

**Constitution, Bylaws, and Continuing Resolutions
of
First Lutheran Church, Gladstone, Michigan**

Adopted January 25, 1998
Amended January 28, 2001
Amended February 1, 2004
Amended January 29, 2006
Amended January 28, 2007
Amended January 31, 2016
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***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 First Lutheran Church of Gladstone, Michigan.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of First Lutheran Church of Gladstone, Michigan is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Michigan.

Chapter 2.

CONFESSION OF FAITH

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

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

Chapter 3.

NATURE OF THE CHURCH

- *C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- *C3.02. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- *C3.03. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.
- *C3.04. This church, inspired and led by the Holy Spirit, participates in the Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.
- *C3.05. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the 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.
- *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, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, embracing and welcoming racially and ethnically diverse populations, and standing in solidarity with the poor and oppressed and committing itself to their needs.
 - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
 - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- *C4.03.** To fulfill these purposes, this congregation shall:
- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
 - b. Provide pastoral care and assist all members to participate in this ministry.
 - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
 - d. Teach the Word of God.
 - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
 - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
 - g. Motivate its members to provide financial support for this congregation's ministry and the ministry of the other expressions of the Evangelical Lutheran Church in America.
 - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
 - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- *C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. Such descriptions shall be contained in continuing resolutions in the section on the Congregation Committees.
- *C4.05.** This congregation shall, adopt and periodically review a mission statement which will provide specific direction for its programs.
- C4.05.01.** The congregation council shall review the mission statement for this congregation at least once every three years, and if determined needed, shall recommend approval of the amended mission statement at the next annual meeting of this congregation.
- *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 this congregation. This congregation is authorized to:
 - a. call a pastor as provided in Chapter 9;
 - b. terminate the call of a pastor as provided in Chapter 9;
 - c. call a minister of Word and Service;
 - d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
 - e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
 - f. approve the annual budget;
 - g. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - h. hold title to and use its property for any and all activities consistent with its purpose;
 - i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - j. elect its Congregation Council, and require the members of the council to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
 - k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- *C5.04.** This congregation shall elect from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by this congregation and other qualifications shall be as prescribed in guidelines established by the Northern Great Lakes Synod of the Evangelical Lutheran Church in America.
- C5.05.** This congregation shall have a mission endowment fund that will operate as specified in this congregation's bylaws and its continuing resolutions. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation.
 - C5.05.01.** The Mission Endowment Fund of First Lutheran Church shall be governed by the provisions of the "Mission Endowment Fund – Resolution to Establish and Maintain", adopted January 25, 1998, and any subsequent amendments to the resolution. The complete Resolution as amended is included as Appendix 1 to this constitution.

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 Northern Great Lakes Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
 - a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.

- c. This congregation agrees to call pastoral leadership from the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
- d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in this congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

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

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America or in accordance with provision 9.23 of the constitution and bylaws of the Evangelical Lutheran Church in America.
- d. The Northern Great Lakes Synod takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to †S13.24. of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
- e. This congregation follows the procedures outlined in *C6.05.

***C6.05.** 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 two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time this congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless the bishop and/or the bishop's designees are voting members of this congregation, they shall have voice but not vote at the first meeting.
- b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to voting members of this congregation.
- c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified in paragraph b. above.
- d. If this congregation, after such consultation, is still considering termination of its relationship with this church, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the second meeting shall be sent to all voting members and to the bishop at least 10 days in advance of the meeting. Unless

- the bishop and/or the bishop's designees are voting members of this congregation, they shall have voice but not vote at the second meeting.
- e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the second meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to the voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting members present at the second meeting, the relationship between the congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g. below.
 - f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another Lutheran denomination, this congregation shall be deemed an independent or non-Lutheran church, in which case *C7.04. shall apply.
 - g. This congregation shall abide by these covenants by and among the three expressions of this church:
 - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
 - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to receive synod approval before terminating their membership in this church.
 - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church
 - h. If this congregation fails to achieve the required two-thirds vote of voting members present at this congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds vote of voting members present at this congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05. and may begin no sooner than six months after the meeting at which the two-thirds vote was not achieved.
- a. ***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 taken.
- b. ***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 Northern Great Lakes Synod of the Evangelical Lutheran Church in America.
- *C7.02.** If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline or pursuant to 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.
- *C7.03.** If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property

shall continue to reside in this congregation, provided the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Northern Great Lakes Synod.

- *C7.04. If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in *C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the process established by the synod, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America. In neither case does title to this congregation's property transfer to the synod.
- *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.
 - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Northern Great Lakes Synod —reconvey and transfer all right, title, and interest in the property to the synod.

Chapter 8. MEMBERSHIP

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

voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.

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

C8.02.01. Membership shall be maintained according to the following provisions:

- a. Confirmed or associate members who have received Holy Communion in this congregation and made a contribution of record to this congregation within the current or preceding year shall be included on the membership roll of this congregation, along with all baptized members younger than the standard confirmation age and whose parents retain active membership.
- b. Those confirmed or associate members, and those unconfirmed members at or older than the current standard confirmation age, who have neither received Holy Communion in this congregation nor made a contribution of record to this congregation within the preceding year have, by their own action, become inactive and may be removed from the active membership roll of this congregation. Such persons who have removed themselves from the roll of members and whose names may be placed on an inactive list shall remain persons for whom the congregation has a continuing pastoral concern.
- c. A member removed from the roll of this or any other Lutheran congregation for reasons of inactivity may be restored to membership in this congregation by the Congregation Council upon receiving Holy Communion in this congregation and making a contribution of record to this congregation. Contribution of record means any recorded service of a member's time, talents, or treasures.
- d. This congregation shall retain active military, homebound, and others who have become or are physically and/or mentally challenged and have been members of this congregation, on the "Active" roll.

***C8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

***C8.04.** It shall be the privilege and duty of members of this congregation to:

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and

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

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

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

Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

Chapter 9.

ROSTERED MINISTER

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

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

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

- a. Every minister of Word and Sacrament shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care;
 - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 6) impart knowledge of this church and its wider ministry through available channels of effective communication;
 - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
 - 8) speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations.
- b. Each pastor with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) relate to all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council;
 - 4) with the council, administer discipline;
 - 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the Northern Great Lakes Synod; and
 - 6) encourage adherence to covenantal relationship with this church as expressed in the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

- *C9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.05.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:
- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the pastor's death or, following consultation with the synod bishop, for any of the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in this congregation in view of local conditions;
 - 4) inability to conduct the pastoral office effectively in view of disability or incapacity of the pastor;
 - 5) suspension of the pastor through discipline for more than three months;
 - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
 - b. When allegations of disability or incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop who has sole discretion, may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
 - c. In case of alleged disability or incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament with disability status. Upon resumption of the ability to conduct the office effectively, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to this congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, this congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of

- the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07.** During the period of service, an interim pastor shall have the rights and duties in this congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.
- *C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.
- *C9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, 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, this congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12.** The pastor of this congregation:
- a. shall keep accurate records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from this 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 ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14.** The records of this congregation shall be maintained by the pastor and shall remain the property of this congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in the secretary's hands in good order by a departing pastor before the installation of that pastor in another call or approval of a request for change in roster status.
- C9.15.** Under special circumstances, subject to the approval of the synod bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the

congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.

- *C9.21.** Authority to call a deacon shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- *C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synod bishop may be called as a deacon of this congregation.
- *C9.23.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:

 - a. Be rooted in the Word of God, for proclamation and service;
 - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
 - c. Speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations;
 - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
 - e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
 - f. Practice stewardship that respects God's gift of time, talents, and resources;
 - g. Be grounded in a gathered community for ongoing diaconal formation;
 - h. Share knowledge of this church and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
 - i. Identify and encourage qualified persons to prepare for ministry of the gospel.
- *C9.24.** The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.25.** The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:

 - a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod bishop, for any of the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) inability to conduct the office effectively in view of disability or incapacity of the deacon;
 - 5) suspension of the deacon through discipline for more than three months;
 - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.

- b. When allegations of disability or incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop who has sole discretion, may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
 - c. In case of alleged disability or incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon resumption of the ability to conduct the office effectively, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *C9.26.** This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.
- *C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.28.** With the approval of the bishop of the synod, this congregation may depart from *C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation

for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.25.a.

- *C9.29. The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- *C9.31. The deacon(s) shall submit a report of ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10.

CONGREGATION MEETING

- C10.01.** This congregation shall have at least one regular meeting per year. The regular meeting(s) of this congregation shall be held at the time(s) specified in the bylaws. Consistent with the laws of the State of Michigan, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.
 - C10.01.01.** The annual meeting of this congregation shall be held between the 15th of January and the 7th of February, on a date to be set by the Congregation Council. Council may reschedule the meeting for another time if there is severe inclement weather or any other catastrophic event that precludes holding the annual meeting within the timeframes of this bylaw.
 - C10.01.02.** The proposed agenda for the annual meeting shall be prepared by the congregation council and provided to the voting members at least 7 days before the scheduled date of the annual meeting. At a minimum the following matters shall be included in the agenda:
 - a. Election of council members, Synod Assembly voting members, Fortune Lake Lutheran Camp representatives, Tri-County Conference representatives, and when necessary, Nominating Committee members, and Mission Endowment Fund Board members .
 - b. Consideration of the annual budget prepared by the Finance Committee and approved by the Congregation Council for the following year.
 - c. Recommendations and Resolutions prepared or approved by the Congregation Council.
 - d. Recommendations from organizations within this congregation.
 - C10.01.03.** The council shall cause to be provided to the voting members at least seven days prior to the date of the annual meeting the following:
 - a. The Financial Report for the past year.
 - b. The Statistical Report for the past year.
 - c. Minutes of the previous year's annual meeting.
 - d. Written reports of the Pastor, Treasurer, and each committee and organization within the congregation. The committee and organization reports shall include a complete financial accounting for the previous year of funds they manage or utilize.
 - e. Additional reports as requested by the council or this congregation.
- 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 this 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 synod 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 or by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.

- C10.04.** 50 voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by this congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07.** Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.
- C10.07.01.** The minutes of the annual meeting and the minutes of any special Congregational Meeting shall be reviewed and approved by the Congregation Council.
- C10.08.** This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication or its equivalent. To the extent permitted by state law, notice of all meetings may be provided electronically.
- C10.09.** "*Ex officio*" as used herein means membership with full rights of voice and vote unless otherwise limited.

Chapter 11. OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer.
- Basic duties of the officers shall be specified in the continuing resolutions.
 - The officers shall be voting members of the congregation.
 - Officers of this congregation, except the Treasurer shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
 - If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.
- C11.01.A22.** The president of the congregation shall:
- in conjunction with the pastor and staff, ensure that this congregation is actively working to fulfill its mission and that any activities conducted by or within this congregation are in harmony with the gospel of Jesus Christ;
 - promote unity and Christian values among the members of this congregation;
 - preside at all meetings of this congregation and of the Congregation Council and ensure that all meetings are conducted in an orderly and Christian manner;
 - be a designated signatory for all legal documents for this congregation; and
 - be an advisory member of all committees of this congregation.
- C11.01.B22.** The vice president shall:
- preside at meetings of this congregation or the Congregation Council in the absence or incapacitation of the president, and
 - be a designated signatory for all legal documents for this congregation when the president is unavailable.
- C11.01.C22.** The secretary shall:
- keep the minutes of annual and special congregation and Congregation Council meetings;
 - be responsible for the archives of this congregation; and

- c. perform other duties in keeping with the office or as specified in this congregation's constitution and bylaws.
- d. The secretary may delegate one or more of the three above-listed responsibilities to a recording secretary with the approval of the church council.
- e. The secretary shall be a designated signatory for all legal documents for this congregation when the president or vice president are both unavailable.

C11.01.D22. The treasurer shall work with the Finance Committee and office staff to:

- a. disburse all money within guidelines and directives established by this congregation or the Congregation Council;
- ~~b.~~ maintain accurate records of all receipts and disbursements in records provided by this congregation;
- c. keep all financial records of this congregation until the legal value of each document has expired;
- d. submit a written financial report at each regular meeting of the Congregation Council, and whenever requested by the Council, and submit a written financial report at each annual meeting covering the previous fiscal year;
- e. submit all records for audit at the close of the fiscal year and at such other times as the Congregation Council may direct;
- f. shall be an authorized signatory for financial instruments, including checks issued by this congregation;
- g. liaison with the financial secretaries of organizations within this congregation with separate financial accounts to ensure the funds in the accounts are used and maintained in accordance with this constitution and bylaws and with policies and procedures established by the congregation council; and
- h. ensure that organizations within this congregation with separate fund accounts provide a year-end financial report to the annual meeting of this congregation.

C11.01.E22. If this congregation or the council decide to elect or appoint a financial secretary, the financial secretary shall have voice but not vote at congregation council meetings unless the financial secretary is chosen from the elected members of the council and will not be considered an officer of the congregation relative to provision C13.01. The financial secretary shall:

- a. keep exact records of all receipts as to source and amount in records provided by this congregation;
- b. submit a written financial report at each regular meeting of the Congregation Council, and whenever requested by the Council, and submit a written financial report at each annual meeting covering the previous fiscal year;
- c. regularly, at least semi-annually, and at other times as directed by the Congregation Council, provide each member with a record of contributions made during the specified interval of time; and
- d. submit all records for audit at the close of the fiscal year and at such other times as the Congregation Council may direct.

C11.02. The Congregation Council shall elect its president, vice-president, and secretary from its membership, and they shall be the officers of the congregation. The officers shall be elected by written ballot or by a showing of hands and shall serve for one year or until their successors are elected. Their terms shall begin at the close of the Council meeting at which they are elected. The congregation council shall also elect its treasurer, who will also be an officer of this congregation and the congregation's treasurer and may or may not be an elected member of the congregation council. If the treasurer is not an elected member of the council, they shall have voice but not vote at all council meetings.

C11.03. No officer shall hold more than one office at a time. There is no limit to the number of terms for which an elected officer shall be eligible to serve subject only to the limitation on the length of continuous service permitted for a member of the Congregation Council as specified in C12.02. The treasurer, whether a member of the Congregation Council or not shall be eligible to serve as many terms as they are appointed by the Congregation Council.

Chapter 12.

CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the pastor(s) and not more than 10 or not less than 8 other members of this congregation. It is recommended that at least one be a youth and at least one be a young adult. 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 three successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, this congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

C12.02. The members of the Congregation Council except the pastor(s) shall be elected by written ballot or by a showing of hands to serve for three years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual congregation meeting at which they are elected. Newly elected members shall be installed at worship on the Sunday following their election to 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 annual congregation meeting, where there shall be an election to affirm the appointed member continuing to serve until the normal end of the three-year vacancy they filled. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full first term.

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

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, 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 rostered minister(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 rostered minister.
- h. To emphasize support of 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 Michigan 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 this congregation.
 - c. The Congregation Council shall not enter into contracts in excess of \$15,000 for items not included in the budget.
 - d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and shall not incur obligations in excess of \$15,000 of the budget without approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in collaboration with the synod and churchwide organization.
 - e. The Congregation Council shall have authority to approve exceeding approved budget line items by up to 10% without approval of a Congregation Meeting so long as the total budget is not exceeded by more than \$15,000.
 - f. 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 synod.
 - g. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
 - h. Organizations within the congregation may maintain financial assets apart from the regular operating funds of the congregation. The Congregation Council shall develop procedures to ensure that any financial assets of organizations of this congregation shall be maintained in appropriate and responsible fashion. Procedures will ensure proper accounting, regular audits, and adherence to appropriate tax laws regarding the reporting of gifts and contributions.
 - i. The Congregation Council shall annually designate the authorized signatories for all financial checks issued by this congregation. The number of authorized signatories shall not exceed 5 persons with one of the five persons always being the congregation treasurer.
- C12.05.01.** Organizations within this congregation may receive gifts for use in carrying out their ministry goals. Any single gift in excess of \$1,000 shall be reviewed by the Congregation Council prior to acceptance to ensure that the proposed use of the gift is consistent with the mission and ministry of this congregation.
- C12.06.** The Congregation Council shall see that the provisions of this constitution-its bylaws, and the continuing resolutions are carried out.
- C12.07.** The Congregation Council shall provide for an annual review of the membership roster.
- C12.08.** The Congregation Council shall be responsible for the employment and supervision of the staff of this congregation. Nothing in this provision shall be deemed to affect the congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.

- 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 rostered minister 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 rostered minister or interim rostered minister, except when the rostered minister or interim rostered minister 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 rostered minister or interim rostered minister 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 synod bishop.
- C12.13.** The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication or its equivalent. To the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 13.

CONGREGATION COMMITTEES

- C13.01.** The four officers of this congregation and the rostered minister shall constitute the *Executive Committee*.
- C13.02.** A *Nominating Committee* of three voting members of this congregation, one of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual congregation meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive re-election.
- C13.02.01.** The Nominating Committee shall consider all voting members of the congregation for nomination to elected positions
- C13.03.** An *Audit Committee* of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.
- C13.04.** A *Mutual Ministry Committee* consisting of 6 congregation members shall be appointed jointly by the president and the rostered minister(s). Term of office shall be two years, with three members to be appointed each successive year.
- C13.04.01.** The Mutual Ministry Committee shall meet with the rostered minister(s) at least 4 times per year. They will work with the rostered minister(s) to enhance communication between the congregation and the rostered minister(s) and share in ways that ministry can best happen in this congregation. The committee will gather, interpret, and evaluate pertinent information about ever-changing needs for various ministries for this congregation. Although not a traditional personnel committee for the rostered minister, this committee will take responsibility for evaluating the ministry of the pastor.

- C13.05.** When a vacancy occurs in a position for which this congregation calls a rostered minister, a *Call Committee* of six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called rostered minister.
- C13.06.** Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.
- C13.07.** Except for those committees with duties described in provisions C13.01. through C13.05., the duties of committees of this congregation shall be specified in the bylaws or continuing resolutions.
- C13.07.01.** Each committee or ministry team shall be composed of one or more members of the Congregation Council and, in addition, other members of the congregation. The rostered minister shall be a member ex-officio of each committee or ministry team and the president shall be an advisory member of each committee or ministry team. Except for Mutual Ministry, Mission Endowment, and Nominating Committee, committees or ministry teams shall be appointed by the congregation council. All committees except for Mutual Ministry shall be responsible to the congregation council.
- C13.07.02.** Committees or ministry teams may, from time to time, appoint groups composed of members of the congregation to carry out specific tasks under the direction of the committee or ministry team.
- C13.07.A22.** There shall be a committee on Welcome and Outreach. This committee shall:
- a. provide leadership to the congregation in its witness and outreach to both members of this congregation and to the unchurched;
 - b. promote materials and education about outreach opportunities;
 - c. work with other committees to enhance the outreach in all of the congregations programming;
 - d. seek to strengthen the skills in witness of individual members of the congregation,
 - e. work to educate and challenge the congregation to meeting the needs of people in the local community and throughout the world;
 - f. serve as an advocate for discussion, contemplation, and action in serving others;
 - g. seek to enhance the Christian fellowship that exists in the congregation and deepen the spirituality of the members of the congregation;
 - h. provide leadership for the various fellowship activities in the life of the congregation, and work with other committees when activities and programs are planned;
 - i. seek to encourage continued spiritual growth through small group ministries, devotional materials, participation in Lifelong Faith Formation classes and other online learning opportunities; and
 - j. encourage congregation members to participate in ministries to homebound members.
- C13.07.B22.** There shall be a committee on Stewardship. This committee shall:
- a. provide leadership in the sharing of the gifts God has given to each member of the congregation;
 - b. engage in year-round efforts to develop faithful stewardship of time, talent, and financial resources;
 - c. make efforts to share with the congregation the fullness of the mission and ministry of the congregation and its partners in ministry and challenge the congregation to grow in its support of the work of the Kingdom of God; and
 - d. provide appropriate materials and educational opportunities for members of the congregation to learn and grow in their own personal stewardship.
- C13.07.C22.** There shall be a committee on Worship and Music. This committee shall:

- a. provide leadership in the corporate worship of the congregation, as well as the music ministries of the congregation;
- b. work with the rostered minister and the director of music to see that worship is carried out in a manner consistent with biblical principles and the Lutheran Confessions;
- c. have oversight over the music ministries and provide guidance to the director of music and work with the Altar Guild; and
- d. ensure that all involved in the worship and music of the congregation are supported in their ministry.

C13.07.D22. There shall be a committee on Christian Education and Youth and Family Ministry. The committee shall:

- a. oversee educational programs of the congregation and serve as a resource to other committees seeking to include educational components in their ministry;
- b. work with the Christian Education Coordinator and other leaders of education programs to ensure that Christian education receives a high priority in the life of the congregation and that teachers and staff are supported and trained;
- c. select materials for educational programs, ensuring that such material is solid in its biblical content, faithful to the Lutheran Confessions, and reflective of contemporary concerns;
- d. seek to serve all youth and young adults of the congregation and the surrounding community;
- e. work to meet the needs of young people and parents, especially in light of society and the pressures of living in the world;
- f. nurture the gifts with which God has blessed children and young people that they may be more fully appreciate their own value and may learn to be good stewards of their time and talents; and
- g. uphold and encourage the active and continuing participation of children and young people in the ongoing ministry of the church and advocate the sharing of their gifts as equal members of the body of Christ.

C13.07.E22. There shall be a committee on Property. This committee shall:

- a. see to the proper maintenance and protection of all physical resources of the congregation and shall take care that such resources are kept in good repair.
- b. have authority to authorize expenditures up to the approved budget line-item amount for property maintenance and repair without prior council approval;
- c. prepare a quarterly report to council that includes an accounting of expenditures and other actions taken by the committee, ideas and plans the committee may have for property improvement, and, if necessary, requests to spend funds over the approved budget line-item amount;
- d. liaison with the congregation Treasurer regarding the Capital Improvement Fund, including but not limited to expenditures from the fund, receipts of gifts to the fund, and investment of the fund; and
- e. prepare an annual report to the congregation regarding property matters, which shall also include an accounting of the Capital Improvement Fund.

C13.07.F22. There shall be a committee on Finance of which the congregation Treasurer is an automatic member. This committee shall:

- a. oversee the accounting of funds received and expended by this congregation;
- b. ensure that all funds are accounted properly, and that the financial resources of the congregation are available for the mission and ministry of the Kingdom of God;
- c. except for the Mission Endowment Fund which has its own governance as approved by this congregation, the committee will oversee the wise investment of all financial

resources of this congregation, and the debts of this congregation, to ensure that all such funds are managed with wise stewardship;

- d. ensure that a financial report is prepared for each congregation council meeting; and
- e. prepare a proposed budget for the following fiscal year for council to consider at its regular November meeting each year.

C13.07.G22. There shall be a committee on Memorials. This committee shall:

- a. provide leadership in the development of memorial funds, and shall assist the Congregation Council in the use of funds, both restricted and unrestricted;
- b. ensure that a proper record is kept of all memorial gifts, both financial and otherwise, and that appropriate recognition is made of all gifts; and
- c. provide a detailed financial report for this congregation's annual report.

C13.07.H22. There shall be a Personnel Committee responsible for oversight of all church staff who are not a member of either the roster of ministers of Word and Sacrament or the roster of ministers of Word and Service. Specifically, this committee shall:

- a. prepare job descriptions and performance criteria for non-rostered staff;
- b. perform annual performance reviews for all non-rostered staff;
- c. work with the Mutual Ministry Committee on annual reviews of rostered staff;
- d. annually propose compensation amounts for non-rostered staff;
- e. report the results of annual reviews to the congregation council; and
- f. when necessary, oversee the recruitment and interviewing of potential candidates for vacant staff positions.

C13.07.I22. There shall be a Mission Endowment Fund (MEF) Committee. The MEF Committee shall be the primary stewards of the MEF and shall function in accordance with the provisions of the 1998 MEF Continuing Resolution as Amended.

C13.08. The senior rostered minister of this congregation shall be *ex officio* a member of all committees and boards of the congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of the congregation, except the Nominating Committee.

Chapter 14.

ORGANIZATIONS WITHIN THIS CONGREGATION

C14.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. 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. Such authorization must include all information regarding any contracts or paperwork the special interest group is affiliated with.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

***C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of this congregation, or willful and repeated harassment or defamation of member(s) of

this congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.

- *C15.02.** The process for discipline of a member of this congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to C15.01 do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two rostered ministers). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.
- *C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, 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;
 - 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 this congregation; or
 - d. termination of membership in this 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 this 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 between or among factions within this congregation on a substantive issue which cannot be resolved by the parties, members of this congregation may petition the synod bishop for consultation after informing the president of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the Council deems necessary. The Synod Council's decision shall be final.

Chapter 16.

AMENDMENTS

***C16.01.** Unless provision *C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 10 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 this 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.

***C16.02.** An amendment to this constitution, proposed under *C16.01., shall:

- a. be approved at any legally called meeting of this congregation by a majority vote of those present and voting; and
- b. be ratified without change at the next regular meeting of this congregation by a two-thirds majority vote of those present and voting.

***C16.03.** Any amendments to this constitution that result from the processes provided in *C16.01. and *C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify this congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

***C16.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a simple majority vote of those voting members present and voting at any legally called meeting of this congregation without presentation at a prior meeting of this congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to this congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of 50 voting members of this congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following the congregation's vote of approval.

Chapter 17.

BYLAWS

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

Chapter 18.

CONTINUING RESOLUTIONS

- *C18.01. This 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 this congregation or a two-thirds vote of all voting members of the Congregation Council.
- C18.02.01. Amendments to the continuing resolution for the Mission Endowment Fund referenced in C5.05.01. and C13.07.I22. of this congregation's constitution shall require a two-thirds majority vote by the congregation at a legally held meeting in accordance with the provisions and bylaws of Chapter 10 of this congregation's constitution.
- *C18.03. Adopted or amended continuing resolutions shall be sent by the secretary of this congregation to the synod.

Chapter 19.

INDEMNIFICATION

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

Chapter 20.

PARISH AUTHORIZATIO

APPENDIX 1: MISSION ENDOWMENT FUND CONTINUING RESOLUTION

**First Lutheran Church - Gladstone, Michigan
Mission Endowment Fund**

Resolution to establish and maintain

January 25, 1998

(Amended January 1999, January 2006, January 2009, February 2011, February 2014, January 2016, February 2020, and February 2023)

WHEREAS, Christian stewardship involves the faithful management of all the gifts God has given to humankind - the created world, the Gospel, life, time abilities, money, including accumulated, inherited and appreciate resources; and

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

WHEREAS, Christians can give to the work of the church through bequests in wills, assignment of life insurance, charitable gift annuities, charitable remainder and other trusts, assignment of certificates of deposit, and transfers of property (cash, securities, bonds, real estate); and

WHEREAS, it is the desire of First Lutheran Church to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to our Lord as expressed by the donors and in accord with the policies of this congregation; and

WHEREAS, First Lutheran Church, in a special congregational meeting on October 5, 1997, designated over \$40,000 to be invested in the Evangelical Lutheran Church in America Mission Investment Funds for the sole purpose of creating a “mission endowment fund,”

THEREFORE BE IT RESOLVED,⁽⁶⁾ that this congregation in the annual meeting assembled on January 25, 1998, approve and establish on the records of this congregation a new and separate fund to be known as the ***First Lutheran Church Mission Endowment Fund*** (hereafter called “the **Mission Endowment Fund**”), a temporary holding fund for the purpose of disbursing assets of the **Mission Endowment Fund**, known as the First Lutheran Church Mission Endowment Disbursement Fund (hereafter called “the Mission Endowment Disbursement Fund”); and

BE IT FURTHER RESOLVED, that the purpose of the **Mission Endowment Fund** is to enhance the mission outreach ministry of this congregation apart from the current ministry of this congregation; that no portion of the income generated by the **Mission Endowment Fund** shall be used for the current ministry expense and current budgeted benevolence; and

BE IT FURTHER RESOLVED,⁽⁶⁾ that the **Mission Endowment Fund** shall operate and disburse funds in accord with the Plan of Operation (Section A), Plan of Distribution (Section B), Plan for Amending the Resolution (Section C), **and Plan for Disposition or Transfer of Funds** included in this resolution; and

BE IT FURTHER RESOLVED, that the Mission Endowment Committee (hereafter called “the committee”) shall be the custodian of the **Mission Endowment Fund**; and

BE IT FURTHER RESOLVED, that all gifts to this congregation which are designated in perpetuity for the mission outreach of the congregation shall, at the occurrence of the same, be placed in the **Mission Endowment Fund**; and

BE IT FURTHER RESOLVED,^(2,6) that 50% of all unrestricted memorial gifts be placed in the **Mission Endowment Fund** and that 50% of same be placed in the Capital Improvement Fund. Further, that 100% of all undesignated bequests to this congregation continue to be placed in the Capital Improvement Fund. The Building and Property Committee (Property Committee), along with the Church Council and congregation will use these funds to maintain First Lutheran Church property; and

BE IT FURTHER RESOLVED,⁽³⁾ that if the **Mission Endowment Fund** balance drops below \$400,000 then 50% of all undesignated bequests be placed in the **Mission Endowment Fund**. When the **Mission Endowment Fund** has again reached the \$400,000 amount then 100% of all undesignated bequests will be placed in the Capital Improvement Fund.

These policies will remain in place until the existing mortgage has been paid off. At that time the Mission Endowment Committee, along with the congregation, should review the distribution of all undesignated bequests.⁽³⁾

BE IT FURTHER RESOLVED, that Committee shall transfer to the Congregation Council within two weeks after approval of the Plan for Distribution at the annual or specially called congregation meeting, six (6%) percent of the market value of the fund as of October 31 of the previous year, with the express intent that the distribution of these funds is to be used for this congregation’s mission outreach as adopted in the Plan for Distribution, except that if the fund value is equal to or less than \$325,000 the transfer amount will be five (5%) percent of the market value.⁽³⁾

A. PLAN OF OPERATION

- A1. The Committee shall consist of five members, all of whom shall be voting members of First Lutheran Church. Except as herein limited, the term of each member shall be three years. Upon adoption of this resolution by the congregation it shall elect five members to the Committee: two for a term of three years, two for a term of two years, and one for a term of one year. Thereafter, at each annual meeting, the congregation shall elect from the nominees the necessary number for a term of three years. No member shall serve more than two consecutive three-year terms. The rostered ministers, the president of the

Congregation Council, and the Treasurer of the congregation shall be advisory members of the Committee. ⁽⁶⁾

- A2. If a member has two or more non excused absences that member shall be considered to have resigned from the Committee. In the event of a vacancy on the Committee, the Congregation Council shall appoint a member to fill the vacancy until the next annual meeting of the congregation at which time the congregation shall elect from the nominees a member to fulfill the term of the vacancy.
- A3. The Committee shall meet at least quarterly, or more frequently as deemed by it and/or the Congregation Council as in the best interest of the congregation.
- A4. A quorum shall consist of three members. When only three members are present a unanimous vote shall be required to carry any motion or resolution.
- A5. The proposal for distribution of funds from the **Mission Endowment Fund** is to be presented by the Congregation Council and approved by the congregation at the annual meeting, within the guidelines of Section B of this document. The distribution may contain a contingent among which may be disbursed as required during the year to fulfill congregational approved allocations. ⁽⁶⁾
- A6. The Committee shall elect from its membership a chairperson, recording secretary, and financial secretary. The chairperson, or member designated by the chairperson, shall preside at all committee meetings.
- A7. The recording secretary shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member. The recording secretary shall also supply a copy of the minutes to the Congregation Council where they are to be preserved with the minutes of the Congregation Council. ⁽⁶⁾
- A8. The **Mission Endowment Fund** financial secretary will work with the treasurer of the congregation in maintaining and coordinating complete and accurate accounts and shall authorize all fund transfers to the Congregation Council and co-execute all transactions and/or the necessary documents on behalf of the congregation in furtherance of the purposes of the **Mission Endowment Fund**. The books shall be audited annually by the congregation's appointed auditors who are not involved with the Committee.
- A9. The Committee shall report on a quarterly basis to the Congregation Council and, at each annual meeting of the congregation, shall render a full and complete audited account of the administration of the **Mission Endowment Fund** and its disbursement fund during the preceding year.
- A10. The Committee may request other members of the congregation to serve as advisory members or as sub-committees, and with Congregation Council approval at the expense of the **Mission Endowment Fund** income, may provide for such professional counseling

on the investments and on legal or financial matters as it deems to be in the best interest of the **Mission Endowment Fund**.

- A11. The Committee members shall not be liable for any losses which may be incurred upon the investments of the assets of the **Mission Endowment Fund**, except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable unless he/she acts in bad faith or with gross negligence. Each member shall be liable only for his/her own willful misconduct or omissions and shall not be liable for the acts or omissions of any other member. No member shall engage in any self-dealing or transactions with the **Mission Endowment Fund** in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the **Mission Endowment Fund**.
- A12. All assets are to be held in the name of *First Lutheran Church Mission Endowment Fund*.
- A13. The Committee with execution by a delegated member of the Committee shall hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects manage and control the assets of the **Mission Endowment Fund**, including any other form of property whether real or personal, tangible or intangible, and/or domestic or foreign, including, but not limited to real estate, oil, gas and other natural resources, and/or accounts in the ELCA Mission Investment Funds, certificates of banks or other lending institutions, and securities, bonds, debentures, mortgages, or notes, as in their judgment and discretion they deem wise and prudent. The Committee is encouraged to consider investments vehicles, such as the ELCA Mission Investment Funds, which seek to serve the church through the investment itself.
- A14. Any single investment of an amount greater than twenty-five thousand (\$25,000) dollars must be approved or rejected by the Executive committee of the Church Council on or before ten (10) days from date of written request. If no action is taken by the Executive Committee, the Committee may proceed as if the recommendation is approved.
- A15. Neither principal nor income of the **Mission Endowment Fund** is intended to be used as a source of personal and/or corporate loans or grants to members of the Committee, employees or members of First Lutheran Church, contributors to the **Mission Endowment Fund**, or to First Lutheran Church, except those consistent with the purpose and objectives of section "B" of this resolution.⁽⁶⁾

B. PLAN FOR DISTRIBUTION

- B.1 The Committee shall determine the annual distributions of the **Mission Endowment Fund** based on the total value of the fund including any other form of property (at the latest appraised value) whether real or personal, tangible or intangible, and/or domestic or foreign, including, but not limited to real estate, oil, gas, and other natural resources and/or accounts in the ELCA Mission Investment Funds, certificates of banks or other

lending institutions, debentures, mortgages, notes, and securities and bonds (as reported in the Wall Street Journal) at the closing price on the last calendar trading day, for that fiscal year. The Committee will determine the market value on October 31st of each year and will set aside from either earnings or investment sales, in accordance with Resolution #8, six (6%) or five (5%) of the **Mission Endowment Fund** value, which shall be the amount for distribution during the following year.⁽²⁾ The Committee will recommend to the Congregation Council a Plan for Distribution. As accepted or amended by the Congregation Council the Plan for Distribution will be voted for acceptance by this congregation at the annual or specially called meeting. The Plan for Distribution shall follow the guidelines of Section B.2. If the Committee does not receive a grant request in accordance with Section B.4 that would fulfill one of the mandatory 10% categories in Section B.2, the Committee can either recommend a grant to fulfill that category without a prior request or the Committee can choose to not fulfill that category and shall then add the balance of the 10% that would normally be distributed in the specific category to the 40% discretionary distribution as described in category g under Section B.2. The Committee shall also include an explanation of this action in the annual grant distribution recommendation report to the congregation council.^(3,5)

- a. All unrestricted or planned gifts (bequests) to the **Mission Endowment Fund**, therefore, shall be at the occurrence of the gift be invested by the Committee. The Plan for Distribution shall be according to the procedure in Section B.1 and B.2.⁽³⁾
- b. Donors may designate that their unrestricted or planned gifts (bequests) will remain in the **Mission Endowment Fund** in perpetuity, with only the earnings being expended.
- c. The Committee shall encourage the membership of this congregation to place all unrestricted or planned (bequests) gifts into the **Mission Endowment Fund** for a period certain.

B.2 Distributions from the **Mission Endowment Fund** shall be transferred by voucher to the Congregation Council periodically for the mission of this congregation to accomplish the following purposes:

- a. **A minimum of ten (10%) percent, for ministries and programs relating to growth and nurture in life and faith, especially, but not exclusively, for children, such as**⁽¹⁾
 1. for the purpose of attending a Lutheran college, university, or seminary or other place of education;
 2. for Lutheran camping or leadership conferences;
 3. for such other training which enables members of this congregation to grow in the Lutheran faith and service to God's people;
 4. and for the funding of church youth programs which involve community outreach.
 5. for funding an Internship Site at First Lutheran Church.⁽⁴⁾
- b. **A minimum of ten (10%) percent, within our community, for families:**
 1. for social service agencies and institutions;

2. for special programs designed for those persons in our community who are in spiritual and/or economic need.
- c. **A minimum of ten (10%) percent in grants**
 1. to Fortune Lake Lutheran Camp for general support of its ministries.⁽³⁾
- d. **A minimum of ten (10%) percent in grants**
 1. to our ELCA schools, colleges, universities, campus ministries and seminaries.
 2. to Fortune Lake Bible Camp or other ELCA church-related camping ministries.”
- e. **A minimum of ten (10%) percent in grants**
 1. to the Northern Great Lakes Synod for general support of its ministries.⁽³⁾
- f. **A minimum of ten (10%) percent in grants**
 1. through the Northern Great Lakes Synod:
 - partnership ministries, such as Lutheran Social Services
 - Seminarian support
 - Synod Endowment Fund
 - Mission Outreach Fund
 2. through the ELCA for:
 - World Hunger
 - World Missions
 - other partnership ministries
- g. **Forty (40%) percent** for any one or all of the above designated areas in a proportion as determined by the Committee, recommended by the Congregation Council, and accepted by the congregation at the annual or specially called meeting.⁽³⁾

B.3 The distribution from the **Mission Endowment Fund** shall occur annually.

B.4 Causes and programs for the committee to consider for support from the **Mission Endowment Fund** shall be recommended by the Congregation Council through the advisory capacity of the council president, pastoral staff, committee members, and individual congregation members no later than September 30 of each year.⁽³⁾

C PLAN FOR AMENDING THE RESOLUTION⁽⁶⁾

BE IT FURTHER RESOLVED, that any amendment to this resolution, which will change, alter, or amend the purpose for which the **Mission Endowment Fund** is established shall be adopted by a two-thirds vote of those comprising a quorum at an annual meeting of the congregation or at a special meeting called specifically for the purpose of amending this resolution.

E. PLAN FOR DISPOSITION OR TRANSFER OF FUND

BE IT FURTHER RESOLVED that in the event First Lutheran Church ceases to exist either through merger or dissolution, disposition or transfer of the **Mission Endowment Fund** shall be at the discretion of the Congregation Council in conformity with the congregation constitution, being within the IRS Code 501 (c)(3) tax exempt organization rules, and in such consultation with the bishop of the synod to which this congregation belongs at such time. Discussion with the Evangelical Lutheran Church in America (ELCA) may be desirable for continuation of the **Mission Endowment Fund** obligations.

F. ADOPTION OF RESOLUTION

This resolution, recommended by the Congregation Council and accepted by this congregation at a legally called congregational meeting, is hereby

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- (1) Amended pursuant to a resolution at the Congregation Meeting held on January 29, 2006
 - (2) Amended pursuant to resolutions at the Congregation Meetings held on January 25, 2009, February 6, 2011, and February 2, 2014.
 - (3) Amended pursuant to a resolution at the Congregation Meeting held on February 2, 2014.
 - (4) Amended pursuant to a resolution at the Congregation Meeting held January 31, 2016.
 - (5) Amended pursuant to a resolution at the Congregation Meeting held February 2, 2020.
 - (6) Amended pursuant to a resolution at the Congregation Meeting held February 5, 2023.