

**CONGREGATIONAL CONSTITUTION
 OF
 OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH
 WILLIAMSBURG, VIRGINIA
 OF THE
 EVANGELICAL LUTHERAN CHURCH IN AMERICA
 February 2017**

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Amended: February 26, 2017

***PREAMBLE**

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

Chapter 1.

NAME

- C1.01.** The name of this Congregation shall be **Our Saviour's Evangelical Lutheran Church - Williamsburg, Virginia**
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the Congregation of **Our Saviour's Evangelical Lutheran Church - Williamsburg, Virginia** is hereinafter designated as "this Congregation."
- C1.11.** This Congregation shall be incorporated under the laws of the Commonwealth of Virginia.

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. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian Unity throughout the world.
- *C3.03. The Church exists both as an inclusive fellowship and as local Congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through Congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its Congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and Congregations in our day.
- *C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.
- *C3.05. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions -

Congregations, synods, and the church wide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

Chapter 4.

STATEMENT OF PURPOSE

- *C4.01.** The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- *C4.02.** To participate in God's mission, this Congregation as a part of the Church shall:
- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
 - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
 - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity 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 develop an organizational structure to be described in the bylaws. The Congregational Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. (Such descriptions shall be contained in continuing resolutions in the section on the Congregational Council.)

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

***C4.06** References herein to the nature of the relationship between the three expressions of this church - congregations, synods, and churchwide organization - as being interdependent or as being in partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

Chapter 5.

POWERS OF THE CONGREGATION

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

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

***C5.03.** Only such authority as is delegated to the Congregational 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 a minister of Word and Service;
- d. terminate the call a minister of Word and Service in conformity with constitution of the Evangelical Lutheran Church in America;
- e. adopt amendments to the constitution, as provided in

Chapter 16 and amendments to the bylaws, as specified in Chapter 16;

- f. approve the annual budget;
- g. acquire real and personal property by gift, devise, purchase, or other lawful means;
- h. hold title to and use its property for any and all activities consistent with its purpose;
- i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- j. elect its officers, Congregational Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

***C5.04.** This Congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the Congregation and other qualifications shall be as prescribed in guidelines established by the Virginia Synod of the Evangelical Lutheran Church in America.

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 Virginia Synod of the Evangelical Lutheran Church in America. This Congregation is subject to the discipline of the Evangelical Lutheran Church in America.

***C6.02.** This Congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.

***C6.03.** This Congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:

- a. This Congregation agrees to be responsible for its life as a Christian community.
- b. This Congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
- c. This Congregation agrees to call pastoral leadership from the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with an minister of Word and Sacrament of a church body with which the Evangelical

Lutheran Church in America officially has established a relationship of full communion.

- d. This Congregation agrees to consider ministers of Word and Service for call to other staff positions in 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. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the Congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregational Council. Unless he or she is a voting member of the Congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- b. The secretary of this Congregation shall submit a copy of the resolution to the synodical bishop attesting that the special meeting was legally called and conducted and certifying the outcome of the vote 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 and the Congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.

- d. If the Congregation, after consultation, still seeks 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. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting. Unless he or she is a voting member of the Congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the Congregation and this church shall be terminated subject to paragraph g., h., and i. below. Unless this notification to the bishop also certifies that the Congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the Congregation will be conclusively presumed to be an independent or non-Lutheran church.
- f. Notice of termination shall be forwarded by the bishop to the secretary of the ELCA, who shall report the termination to the Churchwide Assembly.
- g. This congregation shall abide by these covenants by and among the three expressions of this church:
 - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *c6.05., shall be required to receive Synod Council approval before terminating their membership in this church.
 - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *c6.05, to receive synodical approval before terminating their relationship in the church.
 - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *c6.05, to satisfy all financial obligations to the church and receive Synod Council approval before terminating their membership in this church.
- h. If this Congregation fails to achieve the required two-thirds vote of voting members present at the Congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with church may be called no sooner than six months after the first meeting. If this Congregation fails to achieve the two-thirds vote of voting members present at the Congregation's second

meeting as specified in paragraph d. above, another attempt to consider termination of the relationship with this church must follow all requirements of *c6.05, and may begin no sooner than six months after that second meeting.

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

Chapter 7.

PROPERTY OWNERSHIP

- *C7.01. If this Congregation ceases to exist, title to undisposed property shall pass to the Virginia 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 two-thirds 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 Virginia Synod.
- *C7.04. If two-thirds of the voting members of this Congregation present at a legally called and conducted special meeting of this Congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in *c6.05., title to property of this Congregation shall continue to reside in this Congregation only with the consent of the Synod Council. The Synod Council, after consultation with this Congregation by the 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, during the current or preceding calendar year, shall have communed in this Congregation and shall have made a contribution of record to this Congregation. Members of this Congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the Congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
- d. **Associate** members are persons holding membership in other Christian Congregations who wish to retain such membership but desire to participate in the life and mission of this Congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
- e. **Seasonal** members are voting members of other ELCA congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
 - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
 - 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
 - 3) they shall not have the right to vote on any matter

concerning or affecting the affiliation of this congregation with the ELCA;

4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;

5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and

6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.

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

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

a. make regular use of the means of grace, both Word and sacraments;

b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and

c. support the work of this Congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

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

a. death;

b. resignation;

c. transfer or release;

d. disciplinary action by the Congregational Council; or

e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.

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

Chapter 9.

ROSTERED MINISTER

***C9.01.** Authority to call a pastor shall be in this Congregation by at least a two-thirds vote of members present of voting members at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregational Council to recommend the call, shall seek the advice and help of the bishop of the synod.

***C9.02.** Only a member of the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for the Congregation by the synodical bishop may be called as a pastor of this Congregation.

- *C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,
- a. Every Minister of Word and Sacrament shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care
 - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 6) impart knowledge of this church and its wider ministry through distribution of its communications and publications;
 - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
 - 8) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - b. Each pastor with a Congregational call shall, within the Congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) relate to all schools and organizations of this Congregation;
 - 3) install regularly elected members of the Congregational Council;
 - 4) with the council, administer discipline.
 - c. Every pastor shall:
and
 - 5) endeavor to increase the support given by the Congregation to the work of the ELCA churchwide organization and of the Virginia Synod of the ELCA.
- *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;
 - 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, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregational Council or by a petition signed by at least one-third of the voting members of the Congregation, the bishop shall, 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 at a legally called meeting after consultation with the bishop either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- 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(s) 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(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the Congregation(s).
- *C9.06. At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this Congregation or the Congregational 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 Congregational Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.
- *C9.08. This Congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this Congregation before beginning service in a call to another Congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.
- *C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregational Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.11. With the approval of the bishop of the synod, the Congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the Congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12. The pastor of this Congregation:
- (a) shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the Congregation;
 - (b) shall submit a summary of such statistics annually

to the synod; and
(c) shall become a member of this Congregation upon receipt and acceptance of the letter of call. In a parish of multiple Congregations, the pastor shall hold membership in one of the Congregations.

- *C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14 The parochial records of this Congregation shall maintained by the pastor and shall remain the property of the Congregation. The secretary of this Congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.
- *C9.20 **Ecumenical Pastoral Ministry**
- *C9.21 Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this Congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this Congregation under a contract between the Congregation and the ordained minister in a form proposed by the synodical bishop and approved by the Congregation.

Chapter 10.

CONGREGATIONAL MEETING

- C10.01. The semi-annual meetings of this Congregation shall be held one in the first half and one in the second half of the year.
- C10.02. A special Congregational Meeting may be called by the pastor, the Congregational Council, or the president of this Congregation, and shall be called by the president of the Congregation upon the written request of 15 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 and 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 shall be sufficient. Electronic notice of meeting may be provided in addition to notice by regular mail.
- C10.04. Ten-percent of the number of active members from the previous year shall constitute a quorum.
- C10.05. Voting by proxy or by absentee ballot shall not be permitted.
- C10.06. All actions approved by the Congregation shall be by

majority vote of those voting members present and voting, except as otherwise provided in this constitution or by law of the Commonwealth of Virginia.

- 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 shall be a president, vice president, secretary and treasurer.
- a. Duties of the officers shall be specified in the bylaws.
 - b. The officers shall be voting members of the Congregation.
 - c. The president and vice president of the Congregational Council shall serve similar offices of the Congregation.
- C11.02.** The Congregational Council shall elect by written ballot; its president and vice president from the elected membership of the council.
- a. The president and vice president shall serve for one year or until their successors are elected. Their terms shall begin on January 1 and end on December 31.
 - b. The secretary and treasurer shall be elected by written ballot by the Congregation and serve a three year term beginning January 1.
- C11.03.** No officer shall hold more than one office at a time. No officer shall be eligible to serve more than two consecutive terms in the same office.

Chapter 12.

CONGREGATIONAL COUNCIL

- C12.01.** The voting membership of the Congregational Council shall consist of the pastor(s), the 9 to 15 elected members, and an optional youth representative as specified in the Congregational Continuing Resolutions (CR2.01). 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 Congregational 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 Congregational Council without cause. Consistent with the laws of the Commonwealth of Virginia, in which this Congregation is incorporated, the Congregation may adopt procedures for removal of a member of the Congregational Council in other circumstances.
- C12.02.** The members of the Congregational Council except the pastor(s) shall be elected by written ballot at a legally called meeting of the Congregation during the second half of the year. Their term of office shall be for 3 years, with

the term of office beginning on January 1 and ending on December 31. Such members shall be eligible to serve no more than two full terms consecutively. No council member shall serve more than six (6) consecutive years. Newly elected Congregational Council members shall be installed at worship in January.

- C12.03. Should a member's place on the Congregational Council be declared vacant, the Congregational Council shall elect, by majority vote, a successor until the next November meeting.
- C12.04. The Congregational 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 Congregational 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, participate on committees and actively seek others for membership.
 - 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.
 - g. To arrange for pastoral service during the sickness or absence of the pastor.
 - h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other Congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
 - i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
 - j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- C12.05. The Congregational Council shall be responsible for the financial and property matters of this Congregation.
 - a. According to the Articles of Incorporation, Article V,

the Congregational 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 Commonwealth of Virginia, except as otherwise provided herein.

- b. The Congregational Council shall have the authority to buy, sell, or encumber real property as authorized by a legally called Congregational meeting.
 - c. The Congregational Council may enter into contracts of up to \$5000 for items not included in the budget.
 - d. The Congregational 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 not to exceed \$1,500 over the budgeted category without Congregational approval. 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 Congregational 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 Congregational Council shall be responsible for this Congregation's investments and its total insurance program.
- C12.06.** The Congregational Council shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.
- C12.07.** The Congregational Council shall provide for an annual review of the membership roster.
- C12.08.** The Congregational Council shall be responsible for the employment and supervision of the salaried lay workers of this Congregation. Nothing in this provision shall be deemed to affect the Congregation's responsibility for the call, terms of call, or termination of call of any employees who are on the roster of this church.
- C12.09.** The Congregational Council shall submit a comprehensive report to this Congregation at the annual meeting.
- C12.11.** The Congregational Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.12.** A quorum for the transaction of business shall consist of a

majority of the members of the Congregational Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregational Council, following consultation with the synodical bishop.

Chapter 13.

CONGREGATIONAL COMMITTEES

- C13.01. The officers of this Congregation and the pastor(s) shall constitute the **Executive Committee**.
- C13.02. A **Nominating Committee** shall consist of five voting members of this Congregation, including the president of the Congregation, Pastor(s), and 3 voting members at large elected by council.
- C13.03. An **Audit Committee** of three shall be elected by the Congregational Council. Audit Committee members shall not be members of the Congregational Council, elected officers, nor treasurer of any committee or organization. Members shall be eligible for re-appointment.
- C13.04. A **Mutual Ministry Committee** shall be appointed jointly by the president and the pastor. Term of office shall be two years, with three members to be appointed each successive year. Committee members will hold no other office in the Congregation nor serve on council during their term. In the absence of a Mutual Ministry Committee, their duties shall be fulfilled by the Executive Committee.
- C13.05. When a pastoral vacancy occurs, a **Call Committee** of six voting members shall be elected by the Congregational Council. Term of office will terminate upon installation of the newly called pastor.
- C13.06. Other committees of this Congregation may be formed, as the need arises, by decision of the Congregational Council.
- C13.07. Duties of committees of this Congregation shall be specified in the continuing resolutions.
- C13.08. The senior pastor and president of this Congregation shall be *ex officio* members of all committees and boards of the Congregation.

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 Congregational Council.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** Denial of the Christian faith as described in this constitution, 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 Congregational 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 admonitions.
- *C15.02.** The process for discipline of a member of the Congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If 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) of the Congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregational Council of the need to issue a written citation to the accused and the accuser(s) that specifies the time and place of the hearing before the Congregational Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before the Congregational Council after having received a written notice, at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregational Council may proceed with the hearing and may pass judgment in the member's absence.
- *C15.03.** Members of the Congregational Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregational 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 Congregational 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;
 - 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 Congregational 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 Congregational Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.
 - *C15.06. For disciplinary actions in this Congregation, "due process" shall be observed as specified in 20.41.03 in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Church in America*.
 - *C15.07. No member of a Congregation shall be subject to discipline for offenses that the Congregational Council has previously heard and decided unless so ordered by Synod Council after an appeal.
 - *C15.10. **Adjudication**
 - *C15.11. 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 chair of the Congregational Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16.

CONGREGATIONAL 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 Congregational Council at least 60 days before a regular or special Congregational Meeting called for that purpose and that the Congregational Council notify the Congregation's members by mail of the proposal with council's recommendations at least 30 days in advance of the Congregational 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.** Unless provision *C17.04. is applicable, those sections of this constitution that are not required, in accord with the Model Constitution for Congregations of the Evangelical Lutheran in America, may be amended in the following manner. Amendments may be proposed by at least 3 of the active voting members or by the Congregational Council. Proposals must be filed in writing with the Congregational Council 60 days before formal consideration by this Congregation at its regular or special meeting called for that purpose. The Congregational Council shall notify the Congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.
- *C17.02.** An amendment to this constitution proposed under *C17.01. shall:
- a. be approved at a legally called Congregational 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 that result from the processes provided in *C17.01. and *C17.02., shall be sent by the secretary of this Congregation to the synod. The 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 Virginia Synod of the ELCA.
- *C17.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations* of the Evangelical Church in America - as most recently amended by the Churchwide Assembly. Such amendments may be approved by a simple majority vote of those voting members present and voting at any legally called meeting of the Congregation without presentation at a prior meeting of the Congregation, provided that the Congregational Council has submitted by mail notice to the Congregation of such an amendment or amendments together with the council's recommendations at least 30 days prior to the meeting. Upon the request of voting members of the Congregation, the Congregational Council shall submit such notice. Following the adoption of an amendment, the secretary of the Congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18.

CONGREGATIONAL CONTINUING RESOLUTIONS

- *C18.01. The congregation in a legally called meeting or the Congregational Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of the Congregation.
- *C18.02. Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the Congregation or a two-thirds vote of all voting members of the Congregational Council.

Chapter 19.

INDEMNIFICATION

- *C19.01. Consistent with the provisions of the laws of the Commonwealth of Virginia under which this Congregation is incorporated and Section 8.3 of the Articles of Incorporation, this Congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregational Council member, officer, employee, agent, or other member of any committee of this Congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding.

CONGREGATIONAL BYLAWS

B1. OFFICERS

- B1.01.** The president shall preside at meetings of the Congregation and the Congregational Council. In the event of the president's absence or inability to serve, the vice-president shall preside. The president is an *ex officio* member of all committees.
- B1.02.** The secretary shall keep accurate minutes of all meetings of the Congregation and the Congregational Council in a volume provided by the Congregation, which shall be preserved permanently in its archives.
- B1.03.** The church administrator shall receive and keep record of all income from contributing members and other sources and notify contributing members quarterly of their contributions in a form acceptable to IRS.
- B1.04.** The treasurer shall keep the books of account of the Congregation; and shall receive all funds and disburse them on proper orders, making monthly remittance of benevolence receipts to the treasurer of the Virginia Synod.
- B1.05** The treasurer shall make written report of all financial transactions to the Congregational Council monthly and to the congregation annually, together with a satisfactory audit. All financial officers shall give corporate surety, in the amount determined by the congregational Council, for which the premium shall be paid by the congregation.

B2. INACTIVE MEMBERS

- B2.01.** Confirmed members who have not taken communion and given a contribution of record during the current or preceding year shall be declared inactive by action of the Congregation Council. (See C12.07. and C8.05.) Exceptions will be made in cases of health, those living here but working away, education, and military service, etc. Council will determine if a person is eligible for an exception.
- B2.02.** Such declared inactive members shall be removed from the church roll by action of the Congregational Council after a visitation by Congregational Council member(s) and/or the Pastor(s), with the limitation of not living over 30 miles from the church, in which case a letter shall suffice.

B3. EXPECTATIONS OF THE CLERGY

- B3.01** Clergy called by Our Saviour's Evangelical Lutheran Church, whether single or married, are expected to uphold an understanding of marriage in their public ministry and in private life that is biblically informed; that is, a marriage relationship is between a woman and a man. The expectations of this Congregation regarding the sexual conduct of its ordained ministers are grounded in the understanding that human sexuality is a gift from God and that ordained ministers are to live in such a way as to honor this gift. Ordained ministers, serving this Congregation, are expected

to reject sexual promiscuity, the manipulation of others for purposes of sexual gratification, and all attempts of sexual seduction and sexual harassment including taking physical or emotional advantage of others.

Single ordained ministers are expected to live a chaste life. Married ordained ministers are expected to live in fidelity to their spouses, giving expression to sexual intimacy within a marriage relationship that is mutual, chaste, and faithful.

CONGREGATIONAL CONTINUING RESOLUTIONS

CR1. STANDING COMMITTEES

CR1.01. For each Congregational year, the Congregational Council shall appoint as many standing committees as the local and wider concerns of the Congregation shall require. Each such committee shall be composed of one or more members of the council and other voting members of the Congregation. Although appointed by and responsible to the Congregational Council, these committees shall be recognized as representatives of the interests of, and performing essential services for, the Congregation as a whole. The pastor shall have voice and vote in all committees.

CR1.02 Cemetery Committee

1. Provides a place of interment for persons of the Lutheran faith, members in good standing of Our Saviour's Evangelical Lutheran Church, previous members in good standing of Our Saviour's, and close relatives of members in good standing of Our Saviour's.
2. Receives, invests and disburses funds.
3. Serves for benevolent reasons.
4. Five committee members are nominated by the Congregational Council and brought before a Congregational Meeting for approval.

CR1.03. Christian Formation Committee

1. Oversees and promotes Christian educational activities in the Congregation for all ages.
2. Encourages the use of teaching activities, workshops, and educational materials consistent with the Scriptures and the Lutheran Confessions.
3. Recruits and volunteers (e.g., Sunday school teachers, assistants, attendants, etc.).
4. Makes available church pamphlets, periodicals, devotional literature and books for use in church and members' homes.
5. Assists with the transition of confirmed members into the life of the parish.
6. Encourages participation in Synod-wide Christian Education training (e.g., ACTS), conferences, retreats, etc.
7. Provides for special education opportunities for special

- needs children and adults.
8. Prepares a line-item budget for the Congregational Council.
 9. Prepares an annual report for the Congregational Council and Congregation.

CR1.04 Communication Committee

1. Oversees internal and external communications of Our Saviour's Lutheran Church.
2. Identifies point of contact within each committee and organization that employs the church facilities in order to keep the Congregation and community informed of their activities via the e-newsletter, website, and local publications.
3. Develops an Annual Communication Plan that coincides with the Church Year.
4. Oversees the web page and refreshes the web page frequently.
5. Submits photos, articles, and ads promoting events and worship services to the news media.
6. Members of this committee must have e-mail and Internet.
7. Prepares a line-item budget for the Congregational Council.
8. Prepares an annual report for the Congregational Council and Congregation.

CR1.05 Evangelism Committee

1. Inspires, encourages and equips members of the parish to share Christ in word and deed.
2. Contacts guests who worship at Our Saviour's Lutheran Church within 48 hours of their visit.
3. Employs a resource to contact, track, and assimilate new members.
4. Develops and implements innovative ways to attract and assimilate guests into members.
5. Recruits and trains Welcome Callers (e.g., visits guest's homes with a home baked goods and welcome materials to Our Saviour's Lutheran Church.
6. Challenges members to witness to Christ's love in daily life and to invite family, friends, and others to worship and serve Christ at Our Saviour's Lutheran Church.
7. Maintains an ongoing visitation/contact program to inactive members.
8. Reaches out to the surrounding community.
9. Prepares a line-item budget for the Congregational Council
10. Prepares an annual report for the Congregational Council and Congregation,

CR1.06 Finance Committee

1. The composition of this ministry shall include the

- treasurer and three other members appointed by Congregational Council.
2. Prepares the Plan for Ministry for the next fiscal year to include the Congregation's full share in support of the wider ministry of the Virginia Synod and the Evangelical Lutheran Church in America - for the review and endorsement of the Congregational Council and the approval by the Congregation at its Annual Meeting in November.
 3. Exercise oversight of the Congregation's financial affairs to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the submission of benevolence monies to the Virginia Synod treasurer.
 4. Oversees the Congregation's investments, subject to the approval of the Congregational Council.
 5. Ensures that the church is covered adequately by insurance, subject to the approval of the Congregational Council.
 6. Arranges for annual audit of the Congregation's financial records.
 7. Prepares a line-item budget for the Congregational Council.
 8. Prepares an annual report for the Congregational Council and Congregation.

CR1.07. Mutual Ministry Committee

1. Advocates for the Ministry of Word and Sacrament.
2. Comprises three or five members nominated by the Council President and the Pastor and appointed by the Congregational Council.

CR1.08. Parish Life Committee

1. Promotes unity of the Christian family.
2. Ensures the regular contact with each child, confirmed youth, young adult, adults and older adults.
3. Plans, promotes, implements and supervises fellowship activities to foster parish cohesiveness.
4. Provides for the integration of new members and their families into the parish through fellowship nights, dinners, etc. In coordination with Evangelism Committee.
5. Assists members of the Congregation with resources in challenging moments (e.g., unemployment, home-aid for disabled, medical emergency, etc.).
6. Visits parishioners in confinement or in the hospital, the ill at home or in nursing homes.
7. Arranges for food, transportation, child care or other needed services for parishioners who are experiencing an emergency (e.g., sickness, loss of a family member, etc.).
8. Provides food and other needs to the home-bound.
9. Maintains and updates a list of resources and agencies

(e.g., grief counseling, care-giving support, adult day care, assisted living communities, etc.).

10. Practices hospitality following worship services on Sunday morning and for festival services (e.g., Christmas, Easter, etc. e.g. recruiting hosts, providing coffee, tea, and other refreshments, etc.)

CR1.09

Personnel Committee

1. Serves as the Human Resources coordinator for the congregation (e.g., development and review of the personnel manual, job descriptions for staff and volunteer staff, interview applicants for salaried positions, etc.).
2. Administers the Child Protection Policies.
3. Recruits and recommends individuals to serve in various ministry positions.
4. Reviews performance of employees and recommends compensation to the Finance Committee and the Congregational Council.
5. Oversees the grievance process.
6. Prepares a line-item budget for the Congregational Council.
7. Prepares an annual report for the Congregational Council.

CR1.10

Property Ministry

1. Maintains building and property of the congregation.
2. Attends to the security of the building.
3. Makes arrangement for lawn maintenance, landscaping, snow removal, etc., subject to the approval of Congregational Council.
4. 5. Develops annual capital maintenance plan and submits it to the Finance Ministry for inclusion in the next year's budget.
5. Oversees the maintenance contracts.
6. Maintain legal description of all real estate.
7. Develops policies concerning the use and/or rental of the church and fellowship hall.
8. Maintains an inventory of all property and equipment owned by Our Saviour's Lutheran Church.
9. Reviews annually the insurance coverage of Our Saviour's Lutheran Church.
10. Prepares a line-item budget for the Congregational Council.
11. Prepares an annual report for the Congregational Council and the Congregation.

CR1.11

Social Ministry & Missions Committee

1. Extends Christian love, compassion and assistance to those in need by keeping the congregation informed through articles, displays, promotions, forums, study groups, and recruiting members to become involved.
2. Works in concert with local faith-based and social

agencies to assist with emergency food, financial assistance, job placement, social justice, emotional and spiritual support.

3. Supports and promotes the work of Lutheran World Relief to seek lasting solutions to poverty and injustice.
4. Organized, coordinates, recruits and promotes service projects.
5. Mobilized parishioners to contribute to disaster relief efforts.
6. Participates in Fair Exchange projects to provide independent farmers and manufacturers a fair market price for their products so that they can provide housing, food, and health care for their families while protecting the environment.
7. Identifies researches and recommends 501c 3 organizations to receive disbursements from the Brafford/ELCA Mission Investment Fund to the Congregational Council.
8. Emphasized missions locally, nationally, and internationally.
9. Prepares a line-item budget for the Congregational Council.
10. Prepares an annual report for the Congregational Council and the Congregation.

CR1.12

Stewardship Committee

1. Promotes and encourages each individual to share his or her gifts resources, and assets for the benefit of the whole congregation and its ministry to the community and beyond.
2. Offers workshops, study groups and forums to inform and educate members on the meaning of stewardship.
3. Oversees a yearly stewardship emphasis through Temple Talks prior to worship services.
4. Selects and implements the stewardship process and emphasis.
5. Collects and collates the commitments from members and protects the confidentiality of the donors.
6. Coordinates with the church administrator for the distribution of the quarterly statements of giving.
7. Coordinates the Commitment Sunday events and dinner.
8. Participates in stewardship training events sponsored by the Virginia Synod, the Evangelical Lutheran Church in America and other organization.
9. Models and promotes proportionate giving.
10. Prepares a line-item budget for the Congregational Council.
11. Prepares an annual report for the Congregational Council and the Congregation.

CR1.13

Worship and Music Committee

1. Works with and supports the pastor and Minister of Music

in planning the worship life of the parish based upon the Evangelical Lutheran Church in America's liturgical calendar.

2. Ensures that worship services are conducted in accordance with the scriptures the Lutheran Confessions and the policies and guidelines governing worship practices of the Evangelical Lutheran Church in America.
3. Oversees the recruiting and training of hosts, ushers, acolytes, lectors, communion assistants, assisting minister, etc.
4. Oversees the recruiting and training of individuals for Altar Care to maintain, repair or replace paraments, communion vessels, and vestments.
5. Oversees the recruiting and training of the choir and musicians to support quality worship services.
6. Prepares a schedule of assignments and ensures a person is assigned to each function (e.g., hosts, acolytes, ushers, lectors, etc.).
7. Coordinates, with the pastoral staff, all the worship services throughout the liturgical year.
8. Procures the resources needed to support and deliver quality worship services.
9. Ensures the proper care and maintenance of musical instruments.
10. Oversees and coordinates the use of banner appropriate for the liturgical season, works of art, the decoration of the worship space for festivals, commemorations, etc. in the worship space.
11. Prepares a line-item budget for the Congregational Council.
12. Prepares an annual report for the Congregational Council and the Congregation.

CR1.14

Youth and Young Adult Committee

1. Recruits, screens and trains youth leaders.
2. Develops, support, and promotes ongoing programs and activities for the spiritual growth, emotional well-being and camaraderie of parish young people through Bible study, prayer, retreats, service projects and fellowship activities.
3. Encourages participation of the youth in Virginia Synod, Evangelical Lutheran Church in America, and the faith groups with whom the Evangelical Lutheran Church is in altar and pulpit fellowship.
4. Assists youth in discerning a call to full-time church vocations.
5. Prepares a line-item budget for the Congregational Council.
6. Prepares an annual report for the Congregational Council and the Congregation.

CR2. YOUTH MEMBER ON CONGREGATIONAL COUNCIL

CR2.01. There may be in addition to the 9 to 15 Congregational Council members, one confirmed member elected by the Youth Group to serve one year on the Congregational Council. This representative will have voice and vote and have rights and privileges of council members.

CR3. EXPECTATIONS OF CONGREGATIONAL COUNCIL MEMBERS

CR3.01. Leadership is by one's words, but also by one's action. As a Congregational Council member, you are a leader not only by your words, but also by your actions.

Expectations

1. Attend worship faithfully at Our Saviour's Lutheran Church.
2. Read and meditate on God's Word (private devotions and prayer).
3. Participate in adult studies throughout the year.
4. Practice proportionate giving - tithing - or increasing giving by one or two percent each year.
5. Participate in Healthy Congregation Worship 1,2 and 3 (and 5-6 as offered).
6. Abide by the Covenant of Conduct.
7. Attend meeting of the Congregational Council (no more than three unexcused absences are allowed).
8. Study the agenda and materials before each meeting.
9. Serve as a liaison to a ministry (if possible, avoid serving as the chairperson of a ministry).
10. Serve a three-year term. A second three-year term may be served. After a three-year hiatus, one may seek re-election/appointment to the Congregational Council.
11. Be familiar with Our Saviour's Lutheran Church's Constitution, By-laws and Continuing Resolutions, the Virginia Synod's Constitution and By-Laws and the Evangelical Lutheran Church's Constitution and By-Laws.

Goals

1. Attend special worship services, (mid-week services such as Advent and Lent, Holy Week, etc.)
2. Support the youth with your presence (e.g., Christmas play, Easter egg Hunt, fundraising activities and events, etc.).
3. Participate in synod events (e.g., ACTS, Power in the Spirit, serve as a representative to the synod assembly, etc.)

"So if I, your Lord and Teacher, have washed your feet, you also ought to wash one another's feet. For I have set you an example, that you also should do as I have done to you." Saint John 13:14-15 (NRSV)

CR4. EXPECTATIONS/GOALS COMMITTEE CHAIRS AND MEMBERS

CR.01. Leadership is by one's words, but also by one's action. As a chairperson of a committee or a member of a committee, you are a leader not only by your words, but also by your actions.

Expectations

1. Attend worship faithfully at Our Saviour's Lutheran Church.
2. Read and meditate on God's Word (private devotions and prayer).
3. Participate in adult studies throughout the year.
4. Practice proportionate giving - tithing - or increasing giving by one or two percent each year.
5. Participate in Healthy Congregation Worship 1,2 and 3 (and 5-6 as offered).
6. Abide by the Covenant of Conduct.
7. Attend committee meetings (no more than three unexcused absences are allowed).
8. Study the agenda and materials before each meeting.
9. Serve a three-year term. A second three-year term may be served. After a three-year hiatus, one may seek rejoin a committee.
10. Be familiar with Our Saviour's Lutheran Church's Constitution, By-laws and Continuing Resolutions, the Virginia Synod's Constitution and By-Laws and the Evangelical Lutheran Church's Constitution and By-Laws.
11. The designated committee member shall prepare and submit reports and committee minutes - electronically preferred to the Congregational Council Secretary, with a copy to the Congregational Secretary, at least one week before the Congregational Council meeting.

Goals

1. Attend special worship services, (mid-week services such as Advent and Lent, Holy Week, etc.)
2. Support the youth with your presence (e.g., Christmas play, Easter egg Hunt, fundraising activities and events, etc.).
3. Participate in synod events (e.g., ACTS, Power in the Spirit, serve as a representative to the synod assembly, etc.)

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