

**CONSTITUTION AND BYLAWS  
THE AMERICAN LUTHERAN CHURCH  
WINDOM MINNESOTA**

1/25/95

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\*Required by ELCA<sup>[1]</sup><sub>[SEP]</sub>\*\* Optional; ELCA language used  
Chapters 10-14 required but according to our (ALC) design

**\*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 The American Lutheran Church of Windom.

C1.02. For the purpose of this constitution and the accompanying bylaws, The American Lutheran Church of Windom congregation is hereinafter designated as “this congregation.”

C1.11. This congregational shall be incorporated under the laws of the State of Minnesota.

**CHAPTER 2**  
**CONFESSION OF FAITH**

\*C2.01. This congregation confesses the Triune God, Father, Son and Holy Spirit.

\*C2.02. This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

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

\*C2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith and life.

\*C2.04. This congregation accepts the Apostles’, Nicene and Athanasian Creeds as true declarations of the faith of this congregation.

\*C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

\*C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.

\*C2.07. This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

### **CHAPTER 3** **NATURE OF THE CHURCH**

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

\*C3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, draws 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.

\*C3.03. 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 ministries 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 aged,

advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.

- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

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

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

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

\*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 Meetings called and conducted as provided in this constitution and bylaws.

\*C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16, and continuing resolutions, as provided in Chapter 18.
- e. approve the annual budget;
- f. acquire real and personal property by gift, devise, purchase, or other lawful means;
- g. hold title to and use its property for any and all activities consistent with its purpose;
- h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- i. elect its officers, Congregation Council, boards, and committees, and require them to carry-out their duties in accordance with the constitution and bylaws, and continuing resolutions; and
- j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

\*C5.04 This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Southwestern Minnesota Synod of the Evangelical Lutheran Church in America.

\*\*C5.05 This congregation shall have a Trust Fund that will operate as specified in this congregation's bylaws. The purpose of the Trust Fund is to provide for mission work beyond the operational budget of this congregation.

**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 Southwestern Minnesota Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

\*C6.02. This congregation accepts the Confession of Faith and agrees to the purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.

\*C6.03. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:

- a. This congregation agrees to be responsible for its life as a Christian community.
- b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
- c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
- d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

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

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

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

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present. 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 this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.

c. The bishop of the synod 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 this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.

e. A 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.

g. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church who shall report the termination to the Churchwide Assembly.

h. 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.

h. 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.

i. 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.

j. If a 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 a 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 program 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 program 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 Southwestern Minnesota Synod of the Evangelical Lutheran Church in America.

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

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

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

**C7.05.** Notwithstanding the provisions of \*C7.02. and \*C.7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:

- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
- b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Southwestern Minnesota Synod—reconvey and transfer all right, title, and interest in the property to the synod.



## **CHAPTER 8**

### **MEMBERSHIP**

\*C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

\*C8.02. Members shall be classified as follows:

- a. Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. Confirmed members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. Voting members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
- d. Associate members are persons holding membership in other (Lutheran) (Christian) congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

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

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

- a. make regular use of the means of grace, both Word and Sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as Biblical stewards.

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

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action in accordance with ELCA constitutional provision 20.40. and the accompanying bylaws; or
- e. removal from the roll due to inactivity as defined in the bylaws. Such persons who have been removed from the roll of members shall remain persons for whom the Church has a

continuing pastoral concern.

## **CHAPTER 9** **THE PASTOR**

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

\*C9.02. Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.

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

1) 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.

a) Each ordained minister with a congregational call shall, within the congregation:

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- 2) supervise all schools and organizations of this congregation;
- 3) install regularly elected members of the Congregation Council; and
- 4) with the council, administer discipline.

b) Every pastor shall:

- 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
- 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
- 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
- 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Southwestern Minnesota Synod of the ELCA.

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

\*C9.05.

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

- 1.) mutual agreement to terminate the call or the completion of a call for a specific term;
- 2.) resignation of the pastor, which shall become effective, unless otherwise agreed,

- 30 days after the date on which it was submitted;
- 3.) inability to conduct the pastoral office effectively in the congregation in view of local conditions,
  - 4.) the physical 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 ordained ministers 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 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,
  - c.
    - 1.) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two ordained 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 ordained ministers and one layperson.
  - d. In case of alleged physical 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 and the pastor shall be listed on the clergy roster 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.
  - e. 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.
  - f. 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 majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
  - g. 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 disciplinary action, 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 ordained pastor 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 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.

\*\*C9.20. Ecumenical pastoral ministry

\*\*C9.21. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

## **CHAPTER 10** **CONGREGATION MEETING**

C10.01. The annual and mid-year meetings of this congregation shall be held at a time specified in the bylaws.

C10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation at the written request of 25 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 or by mail to all members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular newsletter of the congregation, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

C10.04. 50 voting members shall constitute a quorum.

C10.05. Voting by proxy or by absentee ballot shall not be permitted.

C10.06. All actions approved by 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.

- 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.

C11.02. The congregation 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 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~~ **three** consecutive terms in the same office except that the treasurer will be eligible to serve more than 2 consecutive terms as treasurer.

## **CHAPTER 12** **CONGREGATION COUNCIL**

C12.01. The voting membership of the Congregation Council shall consist of the officers of the congregation, the chairperson of each board ~~with alternates being the vice chairperson or board's~~ designate, the chairperson of the Women of the Evangelical Lutheran Church in America, and the president of the Lutheran Men in Mission. 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. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

C12.02. Should an officer's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. Should a board chairperson's place become vacant, the board will elect a new chairperson.

C12.03. 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 organizations 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.

C12.04. 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 Minnesota, 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 shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- d. 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.
- e. The Congregation Council shall be responsible for this congregation's investments except for funds managed by the Trust Fund Committee, and its total insurance program.

C12.05. The Congregation Council shall see that the provisions of this constitution and the bylaws and the continuing resolutions are carried out.

C12.06. The Congregation Council shall provide for an annual review of the membership roster.

C12.07. The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.

C12.08. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

C12.09. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.10. 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 or consents 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.

**CHAPTER 13**  
**CONGREGATION COMMITTEES**

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

C13.02. A Nominating Committee of five 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 one year. Members of the Nominating Committee are not eligible for consecutive re-election except there may be one carry-over member each year.

C13.03. An Audit Committee of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office will be three years, with one member elected each year.

C13.04. A Mutual Ministry Committee of six voting members, plus the vice president who will report to the Congregation Council (in the absence of a Mutual Ministry Committee, their duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the pastors and approved by the Congregation Council. Term of office shall be two years, three members to be appointed each successive year.

C13.05. Scholarship Committee consisting of five members of the congregation at large shall be appointed by the Congregation Council. A pastor and an appointed parent of a current ELCA college student shall be ex-officio members of the Scholarship Committee. The purpose of the committee is to provide financial and informational support concerning ELCA colleges to students of the congregation and their parents.

C13.06. When a pastoral vacancy occurs, a Call Committee of nine voting members shall be nominated by this congregation, (in accordance with bylaws) approved by Congregation Council. Term of office will terminate at installation of the newly-called pastor.

C13.07. A Trust Fund Committee of five voting members will be ~~elected at the annual meeting.~~ **appointed by congregation council.** Members will not be on the Congregation Council and will serve terms of three years.

**C13.08. A Technology Committee of 5 voting members will be appointed by the Church Council. Each voting member will serve a term of three years with at least one member being appointed each year.**

C13.09. Other congregation committees may be formed as the need arises, by decision of the Congregation Council, or as provided in the bylaws.

C13.10. Duties of congregation committees shall be specified in the bylaws or continuing resolutions.

**C13.11. Committee terms are for a specified time period. Once the term is completed, a person may be reappointed unless specifically stated in the Constitution.**



**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 will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, and c) 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 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 lay persons and two clergy). 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 a 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.

## **ADJUDICATION**

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

## **CHAPTER 16** **BYLAWS**

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

\*16.02. 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, 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.

\*C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the Synod.

## **CHAPTER 17** **AMENDMENTS**

\*C17.01. Unless provision \*C17.04. is applicable, those sections of this constitution that are not required, in accord with the Model Constitution for Congregations of the Evangelical Lutheran Church in America, may be amended in the following manner. Amendments may be proposed by at least 10 voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members by mail 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.

\*C17.02. An amendment to this constitution, proposed under \*C17.01., shall:

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

\*C17.03. Any amendments to this constitution that result from the processes provided in \*C17.01. and \*C17.02. 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.

\*C17.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the Model Constitution for Congregations of the Evangelical Lutheran Church in America—as most recently amended by the Churchwide Assembly. Such amendments may be approved by a simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation 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 50 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 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.

**CHAPTER 20**  
**PARISH AUTHORIZATION**

\*C20.01. This congregation may unite in partnership with one or more other congregations recognized by the synod named in \*C6.01 to form a parish. Except as provided in \*C20.02. and \*C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to a Parish Council.

\*C20.02. Whenever a letter of call is being recommended for extension to an ordained minister of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended to the congregation by the synodical bishop to serve the congregations of a parish, such letter of call shall be first approved by a two-thirds vote at congregational meetings of each of the congregations forming the parish. If any congregation of the parish should fail to approve extending this call, the other congregation(s) in the same parish shall have the right to terminate the parish arrangement.

\*C20.03. Any one of the congregations of a parish may terminate the call of a pastor as provided in S14.13.d of the synodical constitution of the synod named in C6.01. In such case, the other congregation(s) in the same parish shall have the right to terminate the parish arrangement.

\*C20.04. Whenever a parish arrangement is terminated, the call of any rostered person serving that parish is terminated. Should any congregation that formerly was part of the parish arrangement desire to issue a new call to that rostered person, it may do so in accordance with the call process of this church.

**BYLAWS**  
of  
**THE AMERICAN LUTHERAN CHURCH OF WINDOM, MN**

**PART I – COMMUNION PARTICIPATION**  
**(Cf. Chapter 2 of Constitution)**

1. Admission to the Sacrament is by invitation of the Lord, presented through the Church to those who are baptized.
2. When an unbaptized person comes to the table seeking Christ's presence and is inadvertently communed, neither that person nor the ministers of the Communion need be ashamed. Rather, Christ's gift of love and mercy to all is praised. That person is invited to learn the faith of the Church, be baptized, and therefore faithfully receive Holy Communion.

From: "ELCA: the Use of the Means of Grace: A statement on the Practice of Word and Sacrament." 1997

3. Christ does not say "If you believe, or if you are worthy, you receive my body and blood", but "Take, eat, and drink, this is my body and blood." Likewise, he says, "Do this," namely, what I now do, what I institute, what I give you and bid you take. This is as much to say, no matter whether you are worthy or unworthy, you here have Christ's body and blood by virtue of these words which are coupled with the bread and wine."

The Formula of Concord, p. 448

4. Following the Words of Institution and the Lord's Prayer, the pastor is encouraged to issue the invitation with the following or similar words: "Jesus Christ is present in the bread and wine, the body and blood. Come and see. All are welcome."
5. We provide and encourage first communion instruction for our non-confirmed members and those from other religious traditions. We will offer instruction in Christian faith formation and Lutheran teachings.
6. Record of participation in Holy Communion shall be maintained. If a member of another congregation communes, notice shall be sent to their pastor.

**PART II – CONFLICTING LOYALTIES**  
**(Cf. Chapter 2 of the Constitution)**

1. While the buildings of the congregation shall be open to all people to share in its worship, instruction, pastoral care, and fellowship, the congregation rejects all fellowship with organizations, secret or open, which are avowedly and religiously racist or violent or which practice forms of religion contrary to the Word of God and Lutheran Confessions.
2. Ultimate decision as to what groups may utilize ALC lies with the Congregational Council.

**PART III – MEMBERSHIP**  
**(Cf. Chapter 8 of Constitution)**

**A. BAPTIZED MEMBERS**

1. A child, one or both of whose parents or guardians are members of the congregation, shall, upon receiving Baptism, become a baptized member.

2. A child, neither of whose parents or guardians is a member of the congregation, shall, upon receiving Baptism, become a baptized member of the congregation; unless for good reason he is to be a baptized member of another congregation, in which case his membership shall be transferred to that congregation.
3. A child baptized in another congregation shall be received as a baptized member in the congregation when a transfer has been received.
4. An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall, upon confession of faith and Baptism, become a baptized member of the congregation.

#### B. CONFIRMED MEMBERS.

1. A baptized adult, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of the congregation through the rite of confirmation after having received instruction and having given evidence of adequate understanding of the teachings of the Word of God as confessed by the Lutheran Church.
2. A baptized member of the congregation shall become a confirmed member through the rite of confirmation; except that an adult who has become a baptized member in accordance with the provisions of Section A, 4 of this Part of the bylaws shall be considered a confirmed member without participation in the rite of confirmation.
3. An applicant for membership who presents a Letter of Transfer which certifies that he is a confirmed member in good standing of a Lutheran Congregation shall become a confirmed member of the congregation upon approval by the Congregation Council. The acceptance of the applicant shall be reported to the congregation.
4. An applicant for membership who presents evidence of confirmation in a Lutheran congregation but does not have a Letter of Transfer shall be admitted to confirmed membership upon approval of the Congregation Council.

#### C. VOTING MEMBERS

The Congregation Council shall determine the roster of voting members of the congregation in accordance with the provisions of the constitution and bylaws. The term "in good standing" shall be defined to include:

1. Those confirmed members who partake of Holy Communion;
2. Those who contribute to the congregations Time & Talent or treasury according to the congregation's record;
3. Those who participate in the life and worship of the congregation.

#### D .ASSOCIATE MEMBERS

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. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

#### E. PASTORAL CARE OF MEMBERSHIP

1. The congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can served him/her effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of his/her residence shall be notified.
2. A confirmed member in good standing desiring to change his/her membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
3. Members who do not appear to desire to participate in the life and worship of the congregation shall be visited by a pastor and/or a representative of the congregation and be encouraged to active membership. Members may be removed from the membership roster and in such event a reasonable effort to notify such persons shall be made. Until such removal, members are retained as persons in special need of the congregations prayers and concern.
4. A child, neither of whose parents or guardians is a member of the congregation, may be removed from the membership roster if the child fails to participate in the life and worship of the congregation.

#### F. DISCIPLINE

(Cf.. Chapter 15 of the Constitution)

In exercising discipline as provided in the constitution, the following shall be the procedure:

1. A person who is requested to appear before the Congregation Council for possible discipline, shall be advised in writing no less than ten days prior to the hearing. The written notice shall include the time and place of the hearing and shall specify the exact reason for the possible discipline. If a person fails to appear at the time and place without valid excuse, the Congregation Council may proceed with the hearing and may reach its conclusion in his absence.
2. Should the person be found guilty by a two-thirds vote of the members of the Congregation Council, the Council shall impose one of the following:
  - a. censure before the Congregation Council or the congregation;
  - b. suspension from membership until proof is given of sufficient repentance and amendment;
  - c. exclusion from membership and denial of the Sacrament.

In the event of the imposition of (b) or (c) above, the action of the Congregation Council shall be in writing.

#### **PART IV – THE PASTORAL STAFF** **(Cf. Chapter 9 of the Constitution)**

1. In the event there is a vacancy in a pastoral office, the Congregation Council shall elect a Call Committee (See Part VIII – 7).
2. In the event there is a vacancy in the office of the lead pastor, the incumbent pastor may continue service until the vacancy has been filled. The possibility exists that the incumbent pastor may be called to the position of lead pastor. In any event, the incumbent pastor shall submit resignation through the Congregation Council to the congregation within six (6)

~~months after the new lead pastor has taken office. If the Congregation Council in consultation with the pastoral staff decides to accept such resignation, then the incumbent pastor shall then vacate the office. If it is the decision of the Congregation Council in consultation with the pastoral staff to retain the incumbent pastor, a new Letter of Call shall then be issued defining the responsibilities in the new pastoral relationship.~~

**PART V – MEETINGS OF THE CONGREGATION**  
**(Cf. Chapter 10 of the Constitution)**

1. The annual and mid-year meetings of the congregation shall be held at a time and place determined by the Congregation Council, but must be within the first four weeks of the calendar year and shall be held in July. The Congregation Council shall select dates at the November Congregation Council Meeting for the annual and mid-year meetings.
2. Announcement of the time and place of the annual and mid-year meetings of the congregation shall be made at two public services immediately preceding the meeting, said services to be at least a week apart; and in such publications as the congregation or the pastor may periodically issue, or by written notice to the voting members mailed not less than ten days in advance of the meeting.
3. Reports from all organizations of the congregation shall be given at the annual meeting. The reports will include the year's activities, finances and goals for the coming year. Such reports shall be submitted in writing to the pastor not less than 10 days before such meetings. Members will receive a consolidated written report at the annual meeting. The fiscal reporting year for the congregation shall be December 31. All elections of this congregation shall be conducted at the annual meeting of the year, unless deemed necessary to fill a vacant position. Reports reviewing the current year's progress from all organizations of the congregation shall be given at the mid-year meeting. The reports will re-evaluate goals and activities set for the year.
4. The current rosters of voting, confirmed, and baptized members shall be given to the president for each meeting of the congregation.
5. The Congregation Council may enter into contracts of up to \$5000 for items not included in the budget and shall need congregational approval of any borrowing in excess.

**PART VI – OFFICERS**  
**(Cf. Chapter 11 of the Constitution)**

1. The president shall preside at the meetings of the Congregation Council and meetings of the congregation.
2. The vice-president shall preside at the meeting of the Congregation Council and of the congregation in the absence of the president. The vice-president shall be a voting member of the Mutual Ministry Committee.
3. The secretary shall keep the minutes of the Congregation Council and of the congregation and have custody of the archives of the congregation.
4. The treasurer shall have custody of all funds of the congregation. The treasurer shall receive and disburse such funds in accordance with the decisions of the congregation or the



Congregation Council. The treasurer shall attend all regular meetings of the congregation and Congregation council and as required by the Budget & Finance Board. The treasurer shall be bonded by the congregation.

## PART VII – BOARDS

1. **WORSHIP & MUSIC BOARD** shall provide for an active and meaningful worship life for every member of the congregation, giving special attention to the liturgical year. It shall be made up of seven persons elected by the congregation plus additional voting members as follows: choir director(s), organist(s), usher representative, sound and video representative, and Altar Guild representative.
2. **CHRISTIAN EDUCATION BOARD** shall plan and administer the total Christian Education programs of the congregation including Sunday school, Vacation Bible School, Confirmation, Bible Classes and other educational opportunities. It shall be made up of five persons elected by the congregation plus an additional voting member; the Sunday school superintendent. The Christian Education Coordinator shall be an ex-officio member of the board.
3. **YOUTH & FAMILY MINISTRY BOARD** shall consist of seven persons elected by the congregation for two-year staggered terms with a maximum of three consecutive terms. The Youth Coordinator will serve as an ex-officio member of the board.
4. **SPIRITUAL LIFE & FELLOWSHIP BOARD** shall be responsible for the deepening and strengthening of the faith and activity of members by promoting and encouraging social and spiritual fellowship among members. It shall be made up of seven persons elected by the congregation.
5. **CHURCH IN SOCIETY BOARD** shall direct and stimulate the service ministries of the church in social education, social services, and social action. It will communicate efforts of the church at large to the congregation and administer the benevolence programs. It shall be made up of seven persons elected by the congregation.
6. **DISCIPLESHIP AND MARKETING/STEWARDSHIP BOARD** ~~The Discipleship, and Marketing, Board and Stewardship Board will combine to make one board that shall~~ promote faith in Christ and the Good News of our Savior by welcoming all, and through our work together within the church, the community and beyond. Duties shall include but not be limited to: new members, promote and market the church, and work with the missions both locally and globally. They shall also lead the congregation to be Biblical stewards through the proportionate giving of their time, abilities, and money as they have been given. It shall be made up of seven persons elected by the congregation.
7. **PROPERTIES BOARD** shall concern themselves with the maintenance, repair, and care of the church properties and will ensure the general protection of the congregation against losses or damages. It shall be made up of seven persons elected by the congregation plus the custodian who shall be an ex-officio member.
8. **BUDGET & FINANCE BOARD** shall monitor the fiscal conditions of the congregation and develop recommendations regarding fiscal operations of the church. It will assist in planning and developing budgets. It shall be made up of seven persons elected by the congregation plus the treasurer, who shall be an ex-officio member.

Pastors shall be ex-officio members of each board. The chair persons of each board shall be chosen by that Board from the members of that board elected by the congregation. Elected board members shall serve ~~two-year~~ **three-year** terms. Board members may serve a maximum of three consecutive

terms on any given board. Election of board members shall be staggered such that as close to one-half of each board shall be elected each year as possible. In the event of a vacancy of any elected board position, the Congregation Council may appoint a replacement to serve until the next regular election. A board member's position shall be declared vacant if the member:

- a) ceases to be a voting member of this congregation, or
- b) **is absent from three consecutive regular meetings of that board without cause. The board member must be contacted by the Board Chair and the Pastor before the position is declared vacant.**

## **PART VIII COMMITTEES**

1. **EXECUTIVE COMMITTEE** shall be comprised of the following officers of the congregation: president, vice-president, secretary and treasurer. It may be utilized at the direction of the president to assist the president, the council, or the pastors.
2. **NOMINATING COMMITTEE** shall be selected as provided by the Constitution. It shall present its proposed slate of nominees to the Congregation Council no later than the council's last regular meeting before the election. The pastors shall be ex-officio members of this committee. In the event of a vacancy, the Congregation Council shall appoint a replacement.
3. **AUDIT COMMITTEE** shall be selected as provided by the Constitution. At least one member of the committee shall be experienced in financial record keeping. It shall audit the fiscal records of the congregation and report its findings in writing at the first regular meeting of the year.
4. **MUTUAL MINISTRY COMMITTEE** shall be selected as provided by the Constitution. It shall be accountable to the Congregation Council. It shall have authority to recommend but not set policy or initiate programs. The pastor(s) shall be informed in advance of all meetings. The committee shall conduct annual salary reviews and shall make specific salary recommendations to the Budget and Finance Board. It shall be responsible for developing and maintaining ministry descriptions for all church staff positions. Its purpose is to remain free to offer consultation to the pastor(s) and to help interpret ministry, especially pastoral ministry, to the congregation. It also can serve as an advocate where change needs to be introduced. Any programs or policies that need to be introduced should be addressed to the appropriate boards and committees of the congregation for action and implementation. Though reference is to pastors, this committee shall have the same function with church staff associates.
5. **SCHOLARSHIP COMMITTEE** consisting of five members of the congregation at large shall be appointed by the Congregation Council. A pastor and an appointed parent of a current ELCA college student shall be ex-officio members of the Scholarship Committee. The purpose of the committee is to provide financial and informational support concerning ELCA colleges to students of the congregation and their parents.
6. **CALL COMMITTEE** shall be comprised of nine voting members, one of whom shall

be the president of the congregation. The remaining eight members of the committee shall be apportioned as follows: two members of the Congregation Council and six members of the congregation at large, such members to represent, insofar as is possible and practicable, all ages and genders. The Call Committee shall consult with the Synod Bishop and shall act upon the Synod's recommendations and all other available information in seeking a pastor to fill the vacant office. It shall present its findings and recommendations to the congregation at a special meeting called for the purpose of calling a pastor.

7. **TRUST FUND COMMITTEE** shall exist as provided for under Part XII hereof.

8. **TECHNOLOGY COMMITTEE** shall be comprised of five members of which one will be the Audio-Visual Coordinator, and one being the Media Coordinator. The Technology Committee will administer the technology of the church including, but not limited to: sound systems, video systems, presentation systems, office technology, website coordination, and volunteers to operate said technology. The pastors will be considered ex-officio members of this committee.

## **PART IX DELEGATES AND REPRESENTATIVES**

1. Conference delegates – The Congregation Council shall select voting members to all conference assemblies.
2. Synod members – At its first regular meeting the congregation shall elect all allowable delegates as well as alternates to the Southwestern Minnesota Synod Assembly.
3. Shetek Lutheran Bible Camp representatives – At its first regular meeting the congregation shall elect two representatives as well as one alternate to the Lake Shetek Bible Camp Association to serve for the ensuing year.

## **PART X CHURCH AUXILIARIES**

1. Women of the ELCA (WELCA) is the women's auxiliary of the American Lutheran Church of Windom. It is organized and operates based on its Constitution and bylaws. As a community of women created in the image of God, called to discipleship in Jesus Christ, and empowered by the Holy Spirit, they commit themselves to grow in faith, affirm their gifts, support one another in our callings, engage in ministry and action and promote healing and wholeness in the church, the society and the world.
2. Lutheran Men in Mission (LMM) is the men's auxiliary of American Lutheran Church of Windom. It is organized and operates based upon its Constitution and bylaws. Its purpose is to nurture the men of the church 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.

**PART XI  
PARISH RECORDS**

The records of the congregation shall be and remain the property of the congregation. The pastor shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon the termination of a pastor's service to the congregation, he/she shall have brought the records up to date prior to his/her departure. The records shall consist of:

1. The roster of baptized, confirmed and voting members.
2. The ministerial acts performed by the pastor(s).
3. The minutes and reports of the SWMN Synod and the ELCA.
4. The minutes of the meetings of the congregation and the Church Council for which the secretary of the congregation shall be responsible.
5. The financial records of the congregation, for which the treasurer of the congregation shall be responsible.

The lead pastor shall report to the secretary of the SWMN Synod of the ELCA such statistics as may be requested and shall annually report to the congregation a summary of the pastor(s) ministerial acts.

**PART XII  
TRUST FUND**

1. A Fund known as "The American Lutheran Church of Windom Trust Fund" shall exist, the purpose, governance, and operational procedures of which are defined by the standing resolution entitled "Resolution Establishing American Lutheran Church Trust Fund".
2. This resolution shall have the nature and effect of these bylaws and shall be amended or changed as provided by Chapter 16 of the Constitution.