

**CONSTITUTION OF
SAINT TIMOTHY’S LUTHERAN CHURCH
825 51st. Avenue N. E.
Columbia Heights, Minnesota 55421
OF THE
EVANGELICAL LUTHERAN CHURCH IN AMERICA**

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Saint Timothy's Lutheran Church

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 Saint Timothy's Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the Saint Timothy's Lutheran Church congregation is hereinafter designated as "this congregation."
- C1.03.** This congregation shall be incorporated under the laws of the State of Minnesota.

Chapter 2. CONFESSION OF FAITH

- C2.01.** This congregation confesses the Triune God: Father, Son, and Holy Spirit.
- C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
 - a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
 - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
 - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- C2.03.** This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- C2.04.** This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- C2.05.** This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- C2.06.** This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- C2.07.** This congregation confesses the Gospel recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3. NATURE OF THE CHURCH

- C3.01.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- C3.02.** 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.

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 ministries 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 that 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 the bylaws and/or the continuing resolutions.]

C4.05. This congregation shall, from time to time, adopt a mission statement, which will provide specific direction for its programs. The current mission statement shall be in the continuing resolutions.

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. The congregation retains all remaining authority. 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. appoint or terminate the appointment of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- 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 members to the Congregation Council and require them to carry out their duties in accordance with the constitution, bylaws, continuing resolutions; and
- i. 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 Minneapolis Area Synod of the Evangelical Lutheran Church in America.

C5.05. The congregation shall have an Endowment Fund.

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 Minneapolis Area Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the 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.
 - d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for appointment to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
 - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- C6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
- a. This congregation takes action to dissolve.
 - b. This congregation ceases to exist.
 - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
 - d. This congregation follows the procedures outlined in C6.05.
- C6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
 - 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 this congregation by first class mail. 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 by first class mail.
 - 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 the Evangelical Lutheran Church in America 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. This congregation being a member of the former Lutheran Church in America shall be required, in addition to the foregoing provisions in C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America. When synodical approval is given the relationship between this congregation and the ELCA shall be terminated.
- C6.06.** If this congregation is considering relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

Chapter 7. PROPERTY OWNERSHIP

- C7.01.** If this congregation ceases to exist, title to undisposed property shall pass to the Minneapolis Area Synod of the Evangelical Lutheran Church in America.
- C7.02.** If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.
- C7.03.** If 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. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Minneapolis Area Synod.
- 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, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

Chapter 8. MEMBERSHIP

- C8.01.** Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- C8.02.** Members shall be classified as follows:
- a. Baptized members are those persons who have been received by the sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - b. Confirmed members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - c. Voting members are confirmed members. Such confirmed members 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, or persons who wish to retain a relationship with this congregation while being members of other congregations. 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 by the Congregation Council; or
 - e. removal from the roll due to inactivity as defined in the bylaws. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing congregational concern.

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 provided at least 25 voting members are 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 it 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 this congregation:
 1. offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 2. supervise all schools and organizations of this congregation;
 3. install regularly elected members of the Congregation Council; and
 4. with the Congregation 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 this congregation to the work of the church-wide organization of the Evangelical Lutheran Church in America (ELCA) and of the Minneapolis Area Synod of the ELCA.
- C9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.
- C9.05.**
- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
 1. mutual agreement to terminate the call or the completion of a call for a specific term;
 2. resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date that it was submitted;
 3. inability to conduct the pastoral office effectively in this congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 4. the physical or mental incapacity of the pastor;
 5. disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
 6. the dissolution of this congregation; or
 7. suspension of this congregation as a result of discipline proceedings.
 - b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the congregation Council, or by a petition signed by at least one-third of the voting members of this congregation, the bishop shall investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
 - c. In case of alleged physical or mental incapacity competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee described in C9.05 shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
 - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee

described in C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

- e. If, in the course of proceedings described in C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
- f. If, following the appointment of the committee described in C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation 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 churchwide/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 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.

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.

C9.11. 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 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.

C9.12. The pastor of this congregation shall:

- a. keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
- b. submit a summary of such statistics annually to the synod; and
- c. become a member of this congregation upon receipt and acceptance of the letter of call.

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.

C.9.20. **Ecumenical pastoral ministry**

C.9.21. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

Chapter 10. CONGREGATION MEETING

- C10.01.** The annual meetings of this congregation shall be held at a date 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 30 voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 15 days in advance of the date of the meeting. The posting of such notice in the regular mail or the official publication, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.
- C10.04.** Ten (10) percent 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 this 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 11. OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice-president, secretary, and treasurer.
- a. Duties of the officers shall be specified in the bylaws.
 - b. The officers shall be voting members of the congregation who are of full legal age.
 - c. Officers of the congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council if selected from the membership of the Congregation Council.
 - d. The president, vice president, and secretary 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.
- C11.02.** The Congregation Council shall elect the officers, by majority vote on written ballot, and they shall serve for one year. The term shall begin on January 1 following their election and end on December 31.
- C11.03.** Newly elected Congregation Council members shall be present at the December Congregation Council meeting for the purpose of electing the Officers for the coming year. Newly elected members and continuing members only shall vote for officers.
- C11.04.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than three consecutive one-year terms in the same office.
- C11.05.** Should an office on the Congregation Council be declared vacant, the Congregation Council shall elect a successor at their next regular meeting, by majority vote on written ballot, to serve the remainder of the term.

Chapter 12. CONGREGATION COUNCIL

- C12.01.** The voting membership of the Congregation Council shall consist of not more than twelve members of this 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.
- C12.02.** The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for two years, or until their successors are elected. Such members shall be eligible to serve no more than three full terms consecutively. Their terms shall begin January 1 and end on December 31. Newly elected Congregation Council members shall be installed at worship a Sunday prior to the date of the January Congregation Council meeting.
- C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote on written ballot, a successor until the next annual election meeting.
- C12.04.** The pastor(s) shall be members of Congregation Council with all rights and privileges except vote.
- C12.05.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the 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 and the Minneapolis Area Synod.
 - j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- C12.06.** The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Minnesota, 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 this congregation.
 - c. The Congregation Council may enter into contracts of up to an annual total of 5% of the budget for items not included in the budget.
 - d. The Congregation Council shall recommend 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 5% of the budget 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 churchwide organization.
 - e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
 - f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- C12.07.** Newly elected Congregation Council members shall receive a current copy of the articles of incorporation, constitution, amendments, and bylaws before their first meeting.
- C12.08.** The Congregation Council shall see that the provisions of this constitution and its bylaws are carried out.
- C12.09.** The Congregation Council shall provide for an annual review of the membership roster.
- C12.10.** The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.
- C12.11.** The Congregation Council shall submit a comprehensive report to this congregation at the Annual Meeting Part II.
- C12.12.** The Congregation Council shall meet once a month. Special meetings may be called by the pastor or the president, or 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.
- C12.13.** A quorum for the transaction of business shall consist of a majority of the current Congregation Council and the pastor or interim pastor, except when the pastor or interim requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

Chapter 13. CONGREGATION COMMITTEES

- C13.01.** The officers of this congregation and the pastor shall constitute the Executive Committee.
- C13.02.** A Nominating Committee, chaired by the vice president, shall be appointed by Congregation Council, and if possible, shall include retiring members of the Congregation Council.
- C13.03.** The Congregation Council shall approve an Audit Committee of three to five members. Audit Committee members shall preferably not members of Congregation Council. Term of office will be three years, with one or two members appointed each year. Members shall be eligible for reappointment.

- C13.04.** A Mutual Ministry Committee of no more than six members (in the absence of a mutual ministry committee the duties shall be performed by the Executive Committee) shall be appointed jointly by the president and the pastor. Term of office shall be two years, with half the members to be appointed each successive year.
- C13.05.** When a pastoral vacancy occurs, this congregation shall elect a Call Committee of six voting members. Term of office will terminate upon installation of the newly called pastor.
- C13.06.** Other congregation committees both standing and temporary may be formed as the need arises, by decision of the Congregation Council.
- C13.07.** A listing of all congregational standing committees shall be contained in the bylaws or continuing resolutions along with general committee guidelines that apply to all committees. Specific duties of congregation standing committees shall be detailed in the continuing resolutions.

Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION

- C14.01.** All organizations within this congregation shall exist to aid 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 the Congregation Council has given authorization and specified in a continuing resolution.

Chapter 15. DISCIPLINE OF MEMBERS AND ADJUDICATION

- C15.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps:
 - a. Private admonition by the pastor,
 - b. Admonition by the pastor in the presence of two or three witnesses, and
 - c. Citation to appear before the 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 the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:
 - a. Censure before the Congregation Council or congregation;
 - b. Suspension from membership for a definite period of time; or
 - c. Exclusion from membership in this congregation.
 Disciplinary actions b. and c. shall be delivered to the member in writing.
- C15.04.** The member against whom the Congregation Council has taken disciplinary action 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.
- C15.06.** For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.04. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- C15.07.** No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.
- C15.10. Adjudication**
- C15.11.** When there is a 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 president 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.
- C16.03.** Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the members of the proposal with its recommendations at least 30 days in advance of the Congregation Meeting.
- C16.04.** The secretary of this congregation shall send approved changes to the bylaws to the synod.

Chapter 17. AMENDMENTS

- C17.01.** 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 to this constitution may be proposed by at least thirty (30) 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;
 - b. be ratified without change at the next Annual Meeting Part II by a two-thirds majority vote of those present; and
 - c. have the effective date included in the proposed amendment 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 and bylaws of the Evangelical Lutheran Church in America, or the constitution of the Minneapolis Area Synod of the ELCA.
- C17.04.** Whenever the Model Constitution for Congregations is amended by the Churchwide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of this congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such amendment or amendments at least 30 days prior to the meeting. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod, consistent with C17.03.

Chapter 18. CONTINUING RESOLUTIONS

- C18.01.** 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 two-thirds vote of all voting members of the Congregation Council.

Chapter 19. INDEMNIFICATION

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

BYLAWS

- C4.02.a.01.** Participation in Holy Communion shall be open to all confirmed members and all baptized members who have received early communion instructions from a pastor of this congregation, or from another Lutheran pastor. Visitors to this congregation, who believe in the real presence of Christ in the sacraments, are welcome to participate in Holy Communion.
- C5.01.01.** The official publication of this congregation shall be called Tim's Tidings and shall be published monthly.
- C5.05.01** The Endowment Fund shall be detailed in a separate document titled: Endowment Fund Organization, By-Laws, Investment and Distribution Plan.
- C8.02.01.** The current roster of voting confirmed, baptized, and associate members shall be available for both parts of the Annual Meeting.
- C8.04.01.** Every family shall be offered a copy of the constitution, amendments, and bylaws upon being accepted into membership.
- C8.05.e.01.** Persons may be removed from the rolls if they have not communed or made a contribution of record during the current or preceding year. However, removal may only take place after a personal attempt to contact by a duly appointed representative has failed to bring the individual back to active membership.
- C9.01.01.** When this congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect, in a form approved by the Evangelical Lutheran Church in America. It shall be signed by the chair of the Call Committee, the secretary of this congregation and the president of this congregation and shall be attested by the signature of the bishop of the synod. Calls to clergy as associate pastor shall be issued in consultation with the senior pastor and the provisions of this paragraph.
- C9.05.01.** The call shall normally be for an indefinite term. A call issued to an associate pastor may be for a finite term.
- C9.05.02.** A desire for a change in pastorate by either congregation or pastor shall be brought to the attention of the bishop of the synod, who shall advise in the matter in accordance with the constitution (Chapter 9) and with the established procedures of the Evangelical Lutheran Church in America.
- C9.14.01.** The pastor will keep archival records of the history of this congregation with the assistance of the Congregation Council secretary and the office staff. These records include those listed in Sec. 9.11.
- a. Current records of property, inventory, articles of incorporation, constitution, bylaws, annual reports, congregation council minutes, and continuing resolutions shall be maintained by the office staff with assistance by the council secretary.
 - b. All legal documents should be stored in a safe deposit box. All historical records should be updated annually and duplicated with one copy being stored at the church and an identical copy being stored off the church property. The Congregation Council shall establish the specific locations for record storage. The Executive Committee shall have oversight of this storage.
- C10.01.01.** The official business of this congregation shall be conducted at two regularly called meetings each year as follows:
- a. The Annual Meeting Part I shall be the first Sunday following the first Tuesday in December.
 - b. The order of business at the Annual Meeting Part I shall be:
 1. Opening Devotion
 2. Determination of a quorum
 3. Approval of the minutes of the previous meeting
 4. Nominations and elections for Congregation Council
 5. Nomination and election of FUND committee member(s).
 6. Presentation and discussion of proposed budget
 7. General open forum as time permits
 8. Closing Prayer
 - c. The Annual Meeting Part II shall be held the first Sunday in February.
 - d. The order of business at the Annual Meeting Part II shall be:
 1. Opening Devotion
 2. Determination of a quorum
 3. Approval of the minutes of the previous meeting
 4. Presentation of report(s) of the pastor(s), associate(s) in ministry, committees, and other organizations of this congregation
 5. Treasurer's report

6. Presentation and approval of the budget
 7. Unfinished business
 8. New business
 9. Closing Prayer
- C10.01.02.** Commitment Sunday for the annual stewardship drive shall be no later than the third Sunday in October.
- C10.01.03.** The previous year's financial report shall be audited no later than six months after the end of the fiscal year (January 1st. - December 31st.). The audited report shall be presented to Congregation Council and a notice of completion shall be published in the Official Publication the following month.
- C10.01.04.** The following voting shall be by written ballot:
- a. To elect members to the Congregation Council;
 - b. To adopt or amend the Articles of Incorporation, or the Constitution of this congregation;
 - c. To call a pastor or request a pastor's resignation;
 - d. To sever membership in the Evangelical Lutheran Church in America;
 - e. To dispose of, encumber, or purchase real property;
 - f. When requested by ten or more members of this congregation or the president of the congregation.
- C11.01.01.** President--shall preside over meetings of this congregation, act as chair of the Congregation Council, be an ex-officio advisory member of all other committees and organizations of the congregation, and be responsible for seeing that all resolutions of Congregation Council and congregation are carried out.
- C11.01.02.** Vice President--shall actively assist the president and assume the duties of the president in his/her absence. The vice president shall chair the Nominating Committee. The vice president shall initiate scheduling of forums.
- C11.01.03.** Secretary--shall keep the minutes of the annual meetings, serve as secretary to the Congregation Council and, upon request, assist the pastor and office staff to oversee the congregation archives.
- C11.01.04.** Treasurer--shall be the custodian of all funds of this congregation. He/she shall supervise disbursements of these funds in accordance with decisions of this congregation, and prepare all financial records necessary to support his/her actions and reports and records as required by Synod and the State and Federal laws. These include but are not limited to: annual treasurer report, monthly treasurer report to Congregation Council.
- C11.01.05.** Persons authorized to sign General Fund account checks shall be the four officers and one additional person authorized by Congregation Council. Two (2) signatures are required.
- C12.01.01.** Persons nominated for Congregation Council shall have given prior consent to their nomination.
- C12.05.01.** In addition to duties and responsibilities provided in the constitution, the Congregation Council shall:
- a. Meet on a specified day the third week of each month, unless changed by the Congregation Council and published in the Official Publication.
 - b. Annually set the rate of benevolence commitment to the Synod to support the wider mission of the church.
 - c. Administrate and supervise all special fund drives as proposed by the congregation or the Congregation Council.
 - d. Appropriate the annual distribution of FUND earnings according to the bylaws.
 - e. Approve recommendations on the accepting and expending of memorial funds.
 - f. Provide instructions to delegates representing this congregation on outside boards and at conventions;
 - g. Choose delegates to any group or meeting in which this congregation is entitled to representation;
 - h. Review the goals set by each committee and help guide their work;
 - i. Review and approve the proposed appointment of the Sunday school superintendent by the Christian Education Committee.
 - j. Review and approve job descriptions or changes proposed by staff, Personnel Committee, and pastor.
 - k. Approve worship times.
 - l. Provide prompt training and support for new Congregation Council members so they can be contributing productive members.
 1. Attending Congregation Council retreat
 2. Attending Synod Congregation Council workshop
 - m. Exercise personal obligations of Congregation Council members:
 1. Attend worship regularly.
 2. Receive the Sacrament of Holy Communion.
 3. Give regular financial support to the church.
 4. Support the pastor and other staff in their mutual ministry through prayer and action.
 5. Establish a pattern of good works by word and example.
 6. Assist with Holy Communion when needed.

- C12.07.01** Upon election Congregation Council shall provide handbooks on Congregation Council duties to new members as defined in the continuing resolutions.
- C13.03.01. AUDIT COMMITTEE**
Shall audit the annual reports of the congregation as submitted by the treasurer and prepare a report for this congregation. This committee may also be asked to audit books of any other committee or organization as requested by Congregation Council.
- C13.06.01. WORSHIP & MUSIC COMMITTEE**
Provide for and involve this congregation in regular worship services and the total music program.
- C13.06.02. CHRISTIAN EDUCATION COMMITTEE**
Manage all education programs in this congregation, including Sunday School Confirmation, Adult Education emphasis, Christmas Program, Vacation Bible School, Bible Studies and Early Communion classes.
- C13.06.03. STEWARDSHIP COMMITTEE**
Develop and implement a plan of action for ongoing congregational efforts throughout the year that lead to informed and grateful giving of finances, time and talent.
- C13.06.04. STRATEGIC PLANNING COMMITTEE**
Periodically develop and communicate long-range plans and goals for this congregation.
- C13.06.05. FELLOWSHIP COMMITTEE**
Promote and encourage participation in social activities for this congregation at church and in the community.
- C13.06.06. EVANGELISM COMMITTEE**
Motivate this congregation to witness to their faith, restore those who have lapsed from active membership, bring new members into the fellowship of the congregation and support the active members of the congregation.
- C13.06.07. SOCIAL MINISTRY COMMITTEE**
Establish, promote, and expand financial and personal support to the community, synod, and world missions.
- C13.06.08. BUILDING & MAINTENANCE COMMITTEE**
Provide care and maintenance of the church property and building used by this congregation and community.
- C13.06.09. FINANCE COMMITTEE**
Oversee all financial affairs of this congregation to make sure they are being conducted efficiently.
- C13.06.10. PERSONNEL COMMITTEE**
A Personnel Committee appointed by the president of the Congregation Council and confirmed by the Congregation Council shall make recommendations to the Congregation Council and attend to the needs of this congregation as they concern employed staff.
1. Job descriptions of all pastors and compensated staff, which include, but are not limited to, director of music, associate in ministry, office staff, custodian, and nursery attendant(s), shall be contained in the personnel manual and maintained by Personnel Committee.
 2. Position descriptions of all volunteer positions, which include, but are not limited to; Sunday school superintendent, vacation bible school director, Christian education teachers, children's choir director, and cherub choir director shall be contained in the personnel manual.
- C13.06.11. STAFF SUPPORT COMMITTEE**
Meet with the staff individually or as a group when necessary and provide support and counsel to the staff when needed.
- C13.07.02.** General guidelines follow for all committees unless specific changes are listed in the committee descriptions elsewhere in the bylaws;
1. Each committee shall elect from its membership a chairperson.
 2. Only voting members of this congregation shall be eligible for the chair of committees, with the exception of the Youth Committee.
 3. Staff members are ex-officio members of all committees. They are encouraged to attend meetings having agenda items that directly affect their area of service.
 4. All committees shall be encouraged to conduct regular meetings at least quarterly at the Congregation Connection.
 5. A quorum for any regular or special meeting of a committee shall be a majority of the members of the committee.
 6. The pastor, council president, or the chair of the committee may call a special meeting. Notice of the meeting shall be conveyed to all members of the committee.

7. All committees shall submit a written report of their activities annually to the congregation at the Annual Meeting Part II and at additional times as the Congregation Council or congregation may request.
8. The president and pastor(s) shall appoint at least one member from the Congregation Council to serve on each committee.
9. Each committee shall prepare and be accountable for its portion of the annual budget.

C16.03.01. Changes in bylaws shall be announced in the Official Publication and made available at the church.

C17.03.01. Amendments to the Constitution shall be announced in the Official Publication and made available at the church.

CONTINUING RESOLUTIONS

C4.05.A. Mission Statement - 1987

We seek to be a visible witness to the presence of Christ through worship.....fellowship.....education.....service and support to our congregation, community, and other parts of the world. We are united in Christ, sustained by the Gospel, empowered by the Holy Spirit to work together in:

- Worship by celebrating the Gospel through Word, Sacraments, and music in a liturgical tradition.
- Fellowship by encouraging a warm friendly atmosphere in the congregation that distinguishes our church in the community.
- Education by teaching each other and learning together as we grow in faith.
- Service/Support by responding to needs in our congregation, community, and world following the example of Christ by giving ourselves and resources for the common good.

We also draw upon our Lutheran heritage as we proclaim, live and share the gospel in addressing issues of the day and gladly join with other Christian churches in fostering growth of the Kingdom of God.

C4.05.B. Mission Statement - 1990

Saint Timothy's Lutheran Church - Loves the Lord, Lives His Word, Shares His Joy

C13.01.01.A. Executive Committee shall meet on call to conduct necessary business of the church. The committee shall meet regularly to set the agenda for Congregation Council meetings. This committee shall assist the president in implementing the resolutions of the Congregation Council and the congregation.

C13.04.A. Mutual Ministry Committee members may not serve more than two consecutive terms. Committee members may not be officers in the congregation, be a member of Staff Support Committee, or be employed by this congregation during their term.

- a. The duty of the Mutual Ministry Committee shall be to meet regularly with the pastor(s) and provide support and counsel to the pastor(s).
- b. The meetings of the Mutual Ministry Committee shall be confidential; no minutes shall be recorded unless requested by the pastor(s).
- c. The Mutual Ministry Committee may speak or make recommendations to the Congregation Council in support of the pastor(s) if requested by the pastor(s).
- d. The position of the Mutual Ministry Committee is always to represent the welfare, interests, and needs of the pastor.

C13.06.A. In order to encourage communication and conserve committee resources all congregation committees and ministries shall be incorporated into the following four Areas of Ministry (AOM). Discipleship, In Reach, Out Reach, and Administration

- a. Discipleship
 1. Worship and Music
 2. Christian Education
- b. In Reach
 1. Stewardship Committee
 2. Strategic Planning Committee
 3. Fellowship
 4. Good Grief Ministry
- c. Outreach
 1. Evangelism Committee
 2. Social Ministry Committee

3. Good Shepard Guild
- d. Administration
 1. Audit Committee
 2. Building and Maintenance Committee
 3. Finance Committee
 4. Personnel Committee
 5. Staff Support Committee
 6. Endowment Fund Committee
 7. Kitchen Committee

C13.06.01.A. Worship & Music Committee

- a. Provide for and involve the congregation in regular worship services and the total music program.
- b. Encourage training/orientation for persons who assist with worship. (ushers, acolytes, greeters, readers, communion assistants, choir members, guest pastors, etc.)
- c. Enhance the sense of community and personal meaning in worship.
- d. Guide this congregation in matters relating to worship
- e. Recommend worship service times to council
- f. Encourage and support special emphasis services (youth, women, elderly, minority...)
- g. Arrange for special speakers
- h. Provide music, hymnals, and special instruments
- i. Assist the director of music in maintaining a dedicated staff of assistants, choir directors, etc.
- j. This committee shall include a member from each of the following; Ushers, Altar Guild, Greeters, each active choir and Congregation Council.

C13.06.02.B. Christian Education Committee

- a. Provide quality learning opportunities to nurture the spiritual growth of children, youth and adults.
- ~~b.~~ Provide training and support for teachers.
- c. Develop special education forums for members of all ages.
- d. Work with staff in pursuing continuing education opportunities.
- e. Provide challenging and stimulating programs of adult education on Sunday mornings.
- f. Review and recommend curriculum for Vacation Bible School, Sunday Church School, Adult Bible Studies, Adult Education, and Confirmation.
- g. Provide for and maintain the Church Library.
- h. Provide and encourage new member adult instruction.
- i. Provide and encourage participation in bible studies, adult & youth.
- j. Recruit and support Sunday school superintendent and the vacation bible school director.
- ~~j.~~ Review and update job descriptions for the Sunday school superintendent and the vacation bible school director.
- k. Provide support to the Youth and Family Ministry and their activities for children, youth, and their parents.

C13.06.03.A. Stewardship Committee

- a. Awake the spirit of cheerful giving.
- b. Establishing an ongoing program of stewardship education.
- c. Conduct the stewardship drive to raise funds necessary to the program and mission of the church.
- d. Develop and conduct or supervise all special fund drives as directed by this congregation or the Congregation Council.
- e. Give counsel and direction to this congregation in establishing a program for personal stewardship of one's time and talent.
- f. Survey this congregation in order to identify areas of interest, talent and willingness to participate.

C13.06.04.A. Strategic Planning Committee

- a. Review and update committee goals. A meeting schedule should be set and Congregation Council should be notified of the agenda.
- b. Periodically develop and communicate long-range plans and goals for this congregation.
- c. Solicit advice from staff, committees, organizations and Congregation Council to aid in developing Strategic Long Range Plans.
- d. Serve as a study committee for special projects assigned by the Congregation Council.
- e. Monitor, evaluate and revise plans as the needs and resources of this congregation change.

C13.06.05.A. Fellowship Committee

- a. Develop an interaction between members and the community.
- b. Host and encourage development of events such as:

1. Bowling
 2. Theater and concerts
 3. Sporting events
 4. Caroling
 3. Pork and turkey roasts
 5. Potluck and progressive dinners
- c. MOST (Men of Saint Timothy's)
- C13.06.06.A. Evangelism Committee**
- a. Invite residents of the community to visit this church.
 - b. Acknowledge visitors and new members to show that we care about them.
 - c. Contact inactive members to show that we are concerned about them and want them to be involved, and to prevent removal from the rolls. (see C8.05.e.01)
 - d. Promote Evangelism activities such as:
 1. Visiting elderly
 2. Community canvas
 3. Ecumenical relationships with other churches.
 4. Contacting inactive parents of Sunday school children.
 5. Sending birthday cards
- C13.06.07.A. Social Ministry Committee**
- a. Provide areas of service and enlist members in supporting social ministry projects through volunteering and financial support such as; SACA, Bloodmobile, World Hunger, Global Missions...
 - b. Enable members to become involved in solving personal and social problems.
 - c. Provide ministries of support and caring for the members of this congregation.
 - d. Provide educational opportunities for this congregation in matters relating to mission and social concerns.
 - d. Other areas of social concern:
 1. Mailing cards to hospitalized
 2. Providing and maintaining a prayer chain
 3. Providing support for Good Shepherd Guild
- C13.06.08.A. Building & Maintenance Committee**
- a. Oversee the maintenance and improvement of all church buildings both inside and outside, also the church grounds, so they will-be attractive, functional, economical, safe, and conducive to fulfilling this congregation's objectives.
 - b. Make available appropriate equipment, tools, and furnishings so that the maintenance staff and members of this congregation can take proper care of the church facilities.
 - c. Keep maintenance schedules current and to do whatever is necessary to see that these schedules are followed.
 - d. Maintain a current inventory of church property and equipment.
 - e. Keep maintenance agreements current.
- a. Advise the finance committee on changes in insurance policy needs.
 - b. Project short and long term needs of this congregation's property, facilities, and equipment.
- C13.06.09.A. Finance Committee**
- e. Prepare the budget from requests and recommendations it receives from committees, council and staff for the succeeding year and submit that draft to the Congregation Council for its action and presentation to the congregation.
 - f. Oversee all financial affairs of this congregation to make sure they are being conducted efficiently, giving attention to prompt payment of all obligations and to the forwarding of benevolence monies to the Synod.
 - g. Advise Congregation Council on investments and the total insurance program of this congregation and provides for an annual audit of this congregation's accounts.
 - h. Prepare and maintain the following:
 1. financial reports
 2. balancing ledger
 3. building fund progress
 4. memorials
 - e. Oversee counting of all offerings, keep records of them, and make bank deposits.
 - f. Oversee quarterly statement issuing to church members.
 - g. Prepare budget presentations to assist Stewardship Committee in setting and achieving its goals.

- h. Make recommendations to Congregation Council or congregation concerning the expenditure of non-budgeted funds.
- i. Assist and support the treasurer in his/her duties.
- j. Subcommittee, Counters

C13.04.10.A. Personnel Committee

- a. Meet with the pastor and review the annual staff performance report(s) prepared by the pastor.
- b. Supervise the process of recruiting staff persons. Solicit recommendations from committees and staff to guide in the hiring process of additional staff.
- c. Assist the pastor in all matters related to salaried staff as needed.
- d. Mediate disagreements between a pastor and staff persons.
- e. Recommend to the Finance Committee annual salaries and benefit packages of the pastor and staff.
- f. Keep descriptions of compensated and volunteer staff positions and letters of agreement current. The Congregation Council will determine where these will be kept.
- g. Be involved in encouraging and giving recognition to staff members, and if such should become necessary, in the discipline or termination process of a staff member.
- h. Recommend changes in personnel policies to the Congregation Council.
- i. Represent the welfare, needs and interests of this congregation to the staff.
- j. Personnel Committee will consist of four to five members. Three members will serve a three year term with one member recommended by Executive Committee and approved by Congregation Council each year. The other one or two members are Congregation Council member(s) who are appointed by Congregation Council to represent Congregation Council and serve an annually renewable term.
- k. In the event of a confidential mediation, only the existing members of the committee will serve the mediation until the mediation is resolved to maintain continuity and confidentiality.

C13.06.11.A. Staff Support Committee

- a. The duty of the Staff Support Committee shall be to meet with the staff individually or as a group when necessary and provide support and counsel to the staff.
- b. The meetings of the Staff Support Committee shall be confidential; no minutes shall be recorded unless requested by the staff.
- c. The Staff Support Committee may speak or make recommendations to the Congregation Council in support of the staff if requested by the staff.
- d. The position of the Staff Support Committee is always to represent the welfare, interests, and needs of the staff.

C13.07.A. Good Grief Ministry

- a. Are members of this congregation who have experienced loss or life changing events.
- b. Believe these changes have enriched their lives and they have grown to desire to support and nurture others in grief.
- c. Believe that good can come from bad, and hope will follow grief, and through ministry they can be supportive and nurturing to others in time of need.

C13.07.B. Good Shepard Guild

- a. Is composed of caring members who prepare and serve meals for bereaved families usually following a funeral or memorial service.
- b. Is supported by this congregation through Social Ministry Committee.

C13.07.C. Kitchen Committee

- a. Furnish and maintain the kitchen.
- b. Provide funding for kitchen maintenance by having fundraisers such as bake sales.
- c. Clean the kitchen as needed and inventory for damaged or missing equipment semi-annually.
- d. Encourage use by any member of this congregation.

C.13.07.02.A. Further guidelines for committee work as outlined by the Congregation Council.

- i. Each committee is responsible for reviewing their own job description and recommending changes.
- j. Each committee shall relate to and communicate with other committees to benefit the Mission of this congregation at Congregation Connection.