

CONSTITUTION for
THE LUTHERAN CHURCH OF THE GOOD SHEPHERD
OLYMPIA, WASHINGTON

PREAMBLE

Our Lord Jesus Christ said:

“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you.” -- Matthew 28:19-20a

“But you will receive power when the Holy Spirit has come upon you; and you will be my witnesses in Jerusalem, in all Judea and Samaria, and to the ends of the earth.”

-- Acts 1:8

Therefore we, as baptized members of Christ’s church, responding 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. In the name of the Father and of the Son and of the Holy Spirit.

Chapter 1. NAME AND INCORPORATION

C1.01. The name of this congregation shall be The Lutheran Church of the Good Shepherd.

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

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

Chapter 2. CONFESSION OF FAITH

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

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

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

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

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

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

C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the

Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.

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

Chapter 3. NATURE OF THE CHURCH

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

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

The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, 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.

Chapter 4. STATEMENT OF PURPOSE

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

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

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

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

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.

- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
 - d. Teach the Word of God.
 - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
 - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
 - g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
 - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
 - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- C4.04. 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. appoint or terminate the appointment of associates in ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America;
 - d. approve the annual budget;
 - e. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - f. hold title to and use its property for any and all activities consistent with its purpose;
 - g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - h. elect the Congregation Council, and such boards and committees as the congregation may create, and require them to carry out their duties in accordance with the constitution, bylaws, or continuing resolutions; and
 - i. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- C5.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. Such description shall be contained in continuing resolutions of the Congregation Council.

Chapter 6. CHURCH AFFILIATION

- C6.01. This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- C6.02. This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.

- C6.03. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
 - d. This congregation agrees to consider associates in ministry for appointment to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
 - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- C6.04. Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
- a. This congregation takes action to dissolve.
 - b. This congregation ceases to exist.
 - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
 - d. This congregation follows the procedures outlined in C6.05.
- C6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
 - b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
 - c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
 - d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
 - e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and ELCA shall be terminated.
 - f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
 - g. If this congregation was a member of the Lutheran Church in America it shall be required, in addition to the foregoing provisions in C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.
 - h. Congregations that are established by the Evangelical Lutheran Church in America shall be required, in addition to the foregoing provisions in C6.05., to receive synodical approval before terminating their membership in this church.

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

Chapter 7. PROPERTY OWNERSHIP

C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Southwestern Washington Synod of the Evangelical Lutheran Church in America.

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

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

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

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 shall have communed and made a contribution of record during the current or preceding year.

- d. Associate members are baptized persons (i) holding membership in other Christian congregations who wish to retain such membership, but desire to participate in the life and mission of this congregation, or (ii) who wish to retain a relationship with this congregation while becoming members of other congregations.

Associate members have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of the LCGS.”

- C8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council or such committee as it may designate.
- C8.04. It shall be the privilege and duty of members of this congregation to:
 - a. make regular use of the means of grace, both Word and sacraments;
 - b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
 - c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- C8.05. Membership in this congregation shall be terminated by any of the following:
 - a. death;
 - b. resignation;
 - c. transfer or release;
 - d. disciplinary action 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 PASTORS

- 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 special meeting called for that purpose. Before a call is issued, the Congregation Council shall select a Call Committee to recommend the call. Alternatively, the Congregation Council may choose to submit to the Congregation the election of the members of the Call Committee. The Call Committee shall seek the advice and help of the bishop of the synod in the preparation of its call recommendation .
- C9.02. Only a member of the clergy roster of the Evangelical Lutheran Church in America or who has been recommended for it by the synodical bishop may be called as a pastor of this congregation.
- C9.03.
 - a. Consistent with the faith and practice of the Evangelical Lutheran Church in America, every ordained minister shall;
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care; and
 - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

- b. An ordained minister with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) advise all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council;
 - 4) with the council, administer discipline; and
 - 5) supervise Christian education.
- c. Every pastor shall:
 - 1) seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and

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

C9.05.

- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted.
 - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, 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; or
 - 6) the dissolution of the congregation; or
 - 7) suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, when such difficulties are personally known or have been brought to the synod's attention by an official recital of allegations by the Congregation Council, or by a petition signed by at least one-third of the voting members of the congregation, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
- c. In case of alleged physical or mental incapacity competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor by a majority vote of the voting members present at a special meeting after consultation with the bishop.

- e. If, in the course of proceedings described in C9.05 d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop, who may bring charges in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
 - f. If, following the appointment of the committee described in C9.05 b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation without prejudice and with pay provided through a joint churchwide/synod fund and with housing or a housing allowance provided by the congregation.
- C9.06. At a time of pastoral vacancy, an interim pastor may be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.
- C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- C9. 10 [reserved]
- C9.11. With the approval of the bishop of the synod, the congregation may depart from C9.05.a. and call a pastor for a specific term of years. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of C9.05.a.
- C9.12. The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, and shall submit a summary of such statistics annually to the synod.
- The pastor shall be a member of the congregation that has extended the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- C9.13. The pastor 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. The annual meeting of this congregation shall be held at a time specified in the bylaws.

C10.02. A special Congregation Meeting may be called by the pastors, the Congregation Council, or the president of this congregation, and shall be called at the written request of 50 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 and by 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 shall be sufficient.

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

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

C10.06. All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.

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

Chapter 11. **OFFICERS**

C11.01. The officers of this congregation and the Congregation Council shall be a president, two (2) vice-presidents, and a secretary, who shall be members of the council and elected by the council.

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of the congregation.

C11.02. The officers shall be elected at the first regular meeting of the Council following the annual meeting of the Congregation and shall serve for one year or until their successors are elected.

C11.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

Chapter 12. **CONGREGATION COUNCIL**

C12.01. The membership of the Congregation Council shall consist of up to 15 members of the congregation and the pastors as non-voting ex officio members. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause.

C12.02. The members of the Congregation Council except the pastors shall be elected by written ballot at the annual meeting of the Congregation to serve for three years or until their successors are elected. One-third of the Council members shall be elected each year. Members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting when a successor shall be elected to fill the unexpired term.

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

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

C12.05. The Congregation Council, which also shall be the Church Council as provided in the Amended Articles of Incorporation, 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 Washington.
- 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 may enter into contracts as specified in the By-laws 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 adoption, and may, without approval by a congregation meeting, incur obligations in excess of the budget upon approval of two-thirds of the full voting membership of the Congregation Council. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- 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 the synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

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

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

- C12.08. The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.
- C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.11. The Congregation Council shall normally meet once a month. Special meetings may be called by a pastor or the president, and shall be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.12. A quorum for the transaction of business shall consist of a majority of the voting members of the Congregation Council.
- C12.13. The officers of this congregation and two additional members of the Congregation Council shall constitute the Executive Committee. The pastors shall be ex officio non-voting members of the committee. The committee shall be directly responsible to the Congregation Council. It shall establish the agenda for meetings of the council and may review all new or suggested changes in congregational policy prior to placement on the agenda.

Chapter 13. CONGREGATION COMMITTEES

- C13.02. A Nominating Committee of five voting members of this congregation shall be elected at the annual meeting for a term of one year. Membership of the committee shall normally include at least one past president. Members of the Nominating Committee are not eligible for consecutive re-election.
- C13.03. An Audit Committee of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office will be three years, with one member elected each year. Members shall be eligible for reelection.
- C13.04. [reserved]
- C13.05. When a pastoral vacancy occurs, a Call Committee of six voting members shall be elected as determined by the Congregation Council as provided in C9.01. Term of office will terminate at installation of the newly-called pastor.
- C13.06. Other congregation committees may be formed as the need arises, by decision of the Congregation Council or by the Congregation.
- C13.07. Duties of congregation committees shall be specified either in the bylaws or by continuing resolution.

Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION

- C14.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.
- C14.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

Chapter 15. **DISCIPLINE OF MEMBERS AND ADJUDICATION**

- C15.01. Denial of the Christian faith as described in this constitution, or conduct grossly unbecoming a member of the Church of Christ 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 a pastor, b) admonition by a pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council.
- C15.02. A member charged with the offense shall appear before the Congregation Council having received a written notice, specifying the exact charges that have been made against the member, at least 10 days prior to the meeting.
- C15.03. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:
- a. censure before the council or congregation;
 - b. 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 Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.
- 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.
- C15.06. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the president of the congregation of their intent. If the consultation fails to resolve the issue or issues, the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod fails to resolve the issue or issues, the matter shall be referred to the Synod Council whose decision shall be final.

Chapter 16. **BYLAWS**

- C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- C16.03. Changes to the bylaws may be proposed by any voting member provided, 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.
- C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17. AMENDMENTS

C17.01. Amendments to this constitution may be proposed by at least 35 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 of the proposal with their recommendations at least 30 days in advance of the meeting.

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

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

C17.03. Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America, or the constitution of the Southwestern Washington Synod.

C17.04. Whenever the Model Constitution for Congregations is amended by the Churchwide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments at least 30 days prior to the meeting. Following adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod consistent with C17.03.

Chapter 18. CONTINUING RESOLUTIONS

C18.01. The Congregation Council may enact continuing resolutions which describe the function of the various committees or organizations 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.

--the end--

CONGREGATION BYLAWS (As approved on May 18, 2003)

C5.04.01 Organizational Structure

The Lutheran Church of The Good Shepherd (LCGS) is considered a *corporate* or *large* congregation in terms of how its leadership, committees, and staff must function to use God's gifts most effectively. The current LCGS structure has evolved over many years. Much of the form comes from trial and error. The Congregation Council seeks to balance the culture of its diverse and growing membership while establishing an empowering and discipleship organizational structure.

The current organization described below is intended to clarify the primary LCGS leadership structure. While changes in the leadership and/or Ministry team structure are welcome and anticipated, such change needs to be carefully considered and implemented only after the Congregation, Council and staff fully understand and embrace proposals to change.

The structure shall include but not be limited to, the Congregation, the Trust Board, the Congregation Council, the Executive Committee, the Pastors and Staff, a Nominating Committee, an Audit Committee, a Management Team, seven Ministry Teams, a Congregation President, two Vice-Presidents and a Secretary. From time to time the

Council will create and/or dissolve other advisory boards, committees or task force groups as it deems necessary to carry out the mission and ministries of the LCGS.

- a. Congregation – The Congregation has the overall responsibility and authority for decisions. The adopted constitution and by-laws provide the controlling framework and the like with the Evangelical Lutheran Church of America. The congregation elects the Congregation Council, issues letters of call to its Pastors, and elects the Trust Board. The Congregation also approves the annual budget and any property or debt (outside of budget) decisions.
- b. Trust Board – This Board was created by the Congregation for the purpose of independently managing large financial gifts, endowments, annuities, et. al., for the long-term ministries of the LCGS. The Trust Board only manages the gifted funds. The Council manages the ministries, staff, facilities, and programs with funds provided by the Trust Board and other financial gifts from the Congregation.
- c. Congregation Council – The council is responsible for managing all programs, facilities, and ministries through its officers, committees, ministry teams and members of the congregation. The Council elects the President, the Vice Presidents for Programs and Business, hires the Administrator, and appoints two at-large Council members to serve on The Executive Committee with the elected Council officers. The Council also appoints a Council member to serve as liaison to each Ministry Team to ensure that there is a direct communication link between the Council and the functional programs of the Church, as defined for each Ministry Team and in accordance with the adopted Council Policy Manual.
- d. Management Team – The day-to-day management of church programs and staff is carried out by this team – the Lead Pastor, Council President (or Vice President for Business in the absence of the President), and the Administrator, using the Policy Manual and other Council direction.
- e. Ministry Teams – Each Ministry Team has several ministry groups, ad hoc committees, and advisory groups that assist the Ministry Team in fulfilling its purpose. The Ministry Team Coordinators function under the direction of the Vice President for Programs. It is the responsibility of the Ministry Team Coordinators (Team Chairs) and the Vice President for Programs to ensure that the direction of all the subgroups or committees follow the Council policies and procedures. The six Ministry Teams are:
 - 1) Worship, Arts and Music
 - 2) Education, Youth and Family Ministries
 - 3) Congregational Fellowship
 - 4) Caring Ministries
 - 5) Social Justice Ministry
 - 6) Evangelism and Missions
- f. Business Management Committee (BMC) – This committee functions under the direction of the Vice President for Business, and includes the following ministry groups:
 - 1) Facility Management Committee
 - 2) Human Resources Committee
 - 3) Financial Management Committee
 - 4) Building Committee
- g. Policy and Guidance Communications Flow – In an effort to facilitate consistent, complete communications, to minimize surprises and confusion, and to handle decisions at the lowest level, use of a communications hierarchy is suggested. Especially when “approval” uncertainty exists at any level, the following list is provided to help everyone know whom to go to, to get questions answered in the

most efficient manner. If a ministry group has a need for answers/help, they would take it first to their Ministry Team Coordinator, who would personally handle the question, if possible. If they weren't sure then they would check with the VP, and so on.

1. Council
2. Executive Committee
3. Management Team
4. Vice President for Programs, or Vice President for Business
5. Ministry Team Coordinators
6. Ministry Groups (committees, ad hoc groups, task forces, etc.)

C8.01.01 Membership

Membership in this congregation is contingent on continued participation in the life and worship of the congregation. This is understood to mean that members participate in worship, make contributions of record, partake in Holy Communion and otherwise actively support the Mission of the congregation.

C8.05.c.01 Transfer or Release

Members may request a transfer or release by submitting in writing to the Church office a letter indicating their intent.

C8.05.e.01 Change in Membership Status Due to Inactivity

Members may be moved from the voting member roll to inactive status due to inactivity under the following circumstances:

- a. A Confirmed and/or a voting member may be moved for failure to partake in Holy Communion, participate in the life and worship of the congregation and/or make a contribution of record during the current or preceding year. Prior to being moved, the member shall be visited either in person or via phone by the Pastor(s) and/or a member of the Congregation Council and encouraged to be an active member. If the member fails to partake in Holy Communion, participate in the life and worship of the congregation and/or make a contribution of record during the subsequent year, the member may be moved from the roll to inactive status.
- b. A Baptized member (a child, neither of whose parents or guardians is a member of the congregation or an adult) may be moved from the roll to inactive status for failure to participate in the life and worship of the congregation after contact by a Pastor or a member of the Congregation Council.

C10.01.01 Annual Meeting

The annual meeting of the congregation shall be held in the month of May on a date specified by the Church Council preceding the fiscal year end of June 30.

C11.01.a Duties of the Officers

President -- shall preside at meetings of the Church Council and of the Congregation. The President shall function as the Chief Executive Officer of the corporation and shall periodically report such activity to the Church Council.

Vice President, Business -- shall preside at Council or Congregational meetings in the absence of the President. This position is also accountable to oversee the business activities of the Church.

Vice President, Programs -- shall preside at Council or Congregational meetings in the absence of the President and the Vice President, Business. This position is also accountable to oversee the programmatic activities of the Church.

Secretary -- shall keep the minutes of the Church Council and Congregation meetings and shall have custody of the archives of the Congregation.

C12.01 Church Council Membership

The Church Council shall maintain a minimum membership of ten.

C12.05.c.01 The Church Council shall have the authority to enter into contracts not previously specified in the annual budget up to a maximum per contract of 5% and a combined maximum of 15% of the last approved budget per budget year.

C13.02.01 The Nominating Committee shall prepare for the Annual Congregational Meeting, a slate of candidates to fill all vacant positions.

C13.03.01 The Audit Committee shall annually review the prior years' transactions and financial records to assure that they accurately reflect the activity. The Audit Committee shall also verify that all records and transactions were conducted in accordance with applicable laws, rules and standards.

C14.01.01 Organizations within this Congregation shall be those organizations as approved by the Church Council. The Council shall specify the rights and responsibilities of these organizations and the process by which this status is obtained. The Council shall from time to time publish a list or Organizational Chart of these organizations and annually review committee and organizational status.