

# **REVISED 2023 THE CONSTITUTION**

For

## **DUNGENESS VALLEY LUTHERAN CHURCH**

A Congregation of the EVANGELICAL LUTHERAN CHURCH IN AMERICA

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### **Table of Contents**

Preamble	
Chapter 1	Name and Incorporation
Chapter 2	Confession of Faith
Chapter 3	Nature of the Church
Chapter 4	Statement of Purpose
Chapter 5	Powers of the Congregation
Chapter 6	Church Affiliation
Chapter 7	Property Ownership
Chapter 8	Membership
Chapter 9	The Pastor
Chapter 10	Congregation Meeting
Chapter 11	Officers
Chapter 12	Congregation Council
Chapter 13	Congregational Committees
Chapter 14	Organizations within the Congregation
Chapter 15	Discipline of Members
Chapter 16	Amendments
Chapter 17	Bylaws
Chapter 18	Continuing Resolutions
Chapter 19	Indemnification

# **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 congregation of Dungeness Valley Lutheran Church is hereinafter designated as "this congregation."
- 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 Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

### **Chapter 3.**

#### **NATURE OF THE CHURCH**

- \*C3.01.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- \*C3.02.** This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- \*C3.03.** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.
- \*C3.04.** This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.
- \*C3.05.** The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

### **Chapter 4.**

#### **STATEMENT OF PURPOSE**

- \*C4.01.** The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- \*C4.02.** To participate in God's mission, this congregation as a part of the Church shall:
  - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
  - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
  - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
  - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, embracing and welcoming racially and ethnically diverse populations, and standing in solidarity with the poor and oppressed 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 this congregation's ministry and the ministry of the other expressions of the Evangelical Lutheran Church in America.
  - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
  - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- \*C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. [Such descriptions shall be contained in continuing resolutions in the section on the Congregation Committees.]
- \*C4.05.** This congregation shall adopt and periodically review a mission statement which will provide specific direction for its programs.
- \*C4.06.** References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

## **Chapter 5.**

### **POWERS OF THE CONGREGATION**

- \*C5.01.** The powers of this congregation are those necessary to fulfill its purpose.
- \*C5.02.** The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- \*C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by this congregation. This congregation is authorized to:
- a. call a pastor as provided in Chapter 9;
  - b. terminate the call of a pastor as provided in Chapter 9;
  - c. call a minister of Word and Service;
  - d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
  - e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
  - f. approve the annual budget;
  - g. acquire real and personal property by gift, devise, purchase, or other lawful means;
  - h. hold title to and use its property for any and all activities consistent with its purpose;
  - i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
  - j. elect its Congregation Council, boards, and committees, and requires them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions;
  - k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

- \*C5.04. This congregation shall elect 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 this congregation and other qualifications shall be as prescribed in guidelines established by the *Southwestern Washington Synod* of the Evangelical Lutheran Church in America.
- C5.05. This congregation shall have a mission endowment fund that will operate as specified in this congregation's bylaws. The purpose of the mission endowment 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 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 roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
  - d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in this 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 is 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 or in accordance with provision 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.
  - d. The *Southwestern Washington Synod* takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to †S13.24. of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
  - e. This congregation follows the procedures outlined in \*C6.05.

- \*C6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a. A resolution indicating the intent to terminate its relationship must be adopted at two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first 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 this 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 the bishop and/or the bishop's designees are voting members of this congregation, they shall have voice but not vote at the first meeting.
  - b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to voting members of this congregation.
  - c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified in paragraph b. above.
  - d. If this congregation, after such consultation, is still considering termination of its relationship with this church, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the second meeting shall be sent to all voting members and to the bishop at least 10 days in advance of the meeting. Unless the bishop and/or the bishop's designees are voting members of this congregation, they shall have voice but not vote at the second meeting.
  - e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the second special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to the voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting members present at the second meeting, the relationship between the congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g. below.
  - f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another Lutheran denomination, this congregation shall be deemed an independent or non-Lutheran church, in which case \*C7.04. shall apply.
  - g. This congregation shall abide by these covenants by and among the three expressions of this church:
    - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in \*C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
    - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to receive synod approval before terminating their membership in this church.
    - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
  - h. If this congregation fails to achieve the required two-thirds vote of voting members present at this congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds vote of voting members present at this 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 the meeting at which the two-thirds vote was not achieved.

- \*C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is taken.
- \*C6.07. If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

## **Chapter 7. PROPERTY OWNERSHIP**

- \*C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the 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 or pursuant to 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.
- \*C7.03. If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in \*C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Southwestern Washington Synod.
- \*C7.04. If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in \*C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the process established by the synod, 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. In neither case does title to this congregation's property transfer to the synod.
- \*C7.05. Notwithstanding the provisions of \*C7.02. and \*C7.03. 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 Washington 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 this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
  - d. **Associate** members are persons holding membership in other [ELCA] [Lutheran] [Christian] congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
  - e. **Seasonal** members are voting members of other congregations of this church who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
    - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
    - 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
    - 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with this church;
    - 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
    - 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
    - 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.
- \*C8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.
- \*C8.04.** It shall be the privilege and duty of members of this congregation to:
- a. make regular use of the means of grace, both Word and sacraments;
  - b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
  - c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- \*C8.05.** Membership in this congregation shall be terminated by any of the following:
- a. death;
  - b. resignation;
  - c. transfer or release;



- d. disciplinary action in accordance with Chapter 20 of the constitution and bylaws of the Evangelical Lutheran Church in America; or
- e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.

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

## **Chapter 9. ROSTERED MINISTER**

- \*C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- \*C9.02.** Only a member of the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for this congregation by the synod bishop may be called as a pastor of this congregation.
- \*C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,
  - a. Every minister of Word and Sacrament shall:
    - 1) preach the Word;
    - 2) administer the sacraments;
    - 3) conduct public worship;
    - 4) provide pastoral care;
    - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
    - 6) impart knowledge of this church and its wider ministry through available channels of effective communication;
    - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
    - 8) speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations.
  - b. Each pastor with a congregational call shall, within the congregation:
    - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
    - 2) relate to all schools and organizations of this congregation;
    - 3) install regularly elected members of the Congregation Council;
    - 4) with the council, administer discipline;
    - 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the Southwestern Washington Synod; and
    - 6) encourage adherence to covenantal relationship with this church as expressed in the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- \*C9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.
- \*C9.05.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:
  - a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the pastor's death or, following consultation with the synod bishop, for any of 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 this congregation in view of local conditions;
  - 4) inability to conduct the pastoral office effectively in view of disability or incapacity of the pastor;
  - 5) suspension of the pastor through discipline for more than three months;
  - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
  - 7) termination of the relationship between this church and this congregation;
  - 8) dissolution of this congregation or the termination of a parish arrangement; or
  - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of disability or 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, who has sole discretion, may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
    - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
  - c. In case of alleged disability or incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament with disability status. Upon resumption of the ability to conduct the office effectively, 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 this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to this 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 this 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, this congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
  - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

**\*C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

**\*C9.07.** During the period of service, an interim pastor shall have the rights and duties in this congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and

any rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.

- \*C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.
- \*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, this congregation may depart from \*C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.05.a.
- \*C9.12.** The pastor of this congregation:
  - a. shall keep accurate records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from this 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 ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- \*C9.14.** The records of this congregation shall be maintained by the pastor and shall remain the property of this congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in the secretary's hands in good order by a departing pastor before the installation of that pastor in another call or approval of a request for change in roster status.
- C9.15.** Under special circumstances, subject to the approval of the synod bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between this congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.
- \*C9.21.** The Congregation, and not the Council have the authority to call a deacon which would be consistent to calling a pastor.
- \*C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synod bishop may be called as a deacon of this congregation.
- \*C9.23.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
  - a. Be rooted in the Word of God, for proclamation and service;
  - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
  - c. Speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations;

- d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
- e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
- f. Practice stewardship that respects God's gift of time, talents, and resources;
- g. Be grounded in a gathered community for ongoing diaconal formation;
- h. Share knowledge of this church and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
- i. Identify and encourage qualified persons to prepare for ministry of the gospel.

**\*C9.24.** The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.

**\*C9.25.** The provisions for termination of the mutual relationship between a minister of Word and Service and this congregation shall be as follows:

- a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod bishop, for any of the following reasons:
  - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
  - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
  - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
  - 4) inability to conduct the office effectively in view of disability or incapacity of the deacon;
  - 5) suspension of the deacon through discipline for more than three months;
  - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
  - 7) termination of the relationship between this church and this congregation;
  - 8) dissolution of this congregation or the termination of a parish arrangement; or
  - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of disability or incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
  - 1) the bishop, who has sole discretion, may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
  - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged disability or incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon resumption of the ability to conduct the office effectively, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate.

If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.

- e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

**\*C9.26.** This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.

**\*C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

**\*C9.28.** With the approval of the bishop of the synod, this congregation may depart from \*C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.25.a.

**\*C9.29.** The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.

**\*C9.31.** The deacon(s) shall submit a report of ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

## Chapter 10

### CONGREGATION MEETING

**C10.01.** This congregation shall have at least one regular meeting per year. The regular meeting(s) of the congregation shall be held at the time(s) specified in the bylaws. Consistent with the laws of the State of Washington, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.

**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 this 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 synod 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 ten (10) days in advance of the date of the meeting.

**C10.04.** Fifteen (15) percent of the voting members shall constitute a quorum.

- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by this 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.
- C10.08.** This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication or its equivalent. To the extent permitted by state law, notice of all meetings may be provided electronically.
- C10.09.** "Ex officio" as used herein means membership with full rights of voice and vote unless otherwise expressly limited.

## **Chapter 11**

### OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer (ex officio).
- a. Duties of the officers shall be specified in the bylaws.
  - b. The officers shall be voting members of this 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 this 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. The Congregation Council shall engage in review and possible revision of those goals, mission, and activities at least every two years.
  - 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 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 managing its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to boards of directors 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 this 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.
- d. The Congregation Council may authorize overspending budget items or enter into contracts for items outside the budget as specified in the Bylaws.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of mission support monies to the synod.
- 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, and may appoint an Assistant Treasurer and an Assistant financial Secretary, in order to full its financial responsibility.

**C12.06.** The Congregation Council shall see that the provisions of this constitution, 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 or employment, 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.

**C12.11.** The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president<sup>1</sup>, and shall be called by the president 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.

**C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when 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 synod bishop.

**C12.13.** The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication or its equivalent. 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 re-election.

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<sup>1</sup> If the pastor is the president of the congregation, the congregation may consider giving the vice president the authority to call a special meeting.



- 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 shall be three years, with one (1) member elected each year. Members shall be eligible for re-election.
- C13.04.** A **Mutual Ministry Committee(s)** 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 vacancy occurs in a position for which this congregation calls a rostered minister, a **Call Committee** of six voting members shall be elected by this congregation. Term of office will terminate upon installation of the newly called rostered minister.
- C13.06.** Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.
- C13.07.** Duties of committees of this congregation shall be specified in the bylaws or continuing resolutions.
- C13.08.** The pastor of this congregation shall be *ex officio* a member of all committees and boards of this congregation, except the Nominating Committee.

## 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 this congregation, or willful and repeated harassment or defamation of member(s) of this 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 this congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to \*C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two rostered ministers). 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 this congregation; or
  - d. termination of membership in this 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 this congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.
- \*C15.10. Adjudication**
- \*C15.11.** When there is disagreement between or among factions within this congregation on a substantive issue which cannot be resolved by the parties, members of this congregation may petition the synod bishop for consultation after informing the president [vice president] of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication

by whatever process the Council deems necessary. The Synod Council's decision shall be final.

## **Chapter 16. AMENDMENTS**

- \*C16.01.** Unless provision \*C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least three 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 this congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- \*C16.02.** An amendment to this constitution, proposed under \*C16.01., shall:
  - a. be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting; and
  - b. be ratified without change at the next regular meeting of this congregation by a two-thirds vote of those voting members present and voting.
- \*C16.03.** Any amendments to this constitution that result from the processes provided in \*C16.01. and \*C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify this congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
- \*C16.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of this congregation without presentation at a prior meeting of this congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to this congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of this congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following the congregation's vote of approval.

## **Chapter 17. BYLAWS**

- \*C17.01.** This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- \*C17.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
- \*C17.03.** Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify this congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.
- \*C17.04.** Adopted or amended bylaws shall be sent by the secretary of this congregation to the synod.

**Chapter 18.**  
**CONTINUING RESOLUTIONS**

- \***C18.01.** This 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 this congregation or a two-thirds vote of all voting members of the Congregation Council.
- \***C18.03.** Adopted or amended continuing resolutions shall be sent by the secretary of this congregation to the synod.

**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.

# **REVISED 2023 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.

### **C4.05.01. Mission**

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.

### **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, 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 a liaison member of the congregation council shall be advisory members of the Board. The Pastor(s) and the Council Liaison member 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 Chairperson and the President of the congregation shall be authorized to sign checks and all other necessary documents for the purpose of Fund administration. The Financial Secretary shall maintain complete and accurate books of accounts for the Fund. The books shall be audited as part of the annual audit of the church finances.

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 cause 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 a 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. Title to Property**

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.

### **C7.06.03. Real Property Acquisition and Conveyance**

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.

### **C7.06.04. Use of Buildings and Facilities**

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 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.

**C10.01.01. 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.

**C10.01.02. 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

**C10.02.01. 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

**C10.02.02.** 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.

**C10.02.03.** 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

**C10.04.01.** 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.** No one shall be declared elected unless he or she received a majority of the votes cast.

**C10.06.02.** 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 votes 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 empowered to sign checks in the absence of the treasurer.
- c. sign all documents for this congregation.

- d. 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.

**C11.05.01. Duties of Appointed Officials:**

*The Treasurer and Assistant Treasurer shall:*

- a. 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 and Assistant 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. Confirm annually that the following shall have authority to sign checks on behalf of the congregation: President, Treasurer, Assistant Treasurer, and Finance Committee chairperson.
- c. Develop at least annually a compensation package for all employees for the congregation's approval as part of the annual budget approval process.
- d. 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.

## REVISED 2023 Continuing Resolution

### C4.04.01. A1. Committees. (also provided for in C13.07. of the constitution.)

- a. **Education** Committee coordinates the development and execution of the various Christian education programs for children and adults members of the congregation. Their programs are funded as part of the annual operating budget approved by the congregation.
- b. **Evangelism** Committee develops programs and advertising to reach out to the community as a means of inviting others to join us in sharing the good news of God's love. Their programs are funded as part of the annual operating budget approved by the congregation.
- c. **Facility Use** Committee develops recommendations for policies and guidelines for the use of facilities of DVLC by members of the congregation and non-members. This committee does not require any funding.
- d. **Fellowship** Committee purchases the coffee that is served after Sunday worship services and plans special fellowship events periodically for the congregation. Their purchases and programs are funded as part of the annual operating budget approved by the congregation.
- e. **Finance** Committee provides management of financial matters for the congregation. It provides support to the Treasurer, Financial Secretary and any assistant(s), and the Congregation Council, as provided in C12.05. of the constitution. Responsibilities include:
  - 1) Reviewing the monthly income and expense against the budget.
  - 2) Providing financial commentary to the Congregation Council and periodically to the congregation as needed.
  - 3) Developing the annual budget for approval by the Council and congregation.
  - 4) Recruiting an Audit Committee as provided in C13.03. of the constitution and reviewing their findings to assure good accounting practices are being followed.
  - 5) Recommending disposition of any large bequests and/or non-designated gifts over \$50,000 to the Council and the congregation.
- f. **Health and Caring** Committee provides health related information to the congregation and coordinates our congregation's participation in outside projects. Their programs are funded as part of the annual operating budget approved by the congregation.
- g. **Kitchen** Committee provides oversight of the use of the kitchen by the congregation and others. It plans improvements in the facilities and provides training for workers. It supports ministry for memorial services and other activities as needed. Funding may be provided through designated contributions and/or the annual budget.
- h. **Library** Committee organizes the library and evaluates books that are donated to ensure they are appropriate for our library. Any expenses are funded from designated contributions to the Library Fund.
- i. **Memorial Garden** Committee:
  - 1) Maintains the grounds of the Memorial Garden including replacing trees and shrubs as necessary;
  - 2) Purchases and places name tags on the Memorial Wall of every member who has passed away;
  - 3) Coordinates with family and the Pastor for the interment of ashes of members, prepares the site for the interment, and arranges for the procurement of the granite stone that is placed on the interment site.
  - 4) A Memorial Garden Fund provides funding for Memorial Garden related expenses, either by contributions or the annual budget.
- j. **Mission Concerns** Committee distributes DVLC's local benevolence to local agencies and is funded as part of the annual operating budget approved by the congregation.

- k. **Parish Ministry Team** distributes money for the Agape Fund to members of the congregation who have immediate financial needs. Funds in the Agape Fund come from designated contributions.
- l. **Personnel** Committee develops recommendations for personnel policies, coordinates staff evaluations, assists in the hiring of new staff, and recommends staff compensation for the development of the proposed annual operating budget. This committee does not require any funding.
- m. **Property Management** Committee is responsible for the operation, maintenance, and insurance of the buildings and property. Funding is included as part of the annual operating budget approved by the congregation.
- n. **Worship and Music** Committee works with the pastor to develop our worship services. Funding is included as part of the annual operating budget approved by the congregation.