

THE CONSTITUTION OF PEACE LUTHERAN CHURCH
18265 NORTH 89TH AVENUE, PEORIA, ARIZONA 85382
APPROVED FEBRUARY 19, 2017

***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 Peace Lutheran Church of Peoria, Arizona, Inc.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the Peace Lutheran Church congregation is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Arizona.

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.

* Required provision

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

**Chapter 5.
POWERS OF THE CONGREGATION**

- *C5.01. The powers of this congregation are those necessary to fulfill its purpose.
- *C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- *C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation’s governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
 - a. call a pastor as provided in Chapter 9;
 - b. terminate the call of a pastor as provided in Chapter 9;
 - c. call 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 and lawful means;
 - j. elect its Congregation Council and require them to carry out their duties in accordance with the constitution
 - k. 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 Grand Canyon 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 Grand Canyon 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 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 intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
 - b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
 - c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.
 - d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
 - e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.
 - f. Notice of termination shall be forwarded by the bishop to the secretary of the ELCA, who shall report the termination to the Churchwide Assembly.
 - g. This congregation shall abide by these covenants by and among the three expressions of this church:
 - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *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 synodical approval before terminating their membership in this church.
 - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *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 the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05. and may begin no sooner than six months after that second meeting.
- *C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.
- *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 Grand Canyon_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 two-thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Grand Canyon Synod.
- *C7.04. If two-thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in *C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

Chapter 8. MEMBERSHIP

- *C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- *C8.02. Members shall be classified as follows:
- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.

- c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
- d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
- e. **Seasonal** members are voting members of other ELCA congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
 - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
 - 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
 - 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with the ELCA;
 - 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
 - 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
 - 6) they shall not, within any two-calendar-month period, exercise voting rights in this congregation and in the congregation where they remain voting members.

***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 ELCA constitutional provision 20.41. and the accompanying bylaws; or
- e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.

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

Chapter 9. ROSTERED MINISTER

***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 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 roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.
- *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 distribution of its communications and publications;
 - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
 - 8) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - b. Each pastor with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) relate to all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council;
 - 4) with the council, administer discipline; and
 - 5) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of the Grand Canyon 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.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:
- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the pastor;
 - 5) suspension of the pastor through discipline for more than three months;
 - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
 - 7) termination of the relationship between this church and the congregation;
 - 8) dissolution of the congregation or the termination of a parish arrangement; or
 - 9) suspension of the congregation through discipline for more than six months.
 - b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
 - c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament as disabled. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.

- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *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 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 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.
 - *C9.14.** The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.
 - C9.15.** Under special circumstances, subject to the approval of the synodical 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 synodical bishop and approved by the congregation.

- *C9.21.** Authority to call a minister of Word and Service shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation 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 synodical 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, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
 - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
 - e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
 - f. Practice stewardship that respects God's gift of time, talents, and resources;
 - g. Be grounded in a gathered community for ongoing diaconal formation;
 - h. Share knowledge of the ELCA and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
 - i. Identify and encourage qualified persons to prepare for ministry of the gospel.
- *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 a congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the deacon;
 - 5) suspension of the deacon through discipline for more than three months;
 - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
 - b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
 - c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service as disabled. Upon removal of the disability and the restoration

- of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *C9.26.** The deacon shall make satisfactory settlement of all financial obligations to a former congregation before:
- a. installation in another field of labor, or
 - b. the issuance of a certificate of dismissal or transfer.
- *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 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 in each calendar year at a time(s) specified in the Continuing Resolutions.
- C10.02** A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, or may be called at the written request of 20% voting members. The president of the Congregation Council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- C10.03** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.
- C10.04** Five percent of the voting members shall constitute a quorum.
- C10.05** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06** All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.

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

Chapter 11. OFFICERS

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

Chapter 12. CONGREGATION COUNCIL

- C12.01.** The voting membership of the Congregation Council shall consist of the pastor and not more than ten members of the congregation and the officers of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office.
- C12.02.** The members of the Congregation Council except the pastor(s) shall be elected at a legally called meeting of the congregation during the month of February. Their term of office shall be for two years, with the term of office beginning on March 1 and ending on the last day of February. Such members shall be eligible to serve no more than two full terms consecutively. Newly elected Congregation Council members shall be installed at worship the Sunday prior to the date they assume office.
- C12.03.** A member's place on the Congregation Council shall be declared vacant if the member
- a) ceases to be a voting member of this congregation or
 - b) is absent from four successive regular meetings of the Congregation Council without cause.
- Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.
- 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 pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment or employment.
 - e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
 - f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
 - g. To arrange for pastoral service during the sickness or absence of the pastor.
 - h. To emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
 - i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
 - 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 Arizona, except as otherwise provided herein.
 - b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
 - c. The Congregation Council may enter into contracts of up to 2% of the General Budget for items not included in the budget each year.
 - 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 may incur obligations of more than the 2% as indicated in C12.05.c only after approval by a Congregation Meeting. The budget shall include this congregation's intended share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
 - e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
 - f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- C12.06.** The Congregation Council shall see that the provisions of this constitution and its bylaws and the continuing resolutions are carried out.
- C12.07.** The Congregation Council shall provide for an annual review of the membership roster.
- C12.08.** The Congregation Council shall be responsible for the appointment and supervision of the 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 February annual meeting.
- C12.11.** The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and may be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when such person requests to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.
- C12.13.** The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference and, to the extent permitted by state law, notice of all meetings may be provided electronically. Individual members may attend the meetings electronically or telephonically.

Chapter 13.

CONGREGATION COMMITTEES / MINISTRY TEAMS

- C13.01.** The officers of this congregation and the pastor shall constitute the *Executive Committee*.
- C13.02.** A *Nominating Committee* of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of two years. Members of the Nominating Committee are not eligible for consecutive re-election. They shall nominate candidates for Congregational Council vacancies.
- C13.03.** An *Audit Committee* of at least 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.** Staff Support Committee duties shall be fulfilled by the executive committee.

¹ For use if the pastor is president of the congregation under two of the options in C11.02.

- C13.05.** When a pastoral vacancy occurs, a *Call Committee* of six voting members shall be nominated by the Congregation Council and elected by the congregation. Term of office will terminate upon installation of the newly called pastor.
- C13.06.** Other congregational committees / ministry teams may be formed as the need arises, by decision of the Congregation Council.
- C13.07.** Duties of congregational committees / ministry teams shall be specified in the bylaws.
- C13.08.** The pastor of this congregation shall be *ex officio* a member of all committees and boards of the congregation.

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

- C14.01.** All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.
- C14.02.** Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary:
 - a) private counsel and admonition by the pastor,
 - b) censure and admonition by the pastor in the presence of two or three witnesses,
 - c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and
 - d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod.
 If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.
- *C15.02.** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to *C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.
- *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 the congregation; or
 - d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.
 - *C15.06. The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
 - *C15.07. No member of the congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.
 - *C15.10. **Adjudication**
 - *C15.11. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16. 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 five voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C16.02 An amendment to this constitution, proposed under *C16.01, shall:
 - a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those voting members present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds vote of those voting members present and voting; and
 - c. have the effective date included in the resolution² and noted in the constitution.
- *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 the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
- *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 majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation

² Such an effective date must be stated in relation to the requirements of *C16.03. to allow time for synodical review of the amendment.

Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 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 the congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C17.04 Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 18.

CONTINUING RESOLUTIONS

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

Chapter 19.

INDEMNIFICATION

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

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Article 1 Membership

A. Care of members:

1. The congregation will issue a letter or certificate of transfer to another Lutheran congregation on a member's request. Should a member, having moved to a distant community, fail to request a transfer, a Lutheran congregation in or near that community shall be notified.
2. A member who has elected not to fulfill the provisions of membership as described in C8.04 of the constitution for one year shall be contacted by the pastor and/or representative of the congregation, if possible, toward restoring active membership. Special situations under this category shall be referred to the Congregation Council for appropriate consideration.

Article 2 Officers

A. The president shall:

1. Preside at all meetings of the congregation, the Congregation Council and executive committee.
2. Coordinate the work of the committees/ministry teams (boards) and be an ex officio member (without vote).
3. Carry out the will of the congregation as ordered by the constitution, bylaws and resolutions of the congregation.
4. Deliver an annual report to the congregation.
5. Appoint members of the audit committee as per 13.03 of the Constitution.
6. Name delegates to conference, district and other conventions as required and approved by executive committee.
7. Execute letters of call and countersign checks on behalf of the congregation.
8. Appoint persons to fill vacancies of elected officers (excluding the vice president, Congregation Council and committees/ministry teams) with the approval of the executive committee.

B. The vice president shall:

1. Perform the duties of the president in the president's absence, incapacity, or at the president's request.
2. Chair the budget and/or planning committee.
3. Act as parliamentarian at congregational and Congregation Council meetings.

C. The secretary shall:

1. Record proceedings of the congregation and Congregation Council meeting and distribute copies to members.
2. Retain and codify secretarial council/congregational meeting minutes and file permanently in the church office; keep duplicate personal set of records which shall be turned over to the successor.
3. Keep attendance record of each council meeting; advise president of absentees and their reason for absence; notify members having two unexcused absences.
4. Assist president on agenda items, calling to attention matters deferred or referred to committees/ministry teams for further study and recommendations
5. Maintain a register of congregational and Congregation Council resolutions and policies; recommend closure when appropriate.
6. Be responsible for safekeeping of all official congregational documents (e.g. deeds, mortgages, articles of incorporation, constitution and bylaws, tax returns, etc.).
7. Distribute the annual report of the congregation and the congregational report (parochial) to the Evangelical Lutheran Church in America.
8. The secretary may delegate any of the above duties as may be required with the approval of the executive committee.

D. The treasurer shall:

1. Supervise the financial procedures, records and investments of the congregation.
2. Render a monthly statement of income and expense compared to budget to the Congregation Council.
3. Countersign all checks.
4. Deliver an annual financial report to the congregation.
5. Be a member of the budget and/or planning committee.
6. Recommend written financial policies and procedures for cash management, e.g., annual budgeting, fund accounting and annual audit to the Congregation Council.

Article 3 The Congregation Council

- A. The congregation Council of this congregation shall consist of not more than ten members, one half elected as specified in C12.02 in the Constitution. (An unexpired term of less than one year shall not be considered a term of office).
- B. Council members shall, through the power of the gospel, lead the congregation towards its purpose and mission in their personal worship, witness, learning, service and stewardship. Council members shall represent the people of this congregation, not just its programs, having been elected at large.
- C. The Council shall approve or reject the use of congregational facilities by outside groups who have made written

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application to the Congregation Council and assess usage fees and restrictions; only groups and activities compatible with the purposes of the congregation shall be granted approval or use of its facilities; applications for occasional use will be approved by the Congregation Council and application for regular use will be approved by the congregation.

D. Congregational membership

1. Supervise the roster of baptized, confirmed, associate and voting members (cf. Constitution, C12.07).
2. Nominate eligible candidates to fill vacancies of Congregation Council members.
3. Provide procedures for the reception of new members and the departure of members of the congregation.
4. Activate and motivate all members of the congregation to participate in ministries of worship, learning, witness, service, fellowship and support.
5. Support the once-active (inactive) member through prayer, visitation, and caring ministries.
6. Recognize the service of members to congregational and community ministry.

E. Meetings

1. The date, time and place for regular meetings of the Congregation Council shall be set by the Congregation Council. There shall be a minimum of eleven regularly scheduled monthly meetings per year.
2. Special meetings of the Congregation Council may be called by the pastor, president, or five members of the council. Notice of the special meeting will be given not less than seven days prior to the meeting.
3. A majority of the Congregation Council members present will constitute a quorum.
4. Parliamentary procedures shall be governed by "Robert's Rules of Order", latest edition.
5. Congregation Council members will support each other, the decisions made and participate in open debate to the avoidance of conflict of interests.
6. Four unexcused absences shall constitute forfeiture of the office of council member and said office shall be declared vacant.

F. Personnel

1. Secure necessary staff, other than the pastor, such as education director, organist, office secretary or business administrator, and set their salaries.
2. Review staff salaries annually, including the pastor, using district guidelines.
3. Develop and maintain written position descriptions and personnel policies for all staff, covering at least salaries, hours and working conditions.
4. Provide procedures for staff support and performance evaluation.
5. Adopt office policies for the church office and staff (e.g., office hours, vacations, records retention, sick leave, etc.).

G. Finance

1. Prescribe a process for developing the annual budget and recommend the budget to the congregation.
2. Recommend and approve expenditures in excess of the general budget as per C12.05. c. and d. (in the Constitution).
3. Encourage the congregation members of all ages to proportionate biblical stewardship; determine congregation's proportion of income to be committed to Evangelical Lutheran Church of America mission support and benevolence.
4. Adopt a written audit procedure for both income-expense and balance sheet transactions; inspect all insurance policies for adequacy of coverage; report findings to congregation.
5. Authorize all extra-budgetary appeals for funds and fund-raising events to the congregation from sources both inside and outside the congregation.
6. Adjust allocations of funds should income fall short of expectations or expenses exceed budgeted amounts; provide for contingency and emergency funds.
7. Prepare and adopt a capital budget for improvements or major repairs; provide a capital growth fund in a foundation, trust, or endowment to receive bequests, special, or deferred gifts to the congregation, review and accept or decline all offers of unsolicited gifts to the congregation. Authorize the creation of specific funds for administration and financial management, including, but not restricted to: General Fund to cover current operations, programs, benevolences, salaries; Building Fund to cover principal and interest payments on any loan; Designated funds to cover gifts which can only be spent per their designation; Non-designated funds to cover memorial funds and gifts which the Council has discretion to designate.
8. Approve all depositories of congregational funds; consolidate all funds of the congregation and its organizations into a unified budget using a voucher system for disbursements.
9. Provide a fidelity bond for the treasurer, financial secretary and those who have access to congregational funds.
10. Discuss and approve or deny proposed unbudgeted expenditure of over \$1000 on any one item (Subject to C12.05, c. and d.).

H. Property Management

1. Maintain the buildings and premises of the congregation including equipment and furnishings; keep a record inventory of physical assets, maintenance performed thereon and estimated replacement date.

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2. Fire safety inspections will be performed annually with or without the assistance of the local fire department; fire drills will be randomly called at least annually in the Sunday school.
3. Prescribe a policy for building and premises security, distribution of keys, fire extinguisher, burglar alarms, smoke and heat detectors, responsibility for locking the buildings following various events, especially for evenings and weekends.
4. Inspect the premises regularly for the purpose of sound maintenance, safety, accessibility, insurance, and building code compliance.

I. Administration

1. Designate standing ministry teams and specify their number, duties, authority, budget and accountability to the Congregation Council, (e.g., worship, evangelism, stewardship, education, personnel, deacons, trustees).
2. Appoint members of standing ministry teams of the Congregation Council to two-year terms renewable once.
3. If standing ministry team members are not Congregation Council members, name a Congregation Council member to act as liaison to the ministry team.
4. Offer opportunities to serve on special purpose Congregation Council task forces to members of the congregation (e.g., hunger appeal, community celebration, tax hearing, etc.).
5. Render annual and special reports of activities to the congregation.
6. Administer discipline in the congregation (Constitution. 15.01-05).
7. Support the pastor according to the letter of call.
8. Provide an operating manual and training opportunity for each Congregation Council member and officer. The manual will contain at least the constitution, bylaws, continuing resolutions, directory, council minutes, organization chart, and position descriptions for each staff position.
9. Provide for internal and external communications of the congregation (e.g., internal newsletter, external advertising).
10. Encourage fellowship (e.g., couples' club, youth activities, singles, etc.) and shepherding (neighborhood) groups in the congregation.
11. Support auxiliary organizations; invite representative from each auxiliary to attend council meetings with voice but without vote.
12. Appoint or assign planning function to recommend long-range plans to the Congregation Council and to evaluate present programs.
13. Require each organization of the congregation to be accountable to the mission statement of the congregation.
14. Preserve historical archives of the congregation, appoint (elect) congregational historian, prepare and distribute written history of the congregation, celebrate anniversaries and historic events.
15. Prepare and distribute a directory of members of the congregation, at least triennially.
16. Coordinate the programs and ministries of the congregation, direct ministry functions not otherwise specified to the most appropriate ministry teams.

J. Spiritual Care

1. Acknowledge candidates for the rite of confirmation in consultation with the pastor.
2. Determine the age for baptized members to receive their first Holy Communion in consultation with the pastor.
3. Exercise general oversight of the spiritual life, mission, and ministry of the congregation that all may be done according to the Word of God and the constitution and bylaws.
4. Approve modifications in worship as recommended by the worship ministry team.
5. Approve applications for membership into the congregation. (cf. Constitution, C8.03)
6. Admit persons to membership where there is no evidence of confirmation and there is no letter of transfer.
7. Provide for spiritual care of congregational members.

K. Ministry Teams of the Congregation Council

1. The Congregation Council may form other ministry teams and task forces as the need requires from within or outside its membership. Note: any group described in the Continuing Resolutions shall be called a "ministry team".
2. Each ministry team shall elect its own chairman and secretary from its membership for a term of one year.
3. Ministry team secretaries, through the church office, will furnish written minutes and resolutions for action proposed to the Congregation Council prior to the next regular council meeting.
4. Each ministry team shall establish written proposal goals and budget to be approved by the Congregation Council.

Article 4 Congregation Committees (cf. Constitution, Chapter 13)

A. The executive committee shall:

1. Unless otherwise provided herein, supervise support of the pastor according to the letter of call.
2. Prepare the agenda for the regular and special congregation meetings and Congregation Council meetings.
3. Develop and recommend a mission statement to the congregation.
4. Act as budget and planning committee in the absence of separate ministry teams for those purposes.

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5. Interpret and publicize the work of the congregation to the community and its leaders; listen to and report community needs for Christian service to the congregation.
 6. Appoint the financial secretary. The financial secretary shall be responsible for:
 - a) Recording of members' contributions, gifts and bequests received.
 - b) Issuing quarterly statements to contributors.
 - c) Keeping individual giving records confidential.
 - d) Providing information as requested to the Treasurer and the stewardship ministry team.
- B. The call committee shall:
1. When a pastoral vacancy occurs, notify the district president who will assist them in providing interim pastoral service and the call process.
 2. Study the congregation's mission and pastoral needs; share results with the district.
 3. Gather descriptive information about the congregation, e.g., history, pictures of church building, directory, map, congregation reports, annual report, etc.
 4. Receive recommendations of nominees from the district president or district call committee for study.
 5. Evaluate pastoral candidates by interview and other means; furnish information about the congregation and its mission to each candidate.
 6. Recommend one candidate to the congregation at a special meeting called for that purpose.
 7. Upon arrival of the pastor or associate pastor, the call committee will automatically become the pastor's care committee.

Article 5 Fellowship

- A. The congregation will cooperate with other (religious) organizations whose purposes are compatible with the constitution and bylaws.
- B. The use of the building and facilities of this congregation shall be limited to this congregation's activities and those of outside groups, approved by the Congregation Council, who meet the provision above.

Article 6 Congregation Records

- A. The records of the congregation shall be the property of the congregation and shall not be removed or used for commercial purposes. The records are:
 1. The roster of baptized, confirmed, associate and voting members.
 2. The ministerial acts performed by the pastor.
 3. The minutes and reports of the conference and district, the Evangelical Lutheran Church of America Handbook and the Yearbook of the Evangelical Lutheran Church of America.
 4. The minutes of the meetings of the congregation and Congregation Council.
 5. The financial records of the congregation, all official and legal documents, including the constitution, bylaws, continuing resolutions, deed, mortgages, contracts, etc.
- B. The pastor shall be responsible for the maintenance and security of the records, except as provided herein.
- C. The pastor and Congregation Council (or executive committee) shall furnish an annual congregation report to the general secretary of the Evangelical Lutheran Church in America and a report of ministerial acts performed shall be made to the congregation.
- D. In the event of dissolution or cessation of ministry, the official records of the congregation shall be deposited in the archives of the Evangelical Lutheran Church in America or its successor.

Article 7 Endowment Fund

- A. The purpose of the Endowment Fund is to enhance the missional outreach of Peace Lutheran Church apart from the general operation of the congregation; no portion of the income generated by the Endowment Fund shall be used for the annual operating budget of the congregation.
- B. The Endowment Fund Ministry Team shall be the custodian of the Fund.
 1. The Ministry Team shall consist of three members, all of whom shall be voting members of Peace Lutheran Church, appointed by the Congregation Council.
 2. Membership of the Ministry Team shall be affirmed annually by the Congregation Council at its March meeting.
 3. The senior pastor, president, and vice president of the Church Council shall be advisory members of the Ministry Team.
 4. The Ministry Team shall meet at least quarterly, or more frequently as deemed by it in the best interest of the Fund.
 5. A quorum shall consist of two (2) members. When only two (2) members are present a unanimous vote shall be required to carry any motion or resolution.
 6. The Ministry Team shall elect from its membership a chairperson. The chairperson, or member designated by the chairperson, shall preside at all Ministry Team meetings.

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7. The chairperson of the Ministry Team shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member of the Ministry Team. Each member shall keep a complete copy of minutes to be delivered to his or her successor. The chairperson shall also supply a copy of the minutes to the Church Council.
8. The chairperson of the Ministry Team shall work with the congregation's treasurer in maintaining and coordinating complete and accurate accounts for the Fund. Checks and all other necessary documents in furtherance of the purposes of the Fund on behalf of the congregation shall be signed by members of the Executive Committee as authorized by the Congregation Council. A certified public accountant or other appropriate person who is not a member of the Ministry Team shall audit the books annually.
9. All assets are to be held in the name of Peace Lutheran Church Endowment Fund.
10. Members of the Ministry Team shall not be liable for any losses which may be incurred upon the investments of the assets of the Fund except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self dealing or transactions with the Fund in which the member has direct or indirect financial interest. All members shall at all times refrain from any conduct in which personal interests would conflict with the interest of the Fund.

C. Distribution

1. Gifts and bequests to the fund shall accumulate until principal amount of \$10,000.00 is achieved, after which time an amount not to exceed five percent (5%) of the total value of the Fund as at December 31st each year shall be available to be distributed annually. Distributions from the Fund shall be made to enhance the missional outreach of Peace Lutheran Church apart from the general operation of the congregation
2. When, in the opinion of the Ministry Team circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of the Fund principal to an extent as to exceed the distribution amount as defined in section C.2 (5% of the total value of the Fund as at December 31st each year), the Ministry Team may recommend such authorizing action to the congregation. Such action shall be adopted by a two-thirds vote of the members present at an annual meeting of the congregation or at a special meeting called specifically for the purpose of this distribution.

D. Disposition or transfer of Fund

1. In the event Peace Lutheran Church ceases to exist either through merger or dissolution, disposition or transfer of the Fund shall be at the discretion of the Church Council in conformity with the approved congregational constitution and in consultation with the bishop of the synod to which the congregation belongs at such time. Consultation with the Evangelical Lutheran Church in America may be desirable for continuation of Peace Lutheran Endowment Fund obligations.”

Continuing Resolutions of Peace Lutheran Church

CR1. Mission Statement:

- A. To share Christ with the world and grow disciples for Jesus.

CR2. Congregational Meetings:

- A. Annual meeting(s) of the congregation are prescribed in the Constitution and Bylaws.
- B. Other meetings of the congregation may be called as described in the Constitution and Bylaws.
- C. An annual meeting of the congregation will be held in December (or other date as determined by the Congregation Council, but no later than calendar year end) to approve the mission spending plan, and may include other items that are properly communicated as required by the Constitution and Bylaws.
- D. An annual meeting of the congregation will be held in February for election of council members, review and acceptance of the annual reports and may include other items that are properly communicated as required by the Constitution and Bylaws.

CR3. Administration Ministry Team

The purpose of the Administration Ministry Team shall be to develop, review or monitor and make recommendations regarding administrative policies and procedures of the congregation.

- The goal of the Administration Ministry Team shall be to recommend to the Congregation Council appropriate policies and procedures to ensure the smooth day to day operation of Peace Lutheran Church.

The tasks of the Administration Ministry Team are as follows:

- To act in accordance and compliance with the Constitution, Bylaws and Continuing Resolutions of the Congregation.
- To develop, maintain and recommend:
 - procedures for keeping children safe and secure
 - employee/volunteer handbook
 - computer security and internet policies
 - background checks policy
 - policy on sexual harassment and misconduct
- To review:
 - suggested changes to the Constitution, Bylaws, and Continuing Resolutions
 - financial counting procedures
 - insurance needs
 - record retention policies
 - key holder security management policy as prepared by the Building and Grounds Ministry Team
 - facility evacuation plan as prepared by the Building and Grounds Ministry Team
 - systems security, disaster recovery, backup, and documentation of hardware/software policies as prepared by the Technology Team
 - proposed and actual designated fund(s) spending
- To prepare and submit:
 - the Administration Ministry Team's budget to the Congregation Council
 - report for inclusion in the [PLC Annual Report](#) to the congregation

CR4. Building and Grounds Ministry Team

The purpose of the Buildings and Grounds Ministry Team shall be to support all of the congregation's ministries by properly maintaining the facilities and grounds owned by the Church.

The goals of the Buildings and Grounds Ministry Team shall be:

- To provide opportunities for members to serve the Lord by using their craftsmanship related spiritual gifts.
- To keep the interior and exterior of the Church's buildings in good repair and in a condition that fosters their optimum use by the various ministries of the Church.
- To keep the landscaping and parking lot in good repair and in a condition that fosters their optimum use by the various ministries of the Church.

The tasks of the Buildings and Grounds Ministry Team are as follows:

- To act in accordance and compliance with the Constitution, Bylaws and Continuing Resolutions of the Congregation.
- To coordinate the use of Ministry Team members' craftsmanship related spiritual gifts
- To encourage New Disciples and others in the congregation with craftsmanship related spiritual gifts to serve on the Ministry Team, participate in work days, or otherwise assist in achieving the goals of the Ministry Team.
- To support and work cooperatively with the Facilities Manager
- To maintain accountability related to tasks which Ministry Team members have agreed to perform.
- To organize and coordinate periodic work days for facilities and grounds maintenance.
- To conduct an inventory every two years (a video inventory will be completed in between years) of Church owned equipment, etc. and ensure inventory is maintained as changes occur
- To maintain and administer the key holder policy related to access to the facilities.
- To prepare a facilities evacuation plan
- To oversee other tasks necessary for the achievement of the Ministry Team's goals.
- To prepare and submit the Buildings and Grounds Ministry Team's budget to the Congregation Council
- To complete an annual report for inclusion in the annual report to the congregation.

CR5. Everyday Ministry Team

The purpose of the Everyday Ministry Team shall be to assist the congregation in its mission of sharing the Good News of the Gospel of Jesus Christ with its members, guests, community, unchurched, and the world.

The goals of the Everyday Ministry Team shall be:

- To encourage our members to be friendly and to reach out to all who pass through our doors with the Good News of God's love.
- To invite our guests to come often and hear about God's saving power.

- To contact people in our community and inform them that the message of Jesus' life and resurrection is being shared at Peace Lutheran in a way everyone can understand.
- To try in various ways to spread the message of Jesus' saving grace to the unchurched.
- To spread God's love through our world missions.

The tasks of the Everyday Ministry Team are as follows:

- To act in accordance and compliance with the Constitution, Bylaws and Continuing Resolutions of the Congregation.
- To have an identifiable visitor's table outside the sanctuary with greeters and information about our church and ministries.
- To have a letter from the pastor mailed out to each new visitor the day after the visit.
- To telephone each new visitor within one week of the visit.
- To invite all who might be interested to attend our next Growing Disciples class.
- To occasionally sponsor "bring a guest to church Sunday".
- To determine and execute an advertising campaign (including newspapers, mailings, special event flyers and invitations).
- To promote special events with display banners outside the sanctuary.
- To offer the Alpha outreach program to anyone in the church and the community seeking information on the Christian faith.
- To support our Lutheran Mission projects.
- To prepare and submit the Everyday Ministry Team's budget to the Congregation Council.
- To complete an annual report for inclusion in the annual report to the congregation.

CR6. Library Ministry Team

The purpose of the Library Ministry Team shall be to provide the congregation with material for evangelism, inspiration, witness, education and spiritual enrichment.

The goals of the Library Ministry Team shall be:

- To support and further evangelism
- To encourage spiritual growth
- To support and enrich Bible study and Christian education
- To encourage children to grow in faith and character
- To help people keep in touch with social issues in the world and in the congregation

The tasks of the Library Ministry Team are as follows:

- To act in accordance and compliance with the Constitution, Bylaws and Continuing Resolutions of the Congregation.
- To increase awareness and use of the library by the congregation
- To keep a current written book and media selection policy and buy items which support the purpose and goals of the library working within approved budgets
- To keep a core collection of Biblical reference, Lutheran history and inspirational recreational material for all age groups
- To supply books and media to support outreach, service and justice in the community

- To maintain the library collection, discarding material when necessary
- To maintain library collection records, a catalog for use by the congregation and usage statistics for the annual report
- To maintain a membership in the National Church Library Association
- Prepare and submit the Library Ministry Team's budget to the Congregation Council.
- To complete an annual report for inclusion in the annual report to the congregation.

CR7. Faith Formation Ministry Team

The purpose of the Faith Formation Ministry Team shall be to offer learning opportunities for members of all ages to nurture their faith in Christ.

The goals of the Faith Formation Ministry Team shall be:

- To support individuals and families in teaching and sharing the Christian faith.
- To encourage all disciples to become baptized Disciples of Christ and to remember promises made at Baptism.
- To encourage all Disciples to grow in their faith.
- To provide programs for Disciples to grow and share their faith with one another and the world.
- To provide and encourage cross-generational faith nurturing activities.

The tasks of the Faith Formation Ministry Team are as follows:

- To act in accordance and compliance with the Constitution, Bylaws and Continuing Resolutions of the Congregation.
- To help orientate and involve new disciples of Peace in sharing their talents.
- To provide education opportunities for people of all ages, including supervision of Sunday School and Wednesday Evening Programming.
- Develop and oversee Faith Stepping Stones program at Peace.
- To provide educational fellowship opportunities for people of all ages.
- To oversee Peace Lutheran Nursery.
- Prepare and submit the Faith Formation Ministry Team's budget to the Congregation Council.
- To complete an annual report for inclusion in the annual report to the congregation.

CR8. Preschool Ministry Team

The purpose of the Preschool Ministry Team shall be to give guidance and direction to the Preschool and its Director in accordance with the Bylaws and Operating Guidelines.

CR9. Social Concerns Ministry Team

The purpose of the Social Concerns Ministry Team shall be to address the human needs of the congregation and to provide outreach for human needs in the community, state, nation, and world.

The goals of the Social Concerns Ministry Team shall be:

- To identify areas of social outreach need within, and outside of, the congregation
- To assess outreach projects to confirm a fit with the congregational mission of Sharing Christ with the World and Growing Disciples for Jesus.

- To expand areas of ministry when appropriate projects are presented, ensuring that all projects fit within our purpose

The tasks of the Social Concerns Ministry Team are as follows:

- To act in accordance and compliance with the Constitution, Bylaws and Continuing Resolutions of the Congregation.
- To research, plan, implement, and lead projects that will assist in identified areas of outreach
- To expand current areas of ministry.
- To strive to increase our giving to E.L.C.A. Social Concerns projects, as well as respond to new E.L.C.A. opportunities
- To strive to increase our giving to local charitable organizations; i.e. Westside Food Bank, Habitat for Humanity
- To research and respond to opportunities offered by other congregations and organizations to provide assistance
- To keep the congregation informed of Social Concerns project opportunities and to offer the congregation the opportunity to share in the joy of helping others by participating in projects
- To be accessible and open to new project ideas brought by congregational members
- To contact all New Disciples who indicate interest in Social Concerns' areas of ministry inviting them to participate in projects and attend Ministry Team meetings
- To prepare a calendar of projects as an annual organizational tool
- Prepare and submit the Social Concerns Ministry Team's budget to the Congregation Council.
- To complete an annual report for inclusion in the annual report to the congregation.

CR10. Stewardship Ministry Team

The purpose of the Stewardship Ministry Team shall be to facilitate the congregation's ongoing growth in faith and ministry through financial giving and to assist the congregation in realizing the potential for support of the Mission of Peace by:

- Encouraging incremental giving towards the goal of tithing
- Increasing awareness
- Education and encouragement that we are all stewards able to give graciously of our time and talents toward service in ministry best suited to our God given talents.

The goals of the Stewardship Ministry Team shall be:

- To lead the congregation in identifying and recognizing the financial resources with which God has individually and collectively blessed this community of faith.
- To encourage the congregational and individual spiritual growth through more intentional reflection of God's financial gifts and a more direct experience of God's call to use those gifts in the ministries of the Church.
- To challenge all members of the congregation to claim the fullness of God's blessings through sacrificial giving of financial resources.
- To encourage all members to consider tithing as a way of placing everything we have in God's care.

The tasks of the Stewardship Ministry Team are as follows:

- To act in accordance and compliance with the Constitution, Bylaws and Continuing Resolutions of the Congregation.
- Conduct an annual stewardship campaign to support the General Fund expenditures of the congregation.
- Select and acquire offering envelopes.
- Conduct a stewardship communication program covering giving results and educational information concerning stewardship via Monthly Temple Talks and articles in the church newsletter and other appropriate means.
- Participate in new member orientation program as requested.
- Prepare and submit the Stewardship Ministry Team's budget to the Congregation Council.
- To complete an annual report for inclusion in the annual report to the congregation.

CR11. Technology Ministry Team

The purpose of the Technology Ministry Team shall be to oversee the provision, management and use of information technology, to include computers, computer peripherals and telecommunication equipment.

The goal of the Technology Ministry Team shall be to ensure that the most appropriate and cost effective technology is being deployed.

The tasks of the Technology Ministry Team are as follows:

- To act in accordance and compliance with the Constitution, Bylaws and Continuing Resolutions of the Congregation.
- To identify and specify information technology needs in all areas.
- To recommend the purchase of equipment and software as needed.
- To ensure that equipment is properly maintained and that software is kept current.
- To ensure that equipment and software are used only for the business needs of Peace Lutheran Church and that all computer usage and security policies are properly followed.
- To maintain a schedule of replacement and planned obsolescence in order to keep current with needs.
- Prepare and submit the Technology Ministry Team's budget to the Congregation Council.
- To complete an annual report for inclusion in the annual report to the congregation.

CR12. Women of Peace Ministry Team – Disbanded July 2008.

CR13. Worship and Music Ministry Team

The purpose of the Worship and Music Ministry Team shall be to provide for an active and meaningful worship life for every member of the congregation and visitor, giving special attention to the liturgical year. This is accomplished through arranging the elements of each worship service and integrating our music ministries to glorify God and enhance the worship experience.

The goal of the Worship and Music Ministry Team shall be to encourage active participation and expression in the service by all who are present further enhancing their relationship with and their worship of Jesus Christ.

The tasks of the Worship and Music Ministry Team are as follows:

- To act in accordance and compliance with the Constitution, Bylaws and Continuing Resolutions of the Congregation.
- Provide opportunity for worship of Almighty God, using traditional Lutheran worship service format including confession, forgiveness, word, sacrament, and music
- Coordinate scheduled inputs to worship services, including special music offerings, periodic Temple Talks, celebrations of Baptism, Confirmation, other Faith Stepping Stones, and youth and children’s ministry activities to ensure efficient and timely worship services
- Encourage and integrate musical offerings from the Director of Organ/Piano music, other established musical groups, and additional musical volunteers that are theologically sound, fitting for the liturgical season, and pertinent to the worship styles of each service to enhance the spiritual experience of all worshippers.
- Encourage worshipper participation in the service through multi-media presentations and projection of lyrics and liturgy, and enhance the audio/visual experience through high quality sound and video offerings fitting for praise of our King.
- Coordinate volunteers to serve in all worship ministry areas;
 - Ushers
 - Altar Guild
 - Communion Assistants
 - Lay Readers.
 - Coffee Hosts
 - Audio/Visual Technicians
 - Acolytes
 - Tape Ministry
 - Memorial Coordinator
- Prepare and submit the Worship and Music Ministry Team’s budget to the Congregation Council.
- To complete an annual report for inclusion in the annual report to the congregation.

CR14. Youth Ministry Team

The purpose of the Youth Ministry Team shall be to work with the Youth Director to provide a safe environment for the young people of our church to grow in their faith and to have opportunities to serve God.

The goals of the Youth Ministry Team shall be:

- To help make the youth program appealing to the youth and meaningful to them.
- To help provide a safe and enriching environment for youth to engage in fellowship, study, service and worship.
- To serve as Christian role models to the young people.
- To facilitate communication between youth, church council, and congregation.

The tasks of the Youth Ministry Team are as follows:

- To act in accordance and compliance with the Constitution, Bylaws and Continuing Resolutions of the Congregation.
- To plan on an annual basis, with the Youth Director, activities, service, fellowship and worship.
- To raise funds for trips and special events.

- To address and resolve problems, complications or trouble that may arise.
- To recognize accomplishments such as confirmation and graduation.
- To decide on events to be held and the method of implementation.
- With the Youth Director to plan and participate in, fellowship, service and worship events or Bible studies.
- To provide and plan service projects for youth to make a difference in the lives of others.
- Prepare and submit the Youth Ministry Team's budget to the Congregation Council.
- To complete an annual report for inclusion in the annual report to the congregation.

CR15. Endowment Ministry Team

The purpose of the Endowment Fund Ministry Team shall be to oversee and manage the Peace Lutheran Endowment Fund in a manner consistent with the loyalty and devotion to our Lord expressed by the donors and in accordance with the bylaws of the congregation.

The goal of the Endowment Fund Ministry Team shall be to enhance the mission outreach of Peace Lutheran Church, separately from the general operation of the congregation, with no portion of the income generated by the Fund used for the annual operation budget of the congregation.

The tasks of the Endowment Fund Ministry Team are as follows:

- To act in accordance and compliance with the Constitution, Bylaws and Continuing Resolutions of the Congregation.
- To request other members of the congregation to serve as advisory members as appropriate.
- To seek, at the Funds' expense such professional counseling on investments or legal matters as it deems to be in the best interest of the Fund.
- To recommend programs for support according to the guidelines established in the bylaws.
- To make recommendations to the Church Council to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the Fund, including stocks, bonds, debentures, mortgages, notes, or other securities, as deemed wise and prudent in the judgment and discretion of the Ministry Team.
- To execute, through the Church Treasurer, all investment transactions and disbursements approved by the Church Council.
- To prepare and submit the Endowment Fund Ministry Team's budget to the Congregation Council.
- To report quarterly to the Church Council.
- To complete an annual report for inclusion in the annual report to the congregation.

CR16. Personnel Ministry Team - Disbanded September 2009

Peace Lutheran Church: Fundraising Policy

Definition:

Fundraising is defined as any effort to raise money, collect goods, or sell a product on behalf of our church or within our congregation, for the benefit of our church, its congregants, or another authorized person or organization.

Overview:

Fundraisers are a part of active church life and provide opportunities for members to strengthen their commitment and contribution to Peace Lutheran Church (PLC) as well as providing funds for the church and special projects.

Voluntary giving by church members to the general budget is the primary method of financing congregational activities. Fundraisers should not be in conflict of giving to the general budget. It is expected that giving to fundraisers will not be a substitute or alternative form of giving of money by congregation members that otherwise would be given to the general budget.

Fundraising activities that are sponsored by PLC must be reviewed and approved in order to avoid overburdening the congregation with requests for money and to ensure that the resources of PLC are focused on the highest priority. A fundraiser is sponsored by PLC when:

1. The proceeds are given to the PLC general operating fund or to a special restricted fund; or
2. PLC facilities or resources are used to host the event; or
3. A “special” collection is made during a service; or
4. The proceeds are “passed through” the PLC general operating fund; or
5. The fundraising appeal is made through an official PLC publication.

General Policy:

To ensure that the timing and logistical arrangements of fundraisers are appropriately coordinated with other scheduled activities and that all fundraisers are in keeping with the ideals and principles of PLC, all PLC sponsored fundraising must be approved by the Congregation Council.

Among the factors to be considered when reviewing a request for fundraising are:

1. The nature of the fundraising event and its intended beneficiary;
2. The amount of the expected proceeds;
3. Whether there will be a congregation-wide direct solicitation;
4. Whether the activity will take place over more than one Sunday;
5. The extent to which PLC resources will be required by the fundraiser; and
6. Whether the group organizing the activity has already conducted fundraising activities during the past twelve (12) months.

Approval Process:

The Fundraiser Application Form is to be filled out and submitted to the Congregation Council for approval. This form should be completed at least 60 days in advance of the fundraising event, if possible, to allow sufficient time for the Congregation Council to review it. Urgent requests with less than 60 days notice can be presented to the Senior Pastor and Congregation Council Executive

Committee for review. E.L.C.A. Disaster Relief appeals, which are usually in need of immediate response, can be approved by the Senior Pastor and the Congregation Council President. Any other exceptions to the Fundraising Policy are to be approved by the Congregation Council.

Distribution of Money Raised:

A full accounting of money raised or goods collected and to whom proceeds are to be distributed is required for all fundraising projects. Summary reports are to be prepared by the project chairperson and submitted to the Council Treasurer within one month of completion of the event. If funds in excess of the requested need are received, an indication of the intended use of the excess funds should be submitted with this report.

Unless otherwise approved by the Congregation Council, all money raised will be deposited and held in a PLC approved bank account until distributed to the beneficiary. This distribution will be made when the summary report is received and approved by the Treasurer. Distributions in excess of the net amount raised will not be made.

Application for Fundraiser

Today's Date: _____

Name of Event/Fundraiser: _____

Date(s) of Event: _____

Fundraiser Sponsor/Group/Committee: _____

Contact Person and Phone Number: _____

Beneficiary of Fundraiser: _____

General Description of Event/Fundraiser:

Reason for Fundraiser:

Fundraiser Details:

New ___ OR Existing ___ One Time ___ OR On-going ___

Location of Fundraiser: _____

Staff/Facility Requirements:

Cost of Church Resource Requirements (Photocopies, Printing, Office Supplies, Etc...):

Giving Goal: _____

Please attach a separate

Planned Expenses: _____

sheet if expenses will

Net Funds Raised: _____

be greater than \$100.

Details of How and When Funds will be disbursed:

What Contingent Plans are in place if the giving goal is not achieved?:

Council meetings are generally scheduled on the 2nd Monday of the month.

(Do not fill out areas below this line. For office use only.)

Signature: _____ Position: _____ Date: _____

Council Decision: _____ Decision Date: _____

Originally approved August 2006.

Amended November 2007 with a change to CR8 Preschool Ministry Team

Amended April 2008 to add CR16 Personnel Ministry Team

Amended June 2008 with a change to CR3 Administration Ministry Team

Amended July 2008 to delete CR12 upon disbandment of Women of Peace Ministry Team

Amended September 2008 to change CR5 name change from Evangelism to Everyday Ministry Team

Amended October 2008 with a change CR5 Everyday Ministry Team

Amended July 2009 with a change to CR2 regarding purpose of Congregational Meetings

Amended September 2009 to delete CR16 upon disbandment of Personnel Ministry Team

Amended May 2012 with a change to CR3 Administration Ministry Team

Amended May 2012 with a change to CR8 Preschool Ministry Team

Amended August 2012 with changes to CR15 Endowment Ministry Team

Amended August 2012 with changes to CR4 Building and Grounds Ministry Team

Amended June 2013 to add CR17 Fundraising Policy