

# FAITH LUTHERAN CHURCH

---

ALBANY, OREGON

## CONSTITUTION

AND

## BYLAWS

Revised 2003

Approved by Oregon Synod:  
November 2003

Constitution Committee:  
Esther Karstens, Melba Wright, Henry Miller, Paul Ross,  
Peggy Preston, Norma Messman



## PREAMBLE

\*

We, baptized members of 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 Faith Lutheran Church.

C1.02 For the purpose of this constitution and the accompanying bylaws, the congregation of Faith Lutheran Church, Albany, Oregon, is hereinafter designated as "this congregation".

C1.03 This congregation shall be incorporated under the laws of the State of Oregon.

## 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 salvation of all who believe.

\*

- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
- b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
- c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's spirit speaking through their authors they record and announce God's revelation centering in Jesus Christ. Through them God's spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

C2.03 This congregation accepts the canonical Scriptures of the Old and New

- \* Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith and life.
- C2.04 This congregation accepts the Apostles, Nicene, and Athanasian Creeds as true  
\* declarations of the faith of this congregation.
- C2.05 This congregation accepts the Unaltered Augsburg Confession as a true witness  
\* to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- C2.06 This congregation accepts the other confessional writings in the Book of  
\* Concord, namely the Apo9logy of the Augsburg confession, the Smalcald Articles and Treatise, the small Catechism, the Large Catechism, and Formula of Concord, as further valid interpretations of the faith of the church.
- C2.07 This congregation confesses the Gospel, recorded in the Holy Scriptures and  
\* confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God’s mission in the world.

### Chapter 3

#### NATURE OF THE CHURCH

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

### Chapter 4

#### STATEMENT OF PURPOSE

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

C4.02 To participate in God's mission, this congregation as a part of the Church shall:

\*

- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to 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 Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with church-wide policy.

C4.04 \* This congregation shall develop an organizational structure to be described in the bylaws. The congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. (Such description shall be contained in continuing resolutions of the Congregational Council.)

C4.05 \* This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

## Chapter 5

### POWERS OF THE CONGREGATION

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

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

C5.03 \* Only such authority as is delegated to 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 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. approve the annual budget;
- e. acquire real and personal property by gifts, devise, purchase, or other lawful means;

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

## Chapter 6

### CHURCH AFFILIATION

- C6.01 \* This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and the Oregon Synod of the Evangelical Lutheran Church in America. This congregation is subject to discipline of the Evangelical Lutheran Church in America.
- C6.02 \* This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- C6.03 \* This congregation acknowledges its relationship with the Evangelical Lutheran church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
  - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
  - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
  - d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
  - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of

its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America or with the constitution of the synod.

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

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

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

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- b. The secretary of the congregation shall submit a copy of the resolution to the synodical bishop 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 shall consult with this congregation during a period of at least 90 days.
- d. If this congregation after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
- e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and Evangelical Lutheran Church of America shall be terminated.



f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.

C6.06 If this congregation is considering relocation, it shall confer with the bishop  
\* before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

## Chapter 7

### PROPERTY OWNERSHIP

C7.01 If this congregation ceases to exist, title to undisposed property shall pass to the  
\* Oregon Synod of the Evangelical Lutheran Church in America

C7.02 If this congregation is removed from membership in the Evangelical Lutheran  
\* Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

C7.03 If a two-thirds majority of the voting members of this congregation present at a  
\* regularly called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to the property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Oregon Synod.

C7.04 If a two-thirds majority of the voting members of this congregation present at a  
\* regularly called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

## Chapter 8

### MEMBERSHIP

C8.01 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 maintained their membership in accordance with the provisions of the 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 those 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 who have communed and made a contribution of record during the current or preceding year.
- d. **Associate** members are persons holding membership in other congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council.

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;
- c. and support the work of the congregation and of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

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

\*

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action by the Congregation Council;

- 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 regularly 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 it by the synodical bishop may be called as a pastor of this congregation.
- \* C9.03 Consistent with the faith and practice of the Evangelical Lutheran Church in America,
- a. Every ordained minister shall:
    - 1) preach the Word;
    - 2) administer the sacraments;
    - 3) conduct public worship;
    - 4) provide pastoral care; and
    - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
  - b. Each ordained minister with a congregational call shall, within the congregation:
    - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
    - 2) supervise all schools and organizations of this congregation;
    - 3) install regularly elected members of the congregation Council; and
    - 4) with the council, administer discipline.
  - c. Every pastor shall:
    - 1) strive to extend the Kingdom of God in the community, in the nation and abroad;
    - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
    - 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and

- 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Oregon Synod of the ELCA.

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

C9.05 \* a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:

1. mutual agreement to terminate the call or the completion of a call for a specific term of years;
  2. resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted.
  3. inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
  4. the physical or mental incapacity of the pastor;
  5. disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty; or
  6. the dissolution of the congregation; or
  7. suspension of the congregation as a result of discipline proceedings.
- b. When allegations of alleged physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council, or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
- c. In the case of alleged physical or mental incapacity competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in

the congregation last served or in another field of labor.

- d. In the case of alleged local difficulties which imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in \*C9.05b, shall decide a course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor by a two-thirds majority vote of the voting members present at a regularly called meeting after consultation with the bishop.
- e. If, in the course of proceedings described in \*C9.05d, the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of the synod.
- f. If, following the appointment of the committee described in \*9.05b or d, it should become apparent that the pastoral office cannot be conducted effectively in the congregation being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from services in the congregation without prejudice and with pay provided through a joint churchwide and synodical fund and with housing provided by the congregation.

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

C9.07 During the period of service, an interim pastor shall have the rights and duties 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 the Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

C9.08 This congregation shall make satisfactory settlement of all financial obligations  
\* to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.

C9.09 When a pastor is called to serve in company with another pastor or pastors, the  
\* privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

- C9.11 With the approval of the bishop of the synod, the congregation may depart from \*C9.05a, 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 \*C9.05a.
- C9.12 The pastor of this congregation:  
\*
- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, 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.  
\*
- C9.21 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 under contract as pastor of this congregation.

## Chapter 10

### CONGREGATION MEETING

- C10.01 There shall be a minimum of two (2) congregational meetings yearly. The first is to be held during the first quarter (January-March), and the second during the last quarter (October-December) each year.
- 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 at the written request of ten percent, (10%) of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- C10.03 Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting

members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

- C10.04 Twenty percent, (20%) of the voting members shall constitute a quorum.  
**See bylaws PART V.**
- C10.05 Voting by proxy or by absentee ballot shall not be permitted.
- C10.06 All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.
- C10.07 Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

## Chapter 11

### OFFICERS AND COUNCIL MEMBERS

- C11.01 At its last-quarter meeting, the congregation shall elect, **by written ballot**, a Congregation Council of twelve to fifteen members to be nominated for and elected to the position in which they will serve. There shall be five officers and seven to ten council members.  
Of the five officers, the president, vice-president, and secretary shall be elected for a one year term and shall be eligible to succeed themselves once. The treasurer and financial secretary shall be elected for a two year term and shall be eligible to succeed themselves twice. Council members shall be elected for a two year term and shall be eligible to succeed themselves once. An alternate committee chair person may be chosen to attend council meetings and to vote at such times that the elected chair person is unable to attend. Alternate chair persons may be chosen by the elected chair persons and their names submitted to **and approved by** the Congregation Council.  
Those newly elected shall serve with those in office during the transition period until installed the first Sunday in January.
- C11.02 The Sunday School superintendent shall be elected by the congregation at its first-quarter meeting, for a term of two years and may be re-elected.

## Chapter 12

### CONGREGATION COUNCIL

- C12.01 The voting membership of the Congregation Council shall consist of the pastor(s) and not more than fifteen (15) members of the congregation including

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. Should a council member be unable to attend a Congregation Council meeting, the committee may be represented by the alternate chair person of said committee, with vote, or by another member of said committee, without vote. 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) if the member's position is not represented with vote for three successive regular meetings of the Congregation Council, or (c) resigns.

C12.02 a. The Congregation Council shall determine by vote any change in the roster of the baptized, confirmed, and voting members of the congregation, from records submitted by the pastor.

b. The members of the Congregation council shall be elected at the last-quarter congregation meeting and shall be installed at worship the Sunday prior to the date they assume office.

C12.03 Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next congregation meeting. Should the unexpired term be (1) one year or less, it shall not be considered in determining eligibility for succession.

C12.04 The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:

- a. To lead this congregation in stating its missions, 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, appointment, or employment.



- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide 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.

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

- a. The Congregation Council shall be the board of trustees/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 Oregon, 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 one-half of one percent (**0.5%**) of the approved budget for items not included in the approved budget.
- d. The Congregation Council shall present an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption. The proposed budget shall not exceed one hundred ten percent (110%) of the previous year's actual gross receipts. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- e. The Congregation Council shall ascertain that the financial affairs of the congregation are being conducted efficiently, giving particular attention to

the prompt payment of all obligations and the regular forwarding of benevolence moneys to the synodical treasurer.

- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

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

C12.07 The Congregation Council shall provide for an annual review of the membership roster.

C12.08 The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.

C12.09 The Congregation Council shall submit a comprehensive report to this congregation at the first-quarter meeting.

C12.10 The Congregation Council shall normally meet once a month. A special meeting 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 council members.

C12.11 A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, or appointed vice chairperson and the pastor or interim pastor, except when the pastor requests or consents to be absent and has given prior approval to an agenda which shall be the only business of the meeting.

C12.12 A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

## Chapter 13

### CONGREGATIONAL COMMITTEES

C13.01 The officers of this congregation and the pastor shall constitute the **Executive Committee**.

- C13.02 A **Nominating Committee** of six voting members of this congregation, two of whom shall be outgoing members of the Congregation Council, shall be elected at the first-quarter meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection.
- C13.03 An **Audit Committee** of three voting members shall be elected by the Congregation Council.
- C13.04 A **Mutual Ministry Committee** (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the pastor. Term of office shall be two years, three members to be appointed each successive year.
- C13.05 A **Budget Committee** of (5) five members shall be elected at the first-quarter congregational meeting. Three of these members shall be nominated from the congregation at large, and two shall be nominated from the Congregation Council.
- C13.06 When a pastoral vacancy occurs, a **Call Committee** of (11) eleven voting members shall be elected by the congregation. Term of office will terminate upon installation of the newly called pastor.
- C13.07 Other congregational committees may be formed as the need arises, by decision of the Congregation Council.
- C13.08 Duties of congregational committees shall be specified in the bylaws and continuing resolutions.

## Chapter 14

### ORGANIZATIONS WITHIN THE CONGREGATION

- C14.01 All organizations within this congregation shall exist to aid 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 February 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 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.

C14.03 Commercial organizations or profit making groups shall not be permitted to advertise or operate within this congregation.

## Chapter 15

### DISCIPLINE OF MEMBERS

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

C15.02 The process for discipline of a member of the congregation shall be governed  
\* as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. A member charged with the offense shall appear before the Congregation Council after having received a written notice, at least 10 days prior to the meeting, specifying the exact charges that have been made against the member, and the time and place of the hearing.

C15.03 Members of the Congregation Council who participate in the preparation of the  
\* written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member.

Should the allegations be sustained by a two-thirds majority vote of the Congregation Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

- a. censure before the council or congregation;
- b. suspension from membership for a definite period of time; or
- c. exclusion from membership in this congregation. Disciplinary actions b. and c. shall be delivered to the member in writing.

C15.04 The member against whom disciplinary action has been taken by the  
\* Congregation Council shall have the right to appeal the decision to Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

- C15.05 Disciplinary actions may be reconsidered and revoked by the Congregation  
\* Council upon receipt of:  
a) evidence that injustice has been done or  
b) evidence of repentance and amendment

C15.10 Adjudication  
\*

- C15.11 When there is a disagreement among the factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

## Chapter 16

### BYLAWS

- C16.01 This Congregation may adopt bylaws. No bylaw may conflict with this  
\* constitution.
- C16.02 Bylaws may be adopted or amended at any legally called meeting of this  
\* congregation with a quorum present by a majority vote of those voting members present and voting.
- C16.03 Changes to the bylaws may be proposed by any voting member provided,  
\* however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the members of the proposal with its recommendations at least 30 days in advance of the Congregational Meeting.
- C16.04 Approved changes to the bylaws shall be sent by the secretary of this  
\* congregation to the synod.

## Chapter 17

### AMENDMENTS

- C17.01 Amendments to this constitution may be proposed by at least (10) ten 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 its regular or special meeting called for that purpose. The

Congregation Council shall notify the members of the proposal with their recommendations at least 30 days in advance of the meeting.

C17.02 A proposed amendment to this constitution shall:

- \* a. be approved at a properly called meeting according to this constitution by a majority vote of those present and voting.
- b. be ratified without change at the next congregational meeting by a two-thirds majority vote of those present and voting; and
- c. have the effective date included in the resolution and noted in the constitution

C17.03 Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America, or the constitution of the Oregon Synod.

**C17.04** Whenever the **Model Constitution for Congregations** is amended by the Churchwide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments at least 30 days prior to the meeting. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod, consistent with \*C17.03.

## Chapter 18

### CONTINUING RESOLUTIONS

C18.01 The Congregation Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.

\* C18.02 Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.

## 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.

# INDEX

## Constitution and Bylaws

*Chapter 1 through 9 are described by ELCA and Oregon Synod*

Chapter 1	NAME AND INCORPORATION	page 1
Chapter 2	CONFESSION OF FAITH	pages 1 – 2
Chapter 3	NATURE OF THE CHURCH	page 2
Chapter 4	STATEMENT OF PURPOSE	pages 2 – 4
Chapter 5	POWERS OF THE CONGREGATION	pages 4 – 5
Chapter 6	CHURCH AFFILIATION	pages 5 – 7
Chapter 7	PROPERTY OWNERSHIP	page 7
Chapter 8	MEMBERSHIP	pages 7 – 9
Chapter 9	THE PASTOR	pages 9 – 12

*Chapters 10 through 14 deal with the local congregation*

Chapter 10	CONGREGATION MEETING	pages 12 – 13
.1	meetings February, May, and October	
.2	special congregation meetings	
.3	notice of meetings to members	
.4	quorum	
.5	voting in person	
.6	majority rule	
.7	Robert’s Rules of Order	
Chapter 11	OFFICERS AND COUNCIL MEMBERS	page 13
.1	October elect officers and council members	
.2	May elect Sunday School superintendent	
Chapter 12	CONGREGATION COUNCIL	pages 13 – 16
.1	voting members of congregation council	
.2	a. change in the roster; b. council member installation	
.3	vacant place on council	
.4	duties of Congregation Council	
.5	responsible for financial and property matters	
.6	see that constitution and bylaws are carried out	
.7	annual review of membership roster	
.8	appointment and supervision of salaried lay workers	
.9	comprehensive report to congregation in February	
.10	council shall meet once a month	
.11	quorum consists of majority of members	
.12	quorum consists of majority of members and pastor	



Chapter 13	CONGREGATIONAL COMMITTEES	pages 16 – 17
.1	Executive	
.2	Nominating	
.3	Audit	
.4	Mutual Ministry	
.5	Budget	
.6	Call Committee	
.7	others as need arises	
.8	duties of committees specified in Bylaws	
Chapter 14	ORGANIZATIONS WITHIN THE CONGREGATION	pages 17 – 18
.1	all organizations subject to congregation oversight and direction	
.2	special interest groups	
.3	commercial organizations	

*Chapters 15 through 19 are described by ELCA and Oregon Synod*

Chapter 15	DISCIPLINE OF MEMBERS	pages 18 – 19
Chapter 16	BYLAWS	page 19
Chapter 17	AMENDMENTS	pages 19 – 20
Chapter 18	CONTINUING RESOLUTIONS	page 20
Chapter 19	INDEMNIFICATION	pages 20 – 21

**P.S. Any chapter identified with an \* cannot be changed.**

## BYLAWS

PART I	COMMUNION PARTICIPATION	page 1
.1	Invitation	
.2	Preparation	
.3	Participation	
.4	Record of participation	
PART II	CONFLICTING LOYALTIES	page 1
.1	only organizations confessing Triune God and Jesus as Savior	
.2	no ceremonies of lodges, etc., in or on premises; pastors may not participate wherever conducted	
PART III	MEMBERSHIP	page 1 – 3
.1	Baptized members	
.2	Confirmed members	
.3	Voting members	
.4	Discontinuance of membership	
PART IV	THE PASTOR	pages 3 – 4
.1	Letter of Call	
.2	If pastor receives a call to another ministry	
.3	Qualified clergy	

PART V	MEETINGS OF THE CONGREGATION	page 4
.1	Current roster of members shall be available at each meeting	
.2	All annual reports due to pastor by Jan. 15 for Feb. annual meeting	
.3	Delegates to be elected at May meeting	
.4	Voting by written ballot required for: a. elective offices; b. amend Constitution or Bylaws; c. call a pastor; d. suspend or dismiss from office; e. vote on a budget	
PART VI	OFFICERS AND COUNCIL MEMBERS	pages 4 – 7
A.	Membership and Meetings	
B.	Duties and Responsibilities of council	
C.	Duties of officers	
D.	Duties of committees	
PART VII	PARISH RECORDS	page 7
PART VIII	COMMITTEE RESPONSIBILITIES	pages 7 - 12
PART IX	ORGANIZATION RESPONSIBILITIES	page 13
	Amendments to Constitution and Bylaws	pages 1 - 4

# **BYLAWS**

## **PART 1 – COMMUNION PARTICIPATION**

1. This congregation invites all of its members, who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.

2. Preparation for Holy Communion will normally be provided for persons as young as ten (10) years of age. \*\*Given that children mature at different rates and come from various backgrounds and given that every Christian is growing and maturing in their understanding of Holy Communion, a child shall start receiving Holy Communion when the child, parent(s), and pastor determine that the child is ready and the child has had age appropriate instruction regarding the Sacrament.\*\*

3. Holy Communion is the body and blood of our Lord Jesus Christ given with bread and wine, instituted by Christ himself for us to eat and drink.\* Participation in Holy Communion shall be open to baptized Christians who believe 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.\*

4. Record of participation in Holy Communion shall be maintained. If a member of another congregation communes, notice shall be sent to the communicant’s home congregation.

\* Quotes from Part V of Luther’s Small Catechism.

## **PART II – CONFLICTING LOYALTIES**

1. While the buildings of the congregation shall be open to all people to share in its worship, instruction, pastoral care, and fellowship, the congregation rejects all fellowship with organizations, secret or open, which practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Savior from sin, and which thus teach salvation by works.

2. Ceremonies of lodges or other such organizations shall not be permitted in the buildings or on premises of the congregation; nor shall its pastor(s) or lay assistant(s) take part in any such ceremonies wherever they are conducted.

## **PART III – MEMBERSHIP**

A. Baptized members

1. A child, one or both of whose parents or guardians are members of the congregation shall, upon receiving Baptism, become a baptized member.
2. A child, neither of whose parents or guardians are members of the congregation shall, upon receiving Baptism, become a baptized member of the congregation, unless for good reason he/she is to be a baptized member of another congregation, in which case the child's membership shall be transferred to that congregation.
3. A child baptized in another congregation shall be received as a baptized member in this congregation when a transfer has been received, or when the child is commended to the care of this congregation by his/her parents or guardian.
4. An unbaptized adult who has received instruction and has given evidence of adequate understanding and acceptance of the teachings of the Word of God as confessed by the Evangelical Lutheran Church in America, shall upon confession of faith and baptism, become a baptized member of the congregation.

B. Confirmed Members

1. A baptized adult, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of this congregation after having received instruction, having given evidence of adequate understanding of the teaching of the Word of God as confessed by the Evangelical Lutheran Church of America, and having publicly affirmed his/her faith.
2. A baptized member of the congregation shall become a confirmed member through the rite of Confirmation, except that an adult who has become baptized member in accordance with the provisions of Section A-4 of this part of the bylaws shall be considered a confirmed member without participation in the rite of Confirmation.
3. An applicant for membership who presents a Letter of Transfer which certifies that he/she is a confirmed member in good standing of a Lutheran congregation shall become a confirmed member of the congregation upon approval by the Congregation council. The acceptance of the applicant shall be reported to the congregation.
4. An applicant for membership who presents evidence of Confirmation in a Lutheran congregation but does not have a Letter of Transfer shall be admitted to confirmed membership by affirmation of faith before the congregation.

### C. Voting Members

All confirmed members will be included in a list of voting members maintained by the congregation secretary. To continue on the voting list a member must abide by C8.02 of the Faith Lutheran Church constitution, and

1. participate in the life and worship of the congregation.

If a person fails to fulfill the obligations, that person's name will be removed from the voting register. A person may be reinstated by fulfilling the obligations of the voting membership.

### D. Discontinuance of Membership

1. The congregation shall, in the event of the moving of a member from the community, encourage the member to request a transfer to a Lutheran congregation which can serve him/her effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of his/her residence shall be notified.
2. A confirmed member in good standing desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
3. A baptized member of the congregation may be removed from membership if that person fails to participate in the life and worship of the congregation. 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 and congregational officers and be encouraged to active membership. If, during the second year, the member does not actively participate, that person's name shall be removed from the membership roster of the congregation, but be retained on a responsibility list as one who is in special need of the congregation's prayers and concern.

## **PART IV – THE PASTOR**

1. When the congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect in a form approved by the Evangelical Lutheran Church in America. A call to a member of the clergy to be an assistant pastor shall be issued only with the concurrence of the pastor of the congregation and in accordance with the provision of this paragraph.
2. A pastor who receives a call to another ministry, shall consult the Congregation Council or, if desired, the congregation before reaching a decision. The pastor

shall announce the decision as quickly as possible, normally within (3) three weeks. The synod bishop shall be notified of the decision by the pastor. When a call has been accepted, the pastor shall terminate his/her ministry as soon as feasible, normally within a month.

3. Clergy qualified according to Chapter 9 of the constitution may occasionally perform pastoral functions in this congregation with the approval of the congregation and its pastor or, in case of a vacancy in the pastorate, with the approval of the congregation and the synod bishop.

## **PART V – MEETINGS OF THE CONGREGATION**

1. The current roster of voting, confirmed, and baptized members shall be available at each meeting of the congregation.
2. The first-quarter meeting shall receive the annual reports from all the organizations of the congregation. Such reports, including a financial statement, shall be submitted in writing to the pastor not later than January 15.
3. Delegates to any groups or meetings in which the congregation is entitled to representation shall be elected at the first-quarter congregation meeting.
4. Voting by written ballot shall be required:
  - a. to fill the elective offices of the congregation;
  - b. to adopt or amend the Articles of Incorporation and Bylaws;
  - c. to call a pastor or sever official connections with him/her;
  - d. to suspend or dismiss from office, any person holding an elective office of the congregation, as provided except in accordance with C12.01;
  - e. to vote on a budget.

## **PART VI – OFFICERS AND COUNCIL MEMBERS**

### **A. Membership and Meetings of the Congregation Council**

In addition to the provisions of the constitution, the following shall govern membership on the Congregation Council and the conduct of its meetings:

1. Only voting members of the congregation shall be eligible for membership on the Congregation Council. That person shall be exemplary in conduct, in personal Bible study and in regular attendance at worship services and the Lord's Supper. Any officer or council member who neglects these

privileges shall forfeit the right to serve in his/her elected or appointed position.

2. A member of the Congregation Council whose position is not represented by vote at two (2) consecutive regular meetings shall be consulted by the president of the congregation. If the position is not represented by vote at (3) three consecutive regular meetings, the Congregation Council shall declare the office vacant, in accordance with Chapter 12 of this constitution, and elect a successor until the next congregation meeting.
3. At its next meeting the congregation shall elect Congregation Council members necessary to fill all vacancies.

#### B. Duties and Responsibilities of the Congregation Council

In addition to the duties and responsibilities provided in the Constitution, the Congregation Council shall:

1. Secure necessary staff other than the pastor(s), such as administrative assistant, director of education, Christian day school teacher, business administrator, church musician, parish worker, youth worker, intern, custodian, etc. and fix and review annually their salaries and work guidelines. No salaried person shall chair the committee in the ministry for which that person is paid.
2. Review annually the salary of the pastor(s), and make adjustments from time to time within the limits of the total budget approved by the congregation.
3. Receive reports regularly from the treasurer to ascertain that the expenditures are within the budget approved by the congregation. Any expenditures, one-half of one percent (**0.5%**) **or more**, in excess of the total voted budget must be approved by the congregation.
4. Assure itself that the treasurer and others who have access to funds of the congregation are adequately bonded.
5. Appoint annually, **no later than the Nov. Congregation Council meeting**, an **audit** committee composed of (3) three voting members of the congregation.
6. Be responsible for the buildings and premises of the congregation so that their use is normally limited to the functions of the congregation. Should groups or individuals wish to use church premises, application shall be made to the Congregation Council for its approval. Use of all other church property must be approved by the appropriate committee.

7. The congregation Council shall exercise discipline in accordance with the provisions of this constitution and its Bylaws.

C. Duties of its Officers

1. The president shall preside at the meetings of the Congregation Council and of the congregation.
2. The vice-president shall preside at the meetings of the Congregation council and of the congregation in the absence of the president. He/she shall bring to the attention of the nominating committee needs for nominees to be elected as delegates to all conventions and meetings for which the congregation is eligible for representation. The vice-president shall be liaison between our congregation and the church at large.
3. The secretary shall keep the minutes of the congregation Council and of the congregational meetings and shall have access to the archives of the congregation, which shall be kept in the church office.
4. The treasurer shall receive and disburse funds in accordance with the decisions of the congregation or the congregation council. No expenditure exceeding one-half of one percent (**0.5%**) of the **total approved budget** shall be made without the consent and approval of the congregation.
5. The financial secretary shall maintain records of all contributions and make regular reports to the Congregation Council, to the members as required by the Congregation council, and to the congregation at the three annual meetings.

D. Duties of Committees

1. **Nominating Committee** shall be responsible to secure names for all officers elected by the congregation. (C13.02)
2. **Audit Committee** shall audit the fiscal records of the congregation and report its findings in writing at the February meeting. (C13.03)
3. **Mutual Ministry Committee** (*see C13.04*)
4. The **Budget Committee** shall prepare a proposed budget and submit it to the Congregation Council by the September Council meeting, for consideration at the last-quarter congregation meeting. Should this budget later be found to exceed the 110% limit imposed by the Constitution (C12.05d.), the budget shall be reconsidered, with the necessary adjustments, at the first-quarter meeting the following year.



5. The **Call Committee** procedure shall follow the guidelines provided by the Oregon Synod. (C13.06)

## **PART VII – PARISH RECORDS**

The records of the congregation shall be and remain the property of the congregation. The pastor shall be responsible for the maintenance of the congregational records, except as otherwise provided herein. The pastor shall report to the secretary of The Evangelical Lutheran Church in America such statistics as may be requested and shall annually report to the congregation a summary of his/her ministerial acts. Upon the termination of his/her service to the congregation, he/she shall have brought the records up to date, prior to his/her departure. The records shall consist of:

1. The roster of baptized, confirmed, voting members, and ministerial acts. These reports shall be made current and recorded in the Annual Report;
2. The minutes and reports of the Oregon Synod and Handbook of The Evangelical Lutheran Church in America;
3. The minutes of the meetings of the congregation and of the Congregation Council, for which the secretary of the congregation shall be responsible;
4. The financial record of the congregation, for which the treasurer of the congregation shall be responsible;
5. Gift and contributions to the memorial funds. These records shall be kept in the Church office, and the keeping of such records shall be the responsibility of the church office, secretary, **and the Mission Endowment Committee.**

## **PART VIII – COMMITTEE RESPONSIBILITIES**

- A. The **Chairperson of Christian Education** shall:
  1. Form a committee of at least (3) three members, and shall conduct regular meetings not less than once each month and elect from its membership, a secretary; and a vice-chairperson to the Congregation Council;
  2. Develop an effective teaching ministry which includes the training of leaders, teachers, and lay workers, and provide opportunity for Bible study for all members of the congregation;
  3. Encourage the use of teaching and worship materials approved by the Evangelical Lutheran Church in America;

4. Submit candidates for Sunday Church School superintendent to the nominating committee;
5. Supervise and coordinate all Education Programs in the congregation.
6. Seek to extend the congregation's teaching ministry into homes by assisting parents to fulfill their teaching responsibilities, and into the community by attempting to reach the unchurched for Jesus Christ;
7. Serve as the congregation's link to synod, regional and churchwide committees on parish, college, and theological education;
8. Report regularly to the Congregation Council on its activities and to the congregation at its regular meetings.

B. The **Chairperson of Evangelism and Mission** shall:

1. Form a committee of at least (3) three members, and shall conduct regular meetings not less than once a month and elect from its membership a secretary, and a vice-chairperson to the Congregation Council;
2. Identify and recommend goals and objectives for the work of evangelism in the congregation;
3. Develop ways of reaching out to the unchurched in the community with the Gospel of Jesus Christ in order to bring them to faith in Christ and fellowship with the Church;
4. Seek out the inactive members of the congregation and use every means to restore them to active participation in the life and work of the Church;
5. Faithfully sustain and develop the spirit of Christian Fellowship, encourage meaningful participation in the mission of the church, and seek new commitments to Jesus Christ;
6. Make witnessing and serving foremost functions that flow out of the faith and worship life of the congregation, thus giving reality and relevance to the profession of faith in the living God;
7. Seek out the members of the congregation who have special physical, emotional, psychological, mental, or spiritual needs and minister the Gospel of Jesus Christ;
8. Evaluate the congregation's overall evangelism program periodically to seek better ways of ministering to the whole person, and make recommendations

accordingly;

9. Set in motion the forces and training programs which will cause the congregation, rather than the committee itself, to fulfill the responsibilities of evangelism;
10. Foster the congregation's knowledge of, and involvement in, the programs and activities of the Evangelical Lutheran Church in America, its affiliated organizations, and the ELCA approved ecumenical groups;
11. Report regularly to the congregation Council on its activities and to the congregation at its regular meetings;
12. Give new church members and all existing members a copy of this constitution and its Bylaws.

C. The **Chairperson of Worship and Church Music** shall:

1. Form a committee of at least (3) members, and conduct regular meetings not less than one each month and elect from its membership a secretary, and a vice-chairperson to the Congregation Council;
2. Seek to interpret and enrich the worship life of the church;
3. Give leadership, counsel, and guidance in all matters pertaining to worship and church music within the congregation;
4. Be responsible for all elements needed for, and contributing to, regular and special services, including hospitality, ushering and assistance with the communion services. The altar guild shall be responsible to this committee for the preparation of the Communion service and the care of all paraments and vestments;
5. Together with the pastor, shall be responsible for all salaried music personnel;
6. Propose guidance for music to be used in the worship services and at weddings and funerals, with the counsel of the pastor;
7. Recruit and develop musical talent for both present and future services;
8. Report regularly to the congregation Council on its activities and to the congregation at regular meetings;

9. Serve as the congregation's link to synod, regional and churchwide committees on worship and music.

D. The **Chairperson of Stewardship and Resources** shall:

1. Form a committee of at least (3) three members, and shall conduct regular meetings not less than once each month and elect from its membership a secretary, and a vice-chairperson to the Congregation Council;
2. Encourage liberal, thankful, worshipful giving on the part of the membership. Study the best stewardship literature available, and sponsor stewardship talks, discussions, and forums in order that the congregation's financial needs and benevolence be adequately covered;
3. Serve as the principal financial officer of the congregation and monitor the treasury functions and provide financial management;
4. Provide the Congregation Council or any organization in the congregation with manpower for any specific work project, doing so through an updated Time and Talent enlistment program;
5. Inform the congregation of the stewardship challenges of the synod and regional churchwide body;
6. Work with the pastor, **Endowment Committee**, and the congregation Council in encouraging and handling memorial and legacy gifts to the world wide mission program of the Evangelical Lutheran Church in America and Faith Lutheran congregation, and gratefully acknowledge such gifts;
7. Report regularly to the Congregation Council on its activities and to the congregation at regular meetings;
8. Serve as the congregation's link to synod, regional and churchwide stewardship committees and personnel.

E. The **Chairperson of Youth** shall:

1. Form a committee of at least (3) three members, and conduct regular meetings not less than once each month, and elect from its membership a secretary, and a vice-chairperson to the Congregation Council;
2. Be the voice of the congregation's concern for its youth;
3. Promote through guidance and activities, **along with the Youth Minister, when applicable**, a youth program that is meaningful for the whole person in the strengthening of personal faith in God, worship, education, witness,

stewardship, service, fellowship and recreation;

4. Promulgate the Evangelical Lutheran Church in America synod, regional and churchwide program for Faith Lutheran Youth and related youth ministries;
5. Seek to involve the entire congregation in ministry to youth of both congregation and community;
6. Seek to motivate youth toward a desire for continued Christian learning throughout life and thoughtful contact with them;
7. Assist the committee on Fellowship and Social Concerns in the congregation's ministry to members in the Armed Forces;
8. Report regularly to the Congregation Council on the concerns and activities of youth and to the congregation at its regular meetings;
9. Serve as the congregation's link to the synod, regional, and churchwide committees on youth activities;

F. The **Chairperson of Fellowship and Social Concerns** shall:

1. Form a committee of at least (3) three members, and shall conduct regular meetings not less than once each month, and elect from its membership a secretary, and a vice-chairperson to the Congregation Council;
2. Think, plan, stimulate, coordinate, and supervise the ministry of social concerns in the congregation and the community and also minister to members of the armed forces;
3. In cooperation with the Chairperson of Education, help the members of the congregation understand the issues that concern members of the community, the nation, and the world, and the bearing of Christian faith upon them;
4. Survey the needs of individual members of the congregation and community to see what social problems call for action, and devise ways of meeting those needs;
5. Promote fellowship within the congregation through programs of regular visits and discussions to generate better communication between members and the Congregation Council, and provide for new member orientation and care;

6. Report regularly to the Congregation Council on its activities and to the congregation at the regular meetings;
7. Serve as the congregation's link to appropriate synodical and churchwide committees.

**G. The Chairperson of Property Management shall:**

1. Form a committee of at least (3) three members, shall conduct regular meetings not less than once each month, and elect from its membership a secretary, and a vice-chairperson to the Congregation Council;
2. Be responsible for the care, maintenance, repair, and improvement of all physical properties owned by the congregation, checking all items in detail for such care at least once each year;
3. Propose necessary maintenance service to the Congregation Council, including recommendations as to the responsibilities, remuneration, etc. for these services;
4. Select a committee, subject to council approval, when special circumstances arise.
5. Approve payment each month of all budgeted expenditures, doing so as each item warrants;
6. Be responsible for adequate insurance coverage of all kinds, presenting such programming to the Congregation Council for approval;
7. Report regularly to the Congregation Council on its activities and to the congregation at the regular meetings.

**H. Mission Endowment Fund Committee**

The congregation, at its fall meeting, shall elect members to fill vacancies on the Mission Endowment Fund Committee. The Committee shall abide by its articles adopted by the Congregation on October 22, 2000. The Committee shall report regularly to the Congregation Council on its activities and to the Congregation at regular meetings.

## **PART IX – ORGANIZATION RESPONSIBILITIES**

### **A. Faith Lutheran Church Preschool and Extended Care**

The Congregation, at its fall meeting, shall elect members to fill vacancies on the Preschool Board. The Preschool is a special interest organization under Chapter 14 of the Constitution and shall abide by its articles and Bylaws as adopted by the Congregation on November 23, 2008. A representative of the School Board shall report regularly to the Congregation Council on its activities and to the congregation at regular meetings.





**AMENDMENTS TO THE CONSTITUTION OF FAITH LUTHERAN CHURCH  
Albany, Oregon**

Presented:

- to the Congregation Council on 9 August 2005
- to the Congregation on 9 October 2005 and 6 November 2005

The following amendments were made in accordance with Chapter 17, Paragraph .01 of the Constitution:

#1 - Amends Chapter 10, Paragraph .01 to read:

**“There shall be a minimum of two (2) congregational meetings yearly. The first is to be held during the first quarter (January–March), and the second during the last quarter (October-December) each year.”**

Replaces previous text:

There shall be (3) three congregational meetings yearly. The first to be held in February, the second in May, the third in October.

#2 - Amends Chapter 11, Paragraph .01 to read:

**“At its last-quarter meeting,** the congregation shall [...].”

Replaces previous text:

At its October meeting, the congregation shall [...].”

#3 - Amends Chapter 11, Paragraphs .01 and .02 to strike the words:

**“(added 11-11-03)”** and **“(adopted 10/22/95)”**

Text previously read:

C11.01 [...] to succeed themselves once. (An alternate committee chairperson may be chosen to attend council meetings [...] their name submitted to **and approved by** (added 11-11-03) the Congregation Council.) (adopted 10/22/95), at the Jan. or Feb. meeting.

C11.02 [...] for a term of two years (and may be re-elected.) (adopted 5/21/95)

#4 - Amend Chapter 11, Paragraph .02 to read:

**“The Sunday School superintendent shall be elected by the congregation at its first-quarter meeting, for a term of two years (and may be re-elected.)”**

Text previously read:

The Sunday School superintendent shall be elected by the congregation at its May meeting, for a term of two years (and may be re-elected.) (adopted 5/21/95)

- #5 - Amends Chapter 11, Paragraph .02 to strike the words:  
**“(adopted 5/21/95)”**.

Text previously read: (see #4)

- #6 - Amends Chapter 12, Paragraph .02, Section b. to read:  
**“The members of the Congregation Council shall be elected at the last-quarter congregation meeting and shall be installed at worship the Sunday prior to the date they assume office.”**

Text previously read:

[...] shall be elected at a legally called meeting during the month of October and shall be installed [...]

- #7 - Amends Chapter 12, Paragraph .05, Section d. to strike:  
**“(5/21/95)”**

Text previously read:

[...]shall not exceed one hundred ten percent (110%) of the previous year’s (actual gross receipts.) (5/21/95) The budget shall [...]

- #8 - Amends Chapter 12, Paragraph .09 to read:  
**“The Congregation Council shall submit a comprehensive report to this congregation at the first-quarter meeting.”**

Text previously read:

[...] to this congregation at the February meeting.

- #9 - Amends Chapter 13, Paragraph .02 to read:  
**“A Nominating Committee of six voting members [...] shall be elected at the first-quarter meeting for a term of one year. [...]”**

Text previously read:

[...] shall be elected at the May meeting for a [...]

- #10 - Amends Chapter 13, Paragraph .05 to read:  
**“A Budget Committee of (5) five members shall be elected at the first-quarter congregational meeting. [...]”**

Text previously read:

[...] shall be elected at the May congregational meeting [...]

## AMENDMENTS TO THE BYLAWS

Presented:

- to the Congregation Council on 9 August 2005
- to the Congregation on 9 October 2005

The following amendments were made in accordance with Chapter 16, Paragraph .03 of the Constitution:

A. Amends Part V, number 2 to read:

**The first-quarter meeting shall receive the annual reports from all the organizations of the congregation. Such reports, including a financial statement, shall be submitted in writing to the pastor not later than January 15.”**

Text previously read:

The February meeting [...]

B. Amends Part V, number 3 to read:

**“Delegates to any groups or meetings in which the congregation is entitled to representation shall be elected at the first-quarter congregation meeting.”**

Text previously read:

[...]shall be elected at the May congregation meeting.

C. Amends Part VI, Section A, number 2 to strike:

**“(adopted 10/2/95)”**

Text previously read:

[...] whose (position is not represented by vote at two (2) consecutive regular meetings shall be consulted by the president of the congregation. If the position is not represented by vote at (3) three consecutive regular meetings, the Congregation Council shall declare the office vacant, in accordance with Chapter 12 of this constitution), (adopted 10/2/95) and elect a successor [...]

D. Amends Part VI, Section D, number 4 to read:

**“The Budget Committee shall prepare a proposed budget and submit it to the Congregation Council by the September Council meeting, for consideration at the last-quarter congregation meeting. Should this budget later be found to exceed the 110% limit imposed by the Constitution (C12.05d.), the budget shall be reconsidered, with the necessary adjustments, at the first-quarter meeting the following year.”**

Text previously read:

The **Budget Committee** shall prepare a proposed budget and submit it to the Congregation Council by January Council meeting. (C13.05)

## AMENDMENTS TO THE BYLAWS

Presented:

- to the Congregation Council on January 11, 2011
- to the Congregation on February 20, 2011

The following amendment is made in accordance with Chapter 16, Paragraph .03 of the Constitution:

Amends Bylaw Part VIII, A.5 to read:

**“Supervise and coordinate all Education Programs in the congregation.”**

Deleting:

including Faith Lutheran Pre-school.

## ADDITIONS TO THE BYLAWS

Presented:

- to the Congregation Council on February 8, 2011
- to the Congregation on February 20, 2011

### **Part VIII**

#### **H. MISSION ENDOWMENT FUND COMMITTEE:**

“The congregation, at its fall meeting, shall elect members to fill vacancies on the Mission Endowment Fund Committee. The Committee shall abide by its articles adopted by the Congregation on October 22, 2000. The Committee shall report regularly to the Congregation Council on its activities and to the Congregation at regular meetings.”

### **Part IX**

#### **ORGANIZATION RESPONSIBILITIES:**

#### **I. FAITH LUTHERAN CHURCH PRESCHOOL AND EXTENDED CARE:**

“The Congregation, at its fall meeting, shall elect members to fill vacancies on the Preschool Board. The Preschool is a special interest organization under Chapter 14 of the Constitution and shall abide by its articles and Bylaws as adopted by the Congregation on November 23, 2008. A representative of the School Board shall report regularly to the Congregation Council on its activities and to the congregation at regular meetings.”

#### **Committee Members**

Peggy Preston  
Norma Messman  
Carol Olufson  
Don Brudvig