

**PROVISIONAL  
CONSTITUTION  
through  
January of 2012**

Prince of Peace Lutheran Church  
North American Lutheran Church (hereafter referred to as the NALC)  
802 E. Douglas Street  
Saint Joseph, IL

**PRINCE OF PEACE LUTHERAN CHURCH**  
**Saint Joseph, IL**

**PREAMBLE**

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

In the name of the Father and of the Son and of the Holy Spirit.

**Chapter 1.**

**NAME AND INCORPORATION**

- 1.01.** The name of this congregation shall be Prince of Peace Lutheran Church.
- 1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Prince of Peace Lutheran Church is hereinafter designated as "this congregation."
- 1.03.** This congregation shall be incorporated under the laws of the State of Illinois.

**Chapter 2.**

**CONFESSION OF FAITH**

This church confesses:

- 2.01** The Triune God – Father, Son and Holy Spirit.
- 2.02** 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.
- 2.03** The canonical Scriptures of the Old and New Testaments as the inspired Word of

God and the authoritative source and norm of its proclamation, faith and life, “according to which all doctrines should and must be judged” (Formula of Concord, Epitome, Part I).

- 2.04 The Apostles’, Nicene, and Athanasian Creeds as true declarations of the faith of the Church.
- 2.05 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.
- 2.06 The other confessional writings in the Book of Concord, namely, the Augsburg Confession, 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.
- 2.07 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 His mission in the world.

### **Chapter 3. NATURE OF THE CHURCH**

- 3.01 This congregation recognizes that all power and authority belongs to our Lord and Savior, Jesus Christ, her head. Under the lordship of Jesus Christ, this congregation understands itself as a part of the assembly of all believers among whom the Gospel is preached in its purity and the sacraments are administered according to the Word of God (Augsburg Confession VII).
- 3.02 Commanded by the Lord of the church to go into all the world, baptizing in the name of the Father, the Son and the Holy Spirit, making disciples and teaching obedience to all that Christ has commanded, this congregation commits itself to fulfill the Great Commission locally, with a pledge to join with others for the sake of reaching out to the world.
- 3.03 This congregation represents locally the mission and ministry of Christ and in a broader sense, the North American Lutheran Church ([hereafter referred to as the NALC](#)) and ultimately the body of Christ in the world. Recognizing the cooperative relationship that exists as local congregations join one with another for the sake of greater ministry, the congregation is therefore committed to the greater good through cooperative efforts.
- 3.04 As a part of the ~~North American Lutheran Church~~ [NALC](#), this congregation commits itself to be an informed part of the decision making process, participating fully in the greater organization of the mission of Christ beyond the local

congregation.

#### **Chapter 4.**

#### **POWERS OF THE CONGREGATION**

- 4.01** The powers of this congregation are those necessary to fulfill its mission.
- 4.02** Unless specifically granted by delegation, designation, or by other means, this congregation retains all authority to itself for the sake of the ministry for which it is organized.
- 4.03** The powers of this congregation are vested in the meetings of this congregation called and conducted as provided in this constitution and the bylaws.
- 4.04** The congregation lives to be the instrument of the Holy Spirit in obedience to the commission of its Lord, and specifically,
- a. To proclaim the Gospel through Word and Sacraments, to relate that Gospel to meet needs in every situation, and to extend the ministry of the Gospel to all the world.
  - b. To gather into fellowship those who respond in faith to the call of the Gospel and to nurture them in the faith through that fellowship.
  - c. To affirm its unity in the true faith and to give outward expression to that unity.
  - d. To safeguard the pure preaching of the Word of God and the right administration of the Sacraments in conformity with its Confession of Faith.
- 4.05** Only such authority as is delegated to the Church Council or any other organizational unit in this congregation's governing documents is recognized. All remaining authority is retained by this congregation. This congregation is authorized to:
- a. Call a pastor as provided in chapter 7.
  - b. Terminate the call of any Pastor as provided in Chapter 7.
  - c. Appoint or terminate the appointment of associates in ministry in conformity with the applicable policy of the ~~North American Lutheran Church~~ NALC.
  - 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 its Church Council and those committees as specified in the constitution and require them to carry out their duties in accordance with the constitution, the bylaws and continuing resolutions.
  - i. Terminate its relationship with the ~~North American Lutheran Church~~ NALC as provided in Chapter 5.

- 4.06 Real property shall not be purchased, disposed of or encumbered in any manner except by resolution adopted by not less than a two-thirds majority vote of the members present and voting at a legally called meeting of the congregation.
- 4.07 Delegates shall be elected in number as specified in the ~~North American Lutheran Church~~-NALC constitution at the January annual congregation meeting prior to the annual NALC ~~convention~~Convocation. The congregation may issue voting instructions to the delegates at any time prior to the annual NALC Convocation. All delegates from this congregation shall be adequately compensated for expenses in order to attend the annual NALC ~~convention~~Convocation.

#### Chapter 5.

#### MEMBERSHIP IN THE NORTH AMERICAN LUTHERAN CHURCH, AND CHURCH PROPERTY

- 5.01 This congregation shall be a member of the ~~North American Lutheran Church~~ NALC by subscribing by congregational action to the constitution of the NALC.
- 5.02 This congregation reserves the right to be a member of other Lutheran church bodies, ~~providing that the confession of faith and the practice of such are compatible with the NALC~~with the approval of the NALC.
- 5.03 This congregation shall call pastors who are members of, or approved by the NALC.
- 5.04 If this congregation is removed from membership in the ~~NALC~~ North American Lutheran ~~Church~~ according to its procedure for discipline, title to property shall continue to reside in this congregation.
- 5.05 This congregation may terminate its relationship with the NALC by two congregation meetings at least ninety days apart. Both meetings must obtain a two-thirds majority of those eligible voting members present in order to terminate the relationship. At the second vote, another Lutheran body must be chosen for affiliation. Regardless of vote, if any portion of the congregation chooses to be non-Lutheran, only those pledged to remain Lutheran will be deemed voting members of record to make such decisions.
- 5.06 This congregation reserves unto itself all property rights understanding that they are the stewards entrusted by the Lord Himself for the local church. Should the congregation vote to disband, those remaining to make such vote shall direct any proceeds to be allocated to an ongoing Lutheran Mission. Should there be none to carry out such determination, the officers of the NALC may make such determination in the distribution of this congregation's assets.

#### Chapter 6.

## CONGREGATION MEMBERSHIP

- 6.01** Members of this congregation shall be baptized and on the rolls of this congregation at the time this constitution is adopted and those admitted thereafter who maintain their membership in accordance with this constitution.-
- 6.02** Members shall be classified as follows:
- a. **Baptized** members are those persons who have been received through the Sacrament of Holy Baptism, or by acceptance of transfer, recognizing the faithful baptism in another place in the Triune name of the Father, the Son and the Holy Spirit.
  - b. **Confirmed** members are baptized and have confirmed their faith through instruction and public affirmation of faith, whether in this congregation or received from another Lutheran congregation that provided instruction followed by public affirmation of faith.
  - c. **Voting** members are confirmed members who are at least 18 years of age, who are actively involved through regular worship, receiving of the Sacrament of Holy Communion and faithful contributions in support of the mission of the congregation. Such activity must have occurred within the previous twelve months preceding any vote. For the sake of record, a communion on another occasion besides Christmas Eve or Easter Sunday shall be required.
  - d. **Associate/Dual** members are those who are members in another recognized Christian fellowship whose doctrine and practice is not incompatible with this congregation's statement of faith and who desire to retain official membership in another fellowship while simultaneously holding allegiance to the mission of the congregation. Such members will have all privileges of active members except a) the right to vote and b) the right to serve as a delegate to an Annual Convocation or other meeting of the NALC.
- 6.03** All members shall be officially received into membership by an act of the congregation Council.
- 6.04** It shall be the privilege and duty of members of this congregation who are considered active to:
- a. Make regular use of the means of grace, both Word and Sacraments, in such ways as:
    - 1) Joining regularly in the services of worship of this congregation.
    - 2) Studying the Holy Scriptures and practicing family and private devotions.
    - 3) Partaking regularly of the Lord's Supper.
    - 4) Presenting of their children for Holy Baptism in early infancy and diligently nurturing them in the Christian faith in the home and in the schools provided by this congregation.
  - b. Live a Christian life of loving service, humility and peace, as is fitting for those whom the Holy Spirit has called to faith and discipleship.

- c. Promote unity and welfare of this congregation as a family of God, endeavoring through admonition and encouragement to edify one another; and
- d. Support the work of this congregation, synod, and the church-wide ministries of the ~~North American Lutheran Church-NALC~~ through contributions of their time, abilities, and financial support as an expression of their gratitude and obedience and the acknowledgement that all they are and have come as gifts from God.

**6.05** Responsibilities of this congregation for fostering faithful membership shall include:

- a. Proper instruction in the Word of God and the teachings of the Lutheran Church prior to reception as confirmed members;
- b. Transfer of membership to another Lutheran congregation or the issuing of a certificate and/or release to another Christian congregation at the request of the confirmed members; (such transfer of membership or release will be granted to baptized but unconfirmed children at the request of their parents.)
- c. Encouraging members who move from the community which this congregation serves to transfer to a ~~North American Lutheran Church-NALC~~ congregation which can serve them effectively and in which they can participate regularly. An ~~NALC North American Lutheran Church~~ congregation in the new community in which such members live shall be notified of their move; and continuing concern and conscientious pastoral care for members in an effort to encourage fulfillment of their duties and responsibilities, when they do not partake of Holy Communion, support the church with their offerings or appear to desire to participate in the life and worship of the congregation.

**6.06** 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 7.**  
**THE PASTOR**

- 7.01** At the start of the call process, the officers and a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop of the NALC. Authority to call a pastor who subscribes to chapter 2 of this constitution is invested in this congregation and shall be accomplished with at least a two-thirds majority ballot vote of eligible voting members present and voting at a meeting properly called for that purpose. ~~Before a call is issued, the~~

~~officers, and a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop of the North American Lutheran Church.~~

**7.02** Only a member of the clergy approved by the NALC and in every other way qualified for membership in this congregation may be called as a pastor by this congregation.

**7.03** Consistent with the faith in continuity, a pastor shall:

- a. preach the Word;
- b. administer the sacraments;
- c. conduct public worship;
- d. provide pastoral care;
- e. offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- f. supervise all schools and organizations of the congregation;
- g. install officers and workers of the congregation;
- h. with the council, administer discipline;
- i. encourage faithfulness in the life and mission of the congregation; and,
- j. be an ex-officio member of all committees, task forces or other sub-organizations within the congregation.
- k. 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.
- l. impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications.
- m. endeavor to increase the support given by the congregation to the work of the ~~North American Lutheran Church~~NALC.
- n. work together in mutuality with others of the NALC and submit to the authority of the bishop.

**7.04** Any other duties or expectations, compensation and other matters shall be included in a letter of call, attested by the bishop, the congregation president and received by the pastor.

**7.05** 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 bishop or a designee of the Bishop of the ~~North American Lutheran Church~~NALC and for the following reasons:

- a. mutual agreement to terminate the call or the completion of a call for a specified term;
- b. resignation of the pastor;
- c. 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;
- d. the physical or mental incapacity of the pastor;
- e. disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
- f. the dissolution of the congregation; or
- g. the three-quarter [75%] vote of eligible voting members of a special meeting of the congregation called specifically for the purpose of terminating a call.
- h. a pre-determined date of termination of duties as outlined in the letter of call.

- 7.06** At a time of pastoral vacancy, an interim pastor may be appointed by the bishop with the consent of this congregation through its congregation council.
- 7.07** During the period of service, an interim Pastor shall have the rights and duties of a regularly called Pastor and may delegate the same in part to a supply Pastor with the consent of this congregation or Church Council. The interim Pastor and any ordained Pastor providing assistance shall refrain from exerting influence in the selection of a Pastor.
- 7.08** 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.

**Chapter 8.**  
**CONGREGATION MEETINGS**

- 8.01** The annual and regular meetings of this congregation shall be held at times specified in the bylaws.
- 8.01.01** A congregational annual meeting shall be held in January of each year on a date to be determined by the Church Council for the purpose of reviewing the congregation's ministry receiving reports of committees to include financial statement, vote on budget and other business, and to elect up-coming vacancies on the Church Council.
- 8.01.02** A semi-annual meeting of the congregation shall be held in the last full week of August of each year on a date to be determined by the Church Council for the purpose of a financial update, select Nominating Committee and other pertinent business.
- 8.02** A special congregation meeting may be called by the Pastor or the congregation council, or shall be called by the president of the congregation upon the written request of ten percent of the voting members. A special congregation meeting

shall specify the purpose for which it is being held and no other business may be transacted at that meeting.

- 8.03 Notice of all meetings shall be given at the services of worship for at least two Sundays and by mail to all voting members at least ten days in advance of the date of the meeting. The posting of such notice in the regular mail sent to the last known address shall be sufficient for this requirement.
- 8.04 Ten percent of the eligible voting members of this congregation shall constitute a quorum at congregation meetings.
- 8.05 Voting by proxy or by absentee ballot shall not be permitted.
- 8.06 Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

**Chapter 9.**  
**OFFICERS OF THE CONGREGATION**

9.01 The officers of this congregation shall be a president, vice president, secretary, and treasurer. They shall be voting members of this congregation and shall be chosen in accordance with 10.05.02.

- ~~a. The officers shall be voting members of this congregation.~~
- ~~b. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.~~

9.01.01. The officers' duties are as follows:

- A. The *president*
  - 1. will ensure that all activities of this congregation are in accord with this constitution and with this congregation's mission statement.
  - 2. will serve as the chairperson of Congregation Council meetings and Congregational Meetings.
  - 3. will ensure good communication and coordination of action between congregational leaders, pastor(s), committees and members at large.
  - 4. is responsible to maintain the church council's yearly timeline of action in accord with this constitution, and for organizing the agenda for each council meeting.
  - 5. is the chief lay representative of this congregation and its mission for Jesus Christ within and beyond the congregation.
  - 6. shall be ex-officio (voice only) of all committees and task forces of this congregation.

B. The *vice president*

1. will, in the absence of the president, serve as the chairperson of Congregation Council meetings and Congregation Meetings.
2. will, in the event that the council president resigns or can no longer fulfill his/her duties for the remainder of his/her term, be vested with all the formal duties of the president until the next congregational election.
3. will serve as a regular member on one of the Core Committees throughout his/her term of office.
4. will take general responsibility for recruiting and appointing members to the core committee of which he/she is a part.

C. The *secretary*

1. will record and maintain official minutes of Congregation Council meetings and Congregation Meetings.
2. shall have custody of the archives of the congregation.
3. will serve as a regular member on one of the Core Committees throughout his/her term of office.
4. will take general responsibility for recruiting and appointing members to the core committee of which he/she is a part.
5. will be responsible for assuring the presence of a current, accurate membership roster at Congregation Meetings.

D. The *treasurer*

1. shall have custody of all funds of the congregation. He/she shall receive and disburse such funds in accordance with the decisions of the congregation or the Church Council.
2. will present a current report of this congregation's financial accounts and of its income and expenditures at all Congregation Council meetings and Congregation Meetings.
3. will serve as a regular member on one of the Core Committees throughout his/her term of office.
4. will take general responsibility for recruiting and appointing members to the core committee of which he/she is a part.
5. will execute his/her duties in accordance with accepted accounting procedures.

**9.01.01.CR01** The treasurer may delegate a portion of his/her responsibilities (e.g. writing checks) to another member of the congregation, such as a bookkeeper, with the formal approval of the Congregation Council. However, the *elected treasurer* retains full responsibility for the execution of all duties specified in 9.01.01 section D.

**Chapter 10.**  
**CONGREGATION COUNCIL**

**10.01** The voting membership of the Congregation Council shall consist of nine members, and shall include the four officers and five members at large. The pastor shall be a non-voting member of the congregation council.

Any voting member of the congregation who is twenty-one years or older 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 member of this congregation, b) is absent from two successive regular meetings of the Congregation Council without cause, or c) resigns his/her position.

**10.02** Members of the Congregation Council except the pastor(s) shall be elected at the annual meeting to serve for a three year term. Council members shall be eligible to serve no more than two full terms consecutively.

**10.03** 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.

**10.04** The terms of office for council members shall be staggered so that three council positions will normally be open for election at each annual meeting.

**10.05** 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 ~~North American Lutheran Church~~NALC. 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 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 congregations of the ~~NALC North American Lutheran Church~~ as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the ~~North American Lutheran Church~~ NALC.
- i. To recommend and encourage the use of program resources produced or approved by the ~~North American Lutheran Church~~ NALC.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

**10.05.01** Each council member, except the president (see 9.01.01 A.6), shall serve as a council liaison to one of the core committees of the congregation, and attend his/her chosen/assigned committee's meetings on a regular basis. Council liaisons shall not be understood to be chairpersons of core committees, but shall assist the chairs of committees in the recruitment of committee members and support the work of their committees in every way possible.

**10.05.02** At the initial council meeting after the congregational annual meeting, the council will, after careful discussion, approve roles for each council member in the following order:

- a) First, the president will be chosen.
- b) Second, the officers will be chosen.
- c) Third, each council member except the president shall choose or be assigned by the president to serve as liaison to a particular core committee.

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

- a. The Church Council shall be the board of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and financial affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Illinois, except as may otherwise be lawfully provided herein.
- b. The Church 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 Church Council may enter into contracts of up to five percent of the budget for items not included in the budget.
- d. The Church 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 more than five percent in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the ~~North American Lutheran Church~~NALC.

- e. The Church 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 ~~North American Lutheran Church~~NALC.
- f. The Church Council shall be responsible for this congregation's investments and its total insurance program.

- 10.06.01** The Congregation Council shall have sole authority to establish special funds for any items or ministries not included in an approved annual budget. The Council shall be responsible for making the existence of, the current status of, and the termination of any such funds known to the membership of this congregation.
- 10.07** The Church Council shall see that the provisions of this constitution, its bylaws and the continuing resolutions are carried out.
- 10.08** The Church Council shall provide for an annual review of the membership roster.
- 10.09** The Church Council shall submit a comprehensive report to this congregation at its annual meeting.
- 10.10** The Church Council shall normally meet once a month and such meetings shall be open to all members of the congregation. Special meetings may be called by a Pastor, the President or at the request of at least three members of the Church Council. Notice of each special meeting shall be given to all Church Council members.
- 10.11** Five voting members shall constitute a quorum for any regular or special meeting of the Church Council.
- 10.12** ~~Each November, t~~The Church Council shall recruit elect-voting members of this congregation in the permitted numbers to stand for election as delegates to the ~~Assembly of the North American Lutheran Church-NALC Convocation~~ and the meetings of church conferences to which this congregation may belong. ~~The Church Council may issue voting instructions to the delegates. Any reasonable expenses incurred by such meetings shall be paid b this congregation.~~
- 10.13** Members of the Church Council shall not serve as a member of the Charitable Endowment Fund Committee.

- 10.15** The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.
- 10.16** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to 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 Bishop of the [North American Lutheran Church](#) or one of his/her representatives.

## **Chapter 11.**

### **CONGREGATION COMMITTEES**

- 11.01** The officers of this congregation and the pastor shall constitute the **Executive Committee**, with the pastor serving in an advisory capacity.
- 11.01.01** The Executive Committee shall discharge such tasks as are assigned to it from time to time by the Church Council. The Executive Committee will also have the responsibility of developing the Church Council agenda.
- 11.02** The **Nominating Committee** shall consist of the outgoing members of the previous Church Council of this congregation and three voting members elected at the semi-annual (summer) meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive re-election.
- 11.02.01** The Nominating Committee shall present to the Church Council the name of at least one nominee for each position to be filled by election of this congregation at least thirty (30) days before any congregational meeting at which such a position is to be filled. The Nominating Committee is strongly encouraged to submit more nominations than vacancies to be filled, and shall secure the consent of each candidate.
- 11.02.02** The Congregation Council must approve the Nominating Committee's list of candidates as a whole by majority vote prior to the Annual Meeting.
- 11.03** An **Audit Committee** of two or three voting members shall be appointed by the Congregation Council each year. Audit Committee members shall not be members of the current or immediately preceding Congregation Council. Term of office shall be one year. Members shall be eligible for reappointment.

- 11.03.01** The Audit Committee will be responsible for ensuring that this congregation's financial accounts and transactions for the preceding calendar year 1) have been accurately documented, and 2) are in good order. They will present a written report of their findings for the preceding calendar year to the Congregation Council by the end of April.
- 11.03.02** The Audit Committee may request permission from the church council to procure assistance from organizations outside the congregation to carry out its duties. Such assistance must be approved by the church council.
- 11.04** When a pastoral vacancy occurs, a **Call Committee** of six voting members shall be elected by the ~~c~~Congregation ~~Council~~. Term of office will terminate upon installation of the newly called pastor.
- 11.05** A **Long Range Planning Committee** of more than five voting members of the congregation may be appointed as necessary by the church council to discern and research possible future ministries and projects of the congregation. The council president must be a member of this committee and attend its meetings. This committee may make recommendations in writing to the church council regarding possible future ministries and projects of the congregation, but will not take action beyond research on any ministry or project without formal permission from the church council.
- 11.06** A Youth Board will be organized according to and guided by this congregation's Youth Ministry Management Plan. The Youth Board will serve with the Youth and Family Minister to organize and implement Christian youth ministry specifically for the youth of our congregation and their families.
- 11.07 Core Committees.** The following eight committees shall be known as core committees of this congregation:
1. Ministry and Resource Development (MRD)
  2. Christian Education
  3. Worship
  4. Outreach and Evangelism
  5. Fellowship
  6. Stewardship
  7. Properties
  8. Prince of Peace Community Early Learning Center
- 11.07.01** The purpose of the **Ministry and Resource Development Committee** shall be to strengthen the mission of the congregation, and the ministry of the staff, by assisting them in special areas. This committee shall:
- a. when necessary, review and clarify with council members the responsibilities entrusted to them by this constitution, and also the duties of the core committees in which they serve as liaisons.

- b. When necessary, assign a MRD Committee member to assist a council member with the functioning of a particular committee which may need help organizing itself.
- c. Plan and organize council retreats with the pastor's suggestions.
- d. Provide support and attention to the pastor(s) and church leadership, encouraging them to pursue continuing education.
- e. keep all job descriptions for non-ordained paid church staff current and relevant.
- f. conduct annual reviews, with a council representative present, for each pastor and paid staff member prior to the end of each year. A written summary of each review should be forwarded to the church council by the MRD committee on important non-confidential issues. The MRD committee is encouraged to discuss the following issues in an open and supportive atmosphere with professional staff members at its meetings with them:
  - 1. The staff person's goals and concerns concerning his/her ministry with this congregation.
  - 2. The staff person's sense of job satisfaction.
  - 3. Any personal concerns which are affecting the staff person's ministry.
  - 4. Salary/Employee feedback concerning compensation.
- g. The MRD Committee will be empowered to propose plans of action to staff members, and/or core committees, and/or the Congregation Council regarding conflicts that may arise between professional staff members and laypeople of this congregation.
- g. Actively listen to concerns of the pastor(s) or any member or paid staff of the congregation. Concerns should be communicated to the council and/or pastor(s) when an issue is deemed to be potentially disruptive to the life and mission of the congregation.
- h. The church council may request that the MRD Committee assume an advisory role in problem situations.
- i. MRD committee members must realize that the issues and matters they discuss in committee may require a high degree of confidentiality.
- j. Two nominations for this committee shall be forwarded to the Nominating Committee each year by the church council after the council president or his/her council designee has had conversation with each potential nominee concerning duties, responsibilities and willingness to serve. One new member will be elected to this committee each year.

11.07.02

The **Christian Education Committee** shall consist, at minimum, of a chairperson who is a voting member of the congregation, a council liaison, and the current director of the Sunday School. The chairperson and the council liaison are responsible to recruit additional members to serve on this committee from the voting membership of the congregation.

The Christian Education Committee shall organize and promote continuing Christian education activities within this congregation, such as:

- A. adult Christian education classes.
- B. formal Sunday School instruction for people of all ages.
- C. Holy Communion instruction.
- D. Confirmation instruction.
- E. special intergenerational Christian education events and classes.
- F. education for parents of preschoolers (cradle roll).
- G. faith formation events for high school students.

The Christian Education Committee shall relate to and work with this congregation's Sunday School staff on a regular basis. It shall assist The Sunday School Staff with the choice of curriculums and with general organizational concerns.

~~\_\_\_\_\_~~ INSERT The ministry of the Youth Board and the Youth and Family Minister shall fall under the umbrella of the Christian Education Committee. The Christian Education Committee shall meet with the Youth and Family Minister at least two times yearly in order to coordinate all activities for all age groups. The Christian Education Committee shall also communicate with the Youth Board each Spring in order to share feedback and suggestions relating to the Youth Ministry Management Plan.

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This committee shall hold regularly scheduled monthly meetings from August through June, and is encouraged to organize temporary teams as necessary to help with various projects and activities.

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The Christian Education Committee shall present a proposed committee budget for the coming year to the congregation council in December of each year. This proposed committee budget shall be formulated in light of the financial resources the committee predicts it will need for the coming year in order to fulfill all aspects of its ministry.

### 11.07.03

The **Worship Committee** shall consist, at minimum, of a chairperson who is a voting member of the congregation, a council liaison, and any paid music staff of this congregation. The chairperson and the council liaison are responsible to recruit additional members to serve on this committee from the voting membership of the congregation.

The Worship Committee shall organize and promote the ongoing worship life of this congregation through planning and organizing worship services and communicating the theme for each church season through visual and artistic means.

This committee shall, in the event of a search for new music staff, be authorized by the church council to creating and/or revise job contracts and lists of responsibilities for staff members. It shall be responsible for interviewing and recommending potential music staff members for employment when necessary.

This committee shall meet no fewer than six times a year, and more often when necessary. This committee is encouraged to organize temporary teams as necessary to help with various projects and activities.

The Worship and Fellowship Committee shall present a proposed committee budget for the coming year to the Congregation Council in December of each year. This proposed committee budget shall be formulated in light of the financial resources the committee predicts it will need for the coming year in order to fulfill all aspects of its ministry.

**11.07.04** The **Outreach and Evangelism Committee** shall consist, at minimum, of a chairperson who is a voting member of the congregation and a council liaison. These two are responsible for recruiting additional members to serve on this committee from the voting membership of the congregation.

The Outreach and Evangelism Committee shall organize, promote and implement this congregation's Christian ministry towards non-members and new members. Among their duties, they shall:

- a. seek out people for membership in this congregation.
- b. contact all visitors to this congregation.
- c. assimilate new members into the life and ministry of this congregation.
- d. organize service projects and mission events for members of our congregation and community.
- e. emphasize and promote this congregation's relations with and support of the ~~North American Lutheran Church~~ NALC and Christ's Church at large.
- f. oversee and implement this congregation's relationships with missionaries.
- g. educate and inform the people of this congregation about global missions for Christ.
- h. be responsible for actively responding to the ~~North American Lutheran Church~~ NALC's challenge to establish and maintain ongoing, supportive relationships with at least two mission congregations, one of which is in the U.S.A. and the other of which is abroad.

This committee shall hold regularly scheduled monthly meetings from August through June, and is encouraged to organize temporary teams as

necessary to help with various projects and activities.

The Outreach and Evangelism Committee shall present a proposed committee budget for the coming year to the congregation council in December of each year. This proposed committee budget shall be formulated in light of the financial resources the committee predicts it will need for the coming year in order to fulfill all aspects of its ministry.

**11.07.05**

The **Fellowship Committee** shall consist, at minimum, of a chairperson who is a voting member of the congregation and a council liaison. These two are responsible for recruiting additional members to serve on this committee from the voting membership of the congregation.

The Fellowship Committee shall be responsible for organizing events which contribute to mutual upbuilding, friendship and support among the members of the body of Christ. This committee shall, for example:

- a. be aware of people in our congregation and community who may need special assistance and organize fundraisers which will benefit them.
- b. Organize dinners, sporting events, and other recreational activities for the congregation, taking care that the name of Jesus will be uplifted and praised in these activities through prayer and/or music.
- c. Assist parents and church staff in making fun and fellowship events happen for the youth of the congregation.
- d. Take special responsibility for the homebound or ill members of this congregation, ensuring that they are cared for by God's church and feel connected with the life of this congregation.

This committee shall meet at least five times each year, and more often when necessary, and is encouraged to organize temporary teams as necessary to help with various projects and activities.

The Fellowship Committee shall present a proposed committee budget for the coming year to the congregation council in December of each year. This proposed committee budget shall be formulated in light of the financial resources the committee predicts it will need for the coming year in order to fulfill all aspects of its ministry.

**11.07.06**

The **Stewardship Committee** shall consist, at minimum, of a chairperson who is a voting member of the congregation and a council liaison. These two are responsible for recruiting additional members to serve on this committee from the voting membership of the congregation.

The Stewardship Committee shall devote itself to channeling this congregation's God-given resources of time, talent and treasure towards

ministry for Jesus Christ and care for God's creation. Among its regular activities, it shall:

- a. organize and promote annual congregational stewardship drives.
- b. organize annual surveys of congregation members' talents and interests.
- c. champion the biblical teaching of percentage giving (tithing) as a gift and a responsibility.
- e. organize educational events which will assist members to manage their resources faithfully and responsibly.
- f. promote biblical teachings regarding good stewardship of God's creation.
- g. ensure that this congregation is using its resources wisely and efficiently, and with care for the earth.

This committee shall meet at least five times each year, and more often when necessary, and is encouraged to organize temporary teams as necessary to help with various projects and activities.

The Stewardship Committee shall present a proposed committee budget for the coming year to the congregation council in December of each year. This proposed committee budget shall be formulated in light of the financial resources the committee predicts it will need for the coming year in order to fulfill all aspects of its ministry.

#### **11.07.07**

The **Properties Committee** shall consist, at minimum, of a chairperson who is a voting member of the congregation and a council liaison. These two are responsible for recruiting additional members to serve on this committee from the voting membership of the congregation.

The Properties Committee shall be responsible for maintaining the excellent condition of this congregation's building and grounds. This committee must understand the important messages conveyed to visitors and members by the physical state of its property, and work to maintain a comfortable, inviting, safe, and welcoming space in which people can worship and serve God. Among its activities, this committee shall:

- a. regularly communicate with the council regarding property maintenance and care issues, informing the council of any projects which may need attention and funding in the future.
- b. request funds for repairs and maintenance from the church council as necessary.
- c. be responsible for procuring help from individuals or companies as necessary for particular projects, with the council's approval and after researching competing bids when possible.

- d. regularly check the building and grounds to see what needs attention, and make sure that repairs are made as promptly as is possible.
- e. maintain an inventory of moveable church property (e.g. chairs, tables) and work to prevent loss or irresponsible use of such property.
- f. be in regular communication with the church custodian, notifying him/her of any issues which are of concern.
- h. be in charge of changing and or modifying the church custodian's job description as conditions warrant, with approval the the church council.
- i. in the event of a search for new custodial staff, be responsible for creating and/or revising job contracts and lists of responsibilities for the position(s). This committee shall also be responsible for interviewing and recommending new custodial or administrative staff when necessary.

This committee shall meet at least five times each year, and more often when necessary, and is encouraged to organize temporary teams as necessary to help with various projects and activities.

The Properties Committee shall present a proposed committee budget for the coming year to the congregation council in December of each year. This proposed committee budget shall be formulated in light of the financial resources the committee predicts it will need for the coming year in order to fulfill all aspects of its ministry.

**11.07.08 The Prince of Peace Community Early Learning Center Board** is structured according to the rules of the Early Learning Center's governing documents.

The Early Learning Center's work is a direct extension of this congregation's mission for Jesus Christ in the community. The council liaison who serves as a member of the POPCELC board is responsible to maintain regular communication between the POPCELC board and the church council. Joint meetings of the POPCELC Board and the Church Council should be held at least twice each year to coordinate their efforts and to facilitate open communication.

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

**11.09** Duties of committees of this congregation shall be specified ~~in the bylaws~~ [in Chapter 11](#).

**ORGANIZATIONS WITHIN THE CONGREGATION**

**12.01** 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.

**12.01.01** Descriptions of the makeup and ministry of organizations within this congregation shall be presented here as continuing resolutions.

**12.02** Special interest groups, other than those of the official organizations of the ~~North American Lutheran Church~~NALC, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

### **Chapter 13.**

#### **DISCIPLINE OF MEMBERS AND ADJUDICATION**

**13.01** 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 Congregation Council.

**13.02** The process for discipline of a member of the congregation shall be in conformity with the ~~North American Lutheran Church~~NALC's policy on discipline and adjudication. A member charged with the offense shall appear before the Congregation Council after having received a written notice, specifying the exact charges that have been made against the member, at least ten days prior to the meeting.

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

- a. censure before the council or congregation;
- 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.

- 13.04** 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.

**Chapter 14.  
BYLAWS**

- 14.01** This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- 14.02** 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.
- 14.03** Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the members of the proposal with its recommendations at least 30 days in advance of the Congregation Meeting.

**Chapter 15.  
AMENDMENTS**

- 15.01** Amendments to this constitution may be proposed by at least 12 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 the council's recommendations at least 30 days in advance of the meeting.
- 15.02** A proposed amendment to this constitution shall be approved at a properly called meeting according to this constitution by a two-thirds vote of those present and voting.

**Chapter 16.**

**CONTINUING RESOLUTIONS**

- 16.01** The Congregation Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.
- 16.02** Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.