

**The Constitution of the Congregation of
Grace Evangelical Lutheran Church
1120 Walker Street
Port Townsend, Washington**

August 2018

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

- 1.01. The name of this congregation shall be Grace Evangelical Lutheran Church.
- 1.02. For the purpose of this constitution and the accompanying bylaws, the congregation of Grace Evangelical Lutheran Church is hereinafter designated as "this congregation."
- 1.03. This congregation shall be incorporated under the laws of the State of Washington.

Chapter 2

CONFESSION OF FAITH

- 2.01. This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- 2.02. 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.
- 2.03. 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.
- 2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- 2.05. 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.
- 2.06. 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.

- 2.07. 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

- 3.01. 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.
- 3.02. In this document, the word Church with a capital c refers to the one, holy, catholic, and apostolic Church. The words church or this church in lower case letters refer to the Evangelical Lutheran Church in America. This congregation is as identified in 1.02 of this document.
- 3.03. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- 3.04. 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.
- 3.05. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.
- 3.06. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

Chapter 4

STATEMENT OF PURPOSE

- 4.01. 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.
- 4.02. 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.
- 4.03. 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.
- 4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. Such descriptions shall be contained in the bylaws of the Congregation.
- 4.05. This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.
- 4.06. References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

Chapter 5

POWERS OF THE CONGREGATION

- 5.01. The powers of this congregation are those necessary to fulfill its purpose.
- 5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- 5.03. Only such authority as is delegated to the Congregation Council or other organizational units in the 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 a minister of Word and Service;

- d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
 - e. adopt amendments to the constitution, as provided in Chapter 17, amendments to the bylaws, as specified in Chapter 18, and continuing resolutions, as provided in Chapter 19;
 - f. approve the annual budget;
 - g. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - h. hold title to and use its property for any and all activities consistent with its purpose;
 - i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - j. elect its officers and Congregation Council and require them to carry out their duties in accordance with the constitution and bylaws; and
 - k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- 5.04. 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 Southwestern Washington Synod of the Evangelical Lutheran Church in America.

Chapter 6

CHURCH AFFILIATION

- 6.01. This congregation shall be an interdependent part of the Evangelical Lutheran Church in American or its successor, and of the Southwestern Washington Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- 6.02. 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.
- 6.03. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
 - d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in 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.

- 6.04. 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 6.05.
- 6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a. A resolution indicating the intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
 - b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
 - c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.
 - d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
 - e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to paragraph g. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.
 - f. Notice of termination shall be forwarded by the bishop to the secretary of the ELCA, who shall report the termination to the Churchwide Assembly.
 - g. This congregation shall abide by these covenants by and among the three expressions of this church:
 - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in 6.05. shall be

- required to receive Synod Council approval before terminating their membership in this church.
- 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in 6.05., to receive synodical approval before terminating their membership in this church.
 - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in 6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- h. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of 6.05. and may begin no sooner than six months after that second meeting.
- 6.06. If this congregation considers relocation, it shall confer with the bishop of the synod before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is affected.
- 6.07. If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

Chapter 7

PROPERTY OWNERSHIP

- 7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Southwestern Washington Synod of the Evangelical Lutheran Church in America.
- 7.02. 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.
- 7.03. If two-thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in 6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Southwestern Washington Synod.
- 7.04. If two-thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in 6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

- 8.01. Members of this congregation shall be those baptized persons on the roll of the 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.
- 8.02. 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 as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
 - d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
 - e. **Seasonal** members are voting members of other ELCA congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
 - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
 - 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
 - 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with the ELCA;
 - 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
 - 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
 - 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.
- 8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.
- 8.04. 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 and of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- 8.05. Membership in this congregation shall be terminated by any of the following:
- a. death;
 - b. resignation;
 - c. transfer or release;
 - d. disciplinary action in accordance with ELCA constitutional provision 20.41. and the accompanying bylaws; or
 - e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.
- Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

Chapter 9

ROSTERED MINISTER

- 9.01. 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.
- 9.02. Only a member of the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.
- 9.03. Consistent with the faith and practice of the Evangelical Lutheran Church in America,
- a. Every minister of Word and Sacrament shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care;
 - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 6) impart knowledge of this church and its wider ministry through distribution of its communications and publications;
 - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
 - 8) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - b. Each pastor with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) relate to all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council;
 - 4) with the council, administer discipline; and
 - 5) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of the Southwestern Washington Synod of the ELCA.

- 9.04. 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.
- 9.05. The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:
- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - a. If a pastor receives a Call to another ministry, he/she shall consult the Congregation Council or if desired, the congregation before reaching a decision.
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the pastor;
 - 5) suspension of the pastor through discipline for more than three months;
 - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
 - 7) termination of the relationship between this church and the congregation;
 - 8) dissolution of the congregation or the termination of a parish arrangement; or
 - 9) suspension of the congregation through discipline for more than six months.
 - b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
 - c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament as disabled. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance

- arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- 9.06. 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.
 - 9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.
 - 9.08. 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.
 - 9.09. 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.
 - 9.10. With the approval of the bishop of the synod, the congregation may depart from 9.05.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 call may also be terminated before its expiration in accordance with the provisions of 9.05.a.
 - 9.11. 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.

- 9.12. 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.
- 9.13. 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.
- 9.14. Authority to call a minister of Word and Service shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- 9.15. Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synodical bishop may be called as a deacon of this congregation.
- 9.16. Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
 - a. Be rooted in the Word of God, for proclamation and service;
 - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
 - c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
 - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
 - e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
 - f. Practice stewardship that respects God's gift of time, talents, and resources;
 - g. Be grounded in a gathered community for ongoing diaconal formation;
 - h. Share knowledge of the ELCA and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
 - i. Identify and encourage qualified persons to prepare for ministry of the gospel.
- 9.17. The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.
- 9.18. The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:
 - a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, 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 deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the deacon;
 - 5) suspension of the deacon through discipline for more than three months;

- 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
 - c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service as disabled. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- 9.19. The deacon shall make satisfactory settlement of all financial obligations to a former congregation before:
- a. installation in another field of labor, or

- b. the issuance of a certificate of dismissal or transfer.
- 9.20. When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- 9.21. With the approval of the bishop of the synod, this congregation may depart from 9.18.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of 9.18.a.
- 9.22. The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- 9.23. The deacon(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.

Chapter 10

CONGREGATION MEETING

- 10.01. The semi-annual meeting of this congregation shall be held at a time specified in the bylaws.
- 10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called at the written request of ten 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.
- 10.03. 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.
- 10.04. Twenty percent of the voting members shall constitute a quorum.
- 10.05. Voting by proxy or by absentee ballot shall not be permitted.
- 10.06. All actions approved by the congregation shall be by majority vote except as otherwise provided in this constitution.
- 10.07. *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11

OFFICERS

- 11.01. The officers of this congregation shall be a president, vice president, secretary, and treasurer.
 - a. Duties of the officers shall be specified in the bylaws.
 - b. The officers shall be voting members of this congregation.
 - c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- 11.02. The congregation shall elect its officers and they shall be the officers of the congregation. If there are no nominations from the floor, the candidates presented by the nominating committee shall be elected by a voice vote. If there are additional nominations from the

floor, elections shall be based on a written ballot. Officers shall serve for two years or until their successors are elected. Terms shall begin July 1 of the year they were elected.

- 11.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

Chapter 12

CONGREGATION COUNCIL

- 12.01. The voting membership of the Congregation Council shall consist of the pastor(s) and not more than 12 members of the congregation and the officers of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member:
- a. ceases to be a voting member of this congregation, or
 - b. is absent from four successive regular meetings of the Congregation Council without cause.
- 12.02. The members of the Congregation Council except the pastor(s) shall be elected at a legally called meeting of the congregation during the months of May or June. Their term of office shall be for two (2) years, with the exception of the Representatives of the Auxiliaries: Women, Men, and Youth whose terms shall be for one (1) year. The term of office begins on July 1 and ends on June 30. Newly elected Congregation Council members shall be installed at worship prior to the date they assume office or within a month of assuming office. Such members shall be eligible to serve no more than two full terms consecutively in the same office.
- 12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.
- 12.04. 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 lights of its mission and goals.
 - b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
 - c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
 - e. To be examples of individually and corporately of the style of life and ministry expected of all baptized persons.
 - f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
 - g. To arrange for pastoral service during the sickness or absence of the pastor.
 - h. To emphasize partnership with the synod and church-wide units 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.
- 12.05. The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregation Council shall be the board of trustees of this congregation and, as such, shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Washington, 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 \$1,000.00 for items not included in the budget or funded by earmarked or memorial funds.
 - d. The Congregation Council shall prepare an annual budget for adoption by this congregation. Expenditures called for in this budget shall not exceed anticipated revenues based on pledges and expected non-pledge income. The budget shall include this congregation's support of the wider ministry being carried on in partnership with the synod and church-wide organizations. The council shall supervise the expenditure of funds in accordance with the approved budget, and may incur obligations more than \$1,000.00 in excess of anticipated receipts only after approval by a congregational meeting.
 - 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.
 - g. The Congregation Council shall supervise and have authority to receive and expend memorial and earmarked funds given to the congregation.
- 12.06. The Congregation Council shall see that the provisions of this constitution and its bylaws are carried out.
- 12.07. The Congregation Council shall provide for an annual review of the membership roster.
- 12.08. The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.
- 12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- 12.10. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called 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.
- 12.11. 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 of the 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.
- 12.12. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference and, to the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 13

CONGREGATIONAL COMMITTEES

- 13.01. The officers of this congregation and the pastor shall constitute the *Executive Committee*.
- 13.02. A *Nominating Committee*, comprised of the Pastor, who shall serve as convener without vote, the President, one additional member of the Council, and one member of the congregation who shall be elected at the annual meeting, will serve for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection.
- 13.03. An *Audit Committee* of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office will be three years, with one member elected each year. Members shall be eligible for reelection.
- 13.04. *Mutual Ministry Committee* (in the absence of a mutual ministry committee, their duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the pastor. Term of the office shall be two years, two or three members to be appointed each successive year. Committee members will hold no other office in the congregation during their term.
- 13.05. When a pastoral vacancy occurs, a *Call Committee* of six voting members shall be appointed by the Congregation Council. Term of office will terminate at installation of the newly-called pastor.
- 13.06. Other committees may be formed as the need arises, by decision of the Congregation Council.
- 13.07. Duties of congregational committees shall be specified in the bylaws.

Chapter 14

ORGANIZATIONS WITHIN THE CONGREGATION

- 14.01. 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.
- 14.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council.

Chapter 15

MISSION ENDOWMENT FUND

- 15.01. This congregation maintains the Mission Endowment Fund of Grace Evangelical Lutheran Church as defined herein. This Fund shall be referred to in this section as this Fund or the Fund.
- 15.02. All management, investments, and program support for this Fund shall be determined by the Fund Committee, approved by the Congregation Council, and reported to the congregation.
- 15.03. Committee Membership:
 - a. The Committee shall consist of three members all of whom shall be voting members of Grace Evangelical Lutheran Church. At each annual meeting, the congregation shall elect one member for a term of three (3) years. No member shall serve more

- than two consecutive three (3) year terms. After a lapse of one (1) year, former Committee members may be reelected. The senior pastor and the president or vice president of the Congregation Council shall be advisory members of the Committee. The Congregation Council of the congregation shall nominate for the Committee and report at the annual congregational meeting in the same manner as for other offices and Committees. In the event of a vacancy on the Committee, the Congregation Council shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy. No more than one member of the Committee may be a member of the Congregation Council.
- b. The Committee shall meet quarterly, or as required to be in the best interest of the Fund.
 - c. The Committee shall elect from its membership a chair and recording secretary. The chair, or member designated by the chair, shall preside at all Committee meetings.
 - d. The recording secretary of the Committee shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member of the Committee. Each member shall keep a complete copy of minutes to be delivered to his or her successor. The recording secretary shall also supply a copy of the minutes to the Congregation Council.
 - e. The Committee shall work with the congregation's treasurer in maintaining and coordinating complete and accurate accounts for the Fund. The chair shall sign check requests and all other necessary documents on behalf of the congregation in furtherance of the purposes of the Fund. The books shall be reviewed annually by the Congregation Council's Audit Committee (Constitution paragraph 13.03) or by a certified public accountant.
 - f. The Committee shall report on a quarterly basis to the Congregation Council and, at each semi-annual meeting of the congregation, shall render a full, current and complete account of the administration of the Fund during the preceding year.
 - g. The Committee may request other members of the congregation to serve as advisory members.
 - h. At the expense of the Fund income, and with the approval of the Congregation Council, the Committee may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the Fund.
 - i. Members of the Committee shall not be liable for any losses which may be incurred upon the investments of the assets of the Fund except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long and he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self dealing or transactions with the Fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the Fund.
- 15.04. Acceptance of all gifts, bequests, and real property shall be authorized by the Committee with the approval of the Congregation Council.
- 15.05. All assets shall be invested at the direction of the Committee with the approval of the Congregation Council, to be held in the name of the Mission Endowment Fund of Grace Evangelical Lutheran Church of Port Townsend, Washington.
- 15.06. Recommendations to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the Fund, including stocks,

bonds, debentures, mortgages, notes, or other securities, as in their judgment and discretion they deem wise and prudent, are to be made by the Committee for approval by the Congregation Council with subsequent execution by the delegated member of the Committee.

- 15.07. Distribution of income. To enhance the mission outreach of Grace Evangelical Lutheran Church apart from the general operating and mission share budget of the congregation, the congregation establishes the following:
- a. The Committee shall determine what is principal and what is income according to accepted accounting procedures.
 - b. Gifts and bequests to the Fund shall have 10% of the initial principal distributed to congregational related ministries following the categories established by these guidelines as an expression of “First Fruits Giving” and to encourage tithes and offerings. After such initial distribution the balance of the gift or bequest shall be invested with the funds of the Mission Endowment Fund of Grace Evangelical Lutheran Church.
 - c. Income from the Fund shall be distributed annually and at such other times as deemed necessary and/or feasible to accomplish the following purposes:
 - 1) Annually, 10% of the income of the Fund shall be reinvested in the Fund principal;
 - 2) The amount distributed shall not be less than \$2,000 to any one beneficiary program, unless the distribution is in response to a specific request;
 - 3) Between 0-30% for special projects within the local area wherein the congregation resides;
 - 4) Between 0-30% for special ministries within the Southwestern Washington Synod of the Evangelical Lutheran Church in America;
 - 5) Between 30-90% for world-wide ministries.
 - d. Consistent with the fund purpose of enhancing the mission outreach of Grace Evangelical Lutheran Church, and within the arenas and percentages defined above, the beneficiaries of and the amounts distributed from this Mission Endowment Fund shall be determined by the Committee, approved by the Congregation Council, and reported to the congregation annually or more often.
 - e. Grace Lutheran’s Endowment Committee will consider funding applicants that do not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

Chapter 16

DISCIPLINE OF MEMBERS AND ADJUDICATION

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

- pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.
- 16.02. The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to 16.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.
- 16.03. If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.
- 16.04. The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- 16.05. By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
- a. suspension from the privileges of congregation membership for a designated period of time;
 - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - c. termination of membership in the congregation; or
 - d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.
- 16.06. The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
- 16.07. No member of the congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.

- 16.08. Adjudication: 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 17

AMENDMENTS

- 17.01. Unless provision 17.04. is applicable, those sections of this constitution that are not required, in accord with the Model Constitution for Congregations of the Evangelical Lutheran Church in America, may be amended in the following manner. Amendments may be proposed by at least 10 voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- 17.02. An amendment to this constitution, proposed under 17.01., shall:
- a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those voting members present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds vote of those voting members present and voting; and
 - c. have the effective date included in the resolution and noted in the constitution. The effective date must be stated in relation to 17.03. to allow time for synodical review.
- 17.03. Any amendments to this constitution that result from the processes provided in 17.01. and 17.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
- 17.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the Model Constitution for Congregations of the Evangelical Lutheran Church in America as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18

BYLAWS

- 18.01 This congregation may adopt bylaws. No bylaw may conflict with this constitution.

- 18.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
- 18.03. Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.
- 18.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 19 CONTINUING RESOLUTIONS

- 19.01. 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.
- 19.02. 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 20 INDEMNIFICATION

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

BYLAWS

Part I. Communion Participation

- A. Holy Communion is the Lord's Table. This Congregation invites all who desire to receive the Lord Jesus Christ in Holy Communion to participate.
- B. Anyone who does not desire to receive Holy Communion is invited to come forward to the altar rail to receive a blessing.
- C. Children who do not commune may come to the altar for a blessing.

Part II. Membership

(See the Constitution, Chapter 8, Membership)

- A. A confirmed member in good standing desiring to change membership to another Lutheran congregation, shall, upon request, receive a Letter of Transfer.
- B. A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with offerings, and does not appear to desire to participate in the life and

worship of the congregation shall be visited by the pastor(s) and the congregation's officers and be encouraged to active participation. If, after such a visit, the confirmed member does not actively participate, said member may be removed from the congregation's active member roll after consultation from Congregational Council.

Part III. Meetings of the Congregation

(See the Constitution, Chapter 10, Congregation Meetings)

- A. The current rosters of voting, confirmed, and baptized members shall be available at each meeting of the congregation.
- B. The annual budget meeting shall adopt the budget as presented and/or amended, and shall elect a member of the Nominating Committee. Elections of officers, if required to fill a vacancy, may be considered, as well as other Congregation Council approved items. This meeting shall be convened in January of each year.
- C. The annual election meeting shall elect such officers and Congregation Council members as required by the Constitution and these Bylaws. Budget adoption, if an amendment is required, may be considered, as well as other Congregation Council approved items. This meeting shall be convened in the month of May or June.
- D. Business at special meetings shall be confined to the purpose for which the meeting was called.

Part IV. Congregation Council

(See the Constitution, Chapter 11, Officers; and Chapter 12, Congregational Council)

- A. Membership and duties of the Congregation Council:
 - 1. Since it is incumbent upon all members of the congregation, according to Chapter 8 to make diligent use of the Word of God in public worship and to attend the Lord's Supper, all council members shall honor and participate in these privileges.
 - 2. Only one member of a household may serve on the Council at a given time, with the exceptions of the Representatives of the Auxiliaries: Women, Men, and Youth.
 - 3. Council members may appoint a member of their committee to represent them at the council meetings in the event of their absence. This representative shall not be counted to determine the quorum and shall be welcome to attend the entire council meeting and be granted the privilege of voice, but not vote.
 - 4. The Congregation Council has authority between meetings of the congregation to choose delegates to any group or meeting in which the congregation is entitled to representation.
- B. Responsibilities of the Council members:
 - 1. President: presides over meetings of the congregation and council; appraises and correlates congregational needs and council activities; provides leadership to the council; insures adherence to the constitution and resolutions of the congregation; and makes special efforts to be accessible to members of the congregation and the pastor.
 - 2. Vice President: presides over meetings of the council and the congregation in the absence of the president and shall act as parliamentarian at both council meetings and congregational meetings.
 - 3. Secretary: keeps the minutes of council and congregation meetings and performs all secretarial duties for the council.

4. Minister of Resources: serves as the treasurer of the congregation and ascertains that the congregational funds are disbursed in accordance with the decisions of the congregation and the council provides financial management for all congregational funds; provides a monthly financial report at each regularly scheduled council meeting. The Minister of Resources serves as advisor to the Budget Committee.
5. Minister of Worship: organizes the Worship Committee and participates with the pastor in planning worship services and programs; provides for leaders and assistants for services; provides for altar care; oversees the music program.
6. Minister of Facilities: provides for the maintenance, repair and improvement of the buildings and grounds of the congregation and coordinates the use of the facilities; plans for budget expenditure relating to the upkeep of the facilities; schedules routine and seasonal maintenance on equipment; is responsible to see that adequate insurance coverage of all kinds is maintained; maintains the inventory of congregational property.
7. Minister of Evangelism: develops and executes programs for assisting members in sharing the Gospel; develops program of visits to prospective members and outreach into the community to bring new believers in Christ into the fellowship of the congregation.
8. Minister of Christian Learning and Youth: For Learning, develops and coordinates programs for educational opportunities for all members to include the Sunday School, Midweek School, Adult Education, and with the pastor, the Confirmation program; For Youth, seeks opportunities for and coordinates the efforts of the young persons of the congregation and their organizations; provides the council and the congregation with information relating to the special concerns of youth.
9. Minister of Mission, Community Services, and Social Ministry: For Mission, fosters the congregation's knowledge of and involvement in the programs and activities of the ELCA, its affiliated organizations, other Lutheran and Christian congregations, and appropriate ecumenical groups; For Community Service, seeks opportunities for and coordinates in efforts of the congregation, organizations, and individuals relating to the concerns and needs in our community; For Social Ministry, provides information on current social and political issues to the congregation and makes available Biblical and theological resources for the development of Christian perspective on contemporary problems; leads the congregational members in involvement of their moments, their money, and their minds in these community, national, and world concerns.
10. Minister of Stewardship: establishes uniform procedures of accounting for all monies and donations received and deposited into congregational accounts; records and reports all individual giving by members and friends of the congregation, or appoints a financial secretary to accomplish this task; coordinates a motivating program to encourage all members to contribute to the support and growth of the congregation and its programs by a more meaningful understanding of the stewardship of their money, moments, and minds. The Minister of Stewardship serves as advisor to the Budget Committee.
11. Minister of Congregational Concerns and Fellowship: provides programs that will draw the membership into a close-knit family unit, upholding, assisting, helping, and comforting each other and offering support and service to those outside the "family" unit as well; sponsor events, programs, and situations that are conducive to the development of God-pleasing interpersonal relationships; prepares each member for service to our neighbors; promote harmony; develops the congregation into an extended "family" bound by the bonds of love.
12. The Representatives of the Auxiliaries: Women, Men, and Youth: represent the concerns of their organization to the congregation; coordinate the activities of the auxiliary with the whole congregation.

C. Term of Office:

1. As stipulated in the Constitution, all officers and members of the Congregation Council shall serve for a term of two (2) years, with the exception of the Representatives of the Auxiliaries who shall each be elected to serve a one year term.
2. The following rotation shall be followed. The offices and positions assigned to year “A” and to year “B” shall be retained in this scheme of rotation.
 - a. In year “A” the following officers and council members shall be elected:
 1. President
 2. Minister of Resources (Treasurer)
 3. Minister of Evangelism
 4. Minister of Mission, Community Service, and Social Ministry
 5. Minister of Christian Learning and Youth
 - b. In year “B” the following officers and council members shall be elected:
 1. Vice President
 2. Secretary
 3. Minister of Stewardship (Financial Secretary)
 4. Minister of Worship
 5. Minister of Congregational Concerns and Fellowship
 6. Minister of Facilities
3. In the event of a vacancy, the remaining term may be filled by council action. For purposes of election, a term of more than 14 months shall be considered a full term.

Part V. Committees

(See the Constitution Chapter 13, Congregation Committees)

A. Executive Committee

The Executive Committee has the primary responsibility with the Congregation Council for carrying out the day-to-day legal and financial business of the congregation.

1. The President and Secretary shall have the authority to sign legal and business documents for the congregation implementing decisions of the congregation and the Congregation Council. Both signatures shall be required on documents which require the approval of the congregation.
2. The Minister of Resources (Treasurer) shall have the authority to sign checks and to make other routine transactions on congregational accounts. The Executive Committee will appoint one or more other officers of Council members who will be authorized to sign checks and make routine transactions in the absence of the treasurer.
3. The President and Minister of Resources shall have authority for access to the congregation’s safe.
4. Special accounts or financial instruments in which congregational funds are invested (other than the primary checking and savings accounts) shall require the signature of at least two Executive Committee members (other than the pastor) to accomplish any transactions.
5. The Executive Committee shall be responsible for drafting or reviewing drafts of proposed amendments to the Constitution and changes to the Bylaws. The Committee shall ensure that the language of proposals is clear and consistent with those portions of the Constitution and Bylaws that would not be changed by the proposal. The Committee will also be responsible for seeing that the procedures for amending the Constitution or changing the Bylaws contained in Chapters 17 and 18 of the Constitution are followed.

B. Nominating Committee

The Nominating Committee will seek to identify at least one nominee for each office or council position that is open for election. Nominations may also be made from the floor during the Congregational Meeting. The consent of all nominees shall be obtained prior to the submission of their name to the congregation. The representatives of the Auxiliaries shall be nominated by the Auxiliary to the Nominating Committee and be submitted by the Congregation Council to the congregation for election.

C. Audit Committee

1. The Audit Committee shall audit the financial records maintained by the Minister of Resources and the Minister of Stewardship at least once each year and/or at any time when a new Minister of Resources or Minister of Stewardship requests.
2. On completing an audit, the committee will report its findings and recommendations, in writing, to the Congregation Council. These reports shall be made a part of the minutes of the council.
3. The Audit Committee may request assistance of the Minister of Resources or Minister of Stewardship on matters relating to congregational financial records and accounting procedures.
4. The Minister of Resources and/or the Minister of Stewardship may request the assistance of the Audit Committee on matters relating to congregational financial records and accounting procedures.

D. Mutual Ministry Committee

The Mutual Ministry Committee shall meet with the pastor(s) on a regular basis with the intent of careful listening and clarifying expectations, sharing, and communicating of personal and professional concerns, reviewing and reflecting on our mutual ministry, and praying and caring for one another. There will be no records kept of the meetings, and the Committee shall have no authority for action. As necessary, the Mutual Ministry Committee shall advocate for the pastor(s) with the Congregation Council and congregation.

E. Call Committee

The Call Committee, once appointed by the Congregation Council, shall select its own chair and secretary. As required by Chapter 9.01 of the Constitution, it will obtain the advice of the bishop of the Southwestern Washington Synod of the ELCA in accomplishing its work, and will ensure that all constitutional provisions relating to the calling of a pastor are observed.

F. Budget Committee

A Budget Committee shall be appointed by the Congregation Council. The chair of the Budget Committee shall be the Vice President of the Congregation Council. The Minister of Resources and the Minister of Stewardship shall act in an advisory capacity. The Budget Committee shall seek congregational advice in an open hearing prior to the preparation of a proposed Annual Budget. The initial proposed Annual Budget shall be presented to the Congregation Council at its September meeting and will be made available to the members of the congregation prior to the Annual Stewardship Program. Any additions or deletions to the budget shall be acted on by the Congregation Council and a final proposed Annual Budget shall be presented to the congregation for adoption at the January Semi-Annual Meeting.

Part VI. Congregational Records

- A. The records of the congregation shall be and remain the property of the congregation. The pastor(s) shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon the termination of his or her service to the congregation, the pastor

shall have brought the records up-to-date prior to his or her departure. The records shall consist of:

1. The roster of baptized, confirmed, and voting members.
2. The official acts performed by the pastor (weddings, funerals, baptisms, and confirmations).
3. The minutes of the meetings of the congregation and the Congregation Council, for which the secretary of the congregation shall be responsible.
4. The financial records of the congregation, for which the Minister of Resources shall be responsible.
5. The pastor shall report annually to the congregation a summary of his or her ministerial acts.

Part VII. Columbarium

- A. Grace Evangelical Lutheran Church maintains a columbarium and offers perpetual use to its members. The most recent Certificate of Ownership shall be utilized as the contract between the niche owner and Grace Evangelical Lutheran Church. This contract contains sufficient detail to ensure the satisfaction of both parties.
- B. This section of the Bylaws will serve to provide information regarding any move of the Columbarium.
 1. Funding of a move to a new location if the congregation should dissolve will be provided by:
 - a. the columbarium fund
 - b. sale of this congregation's property
 - c. Endowment Fund principal
 2. Funding for a move due to the congregation moving to a new location or enlarging the columbarium will be included as a line item in the proposal to move or enlarge.
 3. Notification of family members of the niche owner will be provided to the best of this congregation's ability by:
 - a. search of this congregation's records to find any living relatives
 - b. if any are found, written notice of the new location and niche number shall be provided to the family member(s)
 - c. if none are found, written notice of the new location and niche number shall be provided to the Southwestern Washington Synod of the Evangelical Lutheran Church in America for safekeeping.