

Immanuel Lutheran Church of Lebanon Constitution and By-Laws



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CONSTITUTION AND BYLAWS
IMMANUEL LUTHERAN CHURCH OF LEBANON**

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Note: Items with marked with (*) asterisk in this document are required by the NALC.

**CONSTITUTION
Of
IMMANUEL LUTHERAN CHURCH OF LEBANON**

Watertown, Wisconsin

In the name of the Triune God, Father, Son, and Holy Spirit. Amen

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.

Immanuel Lutheran Church of Lebanon was founded in 1844 as *Die Evangelische Lutherische Immanuel's Kirche* by German settlers in the new world. We, their descendants, continue to enjoy the fellowship established by our forefathers and desire to pass on the faith to the next generations. To guide this congregation into its fuller mission and ministry to uphold sound Christian teaching and to prepare it for entry into the 21st century, we, the members of this congregation, adopt this revised constitution and the accompanying bylaws as a member of the North American Lutheran Church; in the name of the Father and of the Son and of the Holy Spirit.

Chapter 1. NAME AND INCORPORATION

C1.01. This congregation was incorporated under the laws of the State of Wisconsin under the name Immanuel Lutheran Church of Lebanon, Inc. on January 25, 1967. It shall commonly be known as Immanuel Lutheran Church of Lebanon or Immanuel of Lebanon.

C1.02. Immanuel Lutheran Church of Lebanon's mailing address is N554 County Road R., Watertown, Wisconsin 53098; and the church is located in the township of Lebanon, Dodge County, Wisconsin.

C1.03. For the purpose of this constitution and the accompanying bylaws, the congregation of Immanuel Lutheran Church of Lebanon is hereinafter designated as "this congregation."

Chapter 2. CONFESSION OF FAITH

This congregation incorporates Article 2 of the constitution of the North American Lutheran Church (the NALC) confessing:

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

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

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

C2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life according to which all doctrines should and must be judged (Formula of Concord, Epitome, Part I)

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

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

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

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

Chapter 3. NATURE OF THE CHURCH

C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under His rule and authority. The Church is the universal assembly of all believers among whom the Gospel is preached in its purity and the holy sacraments are administered according to the Gospel. (Augsburg Confessions VII)

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

C3.03. This congregation exercises ministry within the mission of the NALC. This congregation embodies the Church in its community and, for the sake of mission, lives in cooperative partnership with other congregations and within the other structures of the NALC. This congregation shall share responsibility for the decision making processes of the NALC.

Chapter 4. STATEMENT OF PURPOSE

C4.01. The hearers of the Gospel are a people, called and sent by God, Father, Son, and Holy Spirit, to be a community of faith, hope and love, who witness to Christ and His coming Kingdom before all the world.

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

- a. Give honor and glory to the Triune God, worshiping Him in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness and service.
- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world and develop a sense of Christian vocation in daily life.
- 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.
- g. Minister to the community through the work of our Christian Day School, Lebanon Lutheran School and Early Childhood Center.

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

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Encourage its members to provide financial support for the congregation's ministry and the ministry of other parts of the NALC.
- h. Foster and participate in interdependent relationships with other congregations and structures of the NALC.
- i. Foster and participate in ecumenical relationships consistent with NALC policy.
- j. Minister to the community through the work of our Christian Day School: Lebanon Lutheran School and Early Childhood Center.

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

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

Chapter 5. POWERS OF THE CONGREGATION

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

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

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

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. call or terminate the call of associates in ministry;
- d. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16.
- e. approve the annual budget;
- f. acquire real and personal property by gift, devise, purchase, or other lawful means;
- g. hold title to and use its property for any and all activities consistent with its purpose;
- h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- i. elect its Officers and Congregation Council, Committees, Task Forces, and require them to carry out their duties in accordance with the constitution, and bylaws, and continuing resolutions; and

C5.04. This congregation may select voting members of this congregation to serve as lay delegates and alternates to represent it at meetings of any conferences, convocations, and other meetings where this congregation is entitled to such representation.

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

Chapter 6. CHURCH AFFILIATION

C6.01. This congregation shall be an interdependent part of the NALC or its successor, and is subject to the disciplinary rules of the NALC.

C6.02. This congregation subscribes to the constitution of the NALC and will act in accordance with it.

C6.03. This congregation will conduct its ministry in a manner consistent with its membership in the NALC:

- 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 NALC, including the prayerful consideration of appropriate financial support.
- c. This congregation shall call only pastors who are members of the NALC or otherwise are authorized by the NALC to serve.
- d. This congregation shall appoint only commissioned lay leaders who are members of the NALC or otherwise are authorized by the NALC to serve.

C6.04. Affiliation with the NALC 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 NALC according to the procedures for discipline of the NALC.
- d. This congregation at a legally called and conducted special meeting approves by at least a two thirds majority of those present and voting a resolution directing that this congregation withdraw from the NALC. If this congregation adopts a resolution withdrawing from the NALC, all provisions of this constitution binding this congregation to the NALC shall be immediately ineffective. The congregation shall promptly deliver a copy of the withdrawal resolution.

Chapter 7. PROPERTY OWNERSHIP

C7.01. This congregation is an independent legal entity with rights to purchase, hold, and convey real and personal property in accord with applicable law. The NALC shall have no right to or interest in the property of this congregation unless this congregation expressly conveys such a right or interest to the NALC. If this congregation dissolves, its property shall be distributed in accord with applicable law and with the congregation's governing documents.

Chapter 8. MEMBERSHIP

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

C8.02. Members shall be classified as follows:

- a. **Baptized members** are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.

- b. **Confirmed members** are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. **Voting members** are confirmed members. Such confirmed members, during the current or preceding 12 months. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
- d. **Associate members** are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

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

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

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this Congregation, the NALC and their ministries and structures through contribution of their time, abilities, and financial support as biblical stewards.

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

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

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

Chapter 9. THE PASTOR

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

C9.02. Consistent with the faith and practice of the NALC.

- a. Every ordained minister shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care;
 - 5) serve as the chief evangelist in his or her ministry, and proclaim God's love to the world.
- b. Each ordained minister with a congregational call shall, within the congregation:
 - 1) baptize and offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 1) supervise all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council; and
 - 4) with the council, administer discipline.
- c. Every pastor shall:
 - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 3) impart knowledge of this church, the NALC and its wider ministry through distribution of its periodicals and other publications; and other appropriate means.

C9.03. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call.

C9.04. The procedure for termination of call shall include:

- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;

- 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
- 4) the physical or mental incapacity of the pastor;
- 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
- 6) the dissolution of the congregation; or

- b. If the Church Council determines that it may be appropriate to end a call for one of the reasons set out in sub-section (a), the Council shall consult with the pastor regarding the matter in accord with Biblical principles. If the Church Council and pastor do not reach agreement, the Congregation shall inform the Bishop of the NALC, who shall consult with the Church Council and the pastor and shall attempt to reach an agreed upon resolution. If the Bishop fails to facilitate an agreed resolution, the Church Council may terminate the pastor's call by a vote of two-thirds of all members of the Church Council. In all events, the Church Council can suspend a pastor with pay by majority vote if the Church Council determines that such suspension is necessary to protect the congregation and all whom it serves.

C9.05. At a time of pastoral vacancy, an interim pastor shall be appointed by the Congregation Council.

C9.06. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

C9.07. 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.

C9.08. 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. As occasion requires, the documents may be revised through a similar consultation.

C9.09. The congregation may depart from *C9.02.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.04.a.

C9.10. The pastor of this congregation has responsibility:

- a. to keep accurate parochial records of all baptized, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
- b. to submit a summary of such statistics annually to the synod; and
- c. to 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.

C9.11. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation.

Chapter 10. CONGREGATION MEETING

C10.01. The Annual and Semi-Annual meeting of this congregation shall be held at a time specified in the bylaws.

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

C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays or by mail or e-mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members or sent to the last known email address of such members, shall be sufficient.

C10.04. All voting members present shall constitute a quorum.

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

C10.06. All actions and elections by the congregation shall be by majority vote (more than 50%) of those voting members present and voting, except as otherwise provided in this constitution or state law.

C10.07. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

C10.08. Since the pastor is the spiritual head of this congregation, congregational meetings shall normally be scheduled when the pastor of this congregation can be present, either the regularly called pastor, or an interim pastor. If emergencies develop, it is understandable that the pastor may not be present. One, who is simply a guest preacher, though ordained, does not qualify as a pastor of this congregation.

C10.09. A meeting of this congregation may by majority vote recess to reconvene at a specified time and place. A meeting may also recess to reconvene upon call provided, however, that the time and place of such a reconvened meeting be announced at a public service of this congregation, or that not less than 3 days written notice be given of the reconvened meeting.

Chapter 11. OFFICERS

C11.01. The officers of this congregation shall be a president, vice president, secretary, treasurer, and financial secretary.

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of this congregation.
- c. Officers of this congregation shall serve similar offices of the congregation council and shall be voting members of the congregation council.

C11.02. The term of the officers of this congregation is as follows:

- a. The president shall be elected by the congregation for a term of three years.
- b. The vice president shall be elected by a majority vote of this congregation to serve for a term of one year, and could be become a candidate for president after the current president fulfills his or her term.
- c. The secretary, treasurer, and financial secretary shall be elected by a majority vote of the voting members present at the Semi-annual meeting, to serve for a term of two years, and may not serve more than two consecutive terms in the same office.
- d. No elected officer of this congregation 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. They, may, however, become eligible again after a two year absence.

C11.03. The treasurer and financial secretary shall be elected in alternating years.

C11.04. All Officers and Committee Vice Chairpersons shall be elected at the Semi-Annual meeting in January and shall begin their position at the close of the annual meeting.

C11.05. The newly elected officers shall be installed at a Sunday worship service following the Semi-Annual meeting.

Chapter 12. CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the officers of this congregation elected at the Semi-Annual meeting, and the chairpersons of each of the seven committees. (See C13.01.b) Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from three (four ?) successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated the congregation may adopt procedures for the removal of a member o the Church Council in other circumstances.

C12.02. Any voting member of this congregation may hold an elected position (and, therefore, serve on the congregation council) subject only to:

- a. The limitation on the length of service permitted in that office.
- b. The limitation of age: having attained 18 years of age.

C12.03. In the event that a chairperson is unable to attend a scheduled congregation council meeting, he or she may appoint the vice chairperson to represent himself or herself at that meeting.

C12.04. Should a member's place on the Congregation Council shall be declared vacant the Congregation Council shall elect, by majority vote, a successor until the next Semi-Annual Meeting. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term.

C12.05. The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular the worship life, to the end that everything is done in accordance with the Word of God, the Lutheran Confessions and the faith and practice of the NALC. The duties of the congregation council shall include the following:

- a. To lead this congregation in stating its mission, to long-range planning, to set goals and priorities, and evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.

- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and as differences and conflicts arise, to endeavor to foster mutual understanding and resolution of such conflicts according to Biblical principles.
- g. To emphasize partnership with the NALC, as well as cooperation with other congregations, both Lutheran and non-Lutheran.
- h. To arrange for pastoral service during the sickness or absence of the pastor.
- i. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- j. To act on disciplinary cases (See Chapter 15, and Bylaw C8.05.O1.d.).
- k. To recognize and affirm the achievements of individuals and/or groups within this congregation.
- l. To appoint the remaining members (other than the chairperson and the vice chairperson) to the seven congregational committees.
- m. To elect a nominating committee, an audit committee, and any other congregational committees as deemed necessary.
- n. To elect a replacement to fill unexpired term of an officer or an elected or appointed member of a committee who cannot complete his or her term.

C12.06. The Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Wisconsin, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may enter into contracts of up to \$1,000 for items not included in the budget.
- d. 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, and may incur obligations of more than \$ 3,500.00 in excess of the total budget only with the approval by a majority vote at a congregational meeting.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to designated recipients.
- f. The Congregation Council shall be responsible for this congregation's investments.
- g. The Congregation Council shall determine the kind and amount of insurance that this congregation needs to cover possible losses, competitively call for bids for that insurance, and enter into an insurance contract with a reputable carrier on behalf of this congregation.
- h. The Congregation Council shall be able to borrow money to meet this congregation's obligations as budgeted. (See C.12.O6.c)

C12.07. The Congregation Council shall see that the provisions of this constitution, and its bylaws, and the continuing resolutions are carried out.

C12.08. The Congregation Council shall provide for an annual review of the membership roll.

C12.09. The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.

C12.10. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

C12.11. The Congregation Council shall meet on a regular basis. 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 regular and special meeting shall be published or given to all who are entitled to be present.

C12.12. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council. In addition, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting or with the consent of the Bishop or Dean. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Church Council.

C12.13. Any member of this congregation may attend and speak at the congregation council meetings, but without voting privileges.

Chapter 13. CONGREGATION COMMITTEES

C13.01. This congregation shall have seven Ministry Committees which are chiefly responsible for the work of this congregation.

- a. These seven Ministry Committees are as follows:
 - 1) WORSHIP AND MUSIC COMMITTEE
 - 2) CHRISTIAN EDUCATION COMMITTEE
 - 3) SCHOOL REPRESENTATIVES COMMITTEE
 - 4) OUTREACH COMMITTEE
 - 5) CONGREGATIONAL LIFE COMMITTEE
 - 6) STEWARDSHIP AND FINANCE COMMITTEE
 - 7) PROPERTY COMMITTEE
- b. Each committee shall consist of a chairperson, vice chairperson, and other members (to be specified in the bylaws) and shall have one vote on the congregation council. The chairperson shall be a member of the Congregation Council and shall serve for a term of one year, having served as vice chairperson the prior year. The vice chairperson of each committee shall be elected by a majority vote of this congregation to serve for a term of one year and will succeed to become the chairperson the following year for a term of one year. After completing one-two year term as vice chairperson and chairperson, individuals may seek another two year term one time. The exception shall be the School Representatives Committee, whose election and term is delineated in the Bylaws. (See C13.01.30b)
- c. The term of the vice chairpersons (chairpersons elect) shall begin at the close of the Annual Meeting. Those who are to succeed to the chair, having served as vice chairperson for one year, shall also assume their duties as chairpersons at the close of the annual meeting. All chairpersons, vice chairpersons, and appointed members of the seven commissions shall be installed at a Sunday worship service.
- d. No elected vice chairperson (chairperson elect) of this congregation shall hold more than one office at a time.

C13.02. The officers of this congregation and the pastor shall constitute the EXECUTIVE COMMITTEE.

C13.03. A NOMINATING COMMITTEE of four voting members of this congregation, two of whom shall be outgoing members of the Congregation Council, shall be elected at the Semi-annual meeting for a term of two years. Members of the nominating committee are not eligible for consecutive reelection (See Bylaw C13.03.01).

C13.04. A Mutual Ministry Committee of six voting members shall be appointed jointly by the president and the pastor. Term of office shall be two years, three members to be appointed each successive year after the Annual meeting.

- a. To review and evaluate the relationship of congregational members to pastor and pastor to members.
- b. To consider various alternatives to resolve relational tensions with members and pastor relationships but other relational issues as well.
- c. To help resolve potential or real conflicts without having to resort to motions or resolutions to obligate a person to respond in a predetermined manner.

C13.05. An AUDIT COMMITTEE of three voting members shall be elected by the congregation council at the June meeting prior to the Annual Meeting and report to the congregation its findings at the Semi-Annual Meeting in January for the previous financial year. 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 of the audit committee are not eligible for consecutive reelection.

C13.06. The BUDGET COMMITTEE shall consist of the Stewardship and Finance Committee. The purpose of the Budget Committee is to prepare a proposed budget for the Annual meeting of this congregation based upon the requests of the various committees and officers. The proposed budget, by the Budget Committee, needs to be presented to the church council and receive its approval before being submitted to the congregation at the Annual Meeting of this congregation.

C13.07. When a pastoral vacancy occurs, a CALL COMMITTEE of no less than eight voting members, in addition to the president of this congregation, shall be elected by this congregation. Term of Office will terminate upon the installation of the newly called pastor.

- a. At the meeting at which the pastor states the intention to resign, the congregation council shall begin to prepare a slate of candidates to serve on this congregation's call committee. The outgoing pastor shall not be part of this discussion, nor shall he/she propose names to serve on the call committee.
- b. The call committee shall, if possible, be elected at the meeting of this congregation at which the pastor submits the resignation.
- c. The call committee shall be allowed to expend such funds as are necessary for the conduct of its work above the budget, such as the payment of expenses for those who come for interviews.

C13.08. The above committees are directly accountable to the Congregation Council.

C13.09. Other Congregational Committees or Task Forces may be formed as the need arises, by decision of the congregation council or the annual meeting.

C13.10. In the event of a vacancy on a committee, or Task Force, the Congregation Council may appoint a member to fill that position for the unexpired term.

C13.11. The pastor of this congregation shall be ex officio a member of all committees and boards of the congregation. The president of this congregation shall be ex officio a member of all committees and boards of the congregation, except the Nomination Committee.

C13.12. Duties of congregation committees shall be specified in the bylaws.

Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION

C14.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its Annual meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

C14.02. Special interest groups may be organized only after authorization has been given by the Congregation Council [and specified in a continuing resolution.]

Chapter 15. DISCIPLINE OF MEMBERS AND ADJUDICATION

C15.01. Denial of the Christian faith as described in this constitution, or the constitution of the NALC, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If, for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonition.

C15.02. If discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s). The written charges shall be filed with the pastor, who shall advise the Congregation Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before the Congregation Council after having received a written notice, specifying the exact charges that have been made against the member, at least 10 days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.

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

- a. censure before the council or congregation;
- d. suspension from membership for a definite period of time; or
- c. exclusion from membership in this congregation. Disciplinary actions b. and c. shall be delivered to the member in writing.

C15.04. The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Congregational meeting, which may revise or overturn the Congregational Council's decision by a majority vote. Any such vote will be by secret ballot.

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

C15.07. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the Bishop and/or Dean for consultation after informing the chair of the Congregation Council of their intent

Chapter 16. BYLAWS

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

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

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

Chapter 17. AMENDMENTS

C17.01. Amendments to this constitution may be proposed by at least twenty-five 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 its regular or special meeting called for that purpose. The Congregation Council shall notify the members by mail of the proposal with the council's recommendations at least 30 days in advance of the meeting.

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

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

Chapter 18. CONTINUING RESOLUTIONS

C18.01. This congregation in a legally called Congregational meeting or the Congregation Council may enact continuing resolutions, which describe the function of the various committees or organizations of this congregation. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.

C18.02. Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council or by a majority vote of a congregational meeting.

Chapter 19. Indemnifications

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 a person is or was a Congregation Council member, officer, employee, agent or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative arbitration, or investigative proceeding.

BYLAWS
of
IMMANUEL LUTHERAN CHURCH OF LEBANON

Chapter 8. MEMBERSHIP

C8.02.01. Baptized Members

- a. Definition: Baptized members are those persons who have been baptized in the name of the Father and of the Son and of the Holy Spirit and have been officially received into membership.
- b. Privileges of baptized membership:
 - 1) To receive assurances of the forgiveness of sins, life, and salvation.
 - 2) To be supported in faith and life by the other members of this congregation.
 - 3) To be given pastoral care as the need or advantage arises.
- c. Responsibilities of baptized membership:
 - 1) To hear the Word of God on a regular basis as it is provided through this congregation.
 - 2) To show that God is love as he works in and through the members of this Church.
- d. Reception into membership: A person may become a baptized member of Immanuel of Lebanon in any one of the following ways:
 - 1) By being baptized at the church. Baptisms may also take place at other locations, such as a hospital; but it shall be considered normal practice for baptisms to take place at the church.
 - 2) By transfer of membership from another Christian congregation to Immanuel of Lebanon.
 - 3) Through the Affirmation of Baptism rite. C8.02.02 Confirmed Members

C08.02.02. Confirmed Members

- a. Definition: Confirmed members are those baptized members who have been instructed in the teachings of the Lutheran Church as contained in Luther's Small Catechism and have declared their acceptance of those teachings.
- b. Privileges of confirmed membership:
 - 1) To receive Holy Communion and to serve on committees of this congregation or in its groups or societies.
 - 2) To discuss matters which affect the well-being of this congregation.
- c. Responsibilities of confirmed membership:
 - 1) To receive the sacrament of Holy Communion regularly.
 - 2) To pray for the well-being of this church, its pastor and teachers and all members of this congregation.
 - 3) To support this congregation with financial gifts.
 - 4) To remain an active member of this congregation.
 - 5) To participate in at least twenty Holy Communion or worship services per year when receiving a reduced tuition rate for their children enrolled in the Lebanon Lutheran School.

C8.02.03. Communing Members

- a. Confirmed members.
- b. Members not confirmed, but have received communion preparation instruction.

C8.02.04. Voting Members

- a. Definition: Voting members are those confirmed members who have:
 - 1) Attended the sacrament of Holy Communion at least once during the preceding year, and
 - 2) Given a contribution during the preceding year.
- b. Privileges of voting membership:
 - 1) To elect those leaders of this congregation to those positions which are designated in its constitution and bylaws.
 - 2) To vote to decide matters which are brought before annual or special meetings of this congregation.
- c. Responsibilities of voting membership:
 - 1) To attend annual and special ~meetings of this congregation.
 - 2) To speak well of this congregation, to put the best construction on everything (see the eighth commandment), and to accept majority decisions with grace and dignity, even if initially opposed.

C8.02.05. Associate Members

- a. Definition: Associate members are:
 - 1) Those confirmed members who have moved from the area and can no longer be expected to be served by this congregation and who have not yet joined another church, or
 - 2) Those persons who have moved into this area receive the ministry of this congregation but who desire to retain their membership in another Christian congregation, usually their “home church”.
 - 3) For statistical purposes, associate members shall not be counted as active members of Immanuel of Lebanon.
- b. Privileges of associate membership:
 - 1) To receive the sacraments and ministry of this congregation.
 - 2) To participate in all the activities of this congregation, except voting.
- c. Responsibilities of associate membership:
 - 1) To support this congregation financially.
 - 2) To support this congregation with goodwill and active involvement.

C8.03.01. Holy Communion Participation

- A. This congregation invites all of its confirmed members to participate regularly in Holy Communion.
- B. Participation in Holy Communion shall be open to members of other congregations who accept the Lutheran teaching in regard to this Sacrament.
- C. Prospective participants should know that we:
 - 1) believe that in the Lord’s Supper we receive the body and blood of our Lord Jesus Christ given in, with, and under the bread and wine as instituted by Christ himself for us to eat and drink.
 - 2) hold that a person is well prepared who believes the words, **given and shed for you for the remission of sins**. Anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words **for you** require a believing heart.
 - 3) Record of participation in Holy Communion shall be maintained. If a member of another congregation communes, notice shall be sent to his/her pastor.

C8.05.01. Termination of membership

A person who is a member of this congregation in any one of the above categories (i.e., baptized, confirmed, voting, or associate members) may have his or her membership terminated in any one of the following ways:

- a. By death. At the death or notification of death, a member shall be removed from the membership roster.
- b. By resignation. Any member of Immanuel of Lebanon may resign from membership at any time. The resignation must be received in writing and accepted by the congregation council before it is considered to be official.
- c. By transfer or release:
 - 1) By transfer to another Lutheran congregation. Those who maintain congregational membership records are authorized to send a letter of transfer as soon as it is requested and has been approved by the Congregation Council.
 - 2) By release to join another Christian church. If a member joins another Christian congregation, his or her membership with this congregation shall be terminated. Those who maintain the membership roster of Immanuel of Lebanon shall be authorized to terminate membership immediately when it is known that the member has joined another church. A letter of release may be sent upon request.
- d. By reason of inactivity:
 - 1) If a member moves and his or her last address is unknown for a period of twelve months or more, those who maintain the membership records of this congregation shall request the congregation council terminate that person’s membership. Upon action by the congregation council, the member’s name shall be removed from the membership roster.
 - 2) A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with his/her offerings, and does not appear to desire to participate in the life and worship of the congregation shall be visited by the pastor and/or the Congregational Life Committee and be encouraged by them to active membership. If, during the second year, the confirmed member does not actively participate, the congregation council shall remove his/her name from the active membership list as one who is in need of our prayers and concerns. Inactive members shall lose all membership rights and privileges.
 - 3) A child, neither of whose parents or guardians is a member of the congregation, may be removed from the roster of baptized members, by action of the congregation council upon recommendation of the Congregation Life Committee, if he/she fails to participate in the life and worship of the congregation.

CHAPTER 10. CONGREGATION MEETINGS

C10.01.01. Annual Meetings

- A. The Annual Meeting shall be conducted on the Sunday following the 3rd Thursday in June and the Semi-Annual meeting on the Sunday following the third Thursday in January.
- B. The agenda for this meeting shall be prepared by the president in consultation with the pastor and approval by the congregational church council and shall be included in the annual report. The sequence of items may be adjusted during the conduct of the meeting to allow for elections to take place between agenda items.
- C. Reports of the pastor, all officers, all committees and standing and special committees shall be submitted in writing to the members in advance of, and in preparation for, the annual meeting. This report may be made available to the members at the church on the Sunday prior to the annual meeting. These written reports shall also contain recommendations for congregational action, if indicated. These reports, submitted to the members under one cover (if possible), shall be known as the annual report.
- D. The nominating committee shall present the ballot of candidates to be elected at the Semi-annual meeting. Nominations from the floor shall also be accepted.

C10.02.01. Special Meetings

- A. The announcement of special congregational meetings shall contain a statement of the purpose for which the meeting is called.
- B. If possible, written materials prepared for the meeting are to be disseminated in advance of the meeting.

CHAPTER 11. OFFICERS

C11.01.01. The PRESIDENT of this congregation shall:

- A. Preside at all meetings of this congregation and the congregation council.
- B. Uphold the constitution and bylaws of this congregation and see that the will of this congregation is carried out as expressed in the resolutions of congregational meetings.
- C. Oversee all committees, auxiliaries, and groups within this congregation. The president shall be welcome at any and all meetings of such groups either in person or as represented by such person(s) as he or she may appoint.
- D. Speak to those who are not fulfilling the responsibilities of the positions to which they have been elected, encourage them to do their duties, and, if need be, ask for resignation(s).
- E. Represent this congregation or obtain representation for this congregation in all legal matters.
- F. Be responsible for the coordination of the functions, plans, and activities of this congregation and groups within this congregation.
- G. Sign checks for payment of bills, salaries, or other financial commitments of this congregation in the absence of the treasurer.
- H. Serve as an ex-officio member of all committees.
- I. Serve as one of the evaluators of pastoral performance, as an evaluation is carried out under the supervision of the Executive Committee.
- J. Perform specific duties, which from time to time may be directed by this congregation or the congregation council.

C11.01.02. The VICE PRESIDENT of this congregation shall:

- A. Carry out the duties of the president in the absence of the president.
- B. Perform those duties of the president, which are directed by the president to be carried out by the vice president.
- C. Act as this congregation's chief planning coordinator by:
 1. Developing the forms and written documents in which each of the committees indicates its future plans, including the time schedule for carrying out those plans and possible costs.
 2. Assembling the plans of each of the committees into an orderly year-round plan of congregational activity.
 3. Following up on the execution of the plans of each of the committees to see that intended work or activity is brought to a fitting conclusion and that each committee conducts an evaluation of the activity.
- D. Perform specific duties, which from time to time may be directed by this congregation or the congregation council.

C11.01.03. The SECRETARY of this congregation shall:

- A. Write the minutes of all congregational and congregation council meetings submit them for approval and, when they have been approved, retain them in a form in which they are and shall remain the property of this congregation. Official minutes shall be maintained in the congregation's office, and be available to all members.
- B. Maintain an attendance roster of all congregation council meetings, as well as a roster of attendance at committee meetings as that information is received from committee chairpersons, and publish this attendance roster in the annual report.
- C. Prepare written summaries of congregation council meetings for publication in this congregation's parish paper.
- D. Sign the public documents of this congregation as the legal clerk of the corporation when it is called for
- E. Keep safe and up-to-date a copy of this constitution and bylaws with all amendments.
- F. Perform specific duties, which from time to time may be directed by this congregation or the congregation council.

C11.01.04. The TREASURER of this congregation shall:

- A. Receive and record all incoming funds to this congregation.
- B. Prepare a monthly financial report of all receipts for submission to the congregation council.
- C. Prepare a year-end financial report on all income for the annual report.
- D. Disburse all funds of this congregation upon receipt of a voucher or invoice, which has been approved by the congregation council.
- E. Keep and maintain adequate and correct accounts of all disbursed funds of this congregation.
- F. Prepare monthly statements of expenses, including starting and ending balances and comparative statements with the annual budget for the congregation council meetings.
- G. Reconcile monthly bank statements.
- H. Prepare a draft of the annual budget for the Budget Committee, for consideration and input, then presented to the congregation council for approval, which in turn, is brought to the annual meeting for final approval.
- I. Submit a request to the congregation council to borrow money to meet obligations.
- J. Withhold and pay federal and state taxes where appropriate and pay these obligations in accordance with the requirements of the law and submit appropriate reports.
- K. Prepare a year-end financial report of all disbursements for the annual report.
- L. Submit financial records for audit at year-end and whenever a new incumbent fills this position.
- M. Perform specific duties, which from time to time may be directed by this congregation or the congregation council.

C11.01.05. The FINANCIAL SECRETARY of this congregation shall:

- A. Nominate up to four individuals who may be appointed by the congregation council to assist with the money counting, depositing of monies and the recording of individual contributions.
- B. Oversee money counting procedures so that the total amount listed on envelopes balances with the amount received in those envelopes and that the amount deposited balances to the total cash received. At least two individuals shall count monies and shall sign forms testifying to the accuracy of the count. These forms are to be provided by the financial secretary. One of the above money counters shall be responsible for depositing monies following services.
- C. Oversee the furnishing of financial information to the treasurer on a weekly basis on the amount of monies, which are deposited.
- D. Serve as administrator or appoint administrators for council approval of all financial assets held by this congregation such as building fund, trusts and memorials funds, etc. Oversee administration of the same in consultation with the congregation council, so as to procure the highest possible yield while ensuring the safest investment.
- E. Record or oversee the confidential recording of contributions of individuals and furnish regular statements of contributions and maintain those records for up to four years. After four years these records are to be destroyed.
- F. Prepare payroll vouchers for employees as necessary and forward to treasurer in a timely manner. Secure and file proper forms for employment as required by law.
- G. Prepare W-2 forms for employees and 1099 INT Forms.
- H. Prepare and file Federal and State reports as required.
- I. Carry out duties of treasurer in absence of treasurer.
- J. Perform specific duties, which from time to time may be directed by this congregation or the congregation council.

CHAPTER 13. CONGREGATION COMMITTEES

C13.01.01. CONGREGATION COMMITTEES

- a. Overall guidelines: The following instructions apply to all seven committees. Each of the committees shall:
 - 1) Prepare a list of goals for each of the up-coming years and make specific recommendations for congregational action and/or approval.
 - 2) Submit a written report of its activities to each meeting of the congregation council.
 - 3) Submit a written report of its activities to each annual meeting of this congregation.
 - 4) Submit an annual budget request to the budget committee.
 - 5) Administer all funds set aside for its work by budget appropriation or by special resolution of this congregation or congregation council.
 - 6) Meet on a regular basis as deemed necessary to initiate and carry out activities and programs within this congregation.

- 7) Keep a permanent set of minutes for each meeting. Such minutes shall be the property of this congregation, and a copy shall be filed in the congregation office. The minutes shall include attendance information, which shall be given to the secretary of this congregation.
 - 8) Prepare job descriptions for each salaried person who is supervised by a committee and hire and supervise person(s) to fill that position.
 - 9) Give one vote on the committee to each member.
 - 10) Recruit members for nomination to the congregation council for appointment to this committee.
 - 11) Salaried personnel directly accountable to a specific committee should not be appointed to serve on that committee. Such persons may be advisory members of those committees.
- b. Appointments to the committees shall be done in the following manner:
- 1) Within two weeks following the annual meeting, the congregation council shall meet to suggest persons who might serve on the committees. Each chairperson shall suggest the names of members who might serve on his or her committee, and the congregation council shall ratify, who shall be asked. Criteria for appointments are as follows:
 - a) Appointments shall be for a term of two years.
 - b) Approximately one-half of the appointees shall be appointed each year.
 - c) An appointed committee member shall be eligible to succeed himself or herself as an appointed member. He or she shall be eligible to be elected by this congregation to the position of vice chairperson of the same committee after having served as an appointed member.
 - 2) Each prospective appointee shall be given the description of the committee's duties and responsibilities before consenting to the appointment to the committee.
 - 3) At the next meeting of the congregation council, which shall take place within one month after the annual meeting, appointments to committees shall be made by majority vote of the congregation council.

C13.01.10. WORSHIP AND MUSIC COMMITTEE

- a. Mission Statement: The Worship and Music Committee shall strive to enhance and inspire the gathering of the community of Christians at Immanuel with a variety of worship experiences. The Worship and Music Committee shall have responsibility under the guidance of the pastor for the worship and music of the congregation and provide leadership over all worship related facets of the congregation, and shall make recommendations thereon to the Congregation Council.
- b. Composition of this committee: This committee shall consist of at least five members: the chairperson, vice chairperson and at least three appointed members. The Music Coordinator and organists shall serve as advisory members.
- c. The duties and responsibilities of this committee are as follows:
 - 1) Overseeing the conduct of worship services by:
 - a) Approving new forms of worship, liturgies, and hymns for use in public worship.
 - b) Scheduling supply pastors when requested by the council or pastor.
 - c) Developing and reviewing policies, which cover special services, such as weddings.
 - 2) Administering the sacraments by:
 - a) Directing the members of the Altar Guild in preparing the altar prior to any communion service and obtaining supplies and keeping the sacred vessels clean and polished.
 - b) Directing the members of the Altar Guild in preparing for baptismal services and keeping the sacred vessels clean and polished.
 - 3) Overseeing those who help the worship services run smoothly by:
 - a) Scheduling and training ushers, acolytes and lay readers.
 - b) Scheduling and training laypersons to assist with communion services.
 - c) Direct the members of the Altar Guild in the preparation of the altar area for worship.
 - 4) Providing worship aids, such as:
 - a) Edit weekly bulletins for content and other corrections and updates.
 - b) Tapes of the worship services for shut-ins or others in need of this service.
 - c) Banners.
 - d) Paraments.
 - 5) Working with the music coordinator to oversee the music life of the congregation.
 - a) Appointing and supervising the music staff and organists of this congregation.
 - b) Coordinating the liturgy and music to be reflective of the selected themes of the worship services.
 - c) Encourage participation in choirs, special vocal and instrumental groups.

- 6) Overseeing and encouraging committees or groups who are responsible for decorations for the church, such as flowers or items for special occasions, such as Christmas, Easter, etc.
- 7) Celebrating special occasions of this congregation by:
 - a) Assisting the pastor in church or pastoral celebrations, such as anniversaries. Persons may be appointed by this committee as needed to fulfill this purpose.
 - b) Setting up all items needed for the annual outdoor service and picnic, including food, refreshments, and entertainment for all ages. Persons needed for this project may be appointed by this committee.

C13.01.20. EDUCATION COMMITTEE

- a. Mission Statement: The Education Committee shall have special responsibility under the guidance of the pastor to plan, direct, supervise, all educational activities of this congregation with the exception of the Lebanon Lutheran School and Early Childhood Center.
- b. Composition of this committee: This committee shall consist of at least four members: the chairperson, vice chairperson, and at least two appointed members.
 - 1) One of these should be a Luther League Advisor.
 - 2) One youth should be appointed by the League Advisor as a youth representative for one year.
- c. The duties and responsibilities of this committee are to provide opportunities for Christian education for all ages within this congregation by:
 - 1) Setting policies for and supervising the total educational work of this congregation including, but not limited to, Vacation Bible School, Sunday School, adult Bible study, confirmation, Luther League and adult membership classes.
 - 2) Approving curriculum and analyzing performances of each educational program of the congregation and seeking constant improvements.
 - 3) Continually reviewing existing educational programs to determine whether all age groups are being served and recommending revisions and additions as deemed necessary.
 - 4) Working with other committees and groups to coordinate educational activities within this congregation.
 - 5) Exercising leadership in providing staff for the various educational groups of this congregation.
 - 6) Providing for the professional growth of the educational lay staff through conferences, conventions, continuing education, and the like and requesting the necessary funds for the same in the yearly budget.
 - 7) Annually examining the educational facilities and equipment and making recommendations to the proper committee as to upkeep, repairs, and replacements needed.

C13.01.30. SCHOOL REPRESENTATIVES COMMITTEE

- a. Mission Statement: The School Representatives Committee shall have special responsibility under the guidance of the pastor to represent Immanuel on the Joint School Board of the Lebanon Lutheran School in their effort to nurture the Christian faith of all of its children; to participate in establishing policies, select personnel, and to plan and oversee the educational ministry of the School; and to report to the Congregation Council of decisions that were made, and to solicit input and support from the Congregation Council for all future Lebanon Lutheran School plans being considered, and changes being proposed.
- b. Composition of this committee: This committee shall consist of the three elected representatives of Immanuel Lutheran Church on the Joint School Board of Lebanon Lutheran School. They shall be elected by the congregation at the Semi-annual meeting for a term of three years, one to be elected each year, with the term to begin on June 1. The most senior member of the committee to be designated the chairperson and the second most senior member to be designated the vice chairperson.
- c. The responsibility of this committee is to represent this congregation on the Joint School Board. The chairperson and vice chairperson shall also serve in the regular capacities expected of congregation committee.
- d. Inform the Congregation Council and congregation:
 - 1) Number of students enrolled and how many of those are members of Immanuel and of St. Peters.
 - 2) The cost/student of members and non/members and how these costs compare with other schools.
 - 3) The kind of religious curriculum that is being used by the school.
 - 4) The number of teachers and their class student ratio.
- e. Consult with the Congregation Council
 - 1) Anticipated budget projections at least three months before Immanuel's Annual Meeting.
 - 2) Changes in bookkeeping procedure, e.g. what funds are included in reports and which are not, whether ECC is reported with LLXC or separately, etc.

C13.01.40. OUTREACH COMMITTEE

- a. Mission Statement: The Outreach Committee shall have special responsibility under the guidance of the pastor for the development of a sound program of reaching out to new residents in the community, the homebound, people in need and shall make recommendations therein to the Congregation Council.

- b. Composition of this committee: This committee shall consist of at least eleven members: the chairperson, vice chairperson, and at least nine appointed members.
- c. The duties and responsibilities of this committee are as follows:
 - 1) Evangelism:
 - a) Training evangelists and visitors.
 - b) Sharing our faith with those who are unchurched, new to the community, and inviting those looking for a new church home.
 - c) Welcoming and visiting prospective members to Immanuel Lutheran Church of Lebanon.
 - d) Maintaining contact with potential members, along with appropriate follow-up.
 - e) Working with the pastor to schedule adult instruction classes in cooperation with the education committee.
 - f) Encouraging personal awareness of evangelism resources.
 - 2) Hospitality:
 - a) Stimulating members to be hospitable and inviting.
 - b) Encouraging members to:
 - (1) Welcoming visitors.
 - (2) Give their names when greeting others.
 - (3) Opening their homes to newcomers to the church and community.
 - 3) Social Service ministry:
 - a) Leading this congregation to respond to emergency and on-going needs in this congregation and the community.
 - b) Studying and maintaining a list of available social agencies.
 - c) Educating and informing this congregation, the congregation council, and pastor on the social concerns within this congregation, community, and the world.
 - d) Confronting this congregation with selected issues and needs of Lutheran Social Services and Lutheran World Relief and representing this congregation at meetings of these groups and services of which it is entitled to attend and cast a congregational vote.
 - e) Working to provide exposure to the ministries of the Evangelical Lutheran Church in America and encouraging participation in the life of the local communities such as food pantries, refugees, orphans, widows, etc.
 - f) Identifying educational needs of persons in the surrounding community and working with the education committee to provide assistance where possible.
 - 4) Public relations:
 - a) Preparing and updating bulletin boards to inform members and visitors of major events and new members in the congregation.
 - b) Providing and overseeing the publicity of special events by:
 - (1) Bulletin inserts and posters placed at church and in the community.
 - (2) Submission of articles and news releases to the public media.
 - c) Providing for the installation and maintenance of outdoor advertising signs.
 - d) Preparing an informational brochure about the congregation and its ministries.

C13.01.50. CONGREGATIONAL LIFE COMMITTEE

- a. Mission Statement: The Congregational Life Committee shall have special responsibility under the guidance of the pastor to maintain unity in this congregation by promoting fellowship activities, by introducing new members to the life of the congregation, by encouraging all members to receive the means of grace regularly, by providing opportunities to all members to share their God-given gifts with each other, and shall make recommendations therein to the Congregation Council.
- b. Composition of this committee: This committee shall consist of at least five members: the chairperson, vice chairperson, and at least three appointed members.
- c. The duties and responsibilities of the committee are as follows:
 - 1) Overseeing the maintenance of this congregation's membership list by:
 - a) Insuring that the membership list is current, with the addition or deletion of those members admitted or terminated (See the Constitution & Bylaws sections related to Chapter 8).
 - b) Reviewing all members' alignment with membership requirements, such as worship attendance, participation in Holy Communion, and financial support and developing plans to prevent members from becoming inactive.
 - 2) Orienting new members to this congregation by:
 - a) Inviting the new members to be introduced to this congregation at a worship service on a special Sunday with a reception to be held at a specified time.

- b) Preparing a “membership packet” for new members with items, such as this congregation’s constitution and bylaws, membership listing, pictorial directory (if available), most current monthly newsletter, packet of contribution envelopes, and listing of congregational committees and activities.
- 3) Encouraging fellowship activities by:
 - a) Planning, supervising, and implementing a yearly calendar of fellowship events and recreational activities. When available, making access to activities available by adding links to appropriate web sites from this congregation’s web site.
 - b) Investigating the possibility for gathering members into groups of similar age, sex, or interest.
 - c) Bringing to the attention of this congregation selected fellowship opportunities outside of this congregation, such as Camp Lutherdale or ecumenical activities.
- 4) Encouraging development of this congregation’s spiritual life through both internal and external means by making it an open, welcoming and friendly atmosphere for all.

C13.01.60. STEWARDSHIP AND FINANCE COMMITTEE

- a. Mission Statement: Stewardship and Finance Committee shall have special responsibility under the guidance of the pastor to develop spiritual principles of stewardship, to the raising funds for church programs, to create awareness of the various congregational funds that support the mission of the church beyond the church budget, work with committees in establishing the congregational budget and shall make recommendations therein to the Congregation Council.
- b. Composition of this committee: This committee shall consist of at least four members: the chairperson, vice chairperson, and at least two appointed members.
- c. The duties and responsibilities of this committee are as follows:
 - 1) Exploring and developing effective ways and means of encouraging people to use their gifts in an on-going emphasis on volunteer service.
 - 2) Coordinating an on-going awareness and educational opportunities pertaining to Biblical stewardship by:
 - a) Developing a year-round program of mission awareness beyond the congregation.
 - b) Suggesting an annual goal for a benevolent contribution as a part of the budget process.
 - c) Facilitate the budget process, by receiving, reviewing and prioritizing budget requests from all committees. These requests will be forwarded to the Congregation Council for approval before they are presented to the annual meeting for final approval.
 - d) Conducting an annual stewardship program to support the budget.
 - e) Coordinating and/or leading of special fund raising efforts to meet special goals.
 - 3) Coordinating activities and assisting in the training of money counters as to procedure, accounting and depositing of monies.

C13.01.70. PROPERTY COMMITTEE

- a. Mission Statement: The Property Committee shall have special responsibility under the guidance of the pastor to protect and maintain all church property, to participate in congregational plans of future building renovations or expansion, of the safe-keeping of congregational records and establishing appropriate policies for the use of church property and shall make recommendations thereon to the Congregation Council.
- b. Composition of this committee: This committee shall consist of at least twelve members: the chairperson, vice chairperson, and at least ten appointed members.
- c. The duties and responsibilities of this committee are as follows:
 - 1) Maintain and oversee the maintenance of all church property, including the church building, school, parsonage, fellowship hall, teacherage, cemetery, garages and other buildings, trees and shrubs, parking lots and driveways, lawns, ditches and drain tile, and all of the property which the church owns.
 - 2) Annually inventory all of the church property, examine its condition and whether it needs to be disposed of, replaced, repaired or improved, make decisions in that regard and see that the decisions, which are made, are carried out.
 - 3) Participate in the church council’s annual planning process by taking the following actions:
 - a) Make a list of the entire congregation’s present and anticipated physical needs or enhancements.
 - b) Obtain informal cost estimates to meet these needs or enhancements. Oversee the purchase of services and materials in the best interest of the congregation.
 - c) Set priorities to determine what items on the list of needs are to be dealt with during the following year, the next year, and the year after that.
 - d) Submit priority budget requests to the budget committee during the month of December along with a projection as to the month when the proposed project will be carried out.
 - e) Review the insurance policies of the congregation and make recommendations to the congregation council for appropriate action.

- 4) Maintain an inventory of all plans, blueprints, drawings or diagrams of church property, building or grounds, and annually determine that such plans exist and are held in a safe place. A written statement indicating the existence of these documents and their location, signed by both the outgoing and incoming chairpersons of this committee, shall be attached to the minutes of this committee and the congregation council whenever a new chairperson takes office.
- 5) Enlist volunteer work crews for special projects, appoint a person to be in charge of each project, and see that necessary materials are present to carry out the work.
- 6) Adopt and annually review a policy on the use of church facilities and property by groups or members and non-members of this congregation and empower certain member(s) of this committee to make decisions on individual requests in accordance with this policy.
- 7) Develop job descriptions for all custodians of the congregations buildings and grounds and be responsible for hiring and supervising them.

C13.02.01. PERSONNEL COMMITTEE

- a. The Executive Committee shall serve in the capacity of a Personnel Committee:
- b. Overseeing the functions of the church office in consultation with the pastor who is the supervisor of the church secretary.
- c. Supervising the establishment and updating of job descriptions for all salaried personnel by:
 - 1) Assisting the committees which supervise salaried personnel (for example, the property committee for the custodian) in the writing of job descriptions for each position. If the respective committees fail to write such descriptions, this committee shall do so.
 - 2) Periodically contact businesses in the Watertown area to determine what other employers are paying personnel for the same or similar work.
- d. Developing appropriate levels of pay and benefits by:
 - 1) Suggesting to the supervising committees of employees an appropriate level of compensation (a salary range) for each position.
 - 2) Studying and suggesting to supervising committees appropriate fringe benefits for salaried workers of this congregation.
- e. Supervising of fair procedures for the evaluation, and if needed, discipline of personnel by:
 - 1) Guiding the supervising committees in the formal evaluation of all salaried personnel. This committee shall provide training in this area and appropriate forms for these evaluations to be carried out. One member of the personnel committee may sit in on each evaluation as an observer. This evaluation shall normally take place during the month of October. The results of evaluations shall be written and be kept confidential.
 - 2) Evaluating and projecting the staffing needs to ensure effective use of personnel.
 - 3) Developing the process for the evaluation of the pastor's ministry in this congregation.
- f. Assuring compliance of all employment practices with applicable laws and regulations.

C13.03.01. THE NOMINATING COMMITTEE

- a. The Nominating Committee shall consist of four persons; two shall be elected at the Semi-annual meeting for two years. The nomination committee shall begin its work in April.
- b. Following the committee's careful screening of candidates and the obtaining of the candidate's consent, a list of nominees will be printed from which a ballot will be prepared for the semi-annual congregational meeting. Nominations may be also be made from the floor at the meeting

CHAPTER 17. AMENDMENTS

C17.03.01. AMENDMENTS

All adopted amendments to this constitution and bylaws shall be attached to copies of this constitution and bylaws which are distributed after the date of adoption.