

CONSTITUTION & BY LAWS



Emanuel Lutheran Church
206 3rd Street South East
Yelm, Washington 98597

TABLE OF CONTENTS

Preamble	2
Chapter I. NAME AND INCORPORATION	2
Chapter II. CONFESSION OF FAITH	2
Chapter III. NATURE OF THE CHURCH	3
Chapter IV. STATEMENT OF PURPOSE.....	4
Chapter V. POWERS OF THE CONGREGATION	5
Chapter VI. CHURCH AFFILIATION	6
Chapter VII. PROPERTY OWNERSHIP	7
Chapter VIII. MEMBERSHIP	8
Chapter IX. THE PASTOR	9
Chapter X. CONGREGATION MEETING	12
Chapter XI. OFFICERS.....	12
Chapter XII. CONGREGATIONAL COUNCIL	13
Chapter XIII. CONGREGATIONAL COMMITTEES	15
Chapter XIV. ORGANIZATIONS WITHIN THE CONGREGATION	16
Chapter XV. DISCIPLINE OF MEMBERS	16
Chapter XVI. BYLAWS.....	17
Chapter XVII. AMENDMENTS	17
Chapter XVIII. CONTINUING RESOLUTIONS.....	18
 Appendix	
A: Ministry Circle	A
B: By-Laws	
Section I: Congregational Meetings	B-1
Section II: Elected Representatives.....	B-1
Section III: Core Ministry.....	B-1
Section IV: Ministry Circle.....	B-3
Section V: Congregational Body	B-5
Section VI: First Communion.....	B-5

CONSTITUTION

Emanuel Evangelical Lutheran Church Yelm, Washington

PREAMBLE

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

Chapter I. NAME AND INCORPORATION

C1.01. The name of the congregation shall be Emanuel Evangelical Lutheran Church.

C1.02. For the purpose of this constitution and the accompanying bylaws, the Emanuel congregation is hereinafter designated as "this congregation".

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

Chapter II. CONFESSION OF FAITH

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

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

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

- C2.03. This congregation accepts the canonical scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- C2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles of the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the church.
- C2.07. This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the church for God's mission in the world.

Chapter III. NATURE OF THE CHURCH

- C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under His rule and authority.
- C3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. This Church, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

Chapter IV. 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 E.L.C.A.
 - H. Foster and participate in interdependent relationships with other congregations, the Synod, and the E.L.C.A.

- I. Foster and participate in ecumenical relationships consistent with church-wide policy.
- C4.04. This congregation shall develop and organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other responsibilities of each committee, task force, or other organizational groups and shall review their actions.
- C4.05. This congregation shall, from time to time, adopt a mission statement which shall provide specific direction for its programs.

Chapter V. 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 congregational units in the congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
 - A. Call a pastor.
 - B. Terminate the call of a pastor.
 - C. Appoint or terminate the appointment of associates in ministry in conformity with the applicable policy of the E.L.C.A.
 - D. Approve the annual budget.
 - E. Acquire real and personal property by gift, devise, purchase or other lawful means.
 - F. Hold title to and use its property for any and all activities consistent with its purpose.
 - G. Sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means.
 - H. Elect its officers, congregational council, boards, and committees, and require them to carry out their duties in accordance with the constitution and bylaws, and continuing resolutions.
 - I. Terminate its relationship with the E.L.C. A. as provided in Chapter 6.

Chapter VI. CHURCH AFFILIATION

- C6.01. This congregation shall be an interdependent part of the E.L.C.A. or its successor, and of the Southwest Washington Synod of the E.L.C.A. This congregation is subject to the discipline of the E.L.C.A.
- C6.02. This congregation accepts the Confession of Faith and agrees to the purposes of the E.L.C.A. and shall act in accordance with them.
- C6.03. This congregation acknowledges its relationship with the E.L.C.A. 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 E.L.C.A.
 - C. This congregation agrees to call pastoral leadership from the clergy roster of the E.L.C.A. in accordance with its call procedures except in special circumstances and with the approval of the Bishop of the Synod.
 - D. This congregation agrees to consider associates in ministry for appointment to other staff positions in the congregation according to the procedures of the E.L.C.A.
 - E. This congregation agrees to file this constitution and any subsequent changes to this constitution with the Synod for review to ascertain that all of its bylaws of the E.L.C.A. or with the constitution of the Synod.
- C6.04. Affiliation with the E.L.C.A. may be terminated as follows:
- A. This congregation takes action to dissolve.
 - B. This congregation ceases to exist.
 - C. This congregation is removed from membership in the E.L.C.A. according to the procedures for discipline of the E.L.C.A.
- C6.05. This congregation may terminate its relationship with the E.L.C.A. 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 the congregation by a two-thirds majority of the voting members present.
 - B. The secretary of this congregation shall submit a copy of the resolution to the Synodical Bishop and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
 - C. The Bishop of the Synod shall consult with this congregation during a period of at least 90 days.

- D. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the Bishop of the Synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
- E. A certified copy of the resolution to terminate its relationship shall be sent to the Synodical Bishop, at which time the relationship between this congregation and E.L.C.A. shall be terminated.
- F. Notice of termination shall be forwarded by the Synodical Bishop to the secretary of this church and published in the periodical of this church.
- G. If this congregation was a member of the L.C.A. it shall be required, in addition to the provisions in C6.05. to receive Synodical approval before terminating its membership in the E.L.C. A.

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

Chapter VII. PROPERTY OWNERSHIP

- C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Southwest Washington Synod of the E.L.C.A.
- C7.02. If this congregation is removed from membership in the E.L.C.A. according to its procedure for discipline, title to property shall continue to reside in this congregation.
- C7.03. If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of the congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Southwest Washington Synod.
- C7.04. If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of the congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with the

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 the 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 E.L.C.A.

Chapter VIII. MEMBERSHIP

- C8.01. Members of this congregation shall be those baptized persons on the roll of the congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintained their membership in accordance with the provisions of this constitution and bylaws.
- C8.02. Members shall be classified as follows:
- A. BAPTIZED members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - B. CONFIRMED members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - C. VOTING members are confirmed members. Such confirmed members shall have communed and made a contribution of record during the current or preceding year.
 - D. ASSOCIATE members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the congregation Council of the congregation.
- C8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.
- C8.04. It shall be the privilege and duty of members of this congregation to:
- A. Make regular use of the means of grace, both Word and sacraments.
 - B. Live a Christian life in accordance with the Word of God and the teachings of the Lutheran church.
 - C. Support the work of the congregation and of the E.L.C.A. through contributions of their time, abilities, and financial support as biblical stewards.

- C8.05. Membership in this congregation shall be terminated by any of the following:
- A. Death;
 - B. Resignation;
 - C. Transfer or release;
 - D. Disciplinary action by the Congregation Council;
 - E. Removal from the roll due to inactivity as defined in the bylaws. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

Chapter IX. THE PASTOR

- C9.01. Authority to call a pastor shall be in this congregation by at least a two thirds majority ballot vote of members present and voting at a meeting regularly called for that purpose. 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.
- C9.02. Only a member of the clergy roster of the E.L.C.A. or who has been recommended for it by the Synodical Bishop may be called as a pastor of this congregation.
- C9.03. Consistent with the faith and practice of the E.L.C.A., every ordained minister shall preach the Word, administer the sacraments, conduct public worship, provide pastoral care, and proclaim God's love for the world. Each ordained minister with a congregation call shall, within the congregation, offer instruction, confirm, marry, visit the sick and distressed, and bury the dead; supervise all schools and organizations of the congregation; shall install regularly elected members of the Congregation Council, and with the council administer discipline. Every pastor shall seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad; shall impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and shall endeavor to increase the support given by the congregation to the work of the E.L.C.A. and of the Synod of the E.L.C.A.
- 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.
- C9.05. The Call of a Congregation:

- A. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the Synodical Bishop and for the following reasons:
1. Mutual agreement to terminate the call or the completion of a call for a specific term of years;
 2. Resignation of the pastor;
 3. Inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 4. The physical or mental incapacity of the pastor;
 5. Disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
- B. In the case of alleged physical or mental incapacity of the pastor or ineffective conduct of the pastoral office, it shall be the responsibility of the Bishop of the synod, when such difficulties are personally known or have been brought to the synod's attention by an official recital of allegations by the congregation Council or by a petition signed by at least one-third of the voting members of the congregation, to investigate such conditions personally in company with a committee of two ordained ministers and one lay person.
- C. In case of alleged physical or mental incapacity competent medical testimony shall be obtained. When such disability is evident, the Bishop of the Synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the Bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- D. In the case of alleged local difficulties which imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the Bishop of the Synod together with the committee described in C9.05.B. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the Synod. If either party fails to assent, the congregation may dismiss the pastor by a two-thirds majority vote of the voting members present at a regularly called meeting after consultation with the Bishop.
- E. The foregoing procedure shall never be invoked when questions of doctrine, morality or continued neglect of duty are involved; all such cases being treated as disciplinary matters.
- F. If in the course of the proceedings, it should become apparent that the pastoral office cannot be conducted effectively in the congregation being served by the ordained minister due to local conditions, the bishop of the Synod may

temporarily suspend the pastor from service in the congregation without prejudice and with pay provided through a joint church-wide Synod fund and with housing provided by the congregation.

- C9.06. At a time of pastoral vacancy, an interim pastor may be appointed by the Bishop of the Synod with the consent of this congregation or the Congregation Council.
- C9.07. During the period of service, an interim pastor shall have the rights and duties of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the Bishop of the Synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.
- C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the Bishop of the Synod. As occasion requires, the documents may be revised through a similar consultation.
- C9.10. With the approval of the Bishop of the Synod the congregation may depart from C9.05.A. and call a pastor for a specific term of years. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the Bishop or a designated representative of the Bishop, shall meet with the pastor and representatives of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of C9.05.A.
- C9.11. The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation and shall submit a summary of such statistics annually to the Synod.
- C9.12. 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.

Chapter X. CONGREGATION MEETING

- C10.01. The annual meeting of this congregation shall be held at a time specified in the bylaws.
- C10.02. A special congregation meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called at the written request of 5% of the voting members. The call for each special meeting shall specify the purpose or which it is to be held and not other business shall be transacted.
- C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.
- C10.04. 15% 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 by the congregation shall be by majority vote except as otherwise provided in this constitution.
- C10.07. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter XI. OFFICERS

- C11.01. The officers of this congregation shall be a president and vice-president, elected from the Congregation Council, a secretary, treasure and financial secretary.
- A. Duties of the officers shall be specified in the bylaws.
 - B. The officers shall be voting members of the congregation.
- C11.02. The Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin upon election at the first council meeting after the annual meeting.
- C11.03. No officer shall hold more than one office at a time.

Chapter XII. CONGREGATIONAL COUNCIL

- C12.01. The voting membership of the congregation Council shall consist of the pastor(s) and not more than nine members of the congregation. Any voting members of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the congregation Council shall be declared vacant if the member: A) ceases to be a voting member of this congregation or B) is absent from four successive regular meetings of the Congregation Council.
- C12.02. One third of the members of the Congregation Council except the pastor(s) shall be elected each year by written ballot to serve for three years. Such member shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected. Newly elected Congregation Council members shall be installed at worship on a Sunday prior to the next council meeting.
- 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 E.L.C.A. The duties of the Congregation Council shall include the following:
- A. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
 - B. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
 - C. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - D. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
 - E. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
 - F. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
 - G. To arrange for pastoral service during the sickness or absence of the pastor.

- H. To emphasize partnership with the Synod and church-wide units of the E.L.C.A. as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the Synod and the E.L.C.A.
- I. To recommend and encourage the use of program resources produced or approved by the E.L.C.A.

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 trustees 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 power and be subject to the obligations that pertain to such boards under the laws of the State of Washington, except as otherwise provided herein.
- B. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- C. The Congregation Council may enter into contracts of up to \$1,000 for items not included in the budget.
- D. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations more than \$2,500 in excess of the anticipated receipts only after approval by a congregation meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the Synod and church-wide organizations.
- 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 Synodical treasurer.
- F. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

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

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

C12.08. The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.

- C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.10. The congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.11. 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 such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting.

Chapter XIII. CONGREGATIONAL COMMITTEES

- C13.01. The officers of this congregation and the pastor shall constitute the Executive Committee.
- C13.02. A Nominating Committee of six voting members of this congregation, two of whom shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating committee are not eligible for consecutive re-election.
- C13.03. An Audit Committee of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.
- C13.04. A Staff Support Committee (in the absence of a Staff Support Committee, their duties shall be fulfilled by the Executive Committee) shall be appointed jointly by the president and the pastor. Term of office shall be two years, three members to be appointed each successive year. Committee members will hold no other office in the Congregation during their term.
- C13.05. When a pastoral vacancy occurs, a Call Committee of six voting members shall be appointed by the Congregation Council. Term of office will terminate at installation of the newly called pastor.

C13.06. Other congregational committees may be formed as the need arises, by decision of the Congregation Council.

C13.07. Duties of the congregational committees shall be specified by the bylaws.

Chapter XIV. 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 E.L.C.A., may be organized only after authorization has been given by the Congregation Council (and specified in a continuing resolution).

Chapter XV. DISCIPLINE OF MEMBERS

C15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: A) private admonition by the pastor, B) admonition by the pastor in the presence of two or three witnesses, C) citation to appear before the Congregation Council.

C15.02. A member charged with the offense shall appear before the Congregation Council having received a written notice, specifying the exact charges that have been made against the member, at least 10 days prior to the meeting.

C15.03. Should allegations be sustained by a two-thirds majority vote of the Congregation Council, the council shall impose one of the following disciplinary actions:

- A. Censure before the council or congregation;
- B. Suspension from membership for a definite period of time;
- C. Exclusion from membership in this congregation. Disciplinary actions B and C shall be delivered to the member in writing.

- C15.04. The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod council shall be final.
- C15.05. Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of A) evidence that injustice has been done or B) evidence of repentance and amendment.

Chapter XVI. BYLAWS

- C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- C16.03. Changes to the bylaws may be proposed by any voting members provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special congregation meeting called for that purpose. The Congregation Council shall notify the members of the proposal with its recommendations at least 30 days in advance of the congregation meeting.
- C16.04. Approved changes to the bylaws shall be sent to the Synod.

Chapter XVII. AMENDMENTS

- C17.01. Amendments to this constitution may be proposed by at least 5% of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Congregation Council shall notify the members of the proposal with their recommendations at least 30 days in advance of the meeting.
- C17.02. A proposed amendment to this constitution shall:
- A. Be approved at a properly called meeting according to this constitution by a majority vote of those present and voting.

- B. Be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting.
- C. Have the effective date included in the resolution and noted in the constitution.

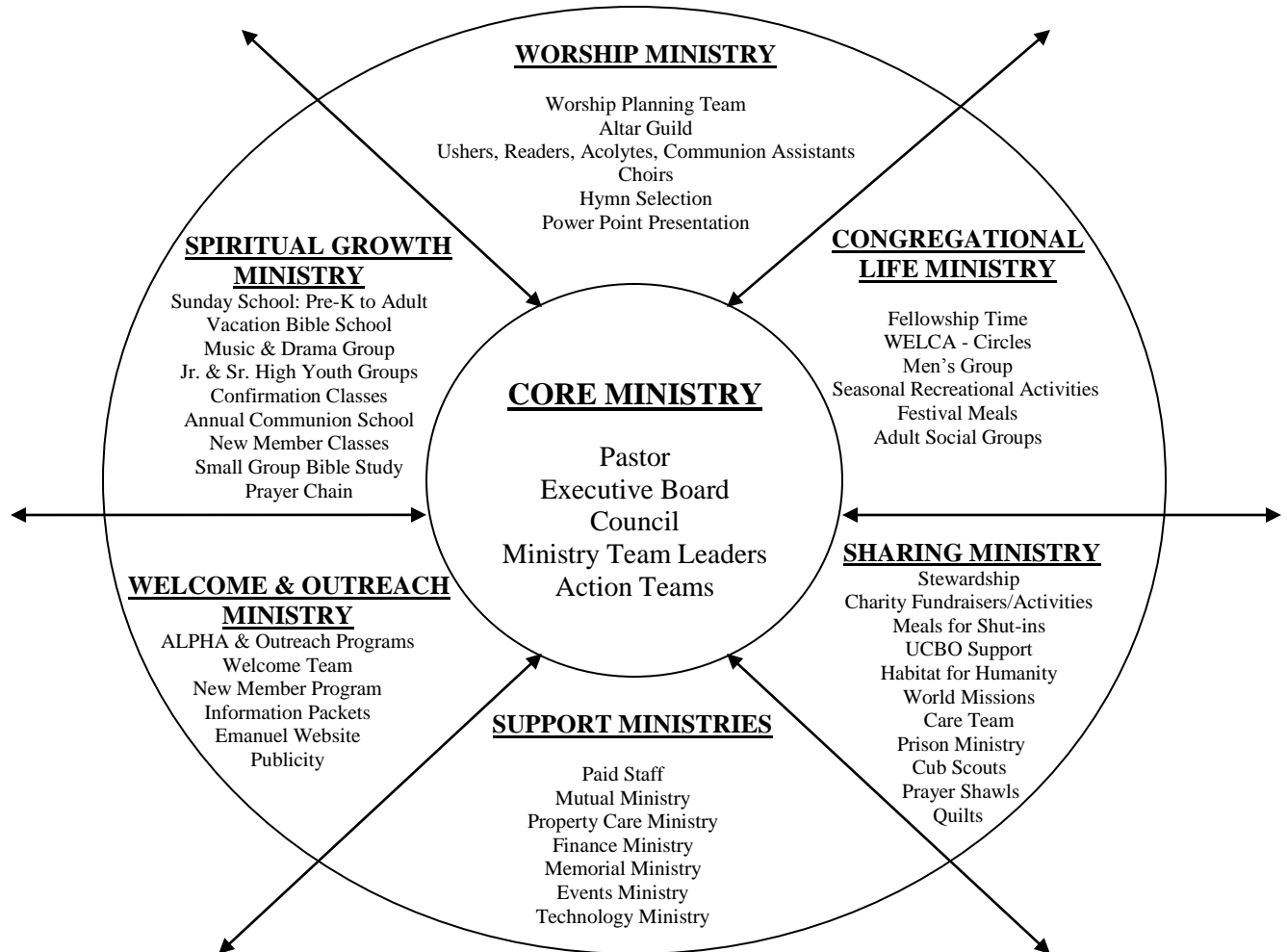
C17.03. Any amendments to this constitution shall be sent by the secretary of this congregation to the Synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the Synod unless the Synod informs this congregation that the amendment is in conflict with the constitution or bylaws of the E.L.C.A., or the constitution of the southwest Washington Synod.

Chapter XVIII. CONTINUING RESOLUTIONS

- C18.01. The Congregation Council may enact continuing resolutions which describe the functions of the various committees or organizations of this congregation.
- C18.02. Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.

Emanuel Lutheran Ministry Structure

Mission Statement: We lovingly connect people to God by nurturing the Christian faith in all God's children.



Ministry Rings

Core Ministry: The most active members of Emanuel Lutheran Church currently involved in decision making. They lead and/or participate in one or more Ministry.

Ministry Circle: Members who participate in one or more Ministry or activity at Emanuel Lutheran Church on an ongoing basis.

Congregational Body: All other members and/or frequent visitors at Emanuel Lutheran Church. They are encouraged to participate in activities and teams in a Ministry of their choice and on specific tasks of a short duration.

BYLAWS

EMANUAL LUTHERAN CHURCH YELM, WASHINGTON

Mission Statement: We lovingly connect people to God by nurturing the Christian faith in all God's children.

Section I: Congregational Meetings

- A. The Annual Congregational Meeting shall be held at a time and place designated by the Church Council in the month of January.
- B. Prior to the annual meeting the Pastor, Treasurer, Financial Secretary, Council Secretary and leaders of all active Ministries & Teams shall submit reports in writing for publication. (See Constitution, chapter X.)

Section II: Elected Representatives

Delegates and alternates to the Synodical Assembly shall be elected at the Annual Congregational Meeting. If a delegate or alternate is unable to attend, the President of the Congregation shall appoint a delegate pro tem.

Section III: Core Ministry

This group is comprised of the most active members of Emmanuel Lutheran Church currently involved in decision making. They lead and/or participate in one or more Ministry.

- A. **Pastor** – See Constitution, Chapter IX.
- B. **Executive Board** – Consists of the Pastor, President of the Congregation, Vice President of the Congregation, and two other Church Council Members; elected by the Council at the first council meeting after the Annual Meeting by written ballot; and serve for one year or until their successors are elected.
 - 1. Sets the agenda for the regular council meetings.
 - 2. Meets to make emergency decisions that cannot wait until a council meeting.
 - 3. Responsible for all personnel matters.
- C. **Council** – Consists of the Pastor and nine elected members from the voting membership of the Congregation, Council Secretary, Financial Secretary, and Treasurer. Approves the activities of all Ministries, authorizes issuing keys to the Church, and approves duties listed in Ministry Procedures Notebooks unless previously authorized by the Executive board.
(See Constitution, chapter XII.)
 - 1. **President** – Elected annually by the Church Council from its membership.
 - a. Presides at meetings of the Congregation, Church Council, and Executive Board.

- b. Votes on motions at Church Council meetings only to break a tie.
 - c. Acts as Ministry Team Leader for Support Ministries.
2. **Vice President** – Presides at any of the meetings in Paragraph 1 when the President is unable to serve. Is a member of the Executive Board.
 3. **Pastor** – Attends all meetings in Paragraph 1. Votes, provides advice, information, and consent as required.
 4. **Elected Council Member** – Attends all Church Council and Congregational Meetings.
 - a. Participates freely in discussion, including making and voting on motions.
 - b. Becomes a Team Leader and/or member of at least one major Ministry.
 5. **Council Secretary** – Keeps accurate minutes of all meetings of the Church Council, Executive Board, and Congregation in a volume provided by the Church, which shall be preserved permanently in the archives.
 - a. Attends all Council meetings as a non-voting member.
 - b. Participates in discussions in matters pertaining to areas of responsibility.
 6. **Treasurer** – Appointed by the Church Council, this person makes written reports of all financial transactions to the Council on a monthly basis.
 - a. Prepares reports for the Congregation, together with a satisfactory audit, for distribution prior to the Annual Meeting.
 - b. Attends all Church Council meetings as a non-voting member and responds to the financial questions of its members.
 - c. Assures that all bills are paid in a timely manner, that deposits are made no later than the first banking day of the following week, and that the Church Checkbook and/or blank checks are kept at the Church.
 - d. Maintain a current computer record, updated weekly, of all Church accounts and financial information on a minimum of one Church computer and a backup copy (CD, jump drive, floppy disk, etc.) no less than 1 month old stored in the Church both of which can be accessed by the Financial Secretary, Council President, Pastor, or anyone else given this authority by the Church Council.
 - e. Keep current hard copies, updated monthly, of all financial records stored in the Church including the check registry, summary reports of income and expenses per category, and a report of pending bills.
 7. **Financial Secretary** – Appointed by Congregation Council, this person receives and keeps records of all income from contributing members and visitors.
 - a. Responsible for training of counters and can assure that two trained congregational members that are not on the Church Council nor the Treasurer will assist with counting of the offering.

- b. Attends all Church Council meetings as a non-voting member and responds to the financial questions of its members.
- c. After counting of contributions following the last service of the day the Financial Secretary will record the amounts and make the deposit by the end of the first banking day of the week.
- d. Delivers Annual Contribution Statements to congregation members no later than February 1ST of every year.

- D. Ministry Team Leaders** – Oversee all of the functions and/or organizations within a major Ministry.
- 1. Chair all general Ministry meetings and participate in the Core Ministry of the Church.
 - 2. When Team Leader is not a member of the Church Council, a Council Representative must also participate in all general Ministry meetings and communicate all actions to the Council.

E. Action Teams – Congregational Committees referred to in Constitution, Chapter XIII.

- 1. **Audit Team** – Verifies the accuracy and appropriateness of the financial records of all organizations sponsored by the church.
- 2. **Building Team** – Established when the Congregation votes to build a new structure or undergo a major remodel of an existing structure(s). Plans and establishes a budget and timelines to accomplish the task. Upon approval of the Congregation, oversees the completion of the building.
- 3. **Call Team** – Recommends to the congregation candidates for vacant pastoral positions and follows the call procedures provided by the Synod Representative.
- 4. **Nominating Team** – Recommends voting members of the congregation who are eligible to run for vacant or outgoing Church Council positions.
 - a. Names of nominees shall be discussed with the President of the Congregation and the Church Council.
 - b. Positions are voted upon at the Annual Congregational Meeting.
- 5. **Others** – See Constitution, section 13.06.

Section IV: Ministry Circle

This group is comprised of church members and frequent visitors who participate in one or more Ministry or activity at Emanuel Lutheran Church on an ongoing basis.

- A. The Church Council shall approve the Leader of each Ministry Team and major actions of all Ministries.
- B. Each Ministry Team shall have one or more Church Council member in its membership.
- C. The Church Council shall receive regular reports and review the actions of each Ministry Team.

- D. Ministry meetings shall be scheduled during evening and weekend hours so working people may attend. Other activities may be scheduled at times chosen by the participants.
- E. Specific duties of all Ministries in accordance with the following directives shall be kept in procedures notebooks developed and updated by each Ministry:
1. **Worship Ministry** – Ensures that everything for worship is provided and that worship is conducted in good order.
 2. **Spiritual Growth Ministry** – Provides for the educational and spiritual development of the congregation for both children and adults.
 3. **Welcome & Outreach Ministry** – Welcomes visitors to the church, contacts visitors and inactive members, plans programs to reach out to the community, and publicizes the programs of Emanuel Lutheran Church.
 4. **Congregational Life Ministry** – Oversees all of the fellowship organizations and activities of the congregation.
 5. **Sharing Ministry** – Oversees the development of responsible giving of time talent, and monetary gifts within the congregation and coordinates ministering to the needs of members, visitors, and the wider community.
 6. **Support Ministries** – Support Core and the preceding five major Ministries of Emanuel Lutheran Church, but only Council or the Executive Board has the authority to approve activities sponsored by the five major Ministries.
 - a. **Finance Ministry** – Oversees the finances of the congregation, develops an annual budget proposal, prepares monthly financial reports, pays bills, and creates an ongoing means of tracking monthly expenses.
 - b. **Property Care Ministry** – Responsible for the care and maintenance of the property of the congregation.
 - c. **Mutual Ministry** – Exists to benefit the staff and leadership of this parish. Encourages and supports the staff by operating as a listening post, advocate, paraclete and peer in ministry.
 - d. **Memorial Ministry** – Oversees the stewardship of gifts that are given to Emanuel Lutheran Church as memorials.
 - e. **Events Ministry** – Coordinates with staff and organizations within the Church to make the experience of users pleasant and rewarding.
 - 1). Represents Emanuel Lutheran Church for all weddings, funerals and events for organizations not directly affiliated with Emanuel Lutheran Church, its members, or committees.
 - 2). At the discretion of the Pastor and the Executive Board, may be assigned to oversee events conducted by members and/or committees of the Church.
 - f. **Technology Ministry** – Oversees all aspects of technological utilities used by Emanuel Lutheran Church.

Section V: Congregational Body

The Body consists of all other members and/or frequent visitors at Emanuel Lutheran Church. They are encouraged to participate in activities and teams in a Ministry of their choice and on specific tasks of a short duration.

Section VI: First Communion

A child may receive First Communion when all of the following take place:

- A.** The child asks.
- B.** The parents/guardians and the Pastor agree that the child is ready.
- C.** The child has received age appropriate instruction.