

THE CONSTITUTION
for
DUNGENESS VALLEY LUTHERAN CHURCH

A Congregation of the

EVANGELICAL LUTHERAN CHURCH IN AMERICA

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CONSTITUTION

DUNGENESS VALLEY LUTHERAN CHURCH

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 Dungeness Valley Lutheran Church.

C1.02. For the purpose of this constitution and the accompanying bylaws, the Dungeness Valley Lutheran Church congregation is hereinafter designated as "this congregation".

- a. In these governing documents, "Church" with a capital letter is used in references to the one, holy, catholic, and apostolic Church.
- b. In references to the Evangelical Lutheran Church in America, the words "church" and "This church" in lower case are employed.

C1.11. This congregation shall be incorporated under the laws of the State of Washington.

Chapter 2

CONFESSION OF FAITH

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

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

- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
- b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.

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

Chapter 3

NATURE OF THE CHURCH

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

Chapter 4

STATEMENT OF PURPOSE

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

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

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

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

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.

- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with church wide policy.

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

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

The mission of Dungeness Valley Lutheran Church is to reach out to share the good news of Christ's healing love in all aspects of our lives.

To fulfill this mission we will:

- Worship and glorify God,
- Grow in personal understanding of Jesus Christ,
- Share the good news of our Lord with all people, and
- Care for and serve each other and all of God's people.

Chapter 5

POWERS OF THE CONGREGATION

C5.01. The powers of this congregation are those necessary to fulfill its purpose.

C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.

C5.03. Only such authority as is delegated by the congregation 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. Appoint or terminate the appointment of associates in ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. Approve the annual budget;
- e. Acquire real and personal property by gift, devise, purchase, or other lawful means;
- f. Hold title to and use its property for any and all activities consistent with its purpose;
- g. Sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- h. Elect Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws and continuing resolutions; and
- i. Terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

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 Washington 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 for appointment 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.

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

C6.07 If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

Chapter 7

PROPERTY OWNERSHIP

C7.01. If this congregation ceases to exist, title to undisputed property shall pass to the Southwestern Washington 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 regularly called and conducted special meeting of this congregation votes 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 Washington Synod.
- C7.04. If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation votes 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.
- C7.06. Title to all real or personal property acquired by this congregation, its organizations or individuals, for use by this congregation and its organizations, shall be held by this congregation as a corporation.
- C7.07. Real property shall not be purchased, disposed of or encumbered in any manner except by resolution adopted by a two-thirds majority of the voting members present and voting at a meeting of this congregation called and conducted in accordance with this constitution and bylaws.

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 from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. Voting members are confirmed members (except in matters restricted by state or federal law). Such confirmed members have communed, made a contribution of record participated in the life and worship of the congregation during the current or preceding year.
- d. Associate members are persons holding membership in other Lutheran or 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.

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.
- e. removal from the roll due to inactivity as defined in the bylaws.
- f. 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 regularly 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 may be called as a pastor of this congregation.
- C9.03. Duties of the pastor(s) are outlined in the Bylaws.
- 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 to 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 shall be terminated only by death or, following consultation with the synodical bishop for the following reasons:
- 1) Mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) Resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted.
 - 3) Inability to conduct the pastoral office effectively in the congregation in view of local conditions;
 - 4) Physical disability or mental incapacity of the pastor;
 - 5) Suspension of the pastor through discipline for more than three months;
 - 6) Resignation or removal of the pastor from the roster of 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 disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two 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.
 - c. In the case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of the synod may declare the pastorate vacant and the pastor shall be listed on the clergy roster as disabled. Upon removal of the disability and restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served, or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, under paragraph a.3) above, the bishop's committee shall endeavor to hear from, all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for 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 may 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 the 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.
- C9.10. 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 of years. 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.
- C9.11. The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, and shall submit a summary of such statistics annually to the synod. The pastor shall be 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. (Amended 10/14/2012)
- C9.12. 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.
- C9.13. 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 the synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of the pastor in another field of labor or the granting by the synod of retired status to the pastor.

C9.14. Under special circumstance, 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 meeting of this congregation shall be held at a time specified in the bylaws.

C10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of ten percent (10%) of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.

C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all (voting) members at least 10 days in advance of the date of the meeting.

C10.04. The number of voting members present shall constitute a quorum, unless otherwise specified in the bylaws.

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

C10.06. All actions by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.

C10.07. Except as provided in this constitution, 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, and secretary.

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 Council shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin at the close of the annual meeting 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.

Chapter 12

CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the pastor(s) and not more than nine (9) members of the congregation, including the officers of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. 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.

C12.02. The members of the Congregation Council, except the pastor(s), shall be elected by written ballot to serve for two (2) years or until their successors are elected. Such members shall be eligible to serve no more than two (2) full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. At such time the congregation shall elect a member by written ballot to fill the vacant position.

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

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals. This is subject to a two-year review.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support. The Council, at its discretion, may delegate responsibility and

authority for the performance of these aspects of congregational life.

- 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 organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

C12.05. The Congregation Council shall be responsible for the financial and property matters of the congregation.

- a. The Congregation Council 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 Washington, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may authorize overspending as specified in the Bylaws.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation and shall supervise the expenditure of funds in accordance with its adoption.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations.

- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- g. The Congregation Council shall, on an annual basis, appoint a qualified Treasurer and Financial Secretary in order to fulfill its financial responsibility.

C12.06. The Congregation Council shall see that the provisions of this constitution and its bylaws and the continuing resolutions are carried out.

C12.07. The Congregation Council shall provide for an annual review of the membership roster.

C12.08. The Congregation Council shall be responsible for the appointment, supervision, and termination of the salaried lay workers of this congregation. Supervision and performance evaluation may be delegated to appropriate committees or individuals subject to review by the Congregation Council.

C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

C12.10. 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-third of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.11 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 the pastor or interim pastor 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.

C12.13. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, and, to the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 13

CONGREGATION COMMITTEES

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

C13.02. A Nominating Committee of three (3) voting members of this congregation, one (1) of whom, if possible, shall be an outgoing member of the Congregation Council, shall be

elected at the annual meeting for a term of one (1) year. Two (2) members of the Nominating Committee are not eligible for consecutive reelection.

C13.03. An Audit Committee of three (3) 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 (3) years, with one (1) member elected each year. Members shall be eligible for reelection.

C13.04. A Mutual Ministry Committee comprised of three (3) members shall be a standing group. One (1) member shall be a current Council member (who will serve as committee chair) and two (2) adult members from the congregation. The congregational members shall be selected one (1) each by the Council and the Pastor. Appointments shall be for two (2) years with a maximum of two (2) consecutive terms. This will serve as a confidential forum to aid communication between the pastor and the congregation and as a testing ground for new ideas.

C13.05. When a pastoral vacancy occurs a Call Committee of six (6) voting members shall be elected by this congregation. Term of office will terminate at installation of the newly called pastor.

C13.06. Other congregation committees may be formed or disbanded as the need arises, by decision of the Congregation Council.

C13.07. Duties of congregation committees shall be specified in the continuing resolutions.

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

C15.01. Persistent and public denial of the Christian faith, willful or criminal conduct grossly

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

C15.02. The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America. If the counseling, censure, and admonitions pursuant to C15.01 do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three 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 the congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.
- C15.11. When there is a disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of the 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 fails to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16

BYLAWS

- C16.01. This congregation may adopt bylaws. No bylaw may conflict with this Constitution.
- C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation, with a quorum present, by a majority vote of those voting members present and voting.
- C16.03. Changes to the bylaws may be proposed by any voting member provided 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 voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.

C17.02.A proposed amendment to this Constitution shall:

- a. Be approved at a properly called 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 (2/3) 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 15 voting members of the congregation, the Congregation Council shall submit such notice and call such a meeting. 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. This congregation in a legally called meeting or the Congregation Council may enact continuing resolutions which describe the functions of the various committees or organizations of this congregation. Such continuing resolutions shall not conflict with the constitution or bylaws of this congregation.

C18.02 Continuing resolutions shall be enacted or amended by a majority vote of a meeting of this congregation or by a two-thirds (2/3) 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, pending or completed civil, criminal, administrative, arbitration, or investigative proceedings.

BYLAWS of the CONSTITUTION

for

DUNGENESS VALLEY LUTHERAN CHURCH

C4.04.01 Organizational Structure:

President, vice president, secretary, treasurer, pastor, Congregational Council and such committees as the Council deems appropriate.

C5.05.01 Charter of the Dungeness Valley Lutheran Church Mission Endowment Fund

Living and Testamentary gifts to enhance and expand the mission and outreach objectives of the Dungeness Valley Lutheran Church shall be received and administered as provided in the Charter of the Dungeness Valley Lutheran Church Mission Endowment Fund, which is fully contained in these Bylaws as follows:

1. Purpose

The purpose of the Dungeness Valley Lutheran Church Mission Endowment Fund (hereinafter called the "Fund") shall be to promote responsible Christian Stewardship of Living and Testamentary gifts to the Fund and to the Church and to apply the

accumulated assets and earnings therefrom to enhance and expand the mission and outreach objectives of Dungeness Valley Lutheran Church through the financial support of congregational, community, and global synodical needs. The areas of special need to be serviced by the Fund expenditures shall be separate and apart from those areas normally serviced by the general operating funds of the congregation. No portion of the Fund expenditures shall be used to meet the needs of the annual operating budget of the congregation. The areas to be supported by the Fund expenditures are:

- a. Provisions of educational scholarships to Dungeness Valley Lutheran Church members and/or their dependents.
- b. Financial support and aid to persons in time of special need.
- c. Financial support and aid for local and community organizations, institutions, agencies, groups, and programs in areas of spiritual, educational, health, social, and recreational needs.
- d. Financial support and aid for special programs and physical facility needs of Dungeness Valley Lutheran Church which are not ordinarily included in the annual operating budget. Being a budget item does not preclude the Fund providing supplementary funding at the sole discretion of the Fund Directors.
- e. Financial support and aid for the national and global mission needs of the Evangelical Lutheran Church in America and its Southwestern Washington Synod.

2. Endowment Fund Resources

Capitalization of the Fund shall be through contributions to the Fund by congregational members and friends, which will be added to the principal. Gifts will be received through bequests, wills, charitable remainder and other trusts, charitable gift annuities, assignment and proceeds of life insurance policies, and transfers of real and personal property. Unless anonymity is requested, the names of all donors shall be honored and perpetuated by recording in an appropriate register.

With the approval of the Dungeness Valley Lutheran Church Congregation Council, all non-designated gifts and bequests to Dungeness Valley Lutheran Church with a value in excess of five thousand dollars (\$5,000.00) shall be added to and become part of the Fund principal. Once added to the principal, income from such gifts shall merge with and be distributed as part of the annual income of the Fund. The custodianship of the Fund shall be vested under the authority of the Dungeness Valley Lutheran Church Mission Endowment Fund Board of Directors (hereinafter called the "Board").

3. Income and Principal

Powers of Directors

The Board shall have the power, exercisable in the Directors' discretion, to determine what apportion is principal or income of the Fund and to apportion and allocate receipts and expenses and other charges between these accounts, including also the power to charge in whole or in part against the principal or to amortize out of or charge forthwith to income, the premiums paid on the purchase of bonds or other

obligations. Except insofar as the Directors shall exercise this discretion, matters relating to principal and income shall be governed by the provisions of the Washington Principal and Income Law from time to time existing.

Gifts and bequests to the Fund shall be retained by the Directors as principal, and only the income generated from the investment of the principal shall be expended. For the purpose of receiving, holding, and administering the property of the Fund, the Directors are vested with the following powers, subject to any limitations stated elsewhere in this document, with respect to the Fund and any part of it:

- a. To determine whether the property received by the Fund should be retained in its original form or sold, with the proceeds from such sale to be invested in other forms of property;
- b. To continue to hold any property and to operate at the risk of the Fund any business received or acquired under the Fund by the Directors as long as the Directors shall deem advisable;
- c. To manage, control, grant options on, sell (for cash or on deferred payments), convey, exchange, partition, divide, improve, and repair Fund property;
- d. To lease Fund property for terms within or beyond the term of the Fund and for any lawful purpose, including exploration for and removal of gas, oil, and other minerals; and to enter into community oil leases, pooling and utilization agreements;
- e. To borrow money, and to encumber or hypothecate Fund property by mortgage, deed of trust, pledge, or otherwise;
- f. To carry, at the expense of the Fund, insurance of such kinds and in such amounts as the Directors shall deem advisable to protect the Fund and the Directors against hazard;
- g. To commence or defend such litigation with respect to the Fund or any property of the Fund as the Directors may deem advisable, at the expense of the Fund;
- h. To compromise or otherwise adjust any claim or litigation against or in favor of the Fund;
- i. To invest and reinvest the Fund estate in every kind of property, real, personal, or mixed, and every kind of investment, specifically including, but not by way of limitation, corporate obligations of every kind, stock--preferred or common, shares of investment funds, investment companies and mutual funds, and mortgages, which persons of prudence discretion, and intelligence acquire for their own account;

- j. With respect to securities held in the Fund, to have all rights, powers, and privileges of an owner, including, but not by way of limitation, the power to vote, give proxies and pay assessments, to participate in voting trusts, pooling agreements, foreclosures, reorganizations, consolidations, mergers, liquidations, sales, and leases, and incident to such participation to deposit securities with an transfer title to any protective or other committee on such terms as the Directors may deem advisable; and to exercise or sell stock subscription or conversion rights;
- k. In any case in which the Directors are required, pursuant to the provisions of the Fund, to divide any Fund property into parts or shares for the purpose of distribution, or otherwise, the Directors are authorized, in the Directors' absolute discretion, to make the division in kind, including undivided interests in any property, partly in kind and partly in money, and for this purpose to make such sales of the Fund property as the Directors deem necessary on such terms and conditions as the Directors shall see fit.

Distribution of Income

Income from the Fund shall be distributed at such times as deemed feasible, reasonable and advisable by the Fund Directors within the following allocation guidelines:

- a. Scholarships will be given a high priority.
- b. Distributions other than for scholarships shall be allocated in any proportions the Directors recommend to accomplish the following purposes:
 - i. Support persons in need of financial assistance in time of economic need.
 - ii. Community outreach including, but not limited to, health care, child and elderly care, and social service agencies.
 - iii. Furthering the ministries of Dungeness valley Lutheran Church for items not ordinarily included in the annual congregational budget.
 - iv. Supporting the missions and programs of the Evangelical Lutheran Church in America and its Southwestern Washington Synod at home and globally.

Disposition of Principal

The Board shall evaluate the purpose and objectives of the Fund five (5) years from the date of its creation and every five (5) years thereafter. At such time, consideration shall be given to the amount of accumulated principal and the designated benevolent missions of the Fund. The result of the five-year evaluation shall be reported to the Congregation Council. If it is determined that the amount of accumulated principal would allow a principal reduction distribution or that the designated benevolent missions are in need of change, such recommendation shall be proposed to the congregation. The congregation--by a two-thirds (2/3) vote of those present and voting at a properly notified congregational meeting specifically called for the purpose of determining if the Fund objectives should be modified and/or the Fund principal reduced--shall authorize any change in the Fund objectives and may authorize a reduction in Fund principal of up to fifty percent (50%). Any distribution from principal shall be allocated and expended as if it were in accordance with Fund objectives as modified.

In the event that Dungeness Valley Lutheran Church ceases to exist through merger or dissolution, disposition and transfer of the Fund assets shall be as directed by the Congregation Council, considering the recommendations of the Board and in conformity with the Dungeness Valley Lutheran Church's Constitution.

Restrictions and Limitations

The use of Fund Assets (income and principal) and all actions of the Board shall be consistent with the Dungeness Valley Lutheran Church's Constitution. In particular, any gifts to the Fund, as well as income derived there from, shall be used exclusively for religious charitable, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, supplemented or replaced, as applicable. The Fund is created and shall be operated exclusively for Church purposes. No part of the income or principal of the Fund shall inure to the benefit of or be distributable to any member, Director, or officer of the Church or any other private person other than as provided under the charitable provisions above, but the Fund is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No part of the activities of the Fund shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Fund shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Fund shall not:

- a. Carry on any activities not permitted to be carried on by an entity exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provisions of any subsequent laws or regulations applicable; or
- b. Do any act which would render contributions to the Fund nondeductible under Sections 170 (c) (3), 2055 (a), and 2522 (a) of the Internal Revenue Code of 1986 or the corresponding provisions of any subsequent laws or regulations applicable.

In case of the dissolution of Dungeness Valley Lutheran Church, after payment of all liabilities, obligations, costs, and expense outstanding against the Fund, any remaining assets of the Fund shall be distributed to entities organized and operated exclusively for one or more purposes described in Sections 170 (c) and 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provisions of any subsequent laws or regulations applicable.

4. Board of Directors

The Board of Directors shall be composed of five (5) elected members, all of whom shall be voting members of Dungeness Valley Lutheran Church. Except as herein limited, the term of each Director shall be three (3) years. Upon initial formation of the Board, two (2) Directors shall be elected for a term of three (3) years; two (2) Directors for a term of two (2) years; and one (1) Director for a term of one (1) year. Thereafter, at each annual meeting, the congregation shall elect the necessary number of Directors for a term of three (3) years. No Director shall serve more than two (2) consecutive three (3)-year terms. After a lapse of one (1) year, a former Director may be re-elected. The Pastor or Pastors and Vice President of the Congregation Council shall be advisory members of the Board.

The Congregation Council shall nominate the candidates for Director. The persons nominated shall possess knowledge and skills that provide leadership in: (1) Financial management, (2) Trust promotion, and (3) Sensitivity to the benevolent purpose of the Fund. The Directors shall be elected at the annual congregational meeting in the same manner as other officers and committees. In the event of a vacancy on the Board, the Congregation Council shall appoint a Director to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a Director to fulfill the term of the vacancy.

The Board shall meet at least Quarterly as deemed by it in the best interest of the fund. A special meeting of the Board may be called by any two (2) Directors by personal service of notice to all directors forty-eight (48) hours prior to the meeting date and time. A quorum shall consist of three (3) Directors. A majority of those present and voting shall carry any motion or resolution. The Board shall elect from its membership a Chairperson, Financial Secretary, and Recording Secretary. The Chairperson or member designated by a majority of a quorum at a meeting in the absence of the chairperson, shall preside at all board meetings. The Recording Secretary shall maintain complete and accurate minutes of all meeting of the Board and supply a copy thereof to each Director with seven (7) days after the date of the meeting. Each Director will maintain a complete set of minutes which are to be delivered to his or her successor. The Secretary shall also supply a copy of the minutes to the Congregation Council. The Financial secretary shall maintain complete and accurate books of accounts for the Fund and shall sign checks and all other necessary documents for the purpose of Fund administration. The books shall be audited annually by a certified public accountant or basis to the Congregation Council and on each annual meeting of the congregation shall render a full and complete audited account of the administration of the Fund during the preceding year.

The Board may request other members of the congregation to serve as advisory members and, at the expense of Fund income, may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the Fund. The Directors shall not be liable for any losses which may be incurred upon the investments of assets of the fund except to the extent such losses shall have been caused by bad faith or gross negligence. No Director shall be personally liable as long as he or she acts in good faith and with ordinary prudence. Each Director shall be liable only if or his/her own willful misconduct or omission, and shall not be liable for the acts or omissions of any other Director. No Director shall engage in any self dealing or transactions with the Fund in which the Director has direct or indirect financial interest.

5. Amendments to the Charter

The provisions governing the structure and administration of the Fund shall not be altered or amended except by a two thirds (2/3) vote of the voting members present at an annual meeting of the congregation, or at a special meeting properly noticed and specifically called for the purpose of amending this document. Any proposed amendment to the provisions of the fund must be in writing and distributed to the members of the congregation for a period of ten (10) days prior to the meeting at which voting is to take place.

C7.06.01 Property Ownership

The properties of this congregation shall be for the use of this congregation in its normal functions as a Lutheran church and shall not be used in any way not in harmony with the purpose of this congregation or which is in violation of the obligations of the congregation under the building occupancy and land use permits and regulations applicable to the church property.

C7.06.02 Buildings and facilities which are the property of this congregation or space therein shall not be used, leased, rented, or licensed by agreement to any group, entity, or individual not affiliated with this congregation or with the Evangelical Lutheran Church in America unless such agreement does not jeopardize the federal, state, and local tax exempt status of this congregation and is approved:

- a. by the president of this congregation, or his/her designated representative, for one time or occasional use, provided that such use does not conflict with prior scheduled or regular functions of this congregation or any of its subdivisions, such as committees, boards, etc., or
- b. by two-thirds (2/3) majority vote of the Congregation Council in case of a short-term repetitive use of less than one year, or
- c. by two-thirds (2/3) majority vote of the voting members of this congregation present and voting at a congregation meeting called and conducted in accordance with this Constitution and Bylaws in the case of a request for an agreement of one year or longer.

C8.05.01 Removal from Membership:

1. The congregation shall, in the event of the removal of a member from the community it serves, encourage the new member to request a transfer to a Lutheran congregation in his/her new community.
2. A confirmed member who does not for a period of one year partake of Holy Communion, make a contribution of record, and does not appear to desire to participate in the life and worship of this congregation shall; 1) be visited by the pastor to determine the case/reason for their inactivity, 2) be visited by two members of the congregation council to determine if they desire to be restored to membership and to encourage their renewed participation.
3. A confirmed member who still does not respond with renewed participation in the congregation shall be removed from membership and placed on a responsibility list for a period of two years and contacted yearly to ascertain their intentions toward this congregation.
4. A confirmed member who still does not respond to contact by the congregation will be removed from the responsibility list after the two-year period is over and will no longer be contacted regularly by the congregation, but will always be welcome at its services or fellowship.

C9.03.01 Duties of the Pastor:

1. Consistent with the faith and practice of the Evangelical Lutheran Church in America, every ordained Minister shall:
 - a. Preach the Word.
 - b. Administer the sacraments.
 - c. Conduct public worship.
 - d. Provide Pastoral care.
 - e. Speak publicly to the world in solidarity with the poor and oppressed; calling for justice and proclaiming God's love for the world.
2. Each ordained Minister with a congregation call shall, within the congregation:
 - a. Offer instruction, confirm, marry, visit the sick and distressed and bury the dead.
 - b. Supervise all schools and organizations of this congregation.
 - c. Install regularly elected members of the Congregation Council.
 - d. With the Council administer discipline.

3. Every pastor shall:

- a. Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation and abroad.
- b. Impart knowledge of this church and wider ministry through distribution of its periodicals and other publications.
- c. Endeavor to increase the support given by the congregation to work of the ELCA churchwide organization and the Southwestern Washington Synod of the ELCA.

C10.01.02 Congregational Meeting:

The annual meeting of this congregation shall be held during the month of November or December; the fiscal year to correspond with the calendar year January 1 through December 31.

C10.04.01 Fifteen percent of the voting members shall constitute a quorum for any meeting of this congregation.

C10.04.02 The Current roster of voting, confirmed, baptized and associate members shall be determined by the Executive Committee prior to each congregation meeting.

C10.04.03 Voting members of this congregation who wish to submit proposals for the agenda of any congregation meeting shall submit such proposals to the president of the congregation in written form, signed by the person submitting the proposal, at least forty (40) days prior to the date of the annual congregation meeting is held.

C10.06.01 The order of business at the annual meeting of this congregation shall be:

- a. Opening devotion
- b. Approval of minutes of the previous annual congregation meeting and of any unapproved minutes of any intervening special meeting(s)
- c. Reports of pastor(s), Congregation Council, treasurer, committees and others
- d. Elections
- e. Approval of budget
- f. Unfinished business

g. New business

h. Closing prayer

C10.06.02 The business transacted at a special congregation meeting of this congregation shall be limited to the purpose(s) for which it was called and the order of business at a special congregation meeting of the congregation shall be:

a. Opening devotion

b. Approval of applicable minutes, if any

c. Reports

d. Business relating to the limited purpose(s) of the meeting

e. Closing prayer

C10.06.03 Voting members unable to attend a congregation meeting may submit written, signed comment not exceeding 100 words, on each announced agenda item, other than "elections", to the president of this congregation at least five days prior to the meeting date. All statements will be shared at the congregation meeting.

C10.06.04 In the following cases voting at a congregational meeting of this congregation shall be by written ballot:

a. To elect members of the Congregational Council

b. To adopt or amend the articles of incorporation, constitution, bylaws of this congregation

c. To call a pastor or to request a pastor's resignation

d. To remove a member from office in this congregation

e. To sever membership in the Evangelical Lutheran Church in America

f. When requested by ten or more voting members present at a congregation meeting called and conducted in accordance with this constitution and bylaws

g. To dispose of, or encumber, or purchase, real property

C10.06.05 Except as otherwise provided in this constitution and bylaws, all matters shall be decided by majority vote of those members present and voting.

C10.06.06 No one shall be declared elected unless he or she received a majority of the votes cast.

C10.06.07 If more than one ballot is required in an election, a motion shall be in order to limit the balloting after the first ballot to the three candidates receiving the highest numbers of voted on the first ballot; and after the second ballot to limit the balloting the two candidates receiving the highest number votes.

C11.01.01 Duties of Officers:

The President shall:

- a. Preside at meetings of the Congregational Council and of this congregation.
- b. be an ex-officio member of all committees formed in this congregation.
- c. be empowered to sign checks in the absence of the treasurer.
- d. sign all documents for this congregation.
- e. perform other duties as necessary.

The Vice-President shall:

- a. Preside at meeting of the Congregational Council and of this congregation in the absence of the President.
- b. Represent the President as ex-officio member of committees when so designated and shall exercise the powers of the office as if the President were personally present.
- c. Perform other duties as assigned.

The Secretary shall:

- a. Keep and distribute the minutes of the Congregation Council and of this congregation.
- b. Have custody of the archives of this congregation.
- c. Perform other duties as assigned.

C11.01.02 Duties of Appointed Officials:

The Treasurer shall:

- a. Serve as the financial officer of the congregation. Establish and maintain a system of internal controls designed to Protect the financial assets of the congregation.
- b. Be responsible for payment of all bills, invoices and charges.

- c. Perform monthly financial reports for the Congregation Council.
- d. File all required tax forms and reports.
- e. Monitor the cash situation.
- f. Invest available funds as directed.
- g. Provide the congregation with any requested financial information.

The Financial Secretary shall:

- a. Oversee the counting of all offerings and depositing of all receipts in accordance with established procedures.
- b. Train those individuals who are involved in the offering counting process.
- c. Report back to the treasurer the total offerings each week and the breakdown of such offerings as to how much was designated for special purposes.
- d. Oversee the recording of all contributions to individual member records.
- e. Make appropriate reports to the Church Council and congregation.

C12.05.01 Congregation Council

The Congregation Council shall:

- a. Establish and administer Overdraft and Spending Limit Policies
- b. Develop at least annually a compensation package for all employees for the congregation's approval as part of the annual budget approval process.
- c. Establish personnel policies, including benefits, for all employees. Proposed policies may be prepared by a Personnel Committee, or other designated group, for Congregation Council's review and approval.