

THE GOVERNING DOCUMENT
of
CHRIST OUR SHEPHERD LUTHERAN CHURCH

Peachtree City, Georgia

2021

Revision 1.0

The Governing Document is comprised of three levels of detail.

The Constitution

The Bylaws

The Continuing Resolutions

The COS Governing Document utilizes the 20 Chapter designations of the 2019 ELCA Model Constitution for Congregations. Each Chapter is further subdivided into numbered Provisions (topics or sections) some of which are recommended and others that are mandatory and are marked with (*). Constitutional Provisions are high level statements of how the entire Church organization works, from the national level, to the synod, to the Congregation. The Provisions define broad policy statements that are applicable to all congregations.

Bylaws are Congregation-specific broad policy statements that relate to a specific Constitution Provision and are created by the Church Council AND approved by a vote of the Congregation. Bylaws amend, clarify, and/or explain how a specific church operates relative to the referenced Provision in the church's Constitution.

Continuing Resolutions are detailed operational statements that relate to a specific Constitution Provision or Bylaw and are created and approved by Congregation Council OR by a vote of the Congregation. Continuing Resolutions amend, clarify, and/or explain how a specific church operates relative to a referenced Provision or Bylaw in the church's Constitution.

THE CONSTITUTION
of
CHRIST OUR SHEPHERD LUTHERAN CHURCH
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***PREAMBLE**

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

Chapter 1. NAME AND INCORPORATION

C1.01. Name of Church

The name of this congregation shall be Christ Our Shepherd Lutheran Church.

C1.02. Congregation Reference

For the purpose of this constitution and the accompanying bylaws, the congregation Christ Our Shepherd Lutheran Church is hereinafter designated as "this congregation."

C1.11. State of Incorporation

This congregation shall be incorporated under the laws of the State of Georgia.

Chapter 2. CONFESSION OF FAITH

***C2.01. Triune God**

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

***C2.02. Jesus Christ/God's Message**

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. Scripture Acceptance**

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. Creeds Acceptance**

This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.

***C2.05. Augsburg Confession Acceptance**

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. Book of Concord Acceptance**

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. Gospel Confession**

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. Christ's Rule and Authority**
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. Serving Christian Unity**
This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- *C3.03. Universal Church and Congregations**
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.
- C3.03.B10 Continuing Resolution - Affirmation of Purpose & Expectations of Respect**
Christ Our Shepherd Lutheran Church affirms its purpose of reaching out to all people and bringing them to faith in Christ and shall commit to doing so by inviting all people to participate in the life, sacraments, and ministries of the congregation. Christ Our Shepherd Lutheran Church shall also commit itself to bearing one another's burdens, loving its neighbors, and respecting all of its members.
- C3.03.C10 Continuing Resolution - Structured Flexibility**
Christ Our Shepherd Lutheran Church will expect the Evangelical Lutheran Church in America to honor its declared intent to allow structured flexibility in decisions about candidacy, the call process, and ministry policy documents, and to honor its commitment to those who disagree with the actions taken at the National Assembly in August of 2009, and that they will be sensitive to such views as they prepare for all synod youth gatherings and events.
- *C3.04. Lutheran World Federation**
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. ELCA Name**
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**
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. Purposes of the Church**
To participate in God's mission, this congregation as a part of the Church shall:
 - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
 - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
 - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, standing with the poor and powerless, and committing itself to their needs.
 - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.

- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

***C4.03. Duties of the Church**

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. Organizational Structure of the Church**

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. Adoption of a Mission Statement**

This congregation shall adopt and periodically review a mission statement which will provide specific direction for its programs.

C4.05.A97 Continuing Resolution – Review of our Mission Statement

The Congregation Council shall review and revise this Mission Statement every three years.

C4.05.B97 Continuing Resolution - Mission Statement

The mission of Christ Our Shepherd Lutheran Church is to connect to Jesus's pathway to joy and life.

***C4.06. Congregations, synods, and the churchwide organization**

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. Powers of the Congregation**

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

***C5.02. Power of Congregation Meeting**

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

***C5.03. Authority of the Congregation**

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, and require the members of the council to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

***C5.04. Election of Synod Assembly Representatives**

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 Southeastern Synod of the Evangelical Lutheran Church in America.

C5.05. Mission Endowment Fund

This congregation may have a mission endowment fund that will operate as specified in this congregation's bylaws and continuing resolutions. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation.

C5.05.01 Bylaw – Mission Endowment Fund

This congregation shall have a mission endowment fund.

Chapter 6. CHURCH AFFILIATION

***C6.01. Relationship of COS to other organizations**

This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Southeastern Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

***C6.02. Accept the Purposes of ELCA**

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. Relationship with ELCA**

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. Termination of ELCA Relationship**

Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

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

accordance with provision 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.

- d. The Southeastern 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. Procedure for Termination of ELCA Relationship**

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 he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, 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 he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, 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. Relocation of Church**

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. Additional Site of Church**

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. Disposition of property if Church ceases to exist**

If this congregation ceases to exist, title to undisposed property shall pass to the Southeastern Synod of the Evangelical Lutheran Church in America.

***C7.02. Disposition of property if Church leaves ELCA**

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. Disposition of property if Church joins another Lutheran body**

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 Southeastern Synod.

***C7.04. Disposition of property if Church joins a non-Lutheran body**

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. Receipt of property from Synod**

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 Southeastern Synod —reconvey and transfer all right, title, and interest in the property to the synod.

Chapter 8. MEMBERSHIP

***C8.01. Definition of membership**

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. Classes of Membership**

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 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. Applications for membership**

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

***C8.04. Duties of members**

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. Termination of membership**

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.

C8.05.01 Bylaw – Request for transfer

The congregation shall, when a member moves from the community served by the church, encourage the member to request a transfer to a Lutheran congregation which can serve that member effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of the member's residence shall be notified.

C8.05.02 Bylaw – Letter of Transfer

A confirmed member in good standing desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.

C8.05.03 Bylaw - Status of Inactive adult member

A confirmed member who does not for a period of one year, partake of Holy Communion, support the church with offerings, and does not appear to desire to participate in the life and worship of the congregation shall be contacted by a pastor, a congregation officer, or a designated visitation committee and be encouraged to become an active member. If, by the conclusion of the second year, the confirmed member has not actively participated, that member's name may be removed from the active membership roster of the congregation, but be retained on a responsibility list as one who is in special need of the congregation's prayer and concern.

C8.05.04 Bylaw - Status of Inactive minor member

A child, whose parent(s) or guardian(s) is not a member of the congregation, may be removed from the roster of baptized members if that child fails to participate in the life and worship of the congregation for a period of two years following the baptism. The parent(s) or guardian(s) shall be contacted by a pastor, a congregation officer, or a designated visitation committee and be encouraged to develop active membership. If, by the conclusion of the third year, the baptized child has not actively participated, that child's name may be removed from the active membership roster of the congregation, but be retained on a responsibility list as one who is in special need of the congregation's prayers and concerns.

Chapter 9. ROSTERED MINISTER

***C9.01. Authority to call a pastor**

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 the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

C9.01.01 Bylaw – Letter of call

When the congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect, in a form approved by the Evangelical Lutheran Church in America. It shall be signed by the President and the Secretary of the Congregation Council, and shall be attested by the signature of the bishop of the synod.

C9.01.02 Bylaw - Authority to call an assistant pastor

A call to a member of the clergy to be an associate or assistant pastor, an Associate in Ministry, or diaconal minister, shall be issued only with the concurrence of the Senior Pastor of the congregation and in accordance with C9.01.01. Said call shall be coterminous with the resignation of the Senior Pastor.

***C9.02. Call to Rostered Minister only**

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.

C9.02.A10 Continuing Resolution – Right to refuse to call a Rostered Minister

Christ Our Shepherd Lutheran Church, as a congregation of the Evangelical Lutheran Church in America, understands that it has the right to call, or refuse to call, as a pastor or rostered lay leader, any person who is on the roster of ordained ministers or lay rosters or any candidate approved for those rosters.

***C9.03. Duties of a pastor**

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, calling for justice and proclaiming God's love for the world.

b. Each pastor with a congregational call shall, within the congregation:

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- 2) relate to all schools and organizations of this congregation;
- 3) install regularly elected members of the Congregation Council;
- 4) with the council, administer discipline;
- 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the Southeastern 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. Duties must be included in call letter**

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. Provisions for termination of Minister**

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 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) physical disability or mental incapacity of the pastor;
- 5) suspension of the pastor through discipline for more than three months;
- 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
- 7) termination of the relationship between this church and this congregation;
- 8) dissolution of this congregation or the termination of a parish arrangement; or
- 9) suspension of this congregation through discipline for more than six months.

b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,

- 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
- 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the

voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.

- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the 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 removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of 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. Appointment of Interim pastor**

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. Rights and duties of Interim Pastor**

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. Financial settlement of former pastor**

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. Roles of multiple pastors**

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. Term of Interim Pastor**

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. Duties of a Pastor**

The pastor of this congregation:

- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from 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. Pastor's report to Synod**

The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

***C9.14. Parochial reports maintained by Pastor**

The parochial 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 his or her 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. Call of a Contract Pastor

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. Call of a Deacon (Minister of Word & Service)**

Authority to call a deacon 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 the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

***C9.22. Deacon must be rostered**

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. Duties of a Deacon**

Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:

- a. Be rooted in the Word of God, for proclamation and service;
- b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
- c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
- d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
- e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
- f. Practice stewardship that respects God's gift of time, talents, and resources;
- g. Be grounded in a gathered community for ongoing diaconal formation;
- h. Share knowledge of 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. Duties of a Deacon included in Call Letter**

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. Termination of a Deacon**

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 the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the deacon;
 - 5) suspension of the deacon through discipline for more than three months;
 - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

***C9.26. Financial Settlement of a Terminated Deacon**

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. Deacon/Minister responsibilities**

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. Term of Deacon**

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. Deacon becomes a Church member**

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. Deacon's report to Synod**

The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10. CONGREGATION MEETING

C10.01. Annual Meeting

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 Georgia, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.

C10.01.01 Bylaw – Council determines date of Annual Meeting

There shall be a meeting of the congregation annually on such date as shall be determined by the Congregation Council.

C10.01.02. Bylaw – Annual Report

Prior to the annual meeting, the pastor(s), the treasurer, the standing committee chairpersons, other committee chairpersons and organizations of the congregation shall submit written reports to be included in the annual report of the congregation. The annual report shall be made available in both printed and electronic form to the members of the congregation at least 10 days prior to the congregation meeting.

C10.02. Calling Special Congregation Meetings

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 10 percent 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. Advance notice of Congregation Meetings

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 members at least 10 days in advance of the date of the meeting.

C10.03.01. Bylaw – Notice of Congregation Meetings

Notice of all congregational meetings shall be given at services of worship the preceding two consecutive weeks and by electronic or regular mail sent to the members last known address.

C10.04. Definition of Quorum

Ten percent of the voting members shall constitute a quorum.

C10.05. Voting by Absentee Ballot Prohibited

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

C10.06. Majority Votes required

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.

C10.06.01. Bylaw – Roster available at Meetings

The current roster of voting members shall be available at each meeting of the congregation.

C10.07. Control by Robert's Rules

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

C10.08. Requirements for Virtual Meetings

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. To the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 11. OFFICERS

C11.01. Identification of Congregation officers

The officers of this congregation shall be a president, vice president, secretary, and treasurer.

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of this congregation.
- c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- d. If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.

C11.01.01. Bylaw – Duties of the Council President

The President shall be elected by the Congregation Council from the membership of the council and acts as chairperson of the Congregation Council. The President of the congregation shall:

- a. preside at all council meetings, executive committee meetings, and congregational meetings.
- b. Set the objectives and strategies (plans to meet objectives) for Council for the coming year
- c. Secure resources to work on each of the key strategies; resources from the Council and/or Standing Committees, or Special Committees; Council resource to team up with staff on these strategies
- d. Ensure strategies are being executed (e.g. annual congregational survey to guide and shape strategies, stewardship campaign, annual performance objectives for staff and annual reviews)
- e. Ensure measurements are in place for each objective allowing Council to evaluate progress
- f. Meet with the pastor and VP prior to Council meetings to develop the agendas for all such meetings, with the assistance of the members of the Congregation Council and the Standing Committee chairpersons.
- g. coordinate special projects as deemed necessary by the President or Congregation Council.
- h. assist the pastor(s) as needed.
- i. serve on the Executive Committee

C11.01.02. Bylaw - Duties of the Council Vice President

The Vice President shall be elected by the Congregation Council from the membership of the council. The Vice President shall:

- a. Preside at all Council meetings and Congregational meetings in the absence of the President
- b. Work with the Council President to see to it that objectives and strategies of the Church are being executed and measured
- c. Responsible for organizing the material for each monthly Council meeting
- d. Chair the Nomination Committee
- e. Oversee the Annual Congregational Survey process
- f. Serve on the Executive Committee

C11.01.03. Bylaw – Duties of the Council Secretary

The Secretary shall be elected by the Congregation Council from the membership of the council. The secretary shall:

- a. Record and maintain the minutes of all meetings of the Congregational Council, the Executive Committee, and Congregational Meetings
- b. Serve on the Executive Committee as needed.
- c. Record all Church policies established by the Congregation Council each year and insure the annual updating of the Congregation Council Manual
- d. Gather and store all Church legal documents to include keeping up-to-date the Church Constitution, By Laws, and Continuing Resolutions.
- e. Handle all correspondence as directed by the Congregational Council

C11.01.04 Bylaw – Duties of the Congregation Treasurer

The Treasurer is an ex-officio member of the council, appointed annually by the Council, with voice but not vote and shall, working in conjunction with Church Accountant and Office Administrator:

- a. Oversee the financial records for disbursements of the Congregation
- b. Oversee the development of written monthly and annual reports on the financial status of the Congregation
- c. Oversee the development of a balance sheet of all Congregational assets and liabilities quarterly to the Finance Committee and the Congregational Council
- d. Oversee the development of a balance sheet of all congregational assets and liabilities for inclusion in the annual report
- e. Oversee the development of the Annual Budget
- f. Oversee the preparation of payroll checks
- g. Oversee the reconciliation of bank statements
- h. Oversee the payment of all approved bills in a timely fashion
- i. Serve on the Executive Committee, as needed.

C11.02. Election of Council Officers

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. The Treasurer shall be appointed at the first meeting of the new Congregation Council.

C11.03. Terms of Office

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. Composition of Council

The voting membership of the Congregation Council shall consist of the pastor(s) and not more than 12 nor fewer than 8 members of this congregation, at may include one youth representative. Any voting member of this 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. Consistent with the laws of the state in which this congregation is incorporated, this congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

C12.01.01 Bylaw – Immediate family prohibition

No two members of an immediate family shall be elected to serve on the Congregation Council at the same time. Immediate family is defined as husband, wife, parent, child or sibling. Youth representatives shall be exempt from this restriction.

C12.02. Nomination of Council Members

Nomination for membership on the Congregation Council shall be made by the Nominating Committee. The Nominating Committee shall select one person per vacancy to be nominated. Additional nominations may be made from the floor during the Annual Congregational Meeting.

C12.03. Council Member Term Length

The members of the Congregation Council except the pastor(s), the Treasurer, and the youth representative shall be elected to serve terms of office as described in the Bylaws.

C12.03.01 Bylaw – Council Member Term Length, Youth Representative on Council

The Congregation Council may include a youth representative when there is sufficient interest by the youth of the congregation and the youth representative is elected by and from the youth of the congregation as prescribed in the continuing resolutions.

The term of office for an elected, lay member of the Congregation Council shall be a single three year term. Consecutive terms are not allowed.

If the Council decides to have a youth representative on the Council, he or she shall be elected by ballot vote of the members attending senior high school. The youth member shall serve a single one year term beginning at the close of the annual meeting at which he or she is elected.

C12.04. Filling a vacated position on Council

Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.

C12.05. Duties of Congregation Council

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

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize support of 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.

C12.05.01. Bylaw – Detailed Council Duties

Duties of the Congregation Council are to:

- a. Set Objectives and Strategies for the Council and committees for the coming year
- b. Ensure resources (council, staff, and/or standing Committees) are in place to implement strategies
- c. Ensure measurements in place for each objective
- d. Monitor the work and scope of all committees and task forces
- e. Gather feedback from the congregation on important topics- annual worship survey, input on priorities, use of property etc.
- f. Set financial policies and review church finances approve applications for membership in the congregation and transfers out of the congregation.
- g. Recommend an annual budget for congregational approval.
- h. Approve the hiring of paid church staff other than the pastor(s).
- i. Appoint an Audit Committee each year
- j. Approve applications for use of church property by groups or individuals not associated with the congregation
- k. Approve any and all changes to the Congregation Council Manual
- l. Approve financial charges and building use policies for Christ Our Shepherd
- m. Appoint a Treasurer
- n. Appoint a Nominating Committee headed by the Council VP
- o. Appoint a Call Committee when needed

C12.05.02 Bylaw - Detailed Council Duties

The Duties of Congregation Council Members are to:

- a. Attend every called Congregation Council and Congregational Meeting or contact the President, Recording Secretary, or Pastor(s) by phone or written communication if unable to attend.
- b. To serve as an advisor to one or more of the Standing Committees by:
 - 1) Attending the Committee Meeting
 - 2) Serving as liaison between the Committee and the Congregation Council.
- c. Periodically serve as a Supervisor of the Count Team counting offerings after a Church service and ensure a timely deposit of the Church funds.
- d. Prayerfully evaluate the reports given at a Meetings by:
 - 1) Listening and responding to both sides of any report

- 2) Bringing to Congregation Council concerns of the Congregation
- e. Provide guidance to the assigned Committee by reacting to committee work and surfacing concerns of the Congregation which pertain to Committee functions.
- f. Offer new ideas, deal with problems, be creative, and surface new possibilities to enhance the ministries of Christ Our Shepherd.
- g. Vote on any matter that comes before the Congregation Council which requires official action.
- h. Grow in understanding of the Church through participation in worship and educational instruction at Congregation Council Meetings.
- i. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

C12.05.A90 Continuing Resolution – Voice, No Vote

The Treasurer and lay Associates in Ministry, if not Congregation Council members, shall have voice, but no vote at Council meetings.

C12.06. Financial/Property Responsibilities of Council Members

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 such boards under the laws of the State of Georgia 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. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in collaboration with the synod and churchwide organization.
- d. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of mission support monies to the synod treasurer.
- e. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- f. For items not included in the budget, the Congregation Council may enter into individual contracts, as identified in the Bylaws and Continuing Resolutions.

C12.06.01. Bylaw – Extra-Budget Authorizations

For items not included in the budget, the Congregational Council may enter into individual contracts, the total of which shall not exceed 3% of the operating budget of the current fiscal year. This restriction shall not apply to designated gifts.

C12.07. Council support of Governing Document

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

C12.08. Annual Review of Roster

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

C12.09. Supervision of staff

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

C12.09.01. Bylaw – Associate in Ministry

The appointment of a lay Associate in Ministry (AIM) shall be made only with the concurrence of the Senior Pastor. Said appointment shall be coterminous with the call of the Senior Pastor.

C12.10. Council's Annual Report to Congregation

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

C12.11. Special Meetings of Council

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

C12.11.01. Bylaw – Notification of Special Meetings

The Congregation Council shall meet monthly on a date specified in the Continuing Resolutions. Special called meetings, when needed to deal with specific issues, may be called by the Council President or Senior Pastor without notification to the congregation.

C12.11.02. Bylaw – Executive Sessions

At the request of the President or the Senior Pastor, the Congregation Council shall have the right to go into Executive Session to deal with sensitive and confidential matters. The Executive Session shall include only the voting members of the Congregation Council, and any others if deemed necessary by the council president. Any discussion in the Executive Session shall be confidential.

C12.11.A90 Continuing Resolution – Council Meeting Date

The Congregation Council shall normally meet on the fourth Monday of each month.

C12.12. Quorum definition

A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor(s) or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor(s) or interim pastor 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. Virtual Meetings Allowed

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

C12.14. Council Committees

The following Council Committees are elected by the Congregational Council to assist the Congregational Council in managing the Church:

- a. Audit Committee
- b. Call Committee
- c. Executive Committee
- d. Nominating Committee

The membership and functions of these Committees are detailed in Chapter 13 and the Continuing Resolutions

Chapter 13. CONGREGATION COMMITTEES

C13.A11 Continuing Resolution – Types of Committees

This Church recognizes two levels of Committees

a. Council Committees

- 1) Council Committees work under close supervision of the Council, become active when an appropriate need arises, cease activity when the need has been satisfied, have members who are nominated and approved by the Council
- 2) Council Committees are:
 - i. Executive Committee
 - ii. Nominating Committee
 - iii. Audit Committee
 - iv. Call Committee

b. Congregation (Standing) Committees

- 1) Congregation Committees exist and operate continually to administer and manage the business of the Church, elect their officers, recruit new members, report to the Council via meeting minutes, and have a Council member assigned to the Committee for purposes of liaison and two-way communication.
- 2) Congregation Committees are:
 - i. Evangelism Committee
 - ii. Finance Committee
 - iii. Personnel Committee
 - iv. Property and Facilities Management Committee
 - v. Social Services Committee
 - vi. Stewardship Committee
 - vii. Worship & Music Committee

C13.01. The Executive Committee Composition

The officers of this congregation and the pastor shall constitute the *Executive Committee*.

C13.01.A11 Continuing Resolution - Executive Committee Duties

The Executive Committee of the Congregation Council shall meet at such times as meetings are called by the Senior Pastor of the Congregation or the President of the Congregation Council. The Executive Committee of the Congregation Council shall be composed of the Council President, Vice-President, Secretary, Treasurer, the Pastor(s), and as needed the Secretary and Treasurer.

The Executive Committee is empowered to:

- a. Research and clarify complex issues to be brought to the Congregation Council for discussion and/or action, giving options and/or specific recommendations
- b. Present nominations for offices within the Council and Congregation
- c. Establish agendas for Congregation Council meetings
- d. Expedite action in emergency situations by polling Congregation Council members to vote on such issues
- e. Make recommendations on financial matters of major consequence
- f. Deliberate issues of a sensitive nature concerning personnel
- g. Perform those duties assigned to it by the Congregation Council
- h. Report any actions or decisions made by this committee to the next meeting of the Congregation Council for information and approval.

C13.02. Nominating Committee Composition

A Nominating Committee of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive re-election.

C13.02.A11 Continuing Resolution - Nominating Committee Duties

The duties of the Nominating Committee are to:

- a. generate a list of candidates to be nominated for positions on the Congregation Council,
- b. organize and conduct the selection of the candidates for the open position(s),
- c. notify the candidates of their selection.

C13.03. Audit Committee Composition

An Audit Committee of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.

C13.03.A11 Continuing Resolution - Audit Committee Duties

The Audit Committee shall arrange for an annual audit by an accounting firm or by volunteers, provide any records or information needed to complete the audit, and report to the Congregation in the Annual Report the status of the financial records.

C13.05. Call Committee Composition

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 the Congregation Council. Term of office will terminate upon installation of the newly called rostered minister

C13.05.A11 Continuing Resolution - Call Committee Duties

The Call Committee shall be formed from members of the Congregation, the Congregation Council, and the Personnel Committee such that it represents a cross section of the Congregation.

The Call Committee shall follow the actions specified in the Constitution and By-Laws in the call process for Pastoral positions. The Committee will communicate with the Council and the Congregation as to the status and activities of the process as it deems appropriate.

C13.06. Additional Committees

Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.

C13.06.01. Bylaw – Standing Committees

The Standing Committees of the Church shall be:

- a. Evangelism
- b. Finance
- c. Personnel
- d. Property and Facilities Management
- e. Social Services Ministry

- f. Stewardship
- g. Worship and Music

The Standing Committees of the Congregation shall be responsible for the ongoing governance of specific areas of the business and religious operations of the Congregation.

Each Committee shall normally meet at an agreed upon time prior to the regular Congregation Council meeting on the fourth Monday of the month.

Each Committee shall provide a written report of their meetings to the Congregation Council. It shall be the responsibility of each Committee's Council liaison person to present and discuss such reports at the next Congregation Council meeting.

Should a Committee fail to meet or conduct any business for a period of 6 months, the Congregation Council shall appoint a new chairperson and solicit new members for the Committee.

Chairpersons of Committees shall, with the advice and assistance of the pastoral staff and information from Time and Talent Sheets, recruit members for their Committee.

C13.06.B11. Continuing Resolution - Evangelism Committee Duties

This committee shall be responsible for planning, organizing, and supervising specific activities that witness to God's love in Jesus Christ. The Committee shall work with other Christians to witness to the community and to all Christians at large.

C13.06.C11. Continuing Resolution - Finance Committee Duties

This Committee shall exercise oversight of all financial affairs of the Congregation

C13.06.E11. Continuing Resolution – Personnel Committee Duties

The Personnel Committee shall assist the Congregation Council in fulfilling its oversight responsibilities for human resource management for Church staff. It will do this by making recommendations to the Council for proper human resource management practices including:

- a. developing staffing plans
- b. developing personnel policies
- c. recruiting, hiring, and firing of staff
- d. encouraging sound supervisory and management practices
- e. insuring fair treatment of staff
- f. and making compensation recommendations
- g. Administer and ensure written annual performance reviews are done
- h. Ensure measurable performance objectives are set at the beginning of the calendar year.

C13.06.F11. Continuing Resolution - Property Committee also known as the Facilities Management Team

This Committee shall see to the proper maintenance, repair, and protection of all the property of the Congregation, specifically the 101 Peachtree Parkway Main Campus and 411 Palmetto Road property.

C13.06.G11. Continuing Resolution – Social Services Committee Duties

This Committee shall be responsible for activities that bring the Congregation and God's word into the communities the Congregation serves. It will involve members in serving the community via numerous programs internally and externally.

C13.06.H11. Continuing Resolution – Stewardship Committee Duties

This Committee shall promote the expression of Christian faith in daily living, the Christian use of money, the knowledge of the congregation's local, national, and world-wide ministries, and to lead all its members to higher levels of proportionate giving for the Lord's work. Expand Stewardship Committee focus from financial stewardship to also include time and talents.

C13.06.I11. Continuing Resolution – Worship and Music Committee Duties

This Committee shall see that the services of God's house are conducted regularly and in accordance with the liturgy of the ELCA.

C13.07. Specification of Duties of Committees

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

C13.08. Ex-Officio Pastor

The pastor(s) of this congregation shall be *ex officio* member(s) of all committees and boards of this congregation.

Chapter 14. ORGANIZATIONS WITHIN THIS CONGREGATION

C14.01. – Other groups

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.

C14.01.A11 – Other Groups Defined

Certain organizations and groups may be formed within the Church community that may be short lived or have a specific purpose and are not defined as a Committee. They may be identified as a Task Group, a Study Group, or by some other appropriate terminology. Some of these organizations are:

- Senior Go-Getters
- Stephen Ministers
- Baby Peaches
- G.I.F.T Groups
- ROMEO

C14.02. – Special Interest Groups Defined

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. Cause for Discipline**

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. Process for Discipline**

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 ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.

***C15.03. Referral to Synod**

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. Discipline Hearing Panel**

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. Imposing Sanctions**

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. Notification to Synod and Implementation of Sanctions**

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. Repeat Discipline**

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. Assistance from Synod**

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 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. Adopting Amendments**

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 10 % of the 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. Approving Amendments**

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;
- b. be ratified without change at the next regular meeting of this congregation held pursuant to C10.01 by a two-thirds vote of those voting members present and voting; and

c. have the effective date included in the resolution and noted in the constitution.

***C16.03. – Synod Review**

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. – Approving Amendments**

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 a vote of approval.

Chapter 17. BYLAWS

***C17.01. - Conflicts**

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

***C17.02. - Adopting Bylaws**

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. - Changing Bylaws**

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. – Synod Review**

Adopted or amended bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 18. CONTINUING RESOLUTIONS

***C18.01. – Adopting Continuing Resolutions**

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. – Changing Continuing Resolutions**

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. – Synod Review**

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.

Chapter 20. PARISH AUTHORIZATION

[Required provisions when congregation is part of a parish]*

***C20.01. Parish Agreement**

This congregation may unite with one or more other congregations recognized by the synod named in *C6.01. to form a parish. Except as provided in *C20.02. and *C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.

***C20.02. Call of Minister of Word & Sacrament**

One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.

***C20.03. Call of Minister of Word & Service**

One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.

***C20.04. Termination of Minister of Word & Sacrament**

Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synod constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.

***C20.05. Termination of Minister of Word & Service**

Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synod constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.

***C20.06. Termination of Call**

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

GOVERNING DOCUMENT RECORD OF REVISIONS

PROPOSED CHANGE

Date	June 9, 2020
Requestor	Bob Spruck
Reference	2019 Model Constitution for Congregations
Change details	Applied 2011, 2013, 2016, 2019 ELCA Model Constitution Amendments into COS Gov Doc; placed COS Bylaws and COS Continuing Resolutions into COS Constitution; established separate Bylaws and Continuing Resolutions docs for control purposes; created Constitution Primer, Constitution Maintenance Doc, Summary of Amendments, Gov Doc FAQs. 25 changes to Bylaws and Continuing Resolutions passed by Congregation vote

REVIEW AND ACCEPTANCE

Submission to council on (date)	December 21, 2020
Submission to council by	Don Livingston, Council President
Council approval on (date)	December 21, 2020
Council approval by	Unanimous Vote
Submission to synod on (date)	Feb
Submission to synod by	Brad Harris
Submission to synod to	Delmar Chilton
Synod approval (date)	Spring 2021
Synod approval by	Delmar Chilton
Congregation submission (dates)	January 24, 2021 (For approval), June 6, 2021 (Ratified)
Congregation submission by	Don Livingston, Council President; Rick Burnett, Council President
Congregation approval (date)	January 24, 2021 (For approval); June 6, 2021, (Ratified)
Congregation approval by	Majority Vote

IMPLEMENTATION

Doc change date	September 17, 2021
Doc change by	Brad Harris
Effectivity date of change	September 17, 2021

New revision number	1.0
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GOVERNING DOCUMENT RECORD OF REVISIONS

PROPOSED CHANGE

Date	
Requestor	
Reference	
Change details	

REVIEW AND ACCEPTANCE

Submission to council on (date)	
Submission to council by	
Council approval on (date)	
Council approval by	
Submission to synod on (date)	
Submission to synod by	
Submission to synod to	
Synod approval (date)	
Synod approval by	
Congregation submission (date)	
Congregation submission by	
Congregation approval (date)	
Congregation approval by	

IMPLEMENTATION

Doc change date	
Doc change by	
Effectivity date of change	
New revision number	