



OUR SAVIOR'S LUTHERAN CHURCH * 1800 21ST AVE * GREELEY, CO 80631

The Constitution of Our Savior's Lutheran Church

Revised and amended: December 6, 1998

TABLE OF CONTENTS	PAGE #
PREAMBLE	2
CHAPTER 1 NAME AND INCORPORATION	2
CHAPTER 2 CONFESSION OF FAITH	2
CHAPTER 3 NATURE OF THE CHURCH	3
CHAPTER 4 STATEMENT OF PURPOSE	3
CHAPTER 5 POWERS OF THE CONGREGATION	4
CHAPTER 6 CHURCH AFFILIATION	5
CHAPTER 7 PROPERTY OWNERSHIP	7
CHAPTER 8 MEMBERSHIP	7
CHAPTER 9 THE PASTOR	8
CHAPTER 10 CONGREGATIONAL MEETING	11
CHAPTER 11 OFFICERS	12
CHAPTER 12 CONGREGATION COUNCIL	12
CHAPTER 13 CONGREGATION COMMITTEES	15
CHAPTER 14 ORGANIZATIONS WITHIN THE CONGREGATION	16
CHAPTER 15 DISCIPLINE OF MEMBER AND ADJUDICATION	16
CHAPTER 16 BYLAWS	17
CHAPTER 17 AMENDMENTS	18
CHAPTER 18 CONTINUING RESOLUTIONS	18
CHAPTER 19 INDEMNIFICATION	19
CHAPTER 20 PARISH AUTHORIZATION	19
BYLAWS OF THE CONSTITUTION	20
CONTINUING RESOLUTIONS OF THE CONSTITUTION	23
OUR SAVIOR'S TRUST	ATTACHED AS SEPARATE DOCUMENT

Gather in Grace, Grow in Faith, Serve in Community, Glorify Christ!

CONSTITUTION FOR OUR SAVIOR'S LUTHERAN CHURCH

1800 21ST AVE GREELEY, CO 80631

Copyright 2003
by the Evangelical Lutheran Church in America

***PREAMBLE**

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

Chapter 1.

NAME AND INCORPORATION

- C1.01.** The name of this congregation shall be Our Savior's Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Our Savior's Lutheran Church is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Colorado.

Chapter 2.

CONFESSION OF FAITH

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

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

Chapter 3.

NATURE OF THE CHURCH

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

Chapter 4.

STATEMENT OF PURPOSE

- *C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- *C4.02. To participate in God's mission, this congregation as a part of the Church shall:
 - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
 - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
 - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.

- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
 - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- *C4.03.** To fulfill these purposes, this congregation shall:
- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
 - b. Provide pastoral care and assist all members to participate in this ministry.
 - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
 - d. Teach the Word of God.
 - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
 - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
 - g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
 - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
 - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- *C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. (see C4.04.01) 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 Council
- *C4.05.** This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

Chapter 5.

POWERS OF THE CONGREGATION

- *C5.01.** The powers of this congregation are those necessary to fulfill its purpose.
- *C5.02.** The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- *C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
 - a. call a pastor as provided in Chapter 9;
 - b. terminate the call of a pastor as provided in Chapter 9;

- c. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
 - d. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16;
 - e. approve the annual budget;
 - f. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - g. hold title to and use its property for any and all activities consistent with its purpose;
 - h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - i. elect its officers, and Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, and bylaws, and continuing resolutions; and
 - j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- *C5.04.** This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Rocky Mountain Synod of the Evangelical Lutheran Church in America.

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

- c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
 - d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
 - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- *C6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
- a. This congregation takes action to dissolve.
 - b. This congregation ceases to exist.
 - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
 - d. This congregation follows the procedures outlined in *C6.05.
- *C6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
 - b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
 - c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
 - d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
 - e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
 - f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.

g.¹ Since this congregation was established by the Evangelical Lutheran Church in America, it shall be required, in addition to the foregoing provisions in *C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.

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

Chapter 7.

PROPERTY OWNERSHIP

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

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

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

***C7.04.** If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

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:

¹ *This provision is to be used in the constitutions of all congregations that have been established by the Evangelical Lutheran Church in America, in accord with provision 9.62.h. in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.*

- 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.
 - d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.
- *C8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.
- *C8.04.** It shall be the privilege and duty of members of this congregation to:
- a. make regular use of the means of grace, both Word and sacraments;
 - b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
 - c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- *C8.05.** Membership in this congregation shall be terminated by any of the following:
- a. death;
 - b. resignation;
 - c. transfer or release;
 - d. disciplinary action by the Congregation Council; or
 - e. removal from the roll due to inactivity as defined in the bylaws.
- Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

Chapter 9.
THE PASTOR

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

- *C9.02. Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.
- *C9.03. Consistent with the faith and practice of the Evangelical Lutheran Church in America,
 - a. Every ordained minister shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care; and
 - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - b. Each ordained minister with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) supervise all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council; and
 - 4) with the council, administer discipline.
 - c. Every pastor shall:
 - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
 - 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Rocky Mountain Synod of the ELCA.
- *C9.04. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.05. a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 - 4) the physical or mental incapacity of the pastor;

- 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
 - 6) the dissolution of the congregation; or
 - 7) suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
 - c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
 - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in *C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - e. If, in the course of proceedings described in *C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
 - f. If, following the appointment of the committee described in *C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).
- *C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

- *C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- *C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.
- *C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.11. With the approval of the bishop of the synod, the congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12. The pastor of this congregation:
 - a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
 - b. shall submit a summary of such statistics annually to the synod; and
 - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- *C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10.
CONGREGATION MEETING

- C10.01. The annual meeting of this congregation shall be held at a time specified in the bylaws.
- C10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the executive director of this congregation, and shall be called by the executive director of the congregation upon the written request of 3 percent of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.
- C10.04.** Attending voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by the congregation shall be by majority vote of those 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.

Chapter 11.

OFFICERS

- C11.01.** The officers of this congregation shall be an executive director, assistant director, past executive director, secretary, and treasurer.
 - a. Duties of the officers shall be specified in the bylaws.
 - b. Officers of this congregation shall be members of the Congregation Council and serve similar offices of the Congregation Council.
 - c. The officers shall follow the provisions as set forth for members of the Congregation Council as described in Chapter 12.

Chapter 12.

CONGREGATION COUNCIL

- C12.01.** This church shall be represented and governed by the Congregation Council.
- C12.02.** The voting membership of this Congregation Council shall consist of the pastor(s), the officers of the congregation as listed in C11.01, the personnel director and the member at large. If an administrator is on the church staff, that person shall be a member of the Congregation Council and have all privileges of membership except voting. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.
- C12.03.** The congregation shall elect by written ballot its officers, personnel director and member at large at legally called meetings of this congregation.
 - a. Candidates for election must be members of this congregation.
 - b. No person shall hold more than one position on the congregation council at a time.
 - c. Eligibility for election is subject to limitation of service except as determined by the Congregation Council.
- C12.04.** Terms of office are as follows:
 - a. The assistant director shall serve one year in his or her position, the following year shall serve as the executive director and the next year serve as past executive director for no more than two full consecutive terms.

- b. The secretary, treasurer, personnel director and the member at large each shall serve a two year term of office with alternating positions elected each year for no more than two full consecutive terms.
 - c. Service to complete an unexpired term shall not be considered a regular term.
 - d. A member's place on the Congregation Council shall be declared vacant if the member: 1. ceases to be a member of this congregation or 2. is absent from three successive regular meetings of the Congregation Council without being excused prior to the meeting or 3. resigns from the position.
 - e. Should a member's position(s) become vacant, the congregation council shall follow the procedure for filling the vacancy as described in the continuing resolutions. (see C12.04.e.B98)
- C12.05.** Newly elected Congregation Council members shall be installed at worship the Sunday prior to the date they assume office.
- C12.06.** The Congregation Council shall meet within one month following installation and meet thereafter at a time agreed upon at the first meeting.
- C12.07.** The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor(s) or the executive director and shall be called by the executive director 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.
- C12.08.** A quorum for the transaction of business shall consist of a majority of the voting members of the Congregation Council, including the pastor(s) or interim pastor except when the pastor(s) or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor(s) or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.
- C12.09.** Specific duties of the officers and other members of the Congregation Council shall be listed in the bylaws and/or continuing resolutions.
- C12.10.** 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, develop policy, and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.

- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

C12.11. The Congregation Council shall be responsible for the financial and property matters of this congregation except as properly delegated to other entities including, but not limited, to Our Savior's Trust documents dated August 25, 1987.

- a. The Congregation Council shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs except as properly delegated to other entities including, but not limited, to Our Savior's Trust. It shall have the powers and be subject to the obligations that pertain under the laws of the State of Colorado, 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 majority vote of those present and voting at a properly called meeting of this congregation.
- c. The Congregation Council may enter into contracts of up to \$10,000 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. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and church wide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments except as properly delegated to other entities including but not limited to Our Savior's Trust.
- g. The Congregation Council shall be responsible for this congregation's total insurance program.
- h. The Congregation Council shall be responsible for any official legally binding documents.

- C12.12. The Congregation Council shall see that the provisions of this constitution and its bylaws and the continuing resolutions are carried out.
- C12.13. The Congregation Council shall provide for an annual review of the membership roster as referred to in *C8.05.e. and act on recommendations of the Inactive Member Task Force.
- C12.14. The Congregation Council through the personnel committee shall be responsible for the employment, delegation of supervision, and review of evaluations of the paid workers of this congregation. The Congregation Council shall be the approval body for the personnel policies developed by the personnel committee.
- C12.15. The Congregation Council shall submit a report to this congregation at the annual meeting.

Chapter 13.

CONGREGATION COMMITTEES/TASK FORCES

- C13.01. The officers of this congregation and the pastor(s) shall constitute the *Executive Committee*.
- C13.02. A *Nominating Committee* of four voting members of this congregation shall be appointed by the Congregation Council to serve with the pastor(s). Terms of the nominating council shall be two years, alternating with two new members each year. One new member shall be, if possible, an outgoing member of the Congregation Council and one member shall be an at large member of the congregation.
- C13.03. An *Audit Committee* of three voting members shall be appointed by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of service shall be three years, with one member appointed each year. Members shall be eligible for reappointment.
- C13.04. An *Inactive Member Task Force* shall be appointed by the executive director. Membership shall be one pastor and at least three members of the congregation. The task force members will serve for one year. Members shall be eligible for reappointment.
- C13.05. A *Mutual Ministry Committee* of six members (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the executive director and the pastor(s). Term of office shall be two years, with three members to be appointed each successive year.
- C13.06. A *Personnel Committee* of four members shall be appointed by the Congregation Council to work with the personnel director. Term of service shall be two years with two members appointed each year.
- C13.07. When a pastoral vacancy occurs, a *Call Committee* of seven voting members shall be elected by this congregation as stated in *C9.01. Term of service will terminate upon installation of the newly called pastor.
- C13.08. Other committees/task forces of this congregation may be formed or disbanded, as the need indicates, by decision of the Congregation Council.
- C13.09. Functions of committees/task forces of this congregation shall be specified in the continuing resolutions and/or policy and procedure manual(s).

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

- C14.01.** All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. The organizations will work with the Congregation council and will submit regular 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.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the executive director (if not the pastor) or assistant executive director shall administer such admonitions.
- *C15.02.** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregation Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before the Congregation Council after having received a written citation, at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.
- *C15.03.** Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified but who are present and voting, and renewed admonition prove

ineffectual, the council shall impose one of the following disciplinary actions:

- a. censure before the council or congregation;
- b. suspension from membership for a definite period of time; or
- c. exclusion from membership in this congregation.

Disciplinary actions b. and c. shall be delivered to the member in writing.

- ***C15.04.**The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.
- ***C15.05.**Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.
- ***C15.06.**For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.04. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- ***C15.07.**No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.
- ***C15.10. Adjudication**
- ***C15.11.**When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16.

BYLAWS

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

Chapter 17.

AMENDMENTS

- *C17.01.** 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 3% of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.
- *C17.02.** A proposed amendment to this constitution shall:
- a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 - c. have the effective date included in the resolution² and noted in the constitution.
- *C17.03.** Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the Rocky Mountain Synod of the ELCA.
- *C17.04.** Whenever the *Model Constitution for Congregations* is amended by the Churchwide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments at least 30 days prior to the meeting.

Chapter 18.

CONTINUING RESOLUTIONS

- *C18.01.** The Congregation Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.
- *C18.02.** Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.

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

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 AUTHORIZATION

[Required provisions when congregation is part of a parish]*

- *C20.01.** This congregation may unite in partnership with one or more other congregations recognized by the synod named in *C6.01. to form a parish. Except as provided in *C20.02. and *C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to a Parish Council.
- *C20.02.** Whenever a letter of call is being recommended for extension to an ordained minister of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended to the congregation by the synodical bishop to serve the congregations of a parish, such letter of call shall be first approved by a two-thirds vote at congregational meetings of each of the congregations forming the parish. If any congregation of the parish should fail to approve extending this call, the other congregation(s) in the same parish shall have the right to terminate the parish arrangement.
- *C20.03.** Any one of the congregations of a parish may terminate the call of a pastor as provided in †S14.13.d. of the synodical constitution of the synod named in *C6.01. In such case, the other congregation(s) in the same parish shall have the right to terminate the parish agreement.

Amended Constitution adopted by:

Our Savior's Lutheran Church Congregation

Date: December 6, 1998

Craig Fowler, Executive Director

BYLAWS

Bylaw 1 - *C4.04.01 Organizational Structure

By the second month following the election of the congregation Council, the Congregation Council shall have appointed lay ministry leaders to form task forces as the local and wider concerns of the congregation shall require.

- a. All actions of the lay ministry leaders and task forces shall be subject to review by the Congregation Council.
- b. The functions and responsibilities of all lay ministry task forces shall be stated and kept current by the executive committee of the Congregation Council in the continuing resolutions and/or policy and procedure manuals kept in the church office.
- c. Each lay ministry leader or task force shall form teams or enlist other individuals, as they need, to carry out their work.
- d. The Congregation Council will provide resources for the lay ministry leaders, task forces, and teams to carry out their responsibilities.
- e. The lay ministry task force leaders will keep the Congregation Council informed on a regular basis as to their membership, work, and finances.

Bylaw 2 - *C4.05.01 Congregation Mission Statement

The congregational Mission Statement shall be reviewed in October of each year by the Congregation Council. Any suggested changes shall be brought to the congregation for approval. The mission statement for this congregation is "Gather in Grace, Grow in Faith, Serve in Community, Glorify Christ!".

Bylaw 3 - *C8.05.01 Inactive Members

An inactive member is one who has neither attended church services, nor communed or contributed of record during the preceding year. The individual shall become the object of fervent spiritual concern and prayer.

Bylaw 4 - C10.01.01 Annual Congregational Meeting

The annual meeting of this congregation shall be held in December with a specific date set by the Congregation Council.

Bylaw 5 - C10.02.01 Congregational Meeting(s) for elections

The Congregation Council shall set the congregational meeting time for the election of the Congregation Council officers, other members of the Congregation Council and any other positions requiring an election at that time.

Bylaw 6 - C11.01.01 Duties of Officers

1. **The executive director shall:** be the chief executive officer of the congregation; preside at meetings of the congregation; call and preside over meetings of the Congregation Council; make the Congregation Council annual report to the congregation as described in C12.15; and have all powers ordinarily exercised by an executive director. Upon expiration of the term of office, turn over to the successor in office all records incident to the office.
2. **The assistant director shall:** prepare for assuming the executive director position the following year or in the absence or disqualification of the executive director, perform all the duties of the executive director and when so acting have the powers of the executive director; and be responsible for duties as assigned by the executive director.
3. **The past executive director shall:** provide continuity for decision making and carrying out programs and projects; keep the vision, long range plan and mission statement updated with the help of the Congregation Council.
4. **The secretary shall:** keep the minutes, in original form with all attachments, of all meetings of the congregation and Congregation Council in books provided for that purpose, which books shall be kept at all times in the church office; and retain a copy of all such minutes and attachments in a separate file; give all notices in accordance with the provision of the Constitution, Bylaws, and Continuing Resolutions; notifying the Nominating Committee concerning all vacancies to be filled by the congregation at the next election meeting at least three months in advance and inform the Nominating Committee as to the eligibility to reelection of any incumbent; and perform all duties customarily incident to the office of secretary; and upon expiration of the term of office, turn over to the successor in office all records incident to the office.
5. **The treasurer shall,** except as properly delegated to other entities including but not limited to Our Savior's Trust, have charge of and be responsible for all funds, securities, receipts and disbursements of the congregation; deposit, or cause to be deposited, in the name of the congregation, all monies or other valuable effects in such banks, trust companies, or other depositories as shall from time to time be selected by the Congregation Council; present financial reports to the Congregation Council as shall be required by the Council; prepare and submit to the congregation at its regular annual meeting a complete report covering all fiscal matters of the congregation for the preceding year as described in C12.15; perform all duties ordinarily incident to the office of a treasurer; and upon expiration of the term of office, turn over to the successor in the office all funds of the congregation in the treasurer's possession, custody, or under the treasurer's control pertaining to the affairs of the office and all

- records pertaining to the office.
6. The executive director, assistant director or past executive director and the secretary or the treasurer, except as properly delegated to other entities including but not limited to Our Savior's Trust shall have the responsibility, under proper authority, to sign and execute, in the name of the congregation, all authorized deeds, mortgages, bonds, contracts or other instruments in order that the congregation may carry on its business.

Bylaw 7 - C12.09.01 Duties of other elected member of the Congregation Council

1. **The personnel director** along with the personnel committee shall develop and implement employment and personnel policies and procedures, delegate supervision and review evaluations of salaried workers of this congregation. The committee is responsible for reviewing and keeping the job description and personnel policies updated.
2. **The member at large** shall be assigned duties and tasks by the Congregation Council to further the mission and ministry of this church.

Bylaws 1-7 adopted by:
Our Savior's Lutheran Church Congregation,
December 6, 1998,
Craig Fowler, Executive Director

CONTINUING RESOLUTIONS

C12.03.A98 A legally called meeting of this congregation shall be convened in March of even years to elect an assistant director, secretary, member at large, any vacant officer and/or other Congregation Council member positions. A legally called meeting of this congregation shall be convened in March of odd years to elect an assistant director, treasurer, personnel director, any vacant officer and/or other congregation Council member positions. Their term of office shall begin April 1st and end March 31st. Nominations may be made from the floor as long as the candidate has consented that they will serve if elected.

C12.04.e.B98 Congregation Council members vacated positions shall be filled by the following procedure:

- a. If the position(s) of assistant director, secretary, treasurer, personnel director, and/or member at large become vacant, the Congregation Council shall elect, by majority vote, a successor to complete the term of the previous member until the next congregation meeting. At that time, the voting membership shall elect by written ballot a successor.
- b. If the assistant director cannot fulfill the executive director's position for the following year, the congregation shall vote for an executive director as well as an assistant director at the congregation meeting when other officers are elected.
- c. If the executive director cannot fulfill his/her term of office then the assistant director assumes the position and the vacated assistant director position is replaced as described in "a."
- d. If the past director is unable to fulfill his/her term of office "a." is followed with the requirement that the person(s) who are considered shall have been on the council within the past three years.

C13.09.C98 Except as stipulated by the following, the duties of all committees shall be assigned by the Congregation Council, along with such instructions as in its judgment are in the best interests of the congregation. Congregation Committee responsibilities are as follows:

- a. **Executive Committee** – The Executive Committee shall be responsible for:
 1. council agenda and procedures
 2. acting in the place of a mutual ministry committee if that committee has not been activated (C.13.05).
 3. keeping the procedure manual for the lay leadership up to date (C13.01).The Executive Committee may, from time to time, appoint task forces to assist in carrying out these responsibilities.
- b. **Nominating Committee** – The nominating committee shall nominate one or more candidates for each position to be filled by election of this congregation and shall secure the consent of each candidate to be placed in nomination and to serve if elected.

- c. **Audit Committee** – The Audit Committee shall provide for annual audits of the accounts of the treasurer and the financial secretary, if there is one, as well as the accounts of the Our Savior’s Trust and organizations within the congregation.
- d. **Inactive Member Task Force** – The task force shall offer a caring response to those who have been missing and invite them to restore participation in this church and shall offer to reconcile matters needing attention at this church. They shall recommend to the Congregation Council to remove from membership of this congregation those for whom this would be the most appropriate action (C8.05).
- e. **Mutual Ministry Committee** – The Mutual Ministry Committee is for the guidance and support of the rostered members of the church staff.
- f. **The Personnel Committee** is responsible for functions as listed in Bylaw C12.09.01.
- g. **Call Committee** – The Call Committee is responsible for working with the Synod to establish and carry out a process to call a pastor(s) for this congregation as listed in C9.01.

Continuing Resolutions, A98-C98 adopted by:
Our Savior’s Lutheran Church Congregation Council
Date: July 20, 1998
Craig Fowler, Executive Director