

CONSTITUTION AND BYLAWS

PEACE LUTHERAN CHURCH COEUR D'ALENE / POST FALLS, IDAHO

ADOPTED BY THE CONGREGATION ON APRIL 25, 2010

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PREAMBLE

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

Chapter 1

NAME AND INCORPORATION

- C1.01.** The name of this congregation shall be Peace Lutheran Church.
- C1.02** For the purpose of this constitution and the accompanying by-laws, the congregation of Peace Lutheran Church is hereinafter designated as "this congregation."
- C1.03** This congregation shall be incorporated under the laws of the State of Idaho.

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.
- 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.
 - 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.
 - The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- C2.03.** This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- C2.04.** This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- C2.05.** This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- C2.06.** This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- C2.07.** This congregation confesses the Gospel, recorded in the Holy Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3

NATURE OF THE CHURCH

C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority as revealed in Holy Scriptures.

Chapter 4

STATEMENT OF PURPOSE

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

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

- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

C4.03. To fulfill these purposes, this congregation shall:

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and other such ministries as designated by this congregation..
- h. Foster and participate in relationships with other congregations.

C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Church Council shall prepare descriptions of the responsibilities of each ministry team, committee, task force, or other organizational group and shall review their actions.

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

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 Congregational Meeting called and conducted as provided in this constitution and bylaws.
- C5.03.** Only such authority as is delegated to the Church 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. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16.
 - e. approve the annual budget;
 - f. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - g. hold title to and use its property for any and all activities consistent with its purpose;
 - h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - i. elect its Church Council, and require the members of the council to carry out their duties in accordance with the constitution and bylaws, and continuing resolutions; and
 - j. terminate its relationship with any national or regional church body with which this congregation is affiliated as provided in Chapter 2 of the bylaws of this constitution.
- C5.05.** This congregation may receive funds for designated purposes as provided for in the bylaws of this constitution.

Chapter 6

CHURCH AFFILIATION

- C6.01.** Affiliation with any national or regional church body shall be defined in the Bylaws of this Constitution.

Chapter 7

PROPERTY OWNERSHIP

- C7.01.** The property of Peace Lutheran Church belongs to members of this congregation.
- C7.02.** If this congregation ceases to exist, the property and assets shall be sold, all debts retired and if there are funds remaining, they shall be given away to another non-profit organization to honor the cause of Christ.

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.
- d. **Associate** members are persons holding membership in other Lutheran congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Church Council of this congregation.

C8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the Church 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 through contributions of their time, abilities, and financial support as biblical stewards.

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

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action by the Church Council or Congregation; or
- e. removal from the roll due to inactivity as defined in the bylaws.

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

Chapter 9

THE PASTOR(S)

C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose.

C9.02. Only a member of the clergy roster of the national or regional church body with which this congregation is affiliated or is an eligible candidate for said roster of ordained ministers may be called as a pastor of this congregation.

C9.03. Consistent with the faith and practice of the Lutheran Confessions,

- a. Every ordained minister shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care; and
 - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
- b. Each ordained minister with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) supervise all schools and organizations of this congregation;
 - 3) install regularly elected members of the Church Council; and
 - 4) with the council, administer discipline.

- c. Every pastor shall:
 - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;

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.

- C9.05.** a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only for the following reasons:
- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 - 4) the physical or mental incapacity of the pastor;
 - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
 - 6) the dissolution of the congregation.

C9.06. At a time of pastoral vacancy, an interim pastor may be appointed by this congregation.

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 this congregation or Church Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.

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, and the Church Council. As occasion requires, the documents may be revised through a similar consultation.

C9.10. This congregation may depart from C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Such a call may also be terminated before its expiration in accordance with the provisions of C9.05.a.

- C9.11.** 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 members of this congregation; and
 - c. shall become a member of this congregation upon receipt and acceptance of the letter of call.

C9.12. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation.

C9.13. Under special circumstances, an ordained minister on the roster of a church body other than the national or regional church body with which this congregation is affiliated may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed and approved by the congregation.

Chapter 10

CONGREGATIONAL MEETING

- C10.01.** The annual meeting of this congregation shall be held at a time specified in the bylaws.
- C10.02.** A special Congregational Meeting may be called by the pastor(s), the Church Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of ten percent of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least ten days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.
- C10.04.** Twenty percent 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 approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07.** *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11

OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice-president, secretary, and treasurer.
- Duties of the officers shall be specified in the bylaws.
 - The officers shall be voting members of the congregation.
 - Officers of this congregation shall serve similar offices of the Church Council and shall be voting members of the Church Council.
- C11.02.** The congregation shall elect its officers and they shall also serve as the officers of the Church Council. 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 at which they are elected.
- C11.03.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office, and having served two consecutive terms shall not be eligible to be elected to the same office for two years. However, there is nothing in this Constitution or Bylaws to preclude an officer who has completed his or her term from being elected to the Church Council.

Chapter 12

CHURCH COUNCIL

- C12.01.** The voting membership of the Church Council shall be as provided for in the bylaws of this constitution.
- C12.02.** The Church 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 Lutheran Confessions. The duties of the Church Council shall include the following:
- 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.
 - To seek to involve all members of this congregation in worship, learning, witness, service, and support.

- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the national or regional church body with which this congregation is affiliated as well as cooperation with other congregations, both Lutheran and non-Lutheran.
- i. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

- C12.03.** The Church Council shall be responsible for the financial and property matters of this congregation.
- a. The Church 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 Idaho, except as otherwise provided herein.
 - b. The Church 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 Church Council may enter into contracts of up to three percent of the current annual budget for items not included in the budget.
 - d. The Church 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 \$10,000 in excess of the anticipated receipts only after approval by a Congregational Meeting. The budget shall include support of certain designated ministries outside of this congregation.
 - e. The Church Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations.
 - f. The Church Council shall be responsible for this congregation's investments and its total insurance program.
- C12.04.** The Church Council shall see that the provisions of this constitution and its bylaws and the continuing resolutions are carried out.
- C12.05.** The Church Council shall provide for an annual review of the membership roster.
- C12.06.** The Church Council shall be responsible for the employment and supervision of the salaried lay employees of this congregation.
- C12.07.** The Church Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.08.** The Church Council normally shall meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.09.** All meetings of the Church Council shall be defined as open except for executive sessions to discuss personnel matters.
- C12.10.** A quorum for the transaction of business shall consist of a majority of the members of the Church Council, including the pastor(s) or interim pastor(s), except when the pastor(s) or interim pastor(s) requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor(s) or interim pastor(s) who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Church Council.

Chapter 13

CONGREGATION COMMITTEES AND MINISTRY TEAMS

- C13.01.** The officers of this congregation and the pastor(s) as ex-officio shall constitute the **Executive Committee**.
- C13.02.** A **Nominating Committee** of four voting members of this congregation, one of whom, if possible, shall be an outgoing member of the Church Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection.
- C13.03.** An **Audit Committee** of three voting members shall be elected by the Church Council. Audit Committee members shall not be members of the Church Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection.
- C13.04.** A **Mutual Ministry Committee** of at least six members shall be appointed jointly by the president and the pastor(s). Term of office shall be by mutual consent of the appointed member and the president and pastor(s). Terms shall be reviewed annually.
- C13.05.** A **Personnel Committee** of three voting members of the congregation shall be appointed by the Pastor and President of the Church Council. Terms of office shall be by mutual consent of the appointed members and the Pastor and Church Council President.
- C13.06.** A **Budget Development Committee** shall be appointed annual and shall consist of the Pastor(s), Church Council President, Church Council Vice President, Congregational Treasurer, Financial Secretary, and two members appointed by the Church Council from the congregation at large.
- C13.07.** When a pastoral vacancy occurs, a **Call Committee** of six voting members shall be elected by this congregation. Term of office will terminate upon installation of the newly called pastor.
- C13.08.** Other committees and ministry teams of this congregation may be formed, as the need arises, by decision of the Church Council.
- C13.09.** Duties of committees and ministry teams of this congregation shall be specified in the continuing resolutions.
- C13.10.** The pastor of this congregation shall be an *ex officio* a member of all committees, ministry teams, 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 may be organized only after authorization has been given by the Church Council.

Chapter 15

DISCIPLINE OF MEMBERS AND ADJUDICATION

- C15.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps:

- a) private admonition by the pastor;
- b) admonition by the pastor in the presence of two or three witnesses, and
- c) the member may be requested to appear before the Church Council. If, for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president or vice president shall administer such admonitions.

C15.02. If discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Church Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Church Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall be invited to appear before the Church Council after having received a written citation, at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Church Council may proceed with the hearing and may pass judgment in the member's absence.

C15.03. Members of the Church Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Church Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Church Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

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

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

C15.04. The member against whom disciplinary action has been taken by the Church Council shall have the right to appeal the decision to the Congregation.

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

C15.06. No member of a congregation shall be subject to discipline for offenses that the Church Council has previously heard and decided, unless so ordered by the Congregation after an appeal.

C15.08. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, the Church Council will seek help from agencies that specialize in resolving conflict within a congregation. After consultation, the matter will be referred back to the Church Council which shall call a special congregational meeting and present recommendations accordingly.

Chapter 16

BYLAWS

C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.

C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

C16.03. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Church Council at least 60 days before a regular or special Congregational Meeting called for that purpose and that the Church Council notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregational Meeting.

Chapter 17
AMENDMENTS

- C17.01.** Amendments to this constitution may be proposed by at least twenty percent of the voting members or by the Church Council. Proposals must be filed in writing with the Church Council 60 days before formal consideration by this congregation at a regular or special Congregational Meeting called for that purpose. The Church Council shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.
- C17.02.** An amendment to this constitution, proposed under C17.01. shall:
- a. be approved at a legally called Congregational Meeting according to this constitution by a majority vote of those present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 - c. have the effective date included in the resolution and noted in the constitution.

Chapter 18
CONTINUING RESOLUTIONS

- C18.01.** The Church 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 two-thirds vote of all voting members of the Church 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 Church 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.

GOVERNING BYLAWS

OF

PEACE LUTHERAN CHURCH

COEUR D'ALENE / POST FALLS, IDAHO

Chapter 1

MISSION STATEMENT

BL1.01. To share God's Word and the grace, love, and peace of Jesus Christ.

Chapter 2

CHURCH AFFILIATION

BL2.01 This congregation shall be affiliated with Lutheran Congregations in Mission for Christ, an association of congregations and individuals who are: free in Christ; accountable to one another; rooted in the Scriptures and the Lutheran Confessions; and working together to fulfill Christ's Great Commission to go and make disciples of all nations. As an association, Lutheran Congregations in Mission for Christ has no governing authority over this congregation, and none is granted.

BL2.02 Affiliation with Lutheran Congregations in Mission for Christ may be terminated as follows:

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation votes by a simple majority of the voting members present and voting to terminate such affiliation at a regular or special congregational meeting.

Chapter 3

ORGANIZATIONAL STRUCTURE

BL3.01. The organizational structure of this congregation shall be as follows:

- a. Voting members of the congregation. There shall be an annual meeting of the voting members and special meetings may be called in accordance with C10.02.
- b. Church Council (Chapter 12)
- c. Pastor(s). (Chapter 9)
- d. Committees and Ministry Teams (Chapter 1)
- e. Organizations.

Chapter 4

CONGREGATIONAL MEETING

BL 4.01. The Annual Meeting of this congregation shall be held in January on a date fixed annually by the Church Council.

Chapter 5

CHURCH COUNCIL

BL 5.01. The voting membership of the Church Council shall consist of the four officers of the congregation and five additional voting members of the congregation. The pastor(s) shall be ex-officio member(s) of the Church Council with voice but no vote.

- BL 5.02.** The members of the initial Church Council, other than the four officers, to be elected at a meeting of this congregation called for that purpose, shall be elected by written ballots as follows: three members for terms of two years; and two members for terms of one year. Members elected to one year terms shall be eligible for election to two additional two year terms. The initial Church Council shall serve for the balance of calendar year 2010 and until the annual congregational meeting in January 2012.
- BL 5.03.** Beginning with the annual meeting of this congregation in January 2012, any voting member of this congregation may be elected to one of the five positions on the Church Council, subject only to the limitation on the length of continuous service permitted as a member of the Church Council. A member's place on the Church Council shall be declared vacant if the member a) ceases to be a voting member of this congregation; or b) is absent from three successive regular meetings of the Church Council without cause. Consistent with the laws of the State of Idaho, this congregation may adopt procedures for the removal of a member of the Church Council in other circumstances.
- BL 5.04.** Beginning with the annual meeting of this congregation in January 2012, members of the Church Council, except the pastor(s), shall be elected by written ballot to serve for two years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting of this congregation at which they are elected.
- BL 5.05.** Should a member's place on the Church Council be declared vacant, the Church Council shall elect, by a majority vote, a successor until the next annual meeting of this congregation. Individuals who have served less than one-half of a regular term shall be eligible for nomination and election to a full term.

Chapter 6

BL 6.01. President.

The President shall be the chairperson of the Congregation and of the Church Council. The President shall be eligible to cast a vote only in the event of a tie vote.

BL 6.02. Vice-President.

The Vice-President shall serve as President in the absence of the President or in the event the President is unable to perform the duties of the office.

BL 6.03. Secretary.

The Secretary shall keep accurate minutes of all meetings of the Congregation and meetings of the Church Council.

BL 6.04. Treasurer.

The Treasurer shall:

- a. Be responsible for signing authority on all bank and investment accounts.
- b. Call annually for an audit of the congregational financial records to occur after the close of the books for the calendar year and before the annual meeting of the Congregation.
- c. Be responsible for keeping accurate accounting records of all banked and invested funds of the Congregation.
- d. Be responsible for the disbursement of funds, including payroll and payroll taxes, in accordance with the annual budget and at the authorization of the Church Council and the Congregation.
- e. Be responsible for investment of congregational funds in accordance with the approval or directives of the Church Council.
- f. Be responsible for filing all required Federal and State tax forms.
- g. Shall provide a monthly report to the Church Council, to include a Report of Financial Position, Income and Expense Reports for all funds, including any designated or special funds.
- h. Provide an annual report to the Congregation.
- i. Assist in development of the annual budget.
- j. Be responsible for insuring that all designated and special funds remain inviolate.
- k. Be responsible for an annual review of the congregation's insurance policies and make recommendations for updating said policies.

BL 6.05. Financial Secretary.

The Financial Secretary shall:

- a. Be appointed by the Church Council on an annual basis.
- b. Be responsible for recording all income from contributing members and other sources.
- c. Deposit all funds in a timely manner.
- d. Prepare weekly reports for the Treasurer.
- e. Prepare monthly reports for the Church Council.
- f. Provide training for individuals who serve as offering counters.
- g. Oversee the recording of all contributions to individual contribution records.
- h. Provide periodic statements to contributors.
- i. Participate in the budget development process.

Chapter 7

CONGREGATIONAL COMMITTEES AND MINISTRY TEAMS

BL 7.01. Executive Committee (Ref. C13.01.)

The Executive Committee:

- a. Shall ensure that decisions of the Church Council are carried out.
- b. Any new initiatives are not to be determined by the Executive Committee.
- c. The President of the Congregation shall call meetings as required and also at the request of the Pastor(s).
- d. Minutes of meetings of the Executive Committee shall be kept by the Secretary and shall be submitted to the next meeting of the Church Council.

BL 7.02. Nominating Committee (Ref. C13.02.)

The Nominating Committee shall:

- a. Prepare a slate of candidates for officers of the congregation: president, vice-president, secretary, and treasurer; and a slate of candidates for the Church Council. Candidates shall be from among voting members of the Congregation.
- b. Mail to every voting member of the Congregation information regarding those persons nominated to serve as officers and on the Church Council no later than two weeks before the election.
- c. At the request of the Church Council, nominate voting members to serve on various congregational committees.
- d. Elect its own chairperson and secretary. Minutes of all meetings are to be kept and submitted to the next meeting of the Church Council.

BL 7.03. Audit Committee (Ref. C13.03.)

The Audit Committee shall:

- a. Be responsible for the annual verification of the congregational financial records at the direction of the Church Council.
- b. Meet at the direction of the Church Council.
- c. Elect its own chairperson and secretary.
- d. Prepare a report to be presented by the Committee Chairperson to the next meeting of the Church Council.

BL 7.04. Mutual Ministry Committee (Ref. C13.04.)

The Mutual Ministry Team shall:

- a. Consist of a minimum of six members appointed by the Pastor(s) and the Congregation President, and who, then, are to be approved by the Church Council.
- b. Meet at the request of two members of the Committee or by request of the Pastor(s) or the Congregation President.
- c. Ensure that Committee proceedings are strictly confidential.

- d. Respond to any request from a called staff person or any employee that a work-related matter be presented to and discussed by the Committee.

BL7.05 Personnel Committee (Ref. C13.05)

The Personnel Committee shall:

- a. Consist of three members appointed by the Pastor(s) and the Congregation President, and who, then, are to be approved by the Church Council.
- b. The Personnel Committee is a networking group with a responsibility and commitment to recruit, monitor, and nurture a multiply number of paid staff.
- c. The Personnel Committee appointed must be active members of this congregation with an educational or experience background in personnel or a related field.
- d. The Personnel Committee shall review resumes and interview qualified candidates for an employment position.
- e. The Committee shall draft employment job descriptions, with input from the Pastor(s).
- f. Submit ads to newspapers and job services regarding available employment positions.
- g. Conduct new employee orientations and oversee evaluations of each employee.
- h. Listen to employee grievances.
- i. Discipline of employee performance if not meeting the job requirements.
- j. Assist the Church Council in crisis situations with employment staff.

BL 7.06 Budget Development Committee (Ref. C13.06)

A Budget Development Committee shall:

- a. Be appointed by the Church Council at its September meeting each year
- b. Shall be composed of the Pastor(s), Council President, Council Vice President, Congregational Treasurer, the Financial Secretary, and two members appointed by the Church Council from the congregation at large.
- c. Invite Ministry Teams to submit funding requests for the following year.
- d. Seek advice from the Church Council as to appropriate salary adjustments for Pastor(s) and lay staff.
- e. Based on anticipated ministry needs for the coming year, develop a tentative budget for presentation to the Church Council no later than the November meeting.

BL 7.07. Call Committee (Ref. C13.07.)

The Call Committee shall:

- a. Be comprised of six voting members (C13.07), plus two active alternates. Two youth representatives shall be invited when the Call Committee is evaluating candidates for a pastoral call.
- b. Act in accordance with the following guidelines:
 - 1) Complete a congregational profile.
 - 2) Through congregational surveys and/or forums, determine the type of ministry desired by this congregation.
 - 3) Shall seek names of pastoral candidates from Lutheran Congregations in Mission for Christ and also consider candidates that have been nominated by members of the Congregation.
 - 4) Shall evaluate the candidates referred by Lutheran Congregations in Mission for Christ.
 - 5) Shall interview selected prospective candidates.
 - 6) A candidate for the office of Pastor must have a two-thirds vote of the Call Committee before he/she is presented to the Congregation.
 - 7) Any dissenting member of the Call Committee may present a minority report at the meeting of the Congregation.

BL 7.07. Ministry Teams

Duties and responsibilities of the various Ministry Teams are specified in Continuing Resolutions.

BL 7.08. Ad Hoc Committees

Ad Hoc Committees may be appointed as needed with duties and responsibilities as specified by the Church Council.

Chapter 8

ORGANIZATIONS

Organizations within the congregation may be formed in accordance with C14.01 of the constitution.

Chapter 9

MEMBERSHIP

BL 9.01. Membership

Members of this congregation shall be considered inactive and shall be put on inactive status whenever it has been determined by the Church Council that:

- a. They have not communed during the preceding twelve months, and
- b. They have made no financial offering of record over the same time period, and
- c. They have withdrawn from the life and mission of the congregation.

Chapter 10

THE PASTOR

BL 10.01. As a Confessing Christian:

- a. Commensurate with age and maturity, exemplifies in word and deed the priorities of the Gospel of Jesus Christ, namely:
 - 1) By a deep sense of accountability to God for all spiritual and material blessings,
 - 2) By a profound appreciation for the need of daily repentance and rededication,
 - 3) By a sincere thankfulness for the forgiveness which results from the grace and mercy of God,
 - 4) By a lively commitment to the necessity of proclamation and witness, and
 - 5) By a certain confidence that the "sowing of the seed" will not be in vain but will result in fulfilling God's purposes in and through his people.

BL 10.02. As Preacher:

- a. Preaches regularly according to the schedule of worship services on the Lessons and Gospel of the day or on a special series of Biblical texts related to important areas of Christian life and faith in consultation with the Worship and Music Ministry Team.
- b. Arranges, in consultation with the Church Council, for pulpit supply when on vacation or on other occasions.
- c. Proclaims the Word of God publicly at all occasional services, such as funerals, weddings, dedications, special celebrations, etc.
- d. Involves the Congregation as much as possible in the proclamation of the Word of God through means of communication which provide to be effective in congregations today.

BL 10.03. As Teacher:

- a. Arranges for and helps in the training of members of the Congregation in various ministries of service,
- b. Supervises the Christian education program of the Congregation together with the Christian Education Ministry Team.
- c. Organizes, provides for, and is personally involved in the catechetical instruction of youth and adults.
- d. Promotes and participates in Sunday and other on-going Bible Study opportunities.
- e. Assists in the Vacation Bible School teaching program as required.

BL 10.04. As Administrator of the Sacraments:

According to the command of our Lord Jesus Christ, and in conformity with the doctrines and confessions of our Lutheran heritage, the Pastor(s) of this congregation shall:

- a. Administer the Sacrament of Holy Baptism to:
 - 1) Infants consistent with the obligations expected of parents, guardians, and sponsors in the Baptismal Service of the church.
 - 2) Adults who have been instructed in and desire to live according to the Christian faith.
- b. Publicly administer the Sacrament of Holy Communion to all baptized Christians who desire to receive the Sacrament.
- c. Privately administer the Sacrament of Holy Communion to all members of the congregation who are sick, infirm, or otherwise distressed and who desire the Sacrament.

BL 10.05. As Caregiver:

- a. As a priority, visit members of the congregation who are sorrowing, sick, dying, lonely, or suffering in any way.
- b. Minister as opportunity allows to:
 - 1) Faithful church members.
 - 2) Delinquent church members.
 - 3) Prospective church members.
 - 4) Those who have visited worship services of the congregation.
 - 5) Those who need evangelization or re-evangelizing.
 - 6) Those members in need of spiritual counsel and guidance in time of conflict in the home, in the church, or in the community.
- d. Make use of available church and community resources in instances of rape, spouse or child abuse, hunger, homelessness, or other instances of special need.

BL 10.06. As Administrator:

- a. Supervise the work of the church office secretary in a professional and supportive manner.
- b. Supervise all congregational record keeping. All records must be current, well-organized, and accurate.
- c. Supervise the preparation of a monthly worship and activities calendar. All worship services and regular events should be planned for well in advance.
- d. Guide the functioning of Congregational Committees and Ministry Teams by:
 - 1) Attending meetings when necessary and possible.
 - 2) Commenting to the Church Council on the actions of the various Committees and Ministry Teams when desired and necessary.
- e. Keep a record of calls made on all families or individuals in the Congregation and on all prospective members.
- f. Submit regular reports of the activities of the pastoral office to the Church Council.
- g. Be supportive of the office bearers in the Congregation:
 - 1) The President
 - 2) The Vice-President
 - 3) The Secretary
 - 4) The Treasurer

BL 10.07. As a Member of Lutheran Congregations in Mission for Christ:

Attend area meetings and national meetings as may be feasible.

BL 10.08. As a Clergy Member of the Local Christian Community:

Foster community Christian contacts.

CONTINUING RESOLUTIONS

OF

PEACE LUTHERAN CHURCH

COEUR D'ALENE / POST FALLS, IDAHO

In accordance with C18.02. Continuing Resolutions may be enacted or amended by a two-thirds vote of all voting members of the Church Council.

DUTIES AND RESPONSIBILITIES OF MINISTRY TEAMS:

CR 1.01. Fellowship and Hospitality Ministry Team

Recognizing that fellowship and hospitality is the by-product of a Christian community worshipping, serving, and learning together, it shall be the goal of the team, to bring members of the congregation and community together to share the Gospel through formal and informal gatherings; to bring new members into the fellowship of the congregation; and to keep active members growing in their own Christian faith through their involvement in different fellowship activities.

CR 1.02. Christian Education Ministry Team

The Christian Education Ministry Team, in association with the pastor, shall oversee the conduct and promotion of the Sunday Church School, Vacation Bible School, and be involved in Confirmation instruction, the preparation classes for First Communion, educational programs for youth, and all special congregational events in connection with the above.

CR 1.03. Youth and Family Ministry Team

The Youth and Family Ministry Team shall be responsible for planning regular Bible-based educational sessions on concerns of youth; and plan and offer social activities for youth and families.

CR 1.04. Worship and Music Ministry Team

The Worship and Music Ministry Team shall assist the Church Council in its duties related to the worship life of the congregation; include the Pastor(s) in all meetings of the team; together with the Pastor(s) develop plans for all regular and special worship services; assign worship assistants for each month; schedule special soloists, etc.; provide care for and prepare rules governing use of the musical instruments and hymnals; and provide training for various worship assistants.

CR 1.05. Property Ministry Team

The Property Ministry Team shall:

- a. Be responsible for the care and maintenance of all church property, including buildings, lawns, trees, shrubs, parking lot, and required snow-plowing, as well as the undeveloped areas.
- b. Supervise the purchase and care of all maintenance supplies and equipment.
- c. Schedule and supervise the annual spring and fall cleaning days.
- d. Develop a chart of facility usage fees.
- e. Provide initial screening of all offers of donated equipment and furniture unless the donated items involve another Ministry Team's expertise.

CR 1.06. Stewardship Ministry Team

The Stewardship Ministry Team shall:

- a. Plan and implement a year-round program of stewardship education and information
- b. Meet monthly, and include a brief Bible study as part of the meeting.

- c. Plan and implement an annual financial stewardship program for Ministry Support and the Building Fund.
- d. Plan and implement an annual time and abilities stewardship program to be held at a time of year other than when the financial stewardship program is held.
- e. Monitor offerings on a monthly basis, and provide reports to the congregation.

OTHER CONTINUING RESOLUTIONS

CR 2.01. Application for Grants

From time to time, special grants from Thrivent Financial for Lutherans or other charitable sources may become available to this Congregation or its Ministry Teams, Committees, and Organizations. Approval for applying for such grants must be obtained from the Church Council before submitting such an application. The request to the Church Council must be in written form and must clearly state the purposes for which the proposed grant will be used.

MISSION ENDOWMENT FUND

SABBATICAL POLICY