

Constitution
of
Immanuel-Trinity Lutheran Church
Fond du Lac, Wisconsin

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“Sections of this constitution marked by an asterisk [*] are required when a congregation amends its governing documents. These sections must be used without alteration or amendment of the text in any manner (neither additions nor deletions).” *Model Constitution for Congregations of the Evangelical Lutheran Church in America, 2011*

PREAMBLE

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

Chapter 1 – NAME AND INCORPORATION

- C1.01.** The name of this congregation shall be Immanuel-Trinity Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the Immanuel-Trinity congregation is hereinafter designated as “the congregation”.
- C1.11.** This congregation shall be incorporated under the laws of the state of Wisconsin.

Chapter 2 – CONFESSION OF FAITH

- *C2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- *C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
 - a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
 - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
 - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them, God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- *C2.03.** This congregation accepts the canonical scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- *C2.04.** This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.

- *C2.05.** This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- *C2.06.** This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcaid Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- *C2.07.** This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3 –NATURE OF THE CHURCH

- *C3.01.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- *C3.02.** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.
- *C3.03.** 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 churchwide organization of the Evangelical Lutheran Church in America.

- i. foster and participate in ecumenical relationships consistent with churchwide policy.
- *C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. [Such description shall be contained in continuing resolutions in the section on the Congregation Committees.]
- *C4.05.** This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.
- *C4.06.** References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and 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 pastor as provided in Chapter 9;
 - b. terminate the call of a pastor as provided in Chapter 9;
 - c. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
 - d. adopt amendments to the constitution, as provided in Chapter 17, amendments to the bylaws, as specified in Chapter 16, 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 Congregation Council, and oversee their 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 East Central Synod of the Evangelical Lutheran Church in America.

Chapter 6 – CHURCH AFFILIATION

- *C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the East Central Synod of Wisconsin of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of ordained ministers of the Evangelical Lutheran Church in America or

to contracting for pastoral services with an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.

- d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

C6.03.01 The benevolence amount stipulated by members of the congregation on the offering envelope or through the *Simply Giving* program is the amount of money submitted, on a regular basis, to the synod.

***C6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

- a. this congregation takes action to dissolve.
- b. this congregation ceases to exist.
- c. this congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
- d. this congregation follows the procedures outlined in C6.05.

***C6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

- a. A resolution indicating the intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the 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 the 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 the 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 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 paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.
- f. Notice of termination shall be forwarded by the bishop to the secretary of this church, who shall report the termination to the Churchwide Assembly.
- g. 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.
- h. 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.
- i. 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.
- j. If a 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 a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt

to consider termination of 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 East Central Synod of Wisconsin of the Evangelical Lutheran Church in America.
- *C7.02. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.
- *C7.03. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, 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 East Central Synod of Wisconsin
- *C7.04. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to 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 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 East Central Synod of Wisconsin —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.
- d. ***Associate*** members are persons holding membership in other Lutheran 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 this 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; and
- c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

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

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action in accordance with provision 20.40. and the accompanying bylaws ; or
- e. removal from the roll due to inactivity as defined in the bylaws. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

C8.05.01 Removal of Members from Active Membership

- 1. Membership Transfer:
 - a. Active members may request their membership be transferred to the congregation of their choice.
 - b. This may be requested of the Parish Administrator or the pastor(s) by telephone call, letter or personal visit.
 - c. If the reason for transfer is not known, contact is made, by a pastor, to learn of the reason(s) for this decision.
 - d. A letter of transfer is sent to the designated church, and the names forwarded to the pastor designating that the transfer is complete.
 - e. The name(s) are presented, in the pastor's report, to the Congregation Council.
 - f. The date released for the church records is the date of the letter of transfer.

2. Removal of Members to the Inactive List

- a. Members/families can request that their name(s) be placed on the inactive list. This request can be from the member itself or from a family member.
- b. Members, who are 18 years or older, who have not participated in Holy Communion and contributed financially to the congregation, for one year, are identified through the data base of church records as requested by the Financial Secretary. This information is shared with the Stewardship Committee, and the names of members are placed on a list for review.
- c. The list is presented to the Congregation Council and reviewed at the November meeting.
- d. After Council approval, a letter is sent to each person/family informing them of placement on the inactive list.

3. Removal of Inactive Members from the Membership List

- a. Members/families on the inactive list are contacted, via a telephone call or a letter, by the pastor(s) or a member of the Stewardship Committee within one year of their placement, to determine if they would like to be re-involved in the congregation.
- b. If they have become involved with another congregation, a letter of transfer will be sent to that congregation, and their name will be removed from the membership list.
- c. If they have not become members at another church, they will remain on the inactive list.
- d. After one year on the inactive list, the names are brought forth to the Congregational Council, at the November meeting, for approval to remove the names from the membership list of the congregation
- e. A letter is set to each member/family informing them of this action.
- f. The date released for the records is the date of the of the Congregation Council action.

Chapter 9 – 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 Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers 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 ordained minister shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care; and
 - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - b. Each ordained minister with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) supervise all schools and organizations of this congregations;
 - 3) install regularly elected members of the Congregation Council; and
 - 4) with the council, administer discipline.
 - c. Every pastor shall:
 - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and

- 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the East Synod of Wisconsin of the ELCA.

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

***C9.05.** a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which 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 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 that congregation in view of local conditions;
- 4) physical disability 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 ordained ministers 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 the synod,

- 1) the bishop, in his or her sole discretion, may investigate such conditions personally together with a committee of two ordained 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 ordained 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 pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant and the pastor shall be listed on the clergy roster as disabled. Upon removal of the disability and 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 the 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 recommendation 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 simple 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 disciplinary action, 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 may be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07.** During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor. 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 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 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.
- *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.

Chapter 10 – CONGREGATION MEETING

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

- C10.01.01** The annual meeting shall be held, each year, on the third or fourth Sunday in January.
- 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 10% of the voting members. The president of the Congregation Council shall call a special meeting upon 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 or electronic means, as permitted by state law to all [voting] members at least 10 days in advance of the date of the meeting.
- C10.04.** Fifty 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 or by state law.
- C10.07.** Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11 – OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice-president, secretary, treasurer and financial secretary.
- a. Duties of the officers shall be specified in the bylaws.
 - b. The officers shall be voting members of the congregation.
 - c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
 - d. The Congregation Council shall elect the president, vice-president, secretary, treasurer, and financial secretary, who shall be selected from the elected membership of the Congregation Council. [If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.]

C11.01.01 Duties of the Officers of Immanuel Trinity

1. The President Shall:
 - a. Ensure that the Constitution, including the Continuing Resolutions, of Immanuel Trinity is followed;
 - b. Preside over Executive, Congregation Council, and Congregational Meetings as required by the constitution;
 - c. Maintain a positive working relationship with the pastors, non-ordained staff members, and the Congregation Council;
 - d. Provide guidance to the pastors, and other leaders of the congregation;
 - e. Bring issues of concern to the Executive Committee and/or Congregation Council and convey information/ decisions to the concerned person(s);
 - f. Ensure that business agreements and legal issues are handled in a timely and proper manner;
 - g. Act as an ex-officio member on all committees.
2. The Vice President Shall:
 - a. Preside at all meetings of the Congregation Council and/or the congregation, in the absence of the President, and perform other assigned tasks as requested.
3. The Secretary Shall:
 - a. Keep an accurate record of the proceedings at all regular and special-called Congregation Council and Congregation Meetings;
 - b. Provide members of the Congregation Council with meeting minutes;
 - c. Provide minutes of the annual, and/or other planned Congregation Meetings to the congregation via the annual report;
 - d. Provide minutes of Congregation and Congregation Council Meetings to the Parish Administrator to be kept as a permanent record in the church office;
 - e. Assist the Church Council President upon request;
 - f. Be accountable to the congregation.

4. The Treasurer Shall:
 - a. Maintain the financial records of the congregation:
 - Check Book
 - Savings Records
 - Loan Statements
 - Payroll Records
 - b. Ensure that all bills are paid on a timely basis;
 - c. Ensure that Federal and State payroll taxes are paid as required by law;
 - d. Prepare and provide a monthly Treasurer's report for the Congregation Council;
 - e. Prepare and provide annual Treasurer's report to the congregation ;
 - f. Prepare and provide annual budget to the congregation;
 - g. Prepare year-end tax statements (W-2s) for the Pastors and Staff;
 - h. Submit quarterly Federal Tax Report;
 - i. Prepare and remit federal and state year-end tax statements;
 - j. Update the Congregation Council on the financial condition of the congregation on a regular basis;
 - k. As directed by the Congregation Council, enter into any financial agreements required;
 - l. Protect the congregation's financial assets to the best of his/her ability.
5. The Financial Secretary Shall:
 - a. Maintain financial records of all monies received, with help from the Parish Administrator, for all deposits, direct deposits or online monies given to Immanuel-Trinity;
 - b. Prepare a monthly report of all monies received for presentation to the Congregation Council for the preceding month;
 - c. Inform the Congregation Council of any special funds or bequests made to the church that requires a Council decision;
 - d. Organize and staff various counting teams (6) considering confidentiality requirements. Instruct them as to the procedures of the task;

- e. Review the inactive membership list, from the church records, for presentation to the Congregation Council;
- f. Provide, for the annual report to the congregation, an account of all monies deposited.

C11.02. The Congregation Council shall elect its officers and they shall be the officers of the congregation. The Congregation Council, within one week following the annual meeting, shall elect its own officers. The officers shall be elected for a one year term and are eligible for re-election. The Congregation Council and its officers shall be installed on the Sunday following their election.

C11.03. No officer shall hold more than one office at a time.

Chapter 12 – CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the pastor(s) and not more than 15 members of the congregation including the officers of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. 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.

C12.02. The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for 3 years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor to complete the unexpired term of office.

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

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.

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

C12.05. The Congregation Council 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 powers and be subject to the obligations that pertain to such boards under the laws of the State of Wisconsin, 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 three per cent (3%) of the budget approved at the last annual meeting 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.
- 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.
- e. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

C12.05.01 Receiving/Disbursing of Gifts

- a. Reception of gifts of any nature, which are not designated for a memorial, an existing fund or specific purpose, will be brought to the Congregational Council for determination of use.
- b. The Council has the authority to assign a received gift to a designated fund, a related fund or a new fund.
- c. New funds may only be established by the Congregational Council.
- d. If a request for a particular fund, by a donor, does not exist, a Council representative will communicate with the donor regarding funds.
- e. Suggestions or requests for new funds, by the donor, will be considered by the Congregational Council.

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 non-ordained staff of this congregation.

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

C12.11 The Congregation Council shall normally meet once a month. Special meetings may be called by 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.

- C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor(s).
- C12.13.** 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 COMMITTEES

- C13.01.** The officers of this congregation and the pastors shall constitute the *Executive Committee*.
- C13.02.** A *Nominating Committee* of three voting members of this congregation, one of whom, if possible, shall be an outgoing member of the Congregation Council, shall be appointed by the Congregation President at least ninety days prior to the annual meeting.
- C13.03.** An *Audit Committee* consisting of two or three non-council members of this congregation, and the option of one non-Immanuel Trinity member, will be established annually by the Congregation Council President.
- C13.05.** When a pastoral vacancy occurs, a *Call Committee* of six voting members shall be elected by this congregation. Term of office will terminate at installation of the newly-called pastor.
- C13.06.** Other congregation committees may be formed as the need arises by decision of the Congregation Council.
- C13.07.** Duties of congregation committees shall be specified in the bylaws or continuing resolutions.
- C13.08.** The pastor of this congregation shall be *ex officio* a member of all committees and boards of the congregation. [The president of this congregation shall be *ex officio* a member of all committees and boards of the congregation, except the Nominating Committee.]

Chapter 14 – ORGANIZATIONS WITHIN THE CONGREGATION

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

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

Chapter 15 – DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** 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 clergy). 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 resolution 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 Lutheran 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 congregation 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 Lutheran 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 discipline hearing panel has heard previously and decided pursuant to this 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 – BYLAWS

- *C16.01.** This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C16.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

- *C16.03.** Changes to the bylaws may be proposed by any voting member, provided 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. Notifications may take place by mail or electronic means, as permitted by state law.
- *C16.04.** Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17 – AMENDMENTS

- *C17.01.** Unless provision *C17.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least five (5) 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. Notifications may take place by mail or electronic means, as permitted by state law.
- *C17.02.** An amendment to this constitution, proposed under *C17.01., shall:
- a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 - c. have the effective date included in the resolution¹ and noted in the constitution.
- *C17.03.** Any amendments to this constitution that result from the processes provided in *C17.01. and *C17.02. shall be sent by the secretary of this congregation to the synod. The 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.
- *C17.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a

¹ Such an effective date must be stated in relation to the requirements of *C17.03. to allow time for synodical review of the amendment.

simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the 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 a simple majority of the 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 18 – CONTINUING RESOLUTIONS

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

- *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.

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***C18.02.** *of the Constitution states: 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.*

CR1 – COMMITTEE IMPLEMENTATION

CR1.01.2013 In accordance with C13.06 and C13.07 of the Constitution of Immanuel-Trinity Lutheran Church, committees shall be established to coordinate, pursue, and administer the ministerial and practical requirements of the congregation, with the primary concern being the compassionate satisfaction of the needs of the people. Special committees or task forces shall be created to address specific concerns as the need arises. The Congregation Council shall define the specific mandates of these committees and their composition by the issuance of continuing resolutions.

CR.1.02.2013 The Congregation Council shall create and disband special and standing committees as necessary to satisfy the mandates of the congregation. The pastor(s) and Congregation Council President are ex-officio members of all committees.

CR.1.03.2013 Committees shall follow the following procedures:

1. At the first monthly meeting following the annual congregational meeting, the Congregation Council shall approve the council representation on the congregational committees;
2. One council member will serve each committee, as a representative, to act as a liaison between the council and the committee;
3. Each committee shall elect a chair and a secretary at its first meeting following the annual congregational meeting. Any member of a committee is eligible to chair the committee and is eligible for re-election to that post. Ideally, a non-council member shall be elected chair;
4. Each committee shall prepare its budget for the fiscal year at a time to be specified by the Congregational Council;
5. Each committee, through the council representative, shall report periodically to the Congregation Council about its activities and all activities shall be disclosed to the congregation at the annual meeting via a written report;
6. Half of the committee members shall constitute a quorum;
7. Committees shall request the approval of the Congregation Council for policy changes and/or expenditures in excess of approved budgets. Committees shall be free to pursue the goals of their mission.

CR 2 – EXECUTIVE COMMITTEE

CR2.01.2013 **MISSION:** Act as an advisory committee to the Congregation Council in regards to management of business, personnel, and fiscal matters.

CR2.02.2013 **MEMBERSHIP:** Congregation Council President, Vice-President, Secretary, Treasurer, Financial Secretary and the Pastor(s).

CR2.03.2013 **RESPONSIBILITIES:**

1. Provide leadership to the Congregation Council;
2. Oversee congregational activities;
3. Report, to the Congregation Council, the results and recommendations determined in Executive Committee Meetings;
4. Recommend, to the Congregation Council, the hiring of all paid employees of the congregation;
5. Recommend, to the Congregation Council, yearly salaries for all staff (ordained and non-ordained);
6. Conduct annual review of the pastor(s) and share information with the Congregation Council;
7. Act to resolve issues of concern between staff, employees, congregational members and pastors using the guidelines set forth in Matthew 18;
8. Recommend, for Congregation Council approval, the formation of special committees or task forces to address specific or unique issues;
9. Recommend, for Congregation Council approval, the termination of any special or standing committee which is no longer functional;
10. Recommend dates for approval, to the Congregation Council, for any required congregational meetings;
11. Conduct required congregational meetings;
12. Respect confidentiality in all matters discussed.

CR3 – BUILDING AND GROUNDS COMMITTEE

CR3.01.2013 **MISSION:** Oversee the care and maintenance of the church properties so that they are conducive to worship and provide a positive image of Immanuel-Trinity.

CR3.02.2013 **MEMBERSHIP:** One council representative, custodian, two or more congregational representatives, *ex officio* - the pastor(s) and the Congregation Council President.

CR3.03.2013 **RESPONSIBILITIES:**

1. Ensure that the facilities are kept clean, sanitary, safe, and in good repair and appearance;
2. Ensure that the sanctuary and facilities are properly prepared for all worship services;
3. Ensure that the heating, plumbing, mechanical, and electrical systems of the church properties are properly maintained and operated;
4. Maintain the landscaping of the church property;
5. Provide for emergency contracting;
6. Oversee the purchase of maintenance supplies, striving for economy and quality;
7. In conjunction with the Parish Administrator, provide direction to the custodian for his/her responsibilities;
8. Ensure that the custodian keeps a current asset inventory of supplies and oversee a replacement schedule of these supplies;
9. Provide for building security;
10. Prepare an annual budget, based on known current needs and perceived future needs for submission to the Congregation Council;
11. Provide a description of the work of the committee for the annual report to the congregation;
12. Maintain regular communication with and feedback between the committee and the Congregation Council through the council representative.

CR4 - WORSHIP AND MUSIC COMMITTEE

CR4.01.2013 **MISSION:** Strive to plan worship that is a Christ-Centered community through Word, sacrament and music in accordance with the teaching of the ELCA.

CR4.02.2013 **MEMBERSHIP:** One council representative, music coordinator, worship coordinator, head usher, Chancel Guild member, choir representative, congregation representatives that represent each service, *ex officio* - the pastors, and the Congregation Council President.

CR4.03.2013 **RESPONSIBILITIES:**

1. Provide feedback to the pastor who supervises the Music Coordinator and the Worship Coordinator;
2. Support and encourage different music styles through liturgies, new hymns, and special music;
3. Assist with worship setting and liturgies;
4. Oversee hymn selection;
5. Promote and enlist participation in all areas of worship. Seek volunteers for help in worship activities. (i.e. ushers, communion assistants, soundboard/PowerPoint, lay readers, liturgist);
6. Encourage events to broaden the worship and music experience of the congregation (i.e. choirs, organ concert);
7. Oversee the decorating of the church for special services (i.e. Easter, Christmas);
8. Discuss and approve the worship and music ministry annual budget, prepared by staff, for submission to the Congregation Council;
9. Provide a description of the work of the committee for the annual report to the congregation;
10. Maintain regular communication with and feedback between the committee and the Congregation Council through the council representative.

CR5 – YOUTH AND FAMILY

CR5.01.2013 **MISSION:** Empowering the young people of our church by supporting opportunities for them to participate in the life, mission, and work of their faith community while fostering their individual, personal and spiritual growth and provide activities and events where youth and families can interact with those who share their same beliefs, values, and morals.

CR5.02.2013 **MEMBERSHIP:** Christian Education/Youth Coordinator, one council representative, two parents of youth in the congregation, interested

congregation members, *ex officio* - the pastors, and the Congregation Council President.

CR5.03.2013

RESPONSIBILITIES:

1. Assist the Christian Education/Youth Coordinator in planning activities that promote Christian fellowship for youth and families;
2. Support the promotion of youth and family activities;
3. Assist in providing the youth with experiences which will enable them to evaluate their Christian insights and develop a Christ-centered view of life;
4. Assist in involving parents and other interested adults in the support of youth oriented activities such as synod and national events;
5. Assist in providing for and fostering of youth development through involvement in community projects;
6. Encourage interaction with youth groups of other congregations;
7. Encourage youth to share their talents in music, art, drama, etc. in the life of the congregation;
8. Assist in publicizing activities for youth and family involvement;
9. Assist in providing for public recognition of various youth and family achievements and accomplishments;
10. Discuss and approve the youth and family budget, prepared by the Christian Education/Youth Coordinator, for submission to the Congregation Council;
11. Provide a description of the work of the committee for the annual report to the congregation;
12. Maintain regular communication with and feedback between the committee and the Congregation Council through the council representative.

CR6 – CHRISTIAN EDUCATION COMMITTEE

CR6.01.2013

MISSION: Oversee the spiritual development and growing faith of the children, youth, and adults of Immanuel-Trinity through creative educational opportunities, personal and relational experiences, and communal expression of Christian ethics.

CR6.02.2013 **MEMBERSHIP:** Christian Education/Youth Coordinator, one council representative, Sunday School Coordinator(s), a Sunday School teacher or confirmation guide, congregational representative(s), *ex officio* - the pastors, and the Congregation Council President.

CR6.03.2013 **RESPONSIBILITIES:**

1. Oversee the organization, promotion, direction, and coordination of the Christian Education program;
2. Assist in the selection of curriculum that will effectively and truthfully teach the Word of God;
3. Assist in the supervision of programs such as Sunday School, Confirmation, Vacation Bible School, Bible studies;
4. Assist in addressing areas of concern and the development of resolutions for situations that arise;
5. Extend the teaching of the Word of God to the homes and to the community through service projects, mission projects, working with organizations such as the Boy Scouts, etc.;
6. Act on the recommendations of Christian Education/Youth Coordinator;
7. Oversee the use of the time and talents of those interested and involved in the education programs of the congregation;
8. Inform the Building and Grounds Committee about any needs regarding the physical facilities as they relate to the education program needs;
9. Assist in managing educational changes as needs and times change;
10. Assist in evaluating the effectiveness of the education program;
11. Conduct consistent, planned meetings and record them;
12. Work with the Christian Education/Youth Coordinator to prepare a budget to facilitate the education programs for submission to the Congregation Council;
13. Provide a description of the work of the committee for the annual report to the congregation;

14. Maintain regular communication with and feedback between the committee and the Congregation Council through the council representative.

CR7 – FELLOWSHIP AND OUTREACH COMMITTEE

CR7.01.2013 **MISSION:** Sharing and living the Gospel of Jesus Christ with our church, the community, and beyond.

CR7.02.2013 **MEMBERSHIP:** One council representative, four or more parishioners, *ex-officio* - the pastors, and the Congregation Council President.

CR7.03.2013 **RESPONSIBILITIES:**

1. Develop and implement strategies to extend the ministry of the church within Immanuel-Trinity and into the community;
2. Visit un-churched people and inactive members. Give special attention to the inactive members, identifying their concerns, and seeking to involve them in congregational life;
3. Actively seek opportunities to minister to people in the community;
4. Welcome visitors at worship and acknowledge their visit with an appropriate follow-up communication;
5. Provide for the reception, orientation, and integration of new and returning members into the congregation and develop programs for doing so;
6. Visit active members and identify their concerns and joys;
7. Establish a visitation program in the congregation and in the community;
8. Make members of the congregation and people in the community aware of the ministries of Immanuel-Trinity;
9. Prepare an annual budget for submission to the Congregation Council;
10. Provide a description of the work of the committee for the annual report to the congregation;
11. Maintain regular communication with and feedback between the committee and the Congregation Council through the council representative.

CR8 – STEWARDSHIP COMMITTEE

CR8.01.2013 **MISSION:** Encourage our parishioners to respond to the call to give time, talent, and treasure in fulfilling the mission of the Church on earth.

CR8.02.2013 **MEMBERSHIP:** Financial Secretary, Treasurer, four or more congregational members; *ex officio* - the pastors, and the Congregation Council President.

CR8.03.2013 **RESPONSIBILITIES:**

1. Develop and maintain a program to discover and enlist the services and God-given talents of all members regardless of age, sex, or longevity with the congregation;
2. Be responsible for sustaining a congregational talent file, update the file as reported in an annual stewardship canvas with expediency and provide for the immediate addition to the file of data about new members as they join;
3. Periodically include articles in the newsletter and bulletin to encourage stewardship;
4. Evaluate the giving patterns of the congregation and share the results with the congregation;
5. Distribute offering envelopes to the members of the congregation;
6. Conduct educational programs on such topics as money, wills, bequests, insurance, budgeting, stewardship, and tithing;
7. Prepare an annual budget for submission to the Congregation Council;
8. Provide a yearly report of the work and finances of the committee for the annual report to the congregation;
9. Maintain regular communication with and feedback between the committee and the Congregation Council through the council representative.

CR9 – FAITH IN ACTION COMMITTEE

CR9.01.2013 **MISSION:** Reach out, as able, to help the poor, hungry, powerless, those with limitations and the oppressed, who are members of our congregation or of the larger community.

CR9.02.2013 **MEMBERSHIP:** One council representative, interested parishioners, *ex officio* - the pastors, and the Congregation Council President.

CR9.03.C013 **RESPONSIBILITIES:**

1. Encourage active participation in programs that meet the social service needs of our congregation and the Fond du Lac area (i.e. Habitat for Humanity, Loaves and Fishes, the ELCA World Hunger Project, Gift from the Heart Campaign, Food Pantry Partners, Solutions Center, Fond du Lac Men's Shelter);
2. Plan and coordinate the annual Thanksgiving Day Dinner;
3. Be aware of and provide for the special needs of our parishioners and those in our surrounding community such as those affected by natural disasters, fires and other crises;
4. Promote and provide educational programs regarding the social service needs of the congregation and community and make all aware of current programs in the area (i.e. domestic violence, child abuse, bullying, trafficking, knowledge of and acceptance of different cultures and religions, the many dimensions of diversity, immigration issues, drug and alcohol abuse);
5. Develop and implement, where feasible, new programs to satisfy new or unmet needs;
6. Prepare an annual budget for submission to the Congregation Council;
7. Provide a description of the work of the committee for the annual report to the congregation;
8. Maintain regular communication with and feedback between the committee and the Congregation Council through the council representative.

CR10 – MEMORIAL COMMITTEE

CR10.01.2013 **MISSION:** Receive and disburse funds designated as memorials. This will be done with compassion, dignity, and integrity and with the guidance of God.

CR10.02.2013 **MEMBERSHIP:** One Council representative, five congregational members, *ex-officio* - the pastors, and the Congregation Council President.

CR10.03.2013 **RESPONSIBILITIES:**

1. Receive designated and undesignated memorial money from the treasurer of the church and disburse this money in a timely manner. (At times, the

treasurer may have already disbursed the money to the designated account/fund);

2. Maintain a list of requests for use of memorial money;
3. Consider requests from ministries and committees/organizations of Immanuel Trinity for use of undesignated money;
4. Maintain financial records, expenditures, and disbursements of the memorial accounts;
5. Maintain a Memorial Fund Checking Account with two members of the Memorial Fund Committee authorized to sign checks;
6. Maintain a Memorial Book that provides procedures to follow when memorial money is received and a record of memorials as an accounting trail;
7. Maintain a current brochure that describes the various memorial funds and how to donate memorial money;
8. Provide a yearly report of the work and finances of the committee for the annual report to the congregation;
9. Maintain regular communication with and between the committee and the Congregation Council through the council representative.

CR11 – PERSONNEL COMMITTEE

CR11.01.2013 **MISSION:** Assist the church in personnel matters related to non-ordained staff.

CR11.02.2013 **MEMBERSHIP:** one council, non-voting, representative, five congregational representatives with staggered terms beginning January 1st and ending December 31st. Each representative serves a three year term with the option of a re-appointment for one additional term. *ex officio* - the pastors, and the Congregation Council President. (If there is a case where a “tie-breaker” vote is needed, the Council representative may become a voting member.)

CR11.03.2013 **RESPONSIBILITIES:**

1. Ensure that all policies and procedures in the employee handbook are followed and up-to-date;
2. Maintain open communication regarding expectations, attitudes, and concerns;

3. Serve as a listening post for staff members;
4. Participate in the employee's performance review process;
5. Advertise and interview candidates for a job and hire within the guidelines set forth by the Congregational Council;
6. Develop and maintain job descriptions for staff;
7. Maintain confidentiality concerning all personal information that is discussed;
8. Provide a description of the work of the committee for the annual report to the congregation;
9. Maintain regular communication with and feedback between the committee and the Congregation Council through the Council representative.