

Lutheran Church of Peace

Constitution and Bylaws

Approved by Church Council

December 2015

Dear Lutheran Church of Peace Member:

In March 2015, a sub-committee including Dave Kieckhafer, Lois Radloff, and Glen Korb began a review of the Lutheran Church of Peace Constitution. During the past several months, the wording of the constitution was compared to the model of the Evangelical Lutheran Church of America. We also reviewed samples from other churches. Some key findings include:

- Required wording in the most recent ELCA model (2013) was not included in the LCOP constitution. Sections with required wording are marked with an asterisk.
- References in the current constitution and the model were made to bylaws; however, LCOP has never created bylaws
- Many items were in the LCOP constitution that should be in the bylaws. The sub-committee decided that most (but not all) content that is unique to our congregation should be in bylaws and not the constitution.

The purpose of the constitution is to define our church and the basic principles of how we operate. For example – it defines the officers of the congregation. The bylaws are more concrete operational rules. In the same example, bylaws define the duties of the officers.

In creating the bylaws, we moved items from our constitution and used items from other congregational models. In September 2015, a draft copy was provided to the congregation seeking feedback. Discussion sessions were also scheduled. The feedback received was then reviewed by the constitution sub-committee and discussed with the full church council. A final copy of the constitution and bylaws was approved at the December 2015 church council meeting.

The final copy is attached. The congregation will vote to ratify the updated constitution and bylaws at the annual meeting on January 31, 2016.

If you have any questions or additional feedback prior to the annual meeting, please contact Dave Kieckhafer at dkieckhafer@centurytel.net or call him at 732-9588.

Thank you for your time and interest in these important documents for our church!

***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 The Lutheran Church of Peace, (aka the Evangelical Lutheran Church of Peace) of Platteville, Wisconsin.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of the Evangelical Lutheran Church of Peace is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Wisconsin.

Chapter 2.

CONFESSION OF FAITH

- *C2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- *C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
 - a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
 - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
 - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through¹their 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.

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

Chapter 3. **NATURE OF THE CHURCH**

- *C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- *C3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.
- *C3.03. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

Chapter 4. **STATEMENT OF PURPOSE**

- *C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.

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- *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.

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- *C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. Such descriptions shall be contained in continuing resolutions in the section on the Congregation Committees.
- *C4.05. This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.
- *C4.06. References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God’s mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

Chapter 5.

POWERS OF THE CONGREGATION

- *C5.01. The powers of this congregation are those necessary to fulfill its purpose.
- *C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- *C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation’s governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
 - a. call a pastor as provided in Chapter 9;
 - b. terminate the call of a pastor as provided in Chapter 9;
 - c. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
 - d. adopt amendments to the constitution, as provided in Chapter 17, amendments to the bylaws, as specified in Chapter 16, and continuing resolutions, as provided in Chapter 18.
 - e. approve the annual budget;
 - f. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - g. hold title to and use its property for any and all activities consistent with its purpose;
 - h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;

- i. elect its Congregation Council and committees, and require them to carry out their duties in accordance with the constitution and its 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 South-Central Synod of Wisconsin of the Evangelical Lutheran Church in America.
- C5.05.** This congregation shall have a Trust Fund that will operate as specified in the Trust Fund constitution and bylaws.

Chapter 6.
CHURCH AFFILIATION

- *C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the South-Central Synod of Wisconsin of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of ordained ministers of the Evangelical Lutheran Church in America or to contracting for pastoral services with an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
 - d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions

in the congregation according to the procedures of the Evangelical Lutheran Church in America.

- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

***C6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
- d. This congregation follows the procedures outlined in C6.05.

***C6.05.** A congregation may terminate its relationship with this church by the following procedure:

- a. A resolution indicating the intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.
- d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the

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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 paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.
- f. Notice of termination shall be forwarded by the bishop to the secretary of this church, who shall report the termination to the Churchwide Assembly.
- g. Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
- h. Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in C6.05., to receive synodical approval before terminating their membership in this church.
- i. Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- j. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of C6.05. and may begin no sooner than six months after that second meeting.

***C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

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

Chapter 7.

PROPERTY OWNERSHIP

- *C7.01.** If this congregation ceases to exist, title to undisposed property shall pass to the South-Central Synod of Wisconsin of the Evangelical Lutheran Church in America.
- *C7.02.** If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.
- *C7.03.** If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the South-Central Synod of Wisconsin.
- *C7.04.** If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.
- C7.05.** Notwithstanding the provisions of C7.02. and C.7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:
- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.

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- b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the South-Central Synod of Wisconsin—reconvey and transfer all right, title, and interest in the property to the synod.

Chapter 8.
MEMBERSHIP

- *C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- *C8.02. Members shall be classified as follows:
 - a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations, or by affirmation of faith.
 - b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
 - d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.
- *C8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.
- *C8.04. It shall be the privilege and duty of members of this congregation to:
 - a. make regular use of the means of grace, both Word and sacraments;
 - b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
 - c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in

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America through contributions of their time, abilities, and financial support as biblical stewards.

- *C8.05.** Membership in this congregation shall be terminated by any of the following:
- a. death;
 - b. resignation;
 - c. transfer or release;
 - d. disciplinary action in accordance with ELCA constitutional provision 20.40. and the accompanying bylaws; or
 - e. removal from the roll due to inactivity as defined in the bylaws.
- Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

Chapter 9.

THE PASTOR

- *C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop of the synod.
- *C9.02.** Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.
- *C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,
- a. Every ordained minister shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care; and
 - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - b. Each ordained minister with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) supervise all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council; and
 - 4) with the council, administer discipline.
 - c. Every pastor shall:

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- 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
 - 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the _South-Central Synod of Wisconsin of the ELCA.
- *C9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.05.**
- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions
 - 4) physical disability or mental incapacity of the pastor;
 - 5) suspension of the pastor through discipline for more than three months;
 - a) resignation or removal of the pastor from the roster of ordained ministers of this church;
 - b) termination of the relationship between this church and the congregation;
 - 6) dissolution of the congregation or the termination of a parish arrangement; or
 - 7) 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 ordained ministers and one layperson, or

- 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, to the bishop personally shall investigate such conditions together with a committee of two ordained ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant and the pastor shall be listed on the clergy roster as disabled. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first 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 majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

- *C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07.** During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.
- *C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting 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.
- C9.10 N/A (due to number skipping from prior versions)
- *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.

C10.02. 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 five percent of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.

C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all members at least 10 days in advance of the date of the meeting.

C10.04. Five percent of the voting members shall constitute a quorum at any Congregation Meeting.

C10.05. Voting by proxy or by absentee ballot shall not be permitted. Voting by absentee ballot shall be permitted only for election of members to the Congregation Council and to the Trust Fund Committee.

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 bylaws by state law.

C10.07. *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

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**Chapter 11.
OFFICERS**

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer.
- a. Duties of the officers shall be specified in the bylaws.
 - b. The officers shall be voting members of the congregation.
 - c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- C11.02.** The Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall serve for one year or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.
- C11.03.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

**Chapter 12.
CONGREGATION COUNCIL**

- C12.01.** The voting membership of the Congregation Council shall consist of not more than twelve nor fewer than eight members of this congregation, the number to include officers of this congregation. Any voting member of this congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the 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.
- The pastor is an *ex officio* member of the Congregation Council.
- C12.02.** The members of the Congregation Council shall be elected at the services of Worship on the second Sunday of December and preceding Saturday. One-third of the membership of the Congregation Council shall be elected each year. Their term of office shall be for three years, with the term of office beginning at the close of the annual congregation meeting following the election.
- C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor to serve the remainder of the member's 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

* Required provision
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faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

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

- a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Wisconsin, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption. The budget shall include this congregation's full indicated share in support of

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the wider ministry being carried on in partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America.

- d. 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.
 - e. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- C12.06.** The Congregation Council shall see that the provisions of this constitution and its bylaws are carried out.
- C12.07.** The Congregation Council shall provide for periodic review of the membership roster.
- C12.08.** The Congregation Council shall be responsible for the appointment and supervision of the paid employees of this congregation and the pastoral staff.
- C12.09.** The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.11.** The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting.
- C12.13.** The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, and, to the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 13.

CONGREGATION COMMITTEES

- C13.01.** The officers of this congregation and the pastor shall constitute the *Executive Committee*.
- C13.02.** A *Nominating Committee* shall consist of the outgoing members of the Congregation Council. Members of the Nominating Committee are not eligible for consecutive re-election.
- C13.03.** An *Audit Committee* of two members shall be appointed **annually** by the Congregation Council. Audit Committee members shall not be members

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of the Congregation Council. Audit Committee Members shall be eligible for reappointment. Alternatively, the Congregation Council may hire external auditors who are non-members of the congregation.

- C13.04.** A Trust Fund Committee of a voting members shall be elected by the congregation and will manage the congregation Trust Fund and Memorial Fund according to the Trust Fund Constitution.
- C13.05.** When a pastoral vacancy occurs, a *Call Committee* of six voting members shall be elected by this congregation. Term of office will terminate upon installation of the newly called pastor.
- C13.06.** Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.
- C13.07.** Duties of committees of this congregation shall be specified in the bylaws.
- C13.08.** The pastor and president of this congregation shall be *ex officio* members of all committees and boards of the congregation.

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 and specified in a continuing resolution.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of 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

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consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.

- *C15.02.** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to C15.01 do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three lay persons and two clergy). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.
- *C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case, and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members plus the nonvoting chair comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.
- *C15.04.** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C15.05.** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
- a. suspension from the privileges of congregation membership for a designated period of time;

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- b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - c. termination of membership in the congregation; or
 - d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.
- *C15.06.** The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
- *C15.07.** No member of the congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.
- *C15.10. Adjudication**
- *C15.11.** When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16.

BYLAWS

- *C16.01.** This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C16.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- *C16.03.** Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal with the council's recommendations at least 30 days in advance of the

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Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.

- *C16.04.** Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17. **AMENDMENTS**

- *C17.01.** Unless provision *C17.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least ten percent of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C17.02.** An amendment to this constitution, proposed under *C17.01., shall:
- a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 - c. have the effective date included in the resolution² and noted in the constitution.
- *C17.03.** Any amendments to this constitution that result from the processes provided in *C17.01. and *C17.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
- *C17.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council's

² Such an effective date must be stated in relation to the requirements of *C17.03. to allow time for synodical review of the amendment.

* Required provision

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recommendations, at least 30 days prior to the meeting. Upon the request of 5% of the voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18.

CONTINUING RESOLUTIONS

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

Chapter 19.

INDEMNIFICATION

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

* Required provision
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BYLAWS FOR THE CONGREGATION
OF
THE LUTHERAN CHURCH OF PEACE
PLATTEVILLE, WISCONSIN

ARTICLE I

MISSION STATEMENT

B1.01 To Know Christ and Make Christ Known

ARTICLE II

ANNUAL MEETING OF THE CONGREGATION

- B2.01 The annual meeting of the congregation shall be held:
- a. on or near the last Sunday in January; or
 - b. on such other date during the first sixty (60) days of the calendar year as selected by two-thirds of the members present and voting at a properly noticed and held Church Council meeting.
- B2.02 The business transacted at the Annual Meeting shall include:
- a. the presentation of oral and/or written reports concerning the financial status and affairs of the Congregation by the pastor, treasurer, committees, staff, task forces, ministry teams, and organizations;
 - b. the presentation and adoption of an annual budget; and
 - c. the transaction of such other business as may be brought before the congregation.
- B2.03 Except as otherwise provided in the constitution and bylaws, all actions by the congregation at the annual meeting and any other congregation meeting shall be by majority vote.

ARTICLE III

ELECTION AND DUTIES OF CHURCH COUNCIL

- B3.01 It shall be the goal of this congregation to strive for inclusiveness in the membership of the Church Council, so that through the process of nomination and election, there is equal representation of men and women, and so that people of various ages and abilities are represented on the Church Council.
- B3.02 The Pastor shall be ex-officio member of the Church Council and all congregational committees.

- B3.03 The president of this congregation:
- a. Shall preside at all Congregational Meetings and all meetings of the Church Council.
 - b. May attend and participate in meetings of all committees of this congregation, but without the right to vote.
 - c. Shall submit a report to each annual Congregation Meeting.
 - d. Shall actively seek to promote the general Welfare of this congregation in consultation with the pastor(s).
- B3.04 The vice president of this congregation shall perform all duties of the president in the absence of, or at the request of, the president of this congregation. In the event of the death, disability or resignation of the president, the vice president shall assume the office of the president of this congregation for the remainder of the president's term.
- B3.05 The secretary of this congregation shall:
- a) keep the minutes of all Congregational Meetings and all meetings of the Church Council;
 - b) be responsible for the printing and distribution of such minutes; c. keep copies of official correspondence of the Church Council; d. consult with the pastor(s) and office personnel to assure the safe-keeping of all minutes, financial records and parochial records of this congregation;
 - c) perform such other duties as the Church Council may from time to time request.
- B3.06 The treasurer of this congregation shall:
- a. be responsible for the general fund of this congregation and shall receive and disburse such funds in accordance with the decisions of this congregation and the Church Council;
 - b. shall present a monthly report of receipts and disbursements to the Church Council;
 - c. shall present an audited report to the annual Congregation Meeting;
 - d. shall attend quarterly meetings of the Memorial Trust Fund and give quarterly reports to the Church Council;
 - e. all checks and other documents transferring or expanding any funds in the General Operating Budget shall be executed by the treasurer or either the council president or senior pastor;
 - f. all expenditures will follow financial policies and procedures approved by Church Council.

ARTICLE IV

NOMINATING COMMITTEE; ELECTIONS; EXECUTIVE COMMITTEE

- B4.01 The Nominating Committee shall be convened by the Church Council before elections are held prior to the Annual Meeting. The committee shall nominate at least one qualified nominee for each vacancy on the Church Council.

Nothing herein shall bar additional candidates from being nominate from the floor or from voting members casting a write-in vote.

- B4.02 The Nominating Committee shall be responsible for screening candidates to fill vacant positions and making nominees aware of the duties of the Church Council.
- B4.03 Members of the Church Council other than the Pastor shall be elected upon written ballot collected during worship on the second Sunday and preceding Saturday in December. The election of members to fill such vacancies on the Church Council normally shall be conducted on one combined ballot; those candidates who receive the greatest number of votes shall be declared elected provided, however, that they receive at least a majority of the votes cast for that vacancy.
- B4.04 Executive Committee: The President, Vice-President, Treasurer and Secretary shall constitute the Executive Committee. Duties of the Executive Committee include:
- a. Act on behalf of the Church Council between meetings as needed
 - b. Prepare agendas for the Church Council
 - c. Evaluate and mentor the Pastor
 - d. Evaluate the performance of Church Council members
 - e. Serve on the Mutual Ministry Committee
 - f. Appoint the Audit Committee
 - g. Evaluate Congregational financial matters and present recommendations to the Church Council for action.

ARTICLE V

COMMITTEES, MINISTRY TEAMS, AND TASK FORCES

- B5.01 The Congregation Council shall empower committees, ministry teams and task forces as necessary to carry out the vision and mission of the congregation. Each committee, ministry team or task force shall:
- a. Work in accord with the vision and mission of The Lutheran Church of Peace
 - b. Consist of at least three persons, including an identified leader
 - c. Have a staff person or council member assigned as a contact person/liaison for questions and to make timely reports of committee meetings.
 - d. Not exceed their budget nor raise funds without Congregation Council approval.
 - e. Be empowered to do ministry in their specific area
 - f. Have a specific, council approved definition of its scope of ministry
- B5.02 **Congregation Life & Fellowship**
This committee will be concerned with the general welfare of this congregation and will continue building a sense of togetherness and mutual

concern. It will organize or work together with other committees, auxiliaries, and organizations to promote congregation gatherings which help fellowship to flourish within the congregation. It will further concern itself with proper and appropriate public relations and publicity.

B5.03

Evangelism/Mission

This committee will be concerned with Working with the pastor(s) to stimulate the interest of inactive members. It will also be concerned with the missions of the church and sharing these missions with the community; utilizing available public media. It will promote the global mission of the Church, specifically through programs, mission, and ministry of the Evangelical Lutheran Church in America. This ministry team will be concerned with the condition of all God's creation and will motivate this congregation to see solutions to problems and injustices wherever they exist. This will require the ministry team to be aware of issues which affect people and the environment locally, nationally, and globally and to sensitize the member of this congregation to these issues for purpose of developing proper responses. Guidelines and directions regarding social concerns and ministry are to be received and reviewed from the Evangelical Lutheran Church in America. This team will be responsible for the public relations of our church activities and missions.

B5.04

Buildings & Grounds

This committee will be concerned with the proper care of all buildings and grounds of this congregation. It will cooperate with the custodian to coordinate and effect proper maintenance and repairs and will make an annual inspection of repairs needed. It will review the insurance coverage of this congregation to guarantee that there is adequate insurance at all times. It will maintain an up-to-date inventory of property and equipment annually.

B5.05

Adult Discipleship

This committee will be concerned with this Congregations growing in faith. It will work with the pastor(s) to plan, maintain, and supervise programs of Adult Education Within this congregation. It will provide program and events which will deepen the spiritual life of this congregation. All materials and instruction are to be Christ centered and in full accord with the Scriptures and the teachings of the Lutheran Church. It will see that there is adequate teacher training and that teachers receive support and care. It will coordinate and promote retreat activities. This committee will support the WELCA and its circles of Bible studies for our church women. It will also maintain supervision of the Library Perpetual Fund.

B5.06

Mutual Ministry/Staff Support

This committee will provide care for the care-givers. These care-givers include the pastor(s) and staff of this congregation. It will recommend to the Congregation Council salaries for the pastor(s), youth and family director, office personnel, custodial services, organist(s), and musician(s). It will consult with the Bishop of the South Central Synod of Wisconsin regarding interim and supply pastor(s) and the calling of a pastor during any vacancy. It will establish the job descriptions and vacation periods of the pastor(s) and office personnel. It will assure that pastor(s) are given the opportunity for continuing education and that there are funds to support this. This committee shall consist of the Congregation Council Executive Board (President, Vice-President, Treasurer and Secretary), along with up to three voting members of the congregation to be appointed by the Executive Board. The Executive Board shall have at least two members present at all Staff Support meetings.

B5.07 Stewardship

This Committee will challenge members of the congregation with the biblical understanding of Christian stewardship and giving through programs and educational opportunities. It will encourage a gracious response to our gracious God to include a response of time, talents, and treasures, and to encourage involvement by all members in the mission of the congregation. It will provide an annual stewardship program, usually in the fall of the year. It will monitor the giving of this congregation throughout the year with reference to this congregation's budget. It will assure that the offerings are properly counted, recorded, and banked following each Worship service. Offering envelopes are to be distributed annually. It will promote and support ministries on the local, synodical, and churchwide levels.

B5.08 Worship and Music

This committee will assist the pastor(s) in worship planning to assure that all worship activities are conducted to the glory of God. It will coordinate the activities of the pastor(s), lectors, ushers, greeters, altar guild, acolytes, organists, pianists, instrumentalists, choirs, directors, and nursery and post directions for these people as needed. It will assure that the hymnals, altar supplies, communion needs, choir music and robes are provided and in good repair. It will count and record those in attendance at worship services. It will assure that the musical instruments of this congregation, such as organ and pianos receive proper use, service, and repair. It will encourage a Worshipful setting including appropriate flowers, banners, and vestments.

B5.09 Youth and Family

This committee will promote and supervise the ministry of this congregation among families. It will include programs and activities which

assist young persons in growing in their faith and fellowship. It will work with the pastor(s) and other adults to provide this ministry for our young persons. It will promote participation in church camps, youth retreats, synodical and Churchwide youth gatherings and activities. It will also be responsible for the supervision and upkeep of the Youth Library.

B5.10 Care Ministry

This committee will be concerned with the support of the population of this congregation by providing Care for the members. It will work to provide in-home communions, promote health care and assistance in homes for the elderly, visit members unable to be out or who are in nursing homes. This committee will oversee our homeless ministry and support its needs. This committee will also actively participate in our prayer ministry.

ARTICLE VI

SYNOD DELEGATES

- B6.01 The Congregation Council shall be responsible for appointing delegates and to attend synod conventions.
- B6.02 The delegates shall include one male and one female from the voting membership of the congregation.
- B6.03 If the delegates appointed by the Congregation Council are unable to attend a synod convention, the Pastor shall have the authority to appoint substitute delegates.

ARTICLE VII

SACRAMENT OF HOLY COMMUNION

- B07.01 This congregation encourages its baptized members who have been prepared to receive the Sacrament, as well as baptized members of other Christian congregations who accept the Lutheran teaching in regard to this sacrament, to participate in Holy Communion as follows:
- a) it shall be made known to prospective participants that the belief of this congregation is: Participation in the Lord's Supper is the reception of "the body and blood of our Lord Jesus Christ given with bread and wine, instituted by Christ himself for us to eat and m drink." We hold that a "person is well prepared and worthy who believes these words, *given and shed for you for the remission of sins*. But anyone who does not believe these Words, or doubts them, is neither prepared nor Worthy, for the words *for you* require simply a believing heart."
 - b) Formal preparation to receive the Sacrament of Holy Communion shall be

provided for persons as young as third grade.

- c) Participation in the Sacrament of Holy Communion shall be considered a privilege but not a duty of membership until a baptized member becomes a confirmed member.

ARTICLE VIII

MEMBERSHIP

- B8.01 Candidates for confirmation shall be instructed in the Christian faith as it is set forth in Luther's Small Catechism. The particulars of instruction for confirmation shall be determined by the Christian Education Committee in consultation with the pastor(s).
- B8.02 A confirmed member who requests to resign his/her membership from this congregation shall be counseled by a pastor and/or member(s) of the Evangelism Committee and be encouraged to retain membership or to request a certificate of transfer to another Lutheran congregation. If after such counseling the member still wishes to resign, the resignation shall, upon request to the Congregation Council, be accepted.
- B8.03 In the event of the permanent relocation of a member outside the geographical area served by the congregation, the member shall be encouraged to request a certificate of transfer to a Lutheran congregation which can serve the member effectively, and a congregation in the community of the member's new residence shall be notified.
- B8.04 In the event of the temporary relocation of a member outside the geographical area served by this congregation, the member shall be encouraged to seek associate membership in a Lutheran congregation which can serve the member effectively. In the case of students attending an educational institution, a campus pastor serving the institution or a Lutheran congregation in the community of the student's residence shall be notified within one month of the student's enrollment.
- B8.05 A member in good standing who desires to change his/her membership from this congregation to another Lutheran congregation shall, upon request to the Congregation Council, receive a certificate of transfer.
- B8.06 A member in good standing who desires to change his/her membership to a non-Lutheran congregation shall, upon request to the Congregation Council, be released from membership.
- B8.07 A confirmed member who fails to qualify as a voting member according to 08.02.c. of the constitution or who otherwise appears to lack desire to participate in the life and worship of this congregation shall be identified as an inactive member, and shall be visited by a pastor and/or member(s) of the Evangelism or Stewardship Committees and be encouraged to more actively participate in the life and worship of this congregation. If a member remains inactive for three consecutive years, the Evangelism Committee, in consultation with the pastor(s),

may recommend that the member be removed from the membership roll. Notice of recommendation for removal from the shall be delivered to the member in writing thirty days in advance of final action by the Congregation Council.

- B8.08 A child, neither of whose parents or guardians is a member of this congregation, may be removed from the roster of baptized members if that child fails to participate in the life and worship of the congregation.

ARTICLE IX

FACILITY USE

- B9.01 The Lutheran Church of Peace's primary purpose is to carry on the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use.
- B9.02 Requests for one-time or short term use of facilities and/or grounds shall be made through the church office. A facility use form and fee schedule are available upon request.
- B9.03 Long term usage requests shall be submitted to the Building and Grounds Committee. A recommendation will be made to the Congregation Council for approval or denial of the request.
- B9.04 No activities or advocacy may take place within the facilities or grounds that conflict with the practices of this congregation and the Evangelical Church of America.

ARTICLE X

INDEMINFICATION

- B10.01 To the extent allowed and required under secs. 181.042, 181.047 and 181.049, Wisc. Stats., as they may be amended from time to time, and subject to Section 10.03 below, the Congregations shall indemnify its officers and the members of the Congregation Council against all damages, liability, expenses, costs, and attorney's fees that they actually incur in connection with threatened, pending or completed legal actions, suits, or proceedings to which they are or may be made a party because of their status, actions, or omissions as current or former officers or members of the Congregation Council.
- B10.02 To the extent allowed under sec. 181.051, Wisc. Stats., as it may be amended from time to time, and subject to Section 10.03 below, the Congregation also shall indemnify its Committees, Ministry Teams and Task Forces against all damages, liability, expenses, costs, and attorney's fees that they actually incur in connections with threatened, pending or completed legal actions, suits or

proceedings to which they are or may be made a party because of their status, actions, or omissions as current or former agents, employees, or members of a Committee, Ministry Team or Task Force.

- B10.03 Unless otherwise ordered by a court of law, any indemnification under Sections 10.01 or 10.02 above shall be made by the Congregation only as authorized in the specific case upon a determination that indemnification of the officer, agent, employee, or member of the Congregation Council, a Committee, Ministry Team, or a Task Force is appropriate under the circumstances taking into account the standards of conduct set forth in sec. 181.042, Wisc. Stats., as it may be amended from time to time. Such determination shall be made:
- a) by the Congregation Council by a majority vote of a quorum consisting of such members who are not and were not parties to such action, suit or proceeding;
 - b) by the Congregation at a regular or special Congregation Meeting properly called and held for that purpose; or
 - c) in a written opinion by independent legal counsel hired and paid for by the Congregation.

- B10.04 The Congregation Council may purchase and maintain insurance on behalf of any person who is an officer, agent, employee, or a member of the Congregation Council, a Committee, Ministry Team, or a Task Force, insuring that person against liability asserted against and incurred by such person in his or her capacity as such, or arising from his or her status as such regardless of whether the Congregation is required or authorized to indemnify or allow expenses to the person against the same liability.

ARTICLE XI

AMENDMENT OF BYLAWS

- B11.01 These bylaws are subject to amendment in accordance with the procedure set forth in the constitution.