XI. DUTIES OF THE OUTREACH COMMITTEE

- A. The Outreach Committee shall consist of at least three (3) members, in addition to the elected chair of the committee. A vice-chair shall be elected or appointed by the committee from among its members.
- B. The basic objectives of this committee are the bringing of the Gospel to the unchurched, the enlistment of all of God's people in the work of spreading the Gospel, and the deepening of the faith and activity of the members of this congregation; in accordance with the constitution, articles C4.02.c and C4.03.e.
- C. That the objectives of this Committee may be carried out, the Committee, either corporately or through specifically designated individuals, shall:
 1. Share with the Pastor(s) in the entire program of proclaiming the Gospel to all people.
 2. Encourage prayer in church and homes for sincere evangelistic concern toward all people inside and outside the Church.
 3. Foster a climate of evangelism and invitation that encourages congregation members informally and spontaneously to share Christ with one another and with those they encounter.
 4. Recruit, train and equip callers for maintaining an ongoing visitation program that offers people a loving, faith-filled, saving relationship with Christ.
 5. Promote and direct congregation-wide evangelism and outreach undertakings.
 6. Be responsible for a program of community relations that identifies the congregation with the Gospel of Christ.
 7. Emphasize outreach and encourage outreach programs in and through the societies and organizations of the congregation and suggest projects for such organizations.
 8. Emphasize child and youth outreach to their peers.
 9. Periodically canvass the community and effectively record, study, and utilize the results in designing outreach efforts.
 10. Be responsible for maintenance and follow-up of a prospect file at all times.
 11. Be responsible for maintenance and follow-up of lay visitors.
 12. Conduct special visitations to invite prospective members to attend upcoming Pastor's Inquirers classes.
 13. Be genuinely concerned for those moving into the community and for those (both members and prospects) moving into other areas. Use any and all means available for maintaining such contacts.
 14. Be concerned for the reception, orientation, and integration of new members into the congregation. Review their progress after 6 to 12 months.
 15. Foster an atmosphere of friendliness and hospitality in the congregation toward members and visitors and suggest ways and means of improvement.
 16. Study and adopt or adapt suggestions for outreach by the national church, synod, and conference.
 17. Annually set goals for the coming year and review goals from the previous year, and report these to the congregation through the Annual Report.

18. Prepare and submit an annual budget request in the form and at the time requested by the Congregation Council.
19. Regularly pray for the pastor(s), church leaders, and the mission of the church, and in all ways seek to do God's will through discernment and prayer.

XII. DUTIES OF THE WORSHIP & MUSIC COMMITTEE

- A. The Worship Committee shall consist of at least three (3) members, in addition to the elected chair of the committee, the Parish Musician, and a representative of the Altar Guild. A vice-chair shall be elected or appointed by the committee from among its members.
- B. The basic objectives of this committee are to provide regular services of worship of God on Sundays and special occasions during the week in which the Word of God is preached and the sacraments are administered through which the lives of God's faithful people are spiritually nurtured, in accordance with the Constitution, Articles C4.02.a-b and C4.03.a.
- C. That the objectives of this committee may be carried out, the committee either corporately or through specifically designated individuals, shall:
 1. Regularly pray for the Pastor(s), church leaders and the mission of the church, and in all ways seek to do God's will through discernment and prayer.
 2. Provide for supply pastors and guest speakers as needed.
 3. Staff, train, and supervise the ushers.
 4. Assist the Pastor(s) with leading worship, communion distribution, reading of Scripture, preaching, etc., as required, and provide training for such assistants.
 5. Set the time, schedule and number of communion services in conjunction with the Pastor(s) and the voting membership.
 6. Assist the Pastor(s) and Parish Musician in reviewing new forms of worship, liturgies and hymns for use in public worship for the edification of God's people.
 7. Provide for the care, use and maintenance of the sacred vessels, the altar, the altar furnishings, vestments, and all church and chancel decorations.
 8. Maintain an adequate supply of expendable items for worship such as communion cards, pencils, communion wine and wafers, baptismal napkins, candles, etc.
 9. Provide an adequate number of hymnals for the congregation.
 10. Plan, publicize and review the services for the year.
 11. Supervise the music program of the congregation. Recommend and annually review compensation and personnel for the music staff as required for public worship.
 12. Supervise the budgeted allotment for the selection and procurement of appropriate music, supervision of choirs, and other related matters in conjunction with the Director of Music.
 13. Maintain and supervise adequate nursery facilities and personnel as needed.
 14. Foster and participate in interdependent worship relationships with other ELCA congregations and the synod.
 15. Foster and participate in ecumenical worship relationships consistent with churchwide policy.
 16. Annually set goals for the coming year and review goals from the previous year, and report these to the congregation through the Annual Report.
 17. Prepare and submit an annual budget request in the form and at the time requested by the Congregation Council.

Other Committees & Organizations

XIII. DUTIES OF THE FINANCE COMMITTEE

- A. The Finance Committee shall consist of three (3) members elected by the congregation at the Annual Meeting for a term of three years, two terms possible, one member elected per year; in addition to the elected chair of the committee who shall be the President of the congregation, the (senior) Pastor, the Treasurer and the Financial Secretary.
- B. The basic objectives of this committee are to serve as stewards of the financial resources of the congregation, identifying ways and means to facilitate financial support for the congregation to carry out its stated mission and vision, and with the Congregation Council and Treasurer bringing their knowledge and experience to bear on congregation financial matters.
- C. That the objectives of this committee may be carried out, the committee either corporately or through specifically designated individuals, shall:
 - 1. Provide the Treasurer with a group of thoughtful, committed members of the congregation with whom the Treasurer can discuss ideas and congregation financial matters.
 - 2. Serve as financial advisors to the Congregational Council.
 - 3. Emphasize and ensure the separation of duties between those responsible for handling the income of the congregation and those responsible for handling the disbursements of the congregation.
 - 4. Review and develop internal controls for the handling of funds and records suggesting opportunities for improvement.
 - 5. Assist in the development of the annual congregation budget.
 - 6. Work with the Nominating Committee to recruit members of the congregation for the audit committee and annually review the results of the audit.
 - 7. Assist with the development of financial record-keeping systems and methods.
 - 8. Review all congregation endowment and trust funds on a quarterly basis.
 - 9. Working with the Stewardship Committee, develop communications to the congregation to accompany the annual pledge statements that will educate members of the congregation about how their offerings support ministry and mission and how that makes a significant difference in the lives of both members of the congregation and those outside the congregation.
 - 10. Develop a records retention policy, making use of ELCA Guidelines for Record Retention.
 - 11. Develop and implement a plan whereby all vital church records are microfilmed or copied to a writeable CD with a copy maintained off-site, to include council minutes, financial records, records of baptisms, confirmations, marriages, and funerals.
 - 12. Establish a policy of computer backup and ensure a set of recent computer files are maintained off-site.