

Core Values, Constitution, Bylaws & Continuing Resolutions

of

Emmanuel Lutheran Church

Prescott Valley, Arizona



————— 2017 —————

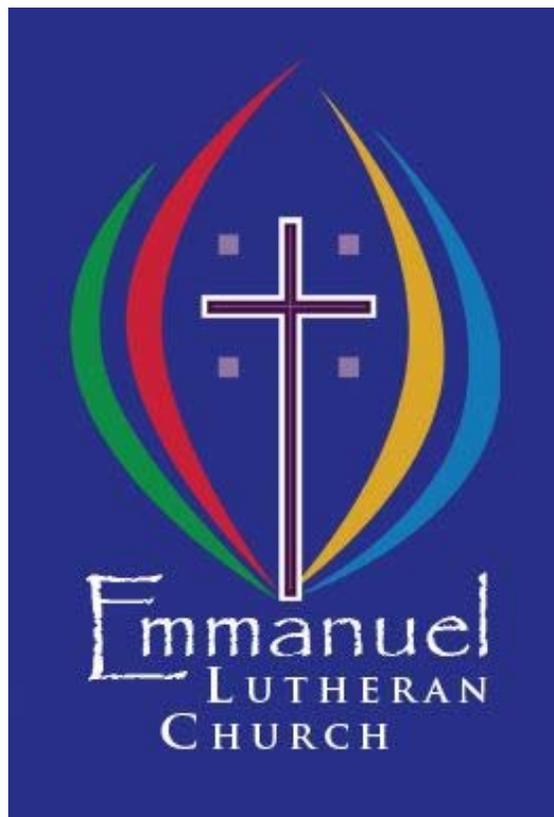
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Note: Words or phrases herein marked with a section sign (§) are defined and clarified in the Glossary. Sections marked with an asterisk () are required sections from the Model Constitution for Congregations of the Evangelical Church in America 2013, as amended in 2016.*

Emmanuel Lutheran Church

Core Values



Emmanuel Lutheran Church

WELCOMING STATEMENT

We are an inclusive faith community that seeks to live the Word and Way of Christ's unconditional love. This means that, like Christ, we believe each person is a beloved child of God regardless of shape, size, economic status, religious background, sexual orientation, ethnicity, gender identity, or anything else that could divide us. We give thanks to God for the unique identities with which we are created, and have found here a fellowship of believers that accepts us just as we are.

COVENANT OF MEMBERSHIP

Our mission statement at Emmanuel Lutheran Church is:

“To serve God and share the good news of Jesus Christ”

Membership at Emmanuel begins with a commitment to this mission. The following pledges and promises are an extension of that mission. They represent what membership means at Emmanuel Lutheran Church as formulated by the congregation in the Fall 1998. They represent our current expectations of one another, our Covenant of Membership.

We want our Church to be our family, a place of belonging where we feel loved, and cared for, known by name. A friendly place where we can find support and respect...where life makes more sense.

We know God wants our family to gather in worship regularly. I will be there to hear the Gospel and help sustain my brothers and sisters in Christ. If I am absent, I can trust that I will be missed and that my church family will check to see if I am OK.

We will always keep our heart open for the stranger, eager to expand the circle of love. Often this may mean I abandon my comfort zone, at times moving beyond my circle of friend to make sure that this church is always a welcoming place.

We will support our church financially with faith giving. I have been called to be a member at Emmanuel. I accept this call and by the help of God, will shoulder

responsibility for its mission and ministries so that we can move forward in Jesus' name to know the joy of giving.

We will deal directly and openly with our differences. In fact, we will honor and celebrate our differences, learning to be less critical of each other and instead more gentle and affirming. I pledge to not let the negative fester, but to bring it into the open, to straighten things out with the appropriate person, and seek the assistance of the Pastor if I need help. I will close the back door to that dark room where gossip thrives.

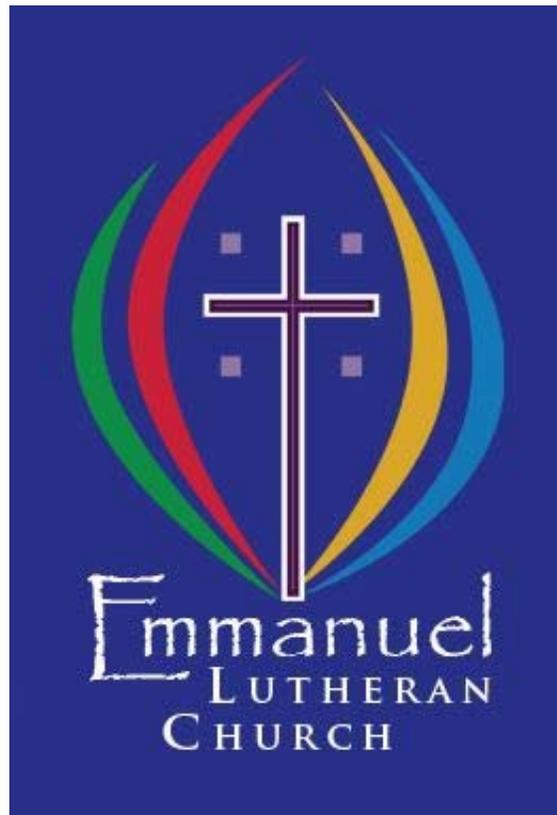
We will join together in ministry, volunteering with our gifts of time and energy, doing our part. We especially commit ourselves to the special interests and needs of our children and our young families. I will find a place on a ministry team where I can do my part.

We pledge to support our Pastor and Council leaders. Their pledge is open communication, no secrets and no closed meetings. Every member is called to serve and to lead, and I will voice my opinions in the open forums made available as decisions are deliberated.

Emmanuel Lutheran Church

Note on Codification: All Bylaws numbering references (**CB**) are to the respective Chapter of the Constitution (**C**) to support, with added clarification, definitions, explanations, descriptions or specific guidelines. Body of the constitution is in Arial font; *Bylaws are in Arial Italics font*, and Continuing Resolutions are in Times New Roman font.

CONSTITUTION



*1 PREAMBLE

We, baptized members of the Church^{§2} of Christ, responding in faith[§] to the call[§] of the Holy Spirit[§] through the Gospel[§], desiring to unite together to preach the Word, administer the sacraments[§], and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

Chapter 1. - NAME AND INCORPORATION

C1.01. The name of this congregation shall be Emmanuel Lutheran Church.

C1.02. For the purpose of this constitution and the accompanying bylaws[§], the congregation of Emmanuel Lutheran Church is hereinafter designated as "this congregation."

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

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

¹ An asterisk (*) denotes a required provision from the ELCA Model Constitution for Congregations 2013, as amended in 2016

² A section mark (§) denote a term with a definition in the Glossary

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 Scripture and confessed in the ecumenical § creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission § in the world.

Chapter 3. - NATURE OF THE CHURCH

- *C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All action 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 churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

Chapter 4. - STATEMENT OF PURPOSE

- *C4.01. The Church 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 church-wide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with church-wide policy.

CB4.03.01 *To fulfill its Statement of Purpose, this Congregation shall administer the Eucharist* at weekly worship services, inviting all worshipers to join in the celebration;*

***C4.04.** This congregation shall develop an organizational structure to be described in the bylaws[§]. The Congregation Council shall prepare descriptions of the

responsibilities of each committee, task force, or other organizational group and shall review their actions. Such descriptions shall be contained in continuing resolutions[§] in the section on the Congregation Committees.

CB4.04.01 *This Congregation shall develop its organizational structure under the direct leadership and authority of the Congregation Council, together with its Executive Committee (elected officers) and its called pastor:*

- 1) *Congregation Council shall ~~prepare~~ see that written descriptions are prepared for the*
 - *responsibilities of each Committee (page 28);*
 - *effective coordination of all ministry teams (page 32);*
 - *work/assignments of each task force, at its inception.*
- 2) *Congregation Council shall assign an elected Council member as its liaison/coordinator for each of its ministry teams.*
- 3) *The Congregation Council shall develop a close working relationship with ministry teams, providing regular communication support for all program activities through the appointed Council Liaison; review any policy changes/recommendations; and provide assistance in organization of their ministry team, including annual budget requests for financial support.*

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

CB4.05.01 *The Congregation's mission statement shall be reviewed annually by the Congregation Council*

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

Chapter 5. - POWERS OF THE CONGREGATION

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

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

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

- a. call[§] a minister of Word and Service;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
- d. adopt amendments to the constitution[§], as provided in Chapter 16, and amendments to the bylaws, as specified in Chapter 17 and continuing

- resolutions as provided in Chapter 18;
 - e. approve the annual budget;
 - f. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - g. hold title to and use its property for any and all activities consistent with its purpose;
 - h. sell, mortgage, lease, transfer[§], or otherwise dispose of its property by any lawful means;
 - i. elect its officers, and Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
 - j. 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 Grand Canyon Synod of the Evangelical Lutheran Church in America.
- C5.05.** This congregation shall have a mission endowment fund[§] that will operate as specified in this congregation's bylaws. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation.

Chapter 6. - CHURCH AFFILIATION

- *C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Grand Canyon 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 to either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral

services with a minister of Word and Sacrament of a church body with which the Evangelical Church in America officially 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 Grand Canyon 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^s.
- 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 vote 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 Congregation 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 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 such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a

voting member of 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 to 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. 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 membership in this church.
 - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
 - h. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If this congregation fails to achieve the required two-thirds vote of voting members present at the second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05. and may begin no sooner than six months after 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 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.
- *C6.07.** 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 unit of the churchwide organization before any steps are taken leading to such action.

Chapter 7. - PROPERTY OWNERSHIP

- *C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Grand Canyon 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, provided the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Grand Canyon 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.
- C7.05. Notwithstanding the provisions of *C7.02. and *C.7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws and Continuing Resolutions*^s of the *Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:
 - a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
 - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Grand Canyon Synod—reconvey and transfer all right, title, and interest in the property to the Synod.

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 accept 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 Congregation Council.

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

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

- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation, the synod, and the church-wide 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 in accordance with the ELCA constitutional provision 20.41. and the accompanying bylaws; 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 voting members present and voting at a meeting legally called for that purpose. Before a call^s is issued, the officers, or a committee elected by this Congregation 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^s 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 Congregation Council;
 - 4) with the council, administer discipline; and
 - 5) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of the Grand Canyon 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.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:
- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death or, following consultation with the synodical bishop, for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions;
 - 4) physical or mental incapacity of the pastor;
 - 5) suspension of the pastor through discipline for more than three months;
 - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
 - 7) termination of the relationship between this church and the congregation;
 - 8) dissolution of the congregation or the termination of a parish[§] arrangement; or
 - 9) suspension of the congregation through discipline for more than six months.
 - b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.

- c. In case of alleged physical or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament as disabled. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the Pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only 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 majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07.** During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.
- *C9.08.** 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 Congregation 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 be 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.
- C9.15.** Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the pastor in a form proposed by the synodical bishop and approved by the congregation.
- *C9.21.** Authority to call a minister of Word and Service shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by this Congregation to recommend the call, shall

seek the advice and help of the bishop of the synod.

- ***C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synodical bishop may be called as a deacon of this congregation.
- ***C9.23.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every Minister of Word and Service shall:
 - a. Be rooted in the Word of God, for proclamation and service;
 - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
 - c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
 - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
 - e. Encourage mutual relationship that invite participation and accompaniment of others in God's mission;
 - f. Practice stewardship that respects God's gift of time, talents, and resources;
 - g. Be grounded in a gathered community for ongoing diaconal formation;
 - h. Share knowledge of the ELCA and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
 - i. Identify and encourage qualified persons to prepare for the ministry of the gospel.
- ***C9.24.** The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.
- ***C9.25.** The provisions for termination of the mutual relationship between a minister of Word and Service and this congregation shall be as follows:
 - a. The call of this congregation, when accepted by a deacon, shall constitute a continuing relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the deacon;
 - 5) suspension of the deacon through discipline for more than three months;
 - 6) resignation or removal of the deacon from the roster of Ministers of

- Word and Service of this church;
- 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally or together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
 - c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service as disabled. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last serve or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendation of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and

voting where the bishop and the committee did not recommend termination of the call, of (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- ***C9.26.** The deacon shall make satisfactory settlement of all financial obligations to a former congregation before:
 - a. installation in another field of labor, or
 - b. the issuance of a certificate of dismissal or transfer
- ***C9.27.** When a deacon is called to serve in company with another rostered minister of other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- ***C9.28.** With the approval of the bishop of the synod, this congregation may depart from *C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.25.a.
- ***C9.29.** The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- ***C9.31.** The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10. - CONGREGATION MEETINGS

C10.01. The annual meeting of this congregation shall be held at a time specified in the bylaws.

CB10.01.01 *Annual Congregational Meeting (Annual Reports, etc.)*

- 1) *The Annual Meeting shall be held in January of each year, the exact date to be fixed by the Congregation Council. This meeting shall be chaired by the current or outgoing Council President;*
- 2) *Congregational representatives to attend the Annual Synod Assembly shall be elected as "Voting Members" on an official ballot from the Nominating Committee at each Annual Meeting. Synod Assembly voting members shall provide a detailed written report to the congregation and file a copy with the Council Secretary.*

C10.02. A special Congregation Meeting may be called by the pastor, the

Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of 25 percent of the voting members. The president of the Congregation Council shall call a special meeting upon the request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all 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. If members have agreed in writing to “opt-in”, email notifications are also sufficient.
- C10.04.** Twenty-five percent (25%) of the voting members 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, by state law, or if the Congregation Council votes by a 2/3 margin in favor of a larger majority.
- C10.07.** *Robert’s Rules of Order*[§], latest simplified 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.
- Duties of the officers shall be specified in the bylaws.
 - The officers shall be voting members of the congregation and Congregation Council.
 - Officers of this congregation shall provide administrative leadership for the Congregation Council and shall function as its executive committee.
- CB11.01.01** *The **President** is the chief executive officer of the Congregation and functions as the President of the Congregation and of its Congregation Council, working in close cooperation with the Pastor to maintain harmony and the unity in all areas of Congregational ministry. The President shall chair all Congregation Council meetings and provide appropriate agendas. The President shall also chair all Congregational meetings and enable the process in accordance with Roberts Rules of Order, Revised Edition. He/she shall also work with other executive officers and the Pastor, to assure that the practices of the church are in accordance with the Constitution and the doctrines and confessions of the Evangelical* Lutheran Church of America. The President shall submit a yearly written report to the Congregation at its January Annual Meeting, which report includes a review of the past year’s accomplishments of the Council and outlines its vision* for the year ahead. The President is elected every odd-numbered year.*

CB11.01.02 *The Vice President (V.P.) shall assume all the duties and responsibilities of the President in the event he/she is absent from any meetings of the Council or of the Congregation. The V.P. shall serve as official Council liaison with the Personnel Committee and shall communicate its actions and policy developments to the Congregation Council following each meeting of the committee. The V.P. is elected every even-numbered year.*

CB11.01.03 *The Secretary of the Congregation shall record all minutes, per Robert's Rules of Order, for all meetings of the Congregation, the Congregation Council and the Executive Board, shall place a copy each month in the permanent record of the Congregation, shall distribute copies of same to each Council member and shall regularly make copies available to any/all members of the Congregation. A recording device may be utilized at the discretion of the Secretary to assist in transcribing minutes. The Secretary shall also attend to all official correspondence of the Congregation and the Council, including the filing of regular amendments to this Constitution/Bylaws with the Secretary of the Grand Canyon Synod Council/ office of Synod's Bishop. The Secretary is elected every odd-numbered year.*

CB11.01.04 *The Treasurer of the Congregation shall maintain an accurate bookkeeping system on behalf of the Congregation and assure that all funds of the Congregation are diligently accounted for. The Treasurer shall see that all bills owed by the Congregation are paid in a timely manner and, where there is a shortage, seek the counsel of the Congregation Council for prioritizing payments, The Treasurer shall provide regular financial reports for all meetings of the Congregation Council. The Treasurer is a member of the Congregation's Finance Committee. The Treasurer shall submit all financial records for an annual audit as required by the guidelines of the Grand Canyon Synod of the ELCA and as required from non-profit corporations in the State of Arizona. The treasurer is elected every even-numbered year. The Treasurer may receive assistance from a Bookkeeper and from a Financial Secretary, the duties of whom follow:*

- 1) A Bookkeeper may be selected by Council or hired to assist in completing all accounting transactions with electronic bookkeeping systems as required, to provide weekly updates of all payable and receivable accounts, and to balance and reconcile all checking/banking accounts.*
- 2) A Financial Secretary may be selected by Council to maintain records of all weekly pledged giving and special fund offerings; provide statements of contributions to all donor members at appropriate intervals, and a year-end report; provide statistics on current giving patterns related to pledges; report all pledging/gifts to all donors quarterly; provide effective supervision for those volunteers in the counting of all worship offerings, documenting all gifts; cooperate in ordering/provision of appropriate offering*

envelopes for all members of the Congregation; and offer projections on giving as they are related to the annual budgeted income. The Financial Secretary shall serve on the Finance Committee and shall assist them in preparation of the annual Congregational budget for income and expense. A Financial Secretary's Assistant may be selected to track all pledges and budgets against actual spending and projected giving to actual spending.

- C11.02.** The congregation shall elect its officers and they shall be the officers of the Congregation Council. The officers shall be elected by written ballot, or by acclamation if only one candidate is nominated for a given position, and shall serve for two years or, in the case of filling out an unexpired term, until that term is completed. Their terms shall begin at the close of the annual meeting at which they are elected, and rotated as specified in the bylaws.
- C11.03.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive **2-year** terms in the same office.

Chapter 12. - CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the Pastor(s), the officers and **6 to 12** members of the congregation. Any voting member of the congregation may be elected, subject only to term limitations, as mentioned above. A member's place on the Congregation Council shall be declared vacant if the member - a) ceases to be a voting member of this congregation or - b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

CB 12.01.01 *The Congregation Council's voting membership shall consist of the officers of its Executive Committee, the Pastor and 6 to 12 members of the congregation. The Congregation Council can, by majority vote, determine the number of council members to be elected each year. A quorum for the transaction of business shall be defined as at least 51% of the members of the Congregation Council.*

CB12.01.02 *The Council's liaison coordinators shall be selected by the Council President on an annual basis. There will be a council liaison coordinator for each of the ministry teams.*

C12.02. The members of the Congregation Council, except the Pastor(s), shall be elected by written ballot, or by acclamation if there are no more candidates than open positions, to serve for 2 years or, in the case of filling out an unexpired term, until that term is completed. Such members shall be eligible to serve no more than two full terms consecutively. Terms shall be staggered in such a way that approximately half of the Council members are elected each year. Their terms shall begin at the close of the annual meeting at which they are elected, and all members' terms shall be rotated

in accordance with the bylaws.

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

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

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals. The Congregation Council may amend or delete the Core Values (See "Core Values" starting on Page 3).
- 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 this congregation to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the Pastor.
- h. To emphasize partnership with the synod and church-wide 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 Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Arizona, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a

meeting of the congregation.

- c. The Congregation Council may enter into contracts of up to 5% of budget per each contract for items not included in the budget.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of no more than 5% per each contract in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

CB12.05.01 *A written Annual Financial Report shall be submitted to the Congregation Council by its January meeting, for approval/acceptance, from the Finance Committee with a proposed annual budget of income and expenses, including detailed reports from the Treasurer and Financial Secretary; the Audit Committee shall submit a written, comprehensive audit of all financial records annually. The Council shall also receive a report from the Endowment Fund.*

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

CB12.06.01 *Once elected, the new candidates shall receive a copy of this Constitution, Bylaws, and Continuing Resolutions, as well as copies of the new year's budget for Emmanuel Lutheran Church. All Council members are required to read the provided documents and agree to the duties and responsibilities required of their position..*

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

CB12.07.01 *The office staff and Vice President shall, by December 31 of each year, provide to the Congregation Council for their review, an annual report of the membership roster in accordance with paragraph C12.07. of this document. This report will be based on the current year's parochial report, and will be used for the Council elections and determining Congregation voting quorums. This report, for voting purposes, shall count only those members who have communed and/or have made a contribution of record during the current or preceding year.*

C12.08. The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation, with the assistance of the Personnel Committee.

CB12.08.01 *The Council shall receive an annual report from the Personnel Committee for purposes of employment recommendations and*

supervision of salaried lay workers for the coming year, including budgetary considerations.

C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

CB12.09.01 *The Annual Report shall be prepared/submitted in writing by a date established by the Congregation Council. The Annual Report should include reports by the Pastor, the President, the Secretary's official minutes, and reports from the Personnel Committee, Finance Committee and from each of the Council's ministry chairs, for presentation to the membership at the Annual Meeting.*

C12.10. The Congregation Council shall normally meet once a month. Special meetings may be called by the Pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

CB12.10.01 *The following shall constitute the typical meeting agenda for the Congregation Council's regular order of business:*

- 1) *Devotions, including prayer concerns.*
- 2) *Approval of minutes, includes roll call, noting absences.*
- 3) *Reporting and communications.*
 - a. *Pastor's Report*
 - b. *President and Treasurer Reports.*
 - c. *Reports from ministry liaisons (brief overviews with major communiqués reserved for unfinished business, follow-ups or new business, proposals, etc.).*
 - d. *Standing Committee reports as necessary and appropriate.*
 - e. *Reports from special groups, task forces, and organizations.*
- 4) *Unfinished business.*
- 5) *New business.*
- 6) *Adjournment with prayer.*

C12.11. 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 Congregation Council, following consultation with the synodical bishop.

C12.12 The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, and to the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 13. - CONGREGATION STANDING COMMITTEES AND MINISTRIES

C13.01 All Standing Committees except the Pastoral Support Committee and all Ministries report to the Congregation Council. Should a position on a Standing Committee, except the Pastoral Support Committee, become vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. Each standing committee shall select its own chair at its January meeting.

C13.02. The **Pastor** of this congregation shall be an *ex officio* member of all committees, ministries and boards of the congregation. The **President** of this congregation shall be *ex officio* member of all committees, ministries and boards of the congregation, except the Nominating Committee and Pastoral Support Committee.

C13.03 Congregation Standing Committees

CB13.03.01 *The officers of this congregation and the Pastor shall constitute the **Executive Committee***

CR13.03.01.A The **Executive Committee** functions to enable the Congregation Council to perform its responsibilities in the most efficient manner possible by screening issues, setting the general agenda for the Congregation Council, deciding personnel and salary issues referred by the Personnel Committee and providing oversight for enacting all Council decisions. The Executive Committee typically meets one week prior to regular monthly Council meetings to assist the President in effective planning for setting the Meeting Agenda.

- 1) The Executive Committee shall have the authority to act on behalf of the Congregation Council and/or the Congregation in emergency situations, subject to subsequent review and ratification of such actions by the Congregation Council or the Congregation, as appropriate, at their next regularly scheduled meeting.
- 2) The Executive Committee shall generate its own annual vision statement, in the fall of each year in order to promote the Congregation's focused mission objectives for the coming year.
- 3) The Executive Committee shall work diligently to integrate the ministry of the Pastor and staff within the structures of the Congregation Council. The Pastor or President may call an Executive Session at any time without any outside attendance, except for appropriate Council Members, for any personnel or other matters they feel demand Executive/Administrative attention.

CB13.03.02 *A **Nominating Committee** of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of two years, with half of the members being elected each year. Members of the Nominating Committee are not eligible for consecutive reelection.*

CR13.03.02.A The **Nominating Committee** shall seek candidates who have demonstrated potential for effective service as Council members and Standing Committee members, and prepare a slate of candidates, striving for at least one more candidate than the number of available positions. All nominations should be made for specific positions. Every effort shall be made to nominate a fair representation on the Council from all members of the Congregation, male and female, young and older voting members, etc. During its deliberations, the Nominating Committee may seek the advice and counsel of the Pastor, and shall

advise the Council of their recommendations prior to creating a ballot for the upcoming Congregational meeting elections.

CB13.03.03 *An **Audit Committee** of three voting members shall be elected by the congregation at the annual meeting. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection.*

CR13.03.03.A The **Audit Committee** shall review all financial accounts of all organizations that maintain financial records within the Congregation, and shall report the results of the past fiscal year's audit no later than the January Council meeting of the new year to the Congregation Council, which shall direct the printing of the Audit Report for distribution at the Annual Meeting.

CR13.03.03.B The **Fiscal Year** of operation shall be the calendar year.

CB13.03.04. *A **Pastoral Support Committee** may be appointed by the Pastor. Term of office shall be two years, with up to three members to be appointed each successive year. However, members will be allowed to serve as many consecutive terms as is agreeable.*

CR13.03.04.A The **Pastoral Support Committee** shall provide ongoing moral support for the Pastor and his/her family, This committee of three to six persons selected by the Pastor shall function as a confidential liaison between the Congregation and the Pastor. Each committee member shall intentionally engage the Pastor in informal conversation wherever and under whatever circumstances such friendly dialog might occur. Each member is called to on-going mutual ministry of pastoral care and support that constantly monitors the Pastor's personal welfare.

CB13.03.05. *When a pastoral vacancy occurs, a **Call Committee** of seven (7) voting members shall be elected by this congregation from a slate of candidates provided by the Council. Term of office will terminate upon installation of the newly called Pastor.*

CR13.03.05.A The **Pastoral Call Committee** shall seek the advice and assistance of the Bishop of the Grand Canyon Synod in pursuing qualified candidates for issuing a pastoral call. When a candidate is identified, the committee shall review their selected candidate with the Congregation Council, which shall assume responsibilities for determining potential terms of a call before negotiations with the candidate commence and/or a Congregational meeting is called to vote on placing a call.

CB13.03.06 *A **Personnel Committee** shall be appointed by the Congregation Council (with recommendations from the Nominating Committee) consisting of at least 5 members, one of whom shall be a Council Officer, or Council Member. Term of office shall be 4 years, and they shall supervise all employee relations, as specified in the Bylaws.*

CR13.03.06.A The **Personnel Committee** shall work closely with the Congregation Council in the supervision of all salaried staff employees, including recommendations based on this Committee's creation of:

- 1) written job descriptions for each position;
- 2) protocols for regular staff performance evaluations;
- 3) a written Personnel Policy Handbook to implement, administer and interpret all personnel issues and terms of employment;
- 4) recommendations, when necessary, for termination of employment;
- 5) annual salary assessments based on equitable rates for each position,

recommendations for adjustments to staff salaries/benefits etc., for approval by the Congregation Council;

6) an adequate interview process for prospective employees with resumes.

The committee shall conduct meetings as often as required to fulfill its functions, under leadership of its appointed chair.

CB13.03.07 *The **Finance Committee** shall consist of three voting members elected by the congregation. The Treasurer and Financial Secretary will serve as standing members. Term of office for the elected members of the Finance Committee shall be three years, with one member elected each year. The chair of this committee shall not be the Treasurer nor the Financial Secretary.*

CR13.03.07.A The **Finance Committee** shall:

- 1) work closely with the Congregation Council to plan, track, analyze and report all financial matters of the church.
- 2) supervise a comprehensive program of effective Financial management;
- 3) work in close cooperation with the Stewardship Ministry team to create tools/forms as necessary for the annual every-member pledging program.
- 4) create an annual Congregational budget assimilating both anticipated income and expenses to meet the financial needs of all Congregational ministries, salaries, utilities, loans, etc.
- 5) assure that its officers are appropriately bonded for security purposes, if/as required by Arizona state law;
- 6) manage all benevolence gifts in close cooperation with the Secretary and Treasurer of the ELCA's Grand Canyon Synod.
- 7) create an official year-end financial report for the Annual Meeting of the Congregation.
- 8) oversee the actions of the Treasurer and Financial Secretary.

CB13.03.08 *The **Endowment (Legacy) Fund Committee** shall consist of five (5) members, each of whom shall be voting members of Emmanuel Lutheran Church. At each annual meeting, the Congregation shall elect the necessary number to a term of three (3) years. No member shall serve more than three (3) consecutive terms. After a lapse of one (1) year, a former committee member may be re-elected. The Senior Pastor and the president of the Church Council (or his/her delegate) shall be ex-officio (advisory) members of the Committee.*

CR13.03.08.A The **Endowment Fund Committee** shall work with the Church Council and shall report on a quarterly basis to the Congregation Council and to the Congregation at each Annual Meeting of the Congregation, rendering a full and complete account of the administration of the fund during the year.

- 1) No member shall be liable for any losses which may be incurred upon the investments of the assets of the fund as long as he or she acts in good faith.
- 2) No member shall engage in any self-dealing or transactions with the fund in which the member has direct or indirect financial interests and shall at all times refrain from any conduct in which his or her personal interests would conflict with the interest of the fund.
- 3) Members of the committee will have general liability protection under the Congregation's insurance policy.
- 4) An account or accounts shall be established to receive and manage gifts from all sources. Gifts received by the Congregation through wills, trusts,

estates, life income instruments, life insurance policies, life insurance beneficiary designation and other such instruments in which the Congregation is named as a beneficiary shall be distributed to the Endowment Fund. Decisions to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and all other actions to manage and control the assets of the fund (including stocks, bonds, mutual funds, debentures, real estate, mortgages, notes or other securities) shall be made at the discretion of the committee, subject to the requirements of the Constitution of the Congregation. The Congregation Council shall approve in advance each transaction involving an amount in excess of 50% of the value of the fund.

- 5) The committee shall determine the distribution amounts based on fund investment performance and outlook. The committee shall determine amounts to be distributed annually and recipients of the distributions. Such determinations of the committee shall be reviewed by the Congregation Council prior to disbursement of funds and, as practical, presented to the Congregation at the Annual Meeting.
- 6) Distributions shall be made for causes and programs which, at the discretion of the committee, are consistent with the purpose of the fund in enhancing the mission and outreach of the Congregation and the Congregation at large.
- 7) When, in the opinion of the committee, circumstances become so dire and of such an emergency nature that the future of the Congregation may be at stake and the only recourse appears to be use of fund assets, the committee may recommend such emergency distribution to the Congregation. Such an emergency distribution of assets shall require a two-thirds (2/3) majority at a duly convened meeting of the Congregation with a quorum present.

CR13.03.08.B The full description of duties and Endowment Fund administration is available as in the resolution to form this committee, which was passed at the Annual Meeting of January 2017, and is available as an attachment to the minutes of that meeting.

CB13.03.09 *A Constitution-Bylaws Committee of at least 3 members, with staggered three-year terms, shall be established/maintained by the Congregation Council to act in perpetuity as guarantors of all this congregation's official documents.*

CR13.03.09.A The Constitution-Bylaws Committee:

- 1) Shall operate in partnership with the Executive Committee of the Congregation Council, to assure adherence to Emmanuel's official Constitution documents.
- 2) Shall have a majority of experienced personnel who meet as needed to recommend revisions, amendments and updates to the Bylaws and Continuing Resolutions.
- 3) Shall maintain an accurate documentation of all updates and shall appoint at least one official editor as recording secretary, who shall submit all such proposals for review by the Congregation Council and subsequent adoption by the membership of the Congregation.
- 4) Shall be available to meet with any group within the Congregation to assist in identifying their relationships within the organizational structures of the Congregation Council.
- 5) Shall assure that copies of its Constitution, Bylaws and Continuing Resolutions are filed by the Secretary of the Congregation Council with the

- Secretary's office of the ELCA's Grand Canyon Synod in a timely manner.
- 6) Shall assure the secure placement of all its official documents in an official archive within a fireproof vault.
 - 7) Shall meet after each Churchwide Assembly to assess whether changes need to be made to Emmanuel's Constitution.

CB13.03.10 *The Communications Committee shall consist of the appropriate number of people to be appointed by Executive Committee for unspecified terms.*

CR13.03.10.A The **Communications Committee** will work with Emmanuel staff, ministries and other standing committees to provide information to people, both inside and outside Emmanuel, through the use of (but not limited to) the church website, Facebook page, newsletter, photography, news releases, bulletin boards, and street signage.

C13.04 Congregation Ministries

C13.04.01 The Congregational Council shall establish functional **Ministry teams**^s. These Ministries of the congregation shall be identified in the Bylaws. The duties and relationships of each of these ministries shall be identified in the Continuing Resolutions of the Congregational Council.

C13.04.02 Ministry Teams Organization and Functions

The general outline for effective administration and communication between the ministry teams and Congregation Council, its executive officers and Pastor is:

- 1) Each ministry team shall select its own team chair at its January meeting and may request its Congregation Council liaison/coordinator to perform that function. Each ministry team shall determine its own membership numbers based on its workload responsibilities.
- 2) Each ministry team shall prepare an annual budget request (spending plan for its activities, materials, etc.) and shall submit its request to the Finance Committee by a date established by the Finance Committee.
- 3) Each team shall create its own organizational agenda, including the establishment of team goals and objectives, and shall be responsible for scheduling its own meetings and activities to meet its stated mission.
- 4) Each team shall organize itself with two-year terms for its members.
- 5) Each team shall provide regular reports through its Congregation Council liaison/coordinator with the following format; summary of activities; status of long-range and short-term goals; recommendations for Council action; proposed shifts in team's program or policy; written copies of team's minutes for filing with the church secretary.
- 6) Each team shall be free to create new sub-committees/working groups or other structures to assist in performing/achieving its goals and objectives. Any sub-groups thus formed shall report their work and activities to the ministry team that formed them (e.g., the Altar Guild reports to the Worship and Music Ministry).
- 7) Each team shall work in close cooperation with the Pastor and other staff employees, including the office staff, and shall also develop interdependent relationships with all other ministry teams, standing

committees and all other groups and members of the Congregation.

C13.04.03 Specific ministry teams shall be established as the administrative structure. One Congregation Council member is selected by the Council President to provide liaison relationships with each team's division of responsibility.

At the time of adoption of this Constitution, there are eight defined ministry teams:

1. Stewardship Ministry
2. Worship and Music Ministry
3. Faith Formation Ministry
4. Community Service Ministry
5. Outreach Ministry
6. Fellowship Ministry
7. Care and Nurture Ministry
8. Buildings and Property Ministry

CB13.04.03.01 Stewardship Ministry

Purpose Statement: *This ministry team's function shall be to work closely with the Church Council to ensure that Emmanuel has an effective and active Stewardship program.*

CR13.04.03.01.A Duties & Responsibilities:

The team shall develop a comprehensive program of Christian stewardship that provides opportunities for every member of the Congregation to identify and make a personal, annual commitment of support, of their gifts of time, talent and treasure.

- 1) The team shall make available annual member pledge cards for every confirmed member of the Congregation;
- 2) The team shall present stewardship opportunities to assimilate* each new membership class;
- 3) Shall also promote awareness of the Congregation's support for extending the ministry of the Gospel throughout the world, including on-going education and promotion of the World Missions activity and organizations of the ELCA, especially Emmanuel's benevolences support, and its official, ecumenical relationships with Lutheran World Federation, Lutheran World Relief, the World Council of Churches and inter-denominational collaboration at home and abroad.
- 4) Shall support the Congregational Council in acknowledging all significant gifts, financial or otherwise, for Emmanuel's use, such as: memorials and commemorations for members who have died, or recognition for non-financial gifts given by members for Congregational use

CB13.04.03.02 Worship and Music Ministry

Purpose Statement: *The members of this ministry team shall assist the Congregation Council in close partnership with the Pastor and staff to ensure that worship services are conducted regularly, in accordance with Lutheran Confessions and the liturgical practices of the Evangelical Lutheran Church in America, so that all who attend are invited to celebrate God's gifts of grace in the ministry of word and sacrament as empowered by the living presence of Christ's own Spirit.*

CR13.04.03.02.A Duties and Responsibilities:

- 1) Recruit, train and schedule worship leaders (including but not limited to lecturers, healing prayer, ushers, acolytes, greeters and guest book hosts) for all worship services;
- 2) Coordinate with all music leaders and groups to provide worship music and liturgies appropriate for the season of the church year, scripture readings and themes;
- 3) Recruit, train and schedule volunteer operators of the electronic projector (multi-media), sound and other systems to enhance each worship experience;
- 4) Support the Altar Guild volunteers in their duties relating to adequate preparation for each celebration of the Eucharist;
- 5) Arrange for the procurement and care of altar paraments and accessories, worship and sacramental supplies, vestments, furniture, floral arrangements, hymnals and bulletins, etc., for all worship services;
- 6) Supervise the provision of, care and proper maintenance of all musical instruments, chancel and liturgical furniture and worship accessories, coordinating with the Buildings and Property Ministry as necessary;
- 7) Recommend qualified musicians to the Personnel Committee and provide regular input for the evaluation of their musical contribution to the worship experience of the Congregation;
- 8) Ensure that, when needed, supply preachers are scheduled, welcomed and oriented to each worship service.

CB13.04.03.03 Faith Formation Ministry

Purpose Statement: *The purpose of Faith Formation at Emmanuel Lutheran Church is to equip, prepare, and empower God's people to put their growing faith into action. As we educate, mentor, and support our faith family, together "we will grow to be like Christ in every way" (Ephesians 4:15). We seek to be led by the Holy Spirit as He reveals our unique gifts and callings, and to connect with one another through the meaningful work we've each been given to do. We believe that when we live like this, the body of Christ will thrive and the kingdom of God will grow beyond our walls.*

CR13.04.03.03.A Duties & Responsibilities:

This ministry shall provide opportunities for faith to be formed in all members of Emmanuel Lutheran Church – at every age and every stage of spiritual development – while at the same time providing trained and passionate leaders for the following program areas:

- Sunday School
- Bible Studies and Small Groups
- Baptism & Communion Education
- Annual Women's Retreat
- Confirmation Classes
- PRAY Initiative
- Children's/Youth Christmas Program
- Vacation Bible School
- Home/Family Group
- College/Young Adult Ministry
- Mentoring Ministry
- Spiritual Gifts/Identity Assessment

Youth Ministry

CB13.04.03.04 Outreach Ministry

Purpose Statement: *The basic objective of this ministry is to extend compassion and assistance to people and organizations in our Congregation and community.*

CR13.04.03.05.A Duties and Responsibilities:

This ministry shall provide adequate leadership and supervised coordination of the following educational opportunities:

- 1) Select and promote Emmanuel's monthly outreach effort to research non-profit agencies/organizations in our community;
- 2) Organize Prescott Valley Food Bank monthly collection drives/deliveries of food to distribution center;
- 3) Manage Emmanuel's emergency fund;
- 4) Solicit support donations for food distribution, such as Interfaith Meals Coalition with neighborhood churches; Adopt-A-Family; World Hunger Super Bowl youth drive; etc.;
- 5) Promote member's search for volunteer programs, such as: Meals-on-Wheels; Prescott Valley Food Bank; Blood Bank Drive, Prescott Valley Samaritan Center; People Who Care, Navajo Lutheran Mission; as well as contracted programs, such as Adopt-a-Street cleanups;
- 6) Participate in other ongoing projects as determined by the ministry for such programs as Back-to-School-Backpack; Christmas Angel Tree for Seniors and Only-A-Child; Blanket and Tool Sunday; new and/or ongoing special events, such as Mother's Day, Father's Day, Neighbor Night Out, etc.;
- 7) Promote national and world-wide charitable programs of the ELCA and other organizations/churches, as Luther Social Ministry of the Southwest (LSMS); Lutheran Advocacy Ministry of Arizona (LAMA); the Arizona Advocacy Council; and other agencies to promote better understanding of and cooperation with social concerns;
- 8) Organize cooperative fundraiser events for emergency funds as required;
- 9) Cooperate/coordinate with Emmanuel's prayer chain.

CB13.04.03.05 Welcoming Ministry

Purpose Statement: *The Ministry's primary function is inviting visitors/neighbors to join us in worship, service and promoting our mission "to serve God and share the good news of Jesus Christ." The Ministry will ensure acceptance of all people.*

CR13.04.03.05.A Duties and Responsibilities

1. Remind the congregation of our Covenant, "to always keep our hearts open for the stranger, eager to expand the circle of love."
2. Review the welcoming statement regularly and eliminate any barriers to practicing inclusion.
3. Work with the Communications Committee and other ministries on methods to enhance our welcoming of potential new members, e.g., having Website text directed at new members and welcoming instructions for greeters and ushers.
4. Regularly review and evaluate our welcome via greeters, ushers and all who meet and greet visitors. Provide instruction if necessary.
5. Volunteers will review friendship folders weekly. Data pages are established for first time visitors and postcards mailed. Members of the

church deliver a “bake & take” item to those visitors who return for worship.

6. At the appropriate time, request the pastor to make a home visit to those deemed ready to deepen their engagement with Emmanuel.
7. Invite small groups of visitors to consider membership quarterly and introduce the Mission Statement and the Covenant of Membership.
8. Invite organizations in the community to utilize Emmanuel’s space. Ask Fellowship & Faith Formation ministries to join them in increasing occasions that visitors come to our church – more “entry points.”
9. Collaborate with local and regional coalitions plus ecumenical partners to promote “acceptance and full participation of people of all sexual orientations and gender identity.”
10. Offer congregations in the Grand Canyon Synod assistance in their RIC journey - offering the “Building an Inclusive Church” toolkit & training.

CB13.04.03.06 Fellowship Ministry

Purpose Statement: *Fellowship brings us together as a congregation in so many ways, both socially and spiritually. It is a large part of what makes us a friendly and accepting congregation. We strive to create an informal, social environment that is conducive to meaningful dialog and celebrates the community of believers.*

CR13.04.03.06.A Duties and Responsibilities:

- 1) Shall create special opportunities for fellowship in groups of all sizes within the Congregation who gather around the table over coffee and refreshments, etc.;
- 2) Shall organize and supervise fellowship activities of the Congregation under a Fellowship Chair who assures that events have volunteer support to provide food and refreshments;
- 3) Shall supervise Emmanuel’s annual calendar of special events such as the Advent party, the Christian Seder meal, Christmas party, Annual Meeting dinner, Seniors’ Young-at-Heart monthly gatherings, etc.;
- 4) Shall provide coordination and organization for all receptions with the Congregation’s funeral and wedding planners, as necessary, including those that may be catered, assuring that the food-service facilities are open and used appropriately;
- 5) Shall determine policies relating to use of the fellowship hall and kitchen facilities for all social functions, whether by member or non-member groups;
- 6) Shall assure that workers will be on hand to set up the fellowship hall with tables/chairs/etc., including adequate clean-up to follow;
- 7) Shall coordinate with Outreach Ministry in the bake-and-take program, including solicitation of volunteers and supervision of their work;

CB13.04.03.07 Care and Nurture Ministry

Statement of Purpose: *To provide an ongoing visitation ministry for all members and families in need of special care, visiting members who are hospitalized or confined to their homes due to illness, aging or whose handicap limits or prevents their attendance at worship or other fellowship within the Emmanuel community.*

CR13.04.03.07.A Duties and Responsibilities:

- 1) Develop systems of communication to enhance awareness of those in

- need, notifying the Congregation of special needs received by the office staff, the Pastor, the prayer chain, through public announcements and notification by e-mail and phone messaging;
- 2) Work closely with the Pastor to provide the Lord's Supper for all who are unable to worship with the Congregation;
 - 3) Incorporate each person into the devotional life of the Congregation through a time for worshipful prayer and fellowship;
 - 4) Work in cooperation with the Outreach Ministry to respond to those who request a special visit and/or advise Emmanuel's volunteers when ministry members learn of special needs, chores or simple projects with which help may be needed;

CB13.04.03.08 Buildings and Property Ministry

Purpose Statement: *This ministry shall provide for the general maintenance, security and custodial oversight for all buildings including: mechanical and electronic systems and equipment, appliances, furniture and furnishings, grounds-keeping in landscape and parking lot caretaking; review and maintain adequate insurance coverage and create a contingency fund for emergencies. Develop a replacement and maintenance schedule for all electrical and mechanical systems.*

CR13.04.03.08.A Duties and Responsibilities

Mechanical Systems

- 1) **Electrical:** Provide budgeted inventory of efficiency light bulbs for all-use area with handyman assignments for on-going replacement schedules; inspect all small electrical appliances for repairs and safe operation.
- 2) **Plumbing:** Provide budgeted inventory of all bathroom supplies/cleaning materials; provide regular inspections of all water fixtures for proper and efficient operation, making repairs as needed.
- 3) **HVAC:** Provide regular inspection and management of the furnace/air system, including budgeted expense for hired professional service provider, and replacement of air filters by scheduled volunteers; make sure thermostat controls are properly adjusted for most efficient year-round operation. Perform annual inspection of all gas supply valves.
- 4) **Appliances:** Inspect regularly for appropriate maintenance in kitchen (e.g., cleaning compressor/fan in refrigerators); check stoves, dishwasher, water heater, etc., for safe and efficient operations; budget for kitchen supplies.

Electronic Systems

- 1) **Office Electronics:** Supervise care and maintenance of all computers, peripherals, including printer and copy machines; provide necessary program/software updates as necessary, and provide budget for necessary expenses for all office services and material supplies, assuring that all purchases are made with consideration of cost and efficiency.
- 2) **Other Electronics Systems:** Manage maintenance within budget allowances of multi-media computer, projectors, screens, sound system, microphones, amplifiers, speakers, etc., electronic organ, keyboards, systems consoles, speakers, security alarm system and thermostatic control system.

Building(s) Maintenance

- 1) Supervise all custodial and janitorial services by staff and volunteers;

- manage purchasing of materials and cleaning supplies as budgeted expenses; organize volunteers for spring and fall cleanup days.
- 2) Organize small maintenance projects with member-handyman volunteers.
 - 3) Supervise on-going efficiency inspections program for all operations: check all entry systems for adequate weather stripping; check attic insulation batting for stability and integrity against heat loss/gain; manage the thermostats to control excessive heating and cooling runs when area is not in use; clean and replace furnace/air systems filters regularly; clean refrigerator and computer cooling fans; use energy-efficient lighting and high-efficiency bulbs wherever possible; prepare for utilities budgeted expenses.
 - 4) Manage/supervise a comprehensive insurance program, reviewing coverage contract annually, including coverage for replacement costs of building(s) and contents, provide safety in operation of the building, and safety/liability coverage for all who visit/use the property, including handicapped considerations wherever appropriate.
 - 5) Carry out annual, exterior maintenance inspections of buildings: inspect roof, shingles, gutters/downspouts, etc.; monitor and schedule for painting when necessary; maintain outdoor furniture and decorative items, etc.

Grounds Maintenance

- 1) Maintain a core group of volunteers for landscape care: mow, clip and trim the lawn, weeds and trees/shrubs, etc.; maintain the irrigation system; supervise the maintenance of lawn and garden equipment and tools when required.
- 2) Supervise maintenance of parking lot lighting system, signage and general maintenance of the surface.
- 3) Provide maintenance supervision for the storage shed and contents.
- 4) Provide a schedule of work days for volunteers.
- 5) Provide schedule of anticipated expenditures for budgeting purposes.

C13.05. Other committees and ministries of this congregation may be formed, renamed, deleted, or modified as the need arises, by decision of the Congregation Council.

Chapter 14. - ORGANIZATIONS WITHIN THE CONGREGATION

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

C14.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council.

Chapter 15. - DISCIPLINE OF MEMBERS AND ADJUDICATION

***C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and

repeated harassment or defamation of member(s) of the congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15-17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.

- *C15.02.** 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 the counseling, censure, and admonitions pursuant to C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three lay persons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable solution shall continue for no more than 45 days after the matter is submitted to it.
- *C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case, and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members plus the nonvoting chair comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.
- *C15.04.** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Church in America*.

- ***C15.05.** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
 - a. suspension from the privileges of congregation membership for a designated period of time;
 - b. suspension from the privileges of congregational membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - c. termination of membership in the congregation; or
 - d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.
- ***C15.06.** The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council, as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
- ***C15.07.** No member of the congregation shall be subject to discipline a second time for offenses that a disciplinary hearing panel has previously heard and decided pursuant to the chapter.
- ***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 Congregation 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. - AMENDMENTS

- ***C16.01.** Unless provision *C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 25% of voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- ***C16.02.** An Amendment to this constitution, proposed under *C16.01., shall:
 - a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those voting members present and voting;

- b. be ratified without change at the next annual meeting by a two-thirds vote of those voting members present and voting; and
 - c. have the effective date included in the resolution³ and noted in the constitution.
- *C16.03.** Any Amendments to this constitution that result from the processes provided in *C16.01. and *C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
- *C16.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Church-wide Assembly. Such amendments may be approved by a 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 Congregation Council has submitted by mail or electronic means, as permitted by state law, 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 at least two (2) voting members of the congregation, the Congregation 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 17. - BYLAWS

- *C17.01.** This congregation may adopt Bylaws. No Bylaw may conflict with this constitution.
- *C17.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
- *C17.03.** Changes to the Bylaws may be proposed by any voting member provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C17.04.** Approved changes to the Bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 18. - CONTINUING RESOLUTIONS

- *C18.01.** The congregation in a legally called meeting or the Congregation Council may

³ *Such an effective date must be stated in relation to the requirements of *C17.03 to allow time for synodical review of the amendment.*

enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.

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

Chapter 19. - INDEMNIFICATION

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

Chapter 20. - PARISH AUTHORIZATION

[these required provisions apply only when the congregation chooses to become officially associated with another congregation to form a parish, generally for the purposes of sharing a pastor, etc. and are therefore not included in this Constitution.]

GLOSSARY

Because there are often different interpretations of the way in which words may be used and understood, we have provided herein clarification of our use and understanding of certain words and phrases contained in these documents. This Glossary is intended to merge with typical language used in Christian constitutions, bylaws and amendments. It is provided to clarify their use in the Constitution, Bylaws and amendments of Emmanuel Lutheran Church.

A

Affirmation of Faith - Public profession of faith, sometimes accepted from membership applicants who are/were not 'confirmed' – Lutherans, as a substitute qualification for membership

Apostles Creed - The Apostles Creed is an early statement of Christian belief. It is widely used by a number of Christian denominations for liturgical purposes.

Assimilate - The state of being assimilated. To incorporate into an organization or be similar.

Athanasian Creed - The Athanasian Creed is a Christian statement of belief, focusing on Trinitarian doctrine and Christology. The Athanasian Creed has been used by Christian churches since the sixth century. It is the first creed in which the equality of the three persons of the **Trinity is explicitly stated**.

Augsburg Confession is the primary confession of faith of the Lutheran Church and one of the most important documents of the Lutheran reformation. It is the fourth document contained in the Lutheran Book of Concord.

B

Baptism - One of two sacraments for Lutherans, the other being Holy Communion. Baptism is the entry rite into Christian faith. It is an act instituted by God, performed using water in the name of the Father, Son and Holy Spirit, whereby the baptized is united with Christ.

Bible - The Bible is the collection of writings that Lutherans believe to be the Word of God. It is accepted as inspired by God and the authoritative source and norm of the Christian faith

Bishop - A bishop is a pastor, an ordained minister of Word and Sacrament in the ELCA, who is elected to a six-year term to provide pastoral care and oversight for the

congregations and leaders of an ELCA synod. The bishop is the chief executive officer of the synod, and may be reelected. To learn more, visit ELCA Conference of Bishops.

Bishop Authority - A bishop is an ordained or consecrated member of the Christian clergy who is generally entrusted with a position of authority and oversight. The office of bishop is a ministerial office within Christianity. Within these churches, bishops can ordain clergy including other bishops. Some Protestant churches including the Lutheran and Methodist churches have bishops serving similar functions as well.

Bishop, Presiding - Is the Chief executive officer (or President) of the ELCA's Churchwide organization, who presides as Chair at all Churchwide Assemblies.

Book of Concord - Concordia (1580) is the historic doctrinal standard of the Lutheran Church, consisting of ten credal documents recognized as authoritative in Lutheranism* since the 16th century. They are also known as the symbolical books of the Evangelical Lutheran Church. Within it is the Augsburg Confession, which the ELCA accepts as a "true witness to the Gospel," as well as other confessional writings that the ELCA considers "further valid interpretations of the faith of the Church."

Those who accept it as their doctrinal standard recognize it to be a faithful exposition of the Holy Scriptures. The Holy Scriptures are set forth in the Book of Concord to be the sole, divine source and norm of all Christian doctrine.

Bylaws - A secondary law or rule adopted by an organization for governing its own affairs. Bylaws are adopted through an orderly procedure and are intended to clarify or change statements and practices previously in use.

C

Call For Lutherans - "Call" or "calling" refers to the vocations of every Christian — the roles in which they live out their faith. A letter of call is an official invitation to become a public leader in this church. A pastor, deaconess, diaconal minister or associate in ministry receives a call as he or she begins serving a congregation, institution or agency of the church.

Candidacy – Candidacy is the process through which individuals explore their own sense of being called to public leadership in the church and through which representatives of this church determine if the individual is suited for this public ministry. The candidacy process includes a period of discernment and preparation, and concludes when a person is approved for service. Synods are responsible for overseeing the candidacy process. To learn more, visit [Become a Leader](#).

Candidate - A person officially preparing for rostered ministry in the ELCA. A formal positive entrance decision is made by a synod candidacy committee in order to be designated as a candidate. The candidate must then complete all requirements and also receive an endorsement decision and an approval decision. Learn more in Candidacy.

Catechism - A book giving a brief summary of the basic principles of Christianity in question-and-answer form. A manual giving basic instruction in a subject, usually by rote or repetition.

Catholic - Derived from a Greek word meaning universal; may therefore be used to apply to all Christians. When it is used this way, it begins with a lower case "c"; when used with a capital "C" this word usually refers to the Roman Catholic Church.

Ceases to Exist - To come to an end or to stop performing or living.

Chaplain - A pastor or a theologically trained lay leader who serves in an institutional setting such as a hospital, nursing home, prison, college or the armed forces. Learn more in Chaplaincy.

Church - This word is used to refer both to a local congregation (for example, Emmanuel Lutheran Church) and to the organization that includes congregations, institutions and agencies (for example, the Evangelical Lutheran Church in America). When capitalized, it usually refers to the whole Christian Church around the world and throughout history.

Church Council - The Church Council of the ELCA is its board of directors, serving as the interim legislative authority between meetings of the Churchwide Assembly. The Church Council meets at least two times each year and is composed of 33 members who are elected to six-year terms by the Churchwide Assembly together with the four churchwide officers (presiding bishop, vice president, secretary and treasurer). Learn more in Church Council.

Churchwide Assembly - The Churchwide Assembly is the ELCA's highest legislative authority. It reviews the work of the churchwide officers and churchwide units. It establishes ELCA policy and adopts the budget for the churchwide organization. It has sole authority to amend the constitution and bylaws of the ELCA. The Churchwide Assembly meets biennially in regular session. Learn more in Churchwide Assembly. Churchwide Organization The churchwide organization is one of the three expressions of the ELCA. It functions interdependently with congregations and synods of the ELCA. It is responsible for developing churchwide policy, standards for leadership, including ordained and rostered lay ministries and affiliation of institutions, and the coordination of the work of the ELCA both globally and throughout the territory of the ELCA.

Clergy - In the ELCA, the term “clergy” is normally used to describe those who are ordained pastors of the church. Learn more in Ordained Ministry.

Communion, or Holy Communion - One of two sacraments for Lutherans, the other being Baptism. In Holy Communion, also called the Eucharist, Lutherans recall the saving acts of God through Word, bread and wine, and are connected with Christ and with Christians of all times and places. In this sacrament we are fed with the Body and Blood of Christ.

Conference of Bishops - The Conference of Bishops is composed of the bishops of the 65 synods, the presiding bishop and the secretary of the ELCA. The conference meets at least two times each year and is a forum in which goals, objectives and strategies may be developed and shared concerning pastoral oversight, care and counsel for the synods. Learn more in Conference of Bishops.

Confirmand - A person or individual completing their affirmation of faith and expressing the desire to join the church.

Confirmation - The public act of confirming one’s faith. The act of ratifying; as the confirmation of a promise, covenant, or stipulation.

Confession of Faith - A confession of faith is a brief statement of a group’s beliefs. The ELCA Confession of Faith confesses the Triune God, Jesus Christ as Lord and Savior, the canonical Scriptures of the Old and New Testaments as the written Word of God, accepts the Apostles’, Nicene and Athanasian Creeds as true declarations of the faith of this church and accepts the Augsburg Confession and the other confessional writings in the Book of Concord as valid interpretations of the faith of this church. View the ELCA Confession of Faith in its entirety. The Confession of Faith is also a normal component of Lutheran worship. The assembly affirms its own faith and their connection to the church catholic by saying the words of one of the ecumenical creeds.

Constitution, Bylaws and Continuing Resolutions - The basic commitments of the ELCA as well as its organizational outline, structural patterns, and rules of governance are expressed by its constitutions, bylaws, and continuing resolutions. These documents govern the life of the ELCA as congregations, synods and churchwide organization.

Continuing Resolution - A statement added to existing documents and practices that clarify in whole or in part its future practice. It does not intend to alter or diminish the power of an existing constitution or its bylaws.

Covenant Agreement - The document created by members of Emmanuel, under the leadership of Pastor Kirk Anderson and the Executive Officers, to return to the founding principles and mission statement of the congregation, that would re-focus and rebuild a worship-context for a mission congregation that was floundering for

lack of adequate leadership and other resources. This historic document is posted in the hallway outside the Church office.

D

Deacon/Deaconess – As of January 1, 2017 those who have served on the lay rosters of associates in ministry, diaconal ministers and deaconesses are no part of one unified roster of ‘Ministers of Word and Service,’ and are called deacons.

Discipleship - Those who assist in the spreading of Christ’s teachings and love to all. The process of spreading Christ’s teachings and love.

E

Ecclesiastical - Of or relating to a church (“ekklesia” in Greek), especially as an established institution. This term is often used to refer to the organizational and legislative functions of the church.

Ecumenical - A reference to the whole Christian church, including denominations and groups. The beliefs and practices of those who desire and work for worldwide unity and cooperation among all Christian people. Learn more about the ELCA’s approach to ecumenism in Ecumenical and Inter-Religious Relations.

Elder - This term has many meanings, both casual and formal:

The position held by a lay member with teaching and/or administrative responsibilities in many Protestant denominations.

Endorsement - Endorsement is a step in the ELCA candidacy process in which the synod candidacy committee and the seminary the candidate attends evaluate and affirm the candidate’s continued growth in preparation for, and sense of call to, rostered ministry. It is also part of the approval process of those preparing for ministries in specialized pastoral care and clinical education. Learn more in Candidacy.

Endowment Fund - An investment fund set up by an institution in which regular withdrawals from the invested capital are used for ongoing operations or other specified purposes. Endowment funds are often used by nonprofits, universities, hospitals and churches. They are funded by donations, which are tax deductible for donors.

Eucharist - From the Greek word for “thanksgiving.” Eucharist, also known as Holy Communion or the Lord’s Supper, is one of two sacraments for Lutherans, the other being Baptism. “The Eucharist” is also used as the name for the liturgical celebration of this sacrament.

Evangelical - The Evangelical Lutheran Church in America understands "evangelical" as emphasizing the gospel or good news of salvation received apart from human works and, based on this, the ELCA values worship forms and confessions of faith of the historic Christian tradition. In the United States, the term "evangelical" is often associated with a religious and cultural movement known as "evangelicalism" that came to prominence in the 19th century and stresses individual conversion, the authority of the Bible, and moral and social reform.

Evangelical Lutheran Worship (ELW) - Evangelical Lutheran Worship (2006), is the primary worship resource for use within the ELCA. It was preceded by Lutheran Book of Worship (1978).

Evangelizing - The act of spreading the good news of the gospel of Jesus Christ by word and deed. Used specifically for the activity of inviting people to learn about Jesus Christ. Learn more about evangelizing activity in the ELCA.

F

Faith Is trust, belief in Jesus, God's Son, that Jesus' death and resurrection fully pay the price of eternal life for any and all who receive Jesus as Saviour, who trust Jesus as Lord. This miracle of faith happens when a person calls upon Jesus in prayer. Faith is what the Christian exercises when they pray and believe that God is working in their behalf. Christians believe, in God the Father, God the Son (Jesus) and God the Holy Spirit that God is sensitive to whatever they have placed in God's hands. Hebrews 11:6 tells us that faith is necessary. Without it there is no hope. God will not move unless someone, somewhere is believing in Him.

Fellowship

1. Companionship; society; consort; mutual association of persons on equal and friendly terms; familiar intercourse. Have no fellowship with the unfruitful works of darkness. Eph. 5. Men are made for society and mutual fellowship.
2. Association; confederacy; combination. Most of the other Christian princes were drawn into the fellowship of that war. Unusual.
3. Partnership; joint interest; as fellowship in pain.
4. Company; a state of being together. The great contention of the sea and skies parted our fellowship.
5. Frequency of intercourse.
6. In a great town friends are scattered, so that there is not that fellowship which is in less neighborhoods.
7. Fitness and fondness for festive entertainments; with good prefixed. He had by his good fellowship - made himself popular, with all the officers of the army.
8. Communion; intimate familiarity. 1John 1.

9. In arithmetic, the rule of proportions, by which the accounts of partners in business are adjusted, so that each partner may have a share of gain or sustain a share of loss, in proportion to his part of the stock.
10. An establishment in colleges, for the maintenance of a fellow.

Free Will - When used by Christian theologians, means the ability of an individual to freely choose their own actions.

Formula of Concord is an authoritative Lutheran statement of faith (called a confession, creed, or "symbol". To Be found in the Book of Concord published in 1580.

Full Communion - A "full communion" relationship between denominations is an acknowledgement that there is enough agreement on matters of faith and life between denominations to commit to joint ministry, witness, and service. The ELCA has full communion agreements with The Episcopal Church, the Reformed Church in America, Presbyterian Church (U.S.A.), the United Church of Christ and the Moravian Church Northern and Southern Provinces.

G

Gospel - Gospel, which is a translation of the Greek word for "good news," tells us of God who created and sustains everything; of Jesus Christ who lived, died and was raised from death to give us life and salvation; and of the Holy Spirit who gives us faith and makes us holy. The four gospels are books in the New Testament that document the life and teachings of Jesus Christ.

Grace - The dictionary defines grace as "unmerited divine assistance given humans for their regeneration or sanctification; a virtue coming from God." Martin Luther's emphasis on grace, not our own works, was the keystone of the 16th century Reformation, based on a related key Bible verse: Ephesians 2:8, "For by grace you have been saved through faith, and this is not your own doing; it is the gift of God."

H

Holy Spirit - The Holy Spirit is one of the three persons of the Holy Trinity, in addition to God the Father and God the Son, Jesus Christ. We believe that the Holy Spirit calls, gathers, enlightens and sanctifies us in the faith. Holy Communion One of two sacraments for Lutherans, the other being Baptism. In Holy Communion, also called the Eucharist, Lutherans recall the saving acts of God through Word, bread and wine, and are connected with Christ and with Christians of all times and places. In this sacrament we are fed with the Body and Blood of Christ.

I

Incarnate - Invested with bodily nature and form: an incarnate spirit. Embodied in human form.

J

Jesus, or Jesus Christ - Jesus Christ, Lutherans believe, is the son of God, who was born, lived, died and was raised from the dead in the first century A.D. Fully human and fully divine, Jesus Christ is one of the three persons of the Trinity, along with God the Father and the Holy Spirit.

L

Lay / Layperson - A term that refers to the people of God. This word is typically used to refer to those who are not members of the ordained clergy. The collective community of laypeople is sometimes called the laity. For more information, visit [Life as Vocation: Living Our Call, Each and Every Day](#).

Lifelong Learning - All members of the ELCA are encouraged to engage in lifelong learning through participation in Sunday school and other Christian education opportunities in the congregations or other offerings through higher educational institutions of the church. Learn more in [Lifelong Learning](#). Liturgy From the Greek word for "public service," liturgy is sometimes called "the work of the people of God." It is the rite or body of rites prescribed for public worship, a set order of worship used by the "liturgical churches" such as Orthodox, Catholic, Anglican and Lutheran churches all over the world.

Luther, Martin - Martin Luther, 1483-1546, was trained as a monk and a priest in his native Germany. His efforts to bring reform and renewal to the church were part of the Protestant Reformation of the 16th century. Though he never wanted a church named after him, he is considered the founder of the Lutheran faith tradition. To learn more, visit [Martin Luther in History](#). Lutheran Book of Worship (LBW) Until the release of [Evangelical Lutheran Worship](#) in 2006, Lutheran Book of Worship was the primary worship resource for use within the ELCA. Since its release in 1978, it has been supplemented by other worship resources. Learn more about ELCA worship resources in [Worship](#).

Lutheranism - The beliefs and form of church governance associated with the 16th-century Reformation and Martin Luther. There are presently more than 68 million Lutherans around the world in over 150 Lutheran church bodies, of which the ELCA is one. To learn more, visit [What Lutherans Believe](#).

M

Minister - The word means "servant," and is sometimes used as a synonym for "Pastor" or as a title for lay people who perform certain duties within the

congregation, such as "communion minister." It can be used as a noun or a verb, and it refers to the work of all Christians — to share God's boundless love in the world.

Ministry - The ELCA affirms the shared mission of all its baptized members and commits itself to the equipping and supporting of all its members for their ministries in the world and in this church. In daily life, God's people fulfill their shared mission in a variety of ways. Lutherans believe that we are called to serve others in all our roles or offices — for example, as parents, children, citizens of a nation and the world, as workers, employers, retirees, students, congregation members and more. Clergy are called to the public office of preaching the Word and administering the sacraments. According to Martin Luther, the mission of every Christian is to pray for each other, to listen to and heed their neighbors' cries of distress, to speak God's cheering word of forgiveness and consolation, and to share God's love by ministering to the poor and oppressed. Learn more at [Life as Vocation](#).

Ministry Teams - Emmanuel's Constitution and Bylaws adopts this language of "Ministry Teams" as a means of defining its organizational structure in relationship with the Congregational Council and the Pastor and staff.

Mission - Christian missionary activities often involve sending individuals and groups (called "missionaries"), to foreign countries and to places in their own homeland. This has frequently involved not only evangelization (in order to expand Christianity through the conversion of new members), but also humanitarian work, especially among the poor and disadvantaged. Missional Christian term that describes a missionary lifestyle; adopting the posture, thinking, behaviors, and practices of a missionary in order to engage others with the gospel message. Being organized outwardly around God's message to bless and heal the world, and following God's call as Christ's presence in the neighborhood in the community and in the world as God gives opportunity.

N

Nicene Creed - The Nicene Creed is a profession of faith that is widely used in Christian liturgy. It was adopted in the city of Nicaea by the first ecumenical council, which met there in 325. It is given high importance in the Lutheran Church, Anglican Church, Eastern Orthodox Church, Assyrian Church of the East, Oriental Orthodox churches, the Roman Catholic Church including the Eastern Catholic Churches and the Old Catholic Church, and most Protestant denominations.

O

Ordained Ministry - ELCA members believe that God has instituted the office of Ministry of Word and Sacrament within the people of God. To carry out this ministry,

the ELCA affirms the call and ordains qualified people, who are referred to as Pastors.

Ordination - The rite by which a person becomes a minister of Word and Sacrament in the church of Jesus Christ. In the Lutheran church, a person is only ordained when he or she has been prepared and approved for ministry and has received and accepted a call to a particular public ministry, usually a congregation.

P

Parish - A parish is a territorial unit that was usually historically served by a local church. This administrative unit is typically found in Roman Catholic, Anglican Communion, the Eastern Orthodox Church, the Church of Sweden, United Methodist, and Presbyterian churches. It refers to a local, ecclesiastical community or territory, including its main church building, perhaps one or more chapels of ease and other property. The word "parish" is also used more generally to refer to the collection of people who attend a particular church. In this usage, a parish minister is one who serves a congregation.

Parochial - Of or relating to, supported by or located in a parish.

Pastor - From the Latin word for "shepherd," "Pastor" is used to describe an ordained Minister of Word and Sacrament. A parish pastor serves in a congregational setting. The term pastor may also be used to describe an ordained minister serving in a non-congregational setting.

Preaching - The public proclamation of God's love and mercy for all creation through the crucified and risen Jesus Christ. Preaching is rooted in the readings of Scripture in the assembly's public worship.

Presiding Bishop - An ordained minister of Word and Sacrament who is a teacher of the faith of this church and who provides leadership for the life and witness of this church. The term is rooted in worship ("the Bishop presides over the worshipping assembly") and the Presiding Bishop serves as the chief pastor of the ELCA, the Chief Executive Officer of the ELCA Churchwide Organization and the chief ecumenical officer of the church. The presiding bishop is elected to a six-year term and may be reelected. The current Presiding Bishop is the Rev. Mark. S. Hanson.

Q

Quorum - The minimal number of officers and members of a committee or organization who must be present for valid transaction of business.

R

Reformation, The - When capitalized, the word most frequently used to describe the religious, social, political and economic movement in the 16th century that led to the establishment of various churches including the Lutheran church.

Region - There are nine geographic regions within the ELCA, recognized as a partnerships among synods within the region. Each region is a means to coordinate responses by synods and the churchwide organization to mission and program opportunities within the region.

Representational Principle - The Evangelical Lutheran Church in America has determined that at least 60 percent of the members of assemblies, councils, committees, boards and other organizations should be laypeople, half female and half male, and that, where possible, the representation of ordained ministers should be both female and male. It is also strives for a minimum goal of 10 percent of the membership of its assemblies, councils, committees, boards, or other organizational units being people of color and/or people whose primary language is other than English.

Robert's Rule of Order - Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide.

S

Sacrament - A sacrament is the physical sign of an unseen promise. Sacraments are rites of the church that convey God's forgiveness, life and salvation through words and physical means. Lutherans celebrate the sacraments of Baptism and Holy Communion. Scripture A word often used to refer to the Bible, the sacred scriptures include the 66 books that are divided into the Old Testament and the New Testament.

Seminary - Institution that offers theological education and professional training for leaders in the church and others interested in graduate-level study of theology. The ELCA has eight seminaries. Find out more about them in ELCA seminaries. Sermon A sermon is part of worship in which the pastor proclaims the Word of God, based on the written Word of God in the Bible and applying it to the worshipping community as appropriate. In the Lutheran liturgy, it comes right after the Bible lessons are read and before the confession of the creed, the offering and the Eucharist. Steward The steward was then originally a chamberlain or a butler. In Scripture and theology, a minister of Christ, whose duty is to dispense the provisions of the gospel, to preach its doctrines and administer its ordinances.

Stewardship - In general usage, stewardship is the wise management and use of resources, whether by an individual, corporation, government, etc. Among many religious conservatives it is the concept that God owns everything and has entrusted certain resources to individual believers who will eventually be held accountable for what they accomplished with those resources.

Synod - There are 65 synods in the ELCA. A synod is typically a geographical grouping of congregations. Each synod, in partnership with the churchwide organization, bears primary responsibility for the oversight of the life and mission of the ELCA in its territory. Emmanuel Lutheran Church of Prescott Valley, AZ is a member of The Grand Canyon Synod of the ELCA. This synod includes Lutheran churches within the states of Arizona and southern Nevada.

Synod Assembly - The synod assembly is the highest legislative authority of the synod, with a regular meeting held at least biennially. (Most synod assemblies meet annually.) All ordained ministers under call and all rostered lay ministers under call are voting members, as are representative lay members from every congregation within the synod.

T

Theology - A word used to refer to the study Triune God. The Christian doctrine of the Trinity teaches the unity of Father, Son, and Holy Spirit as three persons in one Godhead.[1] The doctrine states that God is the Triune God, existing as three persons, or in the Greek hypostases,[2] but one being.[3] Each of the persons is understood as having the one identical essence or nature, not merely similar natures. Since the beginning of the third century[4] the doctrine of the Trinity has been stated as "the one God exists in three Persons and one substance, Father, Son, and Holy Spirit." [5] Trinitarianism, belief in the Trinity, is a mark of Oriental and Eastern Orthodoxy, Roman Catholicism and all the mainstream traditions arising from the Protestant Reformation, such as Anglicanism, Methodism, Lutheranism and Presbyterianism. The Oxford Dictionary of the Christian Church describes the Trinity as "the central dogma of Christian theology".

The study of theology usually includes study of the Bible, doctrine, church history, ethics and worship, and may also include study of the practice of ministry.

Transfer - To convey or cause to pass from one place, person, or thing to another. Used in Christian congregations as a formal practice of "Transfer of membership" from one congregation to another, typically recommended by the pastor, with approval by Congregation Council, which validates the believer as having been a member in good standing.

V

Vision and Expectations - In 1990, the ELCA Church Council adopted the documents "Vision and Expectations: Ordained Ministers in the Evangelical Lutheran Church in America" and "Vision and Expectations: Commissioned Associates in Ministry" as statements of this church about the vision for rostered leaders in the ELCA and the expectations of those who serve in that ministry. It is used primarily in the candidacy process.

Voting Member - A member of the church who has the right to vote for an officer, a member of the church council, or proposed resolution to an issue. A voting member may hold office in any elected capacity of the Church.

W

Word of God - Word of God as: 1) God's incarnate Word made flesh in Jesus, living among us; 2) The word of God proclaimed and heard as law (that which convicts) and gospel (that which frees); and 3) The recorded Word of God in the canonical scriptures that make up the Holy Bible.

Y

Youth - Young people who are confirmed members from the ages of 14 to 18.

Young Adult - Young people who are confirmed and beyond the age of consent (18) and not over 30.