

**CONSTITUTION OF ZION EVANGELICAL LUTHERAN CHURCH
FEBRUARY 21, 2014
FREDERICKSBURG, TEXAS**

In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

PREAMBLE

We, baptized members of the Church of Christ, responding in faith to the call of all 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 Zion Evangelical Lutheran Church.
- C1.02 For the purpose of this constitution and the accompanying bylaws, the Zion Lutheran Church congregation is hereinafter designated as "this congregation".
- C1.03 This congregation shall be incorporated under the laws of the State of Texas.

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 Work 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.

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
Changes made to bylaws B6.01...updated finance director job description...9/12/12
Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*

- C2.04 This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true clarations 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 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 - 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.

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
 Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
 Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
 Changes made to bylaws B6.01...updated finance director job description...9/12/12
 Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
 Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
 Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*

- d. Serve in response to God's love to meet human needs, caring for the sick and 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 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 Evangelical Lutheran Church in America.
 - h. Foster and participate in interdependent relationship with other congregations, the synod, and the church-wide organization of the Evangelical Lutheran Church in America.
 - i. Foster and participate in ecumenical relationships consistent with church-wide policy.
- 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 descriptions shall be contained in continuing resolutions in the section on the Congregation Council.
- C4.05 This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

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 congregations' governing documents is recognized. All remaining authority is retained by the congregation. This congregation is authorized to:

- a. call a pastor as provided in Chapter 9;

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
 Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
 Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
 Changes made to bylaws B6.01...updated finance director job description...9/12/12
 Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
 Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
 Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02]*

- b. terminate the call of a pastor as provided in Chapter 9;
- c. appoint or terminate the appointment of associates in ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. approve the annual budget;
- e. acquire real property by gift, devise, purchase, or other lawful means;
- f. hold title to and use its property for any and all activities consistent with its purpose;
- g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- h. elect its Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution and bylaws; and
- i. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

C5.04 This congregation annually shall choose from among its voting member's 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 this synod.

Chapter 6 - Church Affiliation

C6.01 This congregation shall be an interdependent part of the Evangelical Lutheran Church in American or its successor, and of the Southwestern Texas 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 form 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 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 American 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.

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
 Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
 Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
 Changes made to bylaws B6.01...updated finance director job description...9/12/12
 Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
 Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
 Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*

- 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 the next section.

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 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.

Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04

Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009

Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11

Changes made to bylaws B6.01...updated finance director job description...9/12/12

Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013

Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016

Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j

Constitution & Bylaws

Zion Lutheran Church

Page 5 of 20

- 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 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 indisposed property shall pass to the Southwestern Texas 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 regularly 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 Southwestern Texas Synod.

C7.04 If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of 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:

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
 Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
 Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
 Changes made to bylaws B6.01...updated finance director job description...9/12/12
 Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
 Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
 Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*

- a. Baptized members are those persons who have been received in 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 person 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 teaching of the Lutheran Church; and
- c. support the work of this congregation, synod, and the church-wide organization of the Evangelical Lutheran Church of American through contributions of their time, abilities, and financial support as biblical stewards.

Chapter 9 – The Pastoral Office

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 the Congregation Council 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 of America or a candidate for the roster of ordained ministers who has been recommended for it by 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 of 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 this 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;

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
 Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
 Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
 Changes made to bylaws B6.01...updated finance director job description...9/12/12
 Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
 Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
 Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*

2. supervise all schools and organizations of this congregation;
 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 church-wide organization of The Evangelical Lutheran Church in America (ELCA) and the Southwestern 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
 3. otherwise agreed, thirty days after the date on which it was submitted;
 4. inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 5. the physical or mental incapacity of the pastor;
 6. disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
 7. the dissolution of the congregation; or
 8. suspension of the 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 the 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 capacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of the 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

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
 Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
 Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
 Changes made to bylaws B6.01...updated finance director job description...9/12/12
 Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
 Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
 Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02]*

action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor by a two-thirds majority vote of the voting members present at a regularly called meeting after consultation with the bishop.

- e. 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 Evangelical Lutheran Church in America and the constitution of this synod.
- f. If, following the appointment of the committee described in C0.05 b. or d., it should become apparent that the pastoral office cannot be effectively in the congregation(s) 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(s) without prejudice and with pay provided through a joint synodical and church-wide fund and with housing provided by the congregation(s).

- 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 Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- C9.08 This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.
- C9.09 When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- C9.10 With the approval of the bishop of the synod, the congregation may depart from C9.05.a and call a pastor for a specific time limit term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of the term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of C9.05.a.
- C9.11 The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, and shall submit a summary of such statistics annually to the synod and as part of the pastor's report at the annual congregation meeting.
- C9.12. The pastor shall submit a report of his or her ministry to the bishop of the synod at least ninety days prior to each regular meeting of the Synod Assembly.

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
Changes made to bylaws B6.01...updated finance director job description...9/12/12
Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*

Chapter 10 – The Congregational Meeting

- C10.01 The power and authority of this congregation shall be exercised through the congregational meeting, called and held in conformity with civil laws and the provision of the constitution and bylaws of the congregation.
- C10.02 The regular meeting of the congregation shall be held annually, in January, the time and place to be set by the Congregation Council. Election of Congregation Council members, will occur at the annual meeting.
- C10.03 A special meeting of the congregation may be called by action of the congregation, by petition of at least ten percent of the voting members, or by the Congregation Council, or the synod bishop.
- C10.04 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 ten days in advance of the date of the meeting. Such notice shall state the time, the place, and the purpose of the meeting. It shall be signed by the president and secretary of the Congregation Council, or by the person or persons who have called the meeting, as authorized by this Chapter. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be considered sufficient.
- C10.05 The pastor shall be notified of the time and place at which a special meeting of the congregation is to be held.
- C10.06 Only the business for which a special meeting has been called shall be transacted at the meeting.
- C10.07 A meeting of the congregation may by majority vote recess to reconvene at a specified time and place. A meeting may also recess to reconvene upon call, provided, however, that the time and place of such a reconvened meeting must be announced at a public service of the congregation or written notice be mailed to the voting members not less than three days in advance of the reconvened meeting.

Chapter 11 – The Congregation Council and Officers of the Congregation

- C11.01 At its annual meeting the congregation shall elect in the manner provided in the bylaws, a Congregation Council of no less than six (6) and no more than nine (9) members, in good standing, eighteen years or older. Their terms shall begin at the close of the annual meeting at which they are elected. Newly elected council members shall be installed at a worship service within two weeks of their election.
- C11.02 Council members will serve a term of three years, but elected in such a manner that one-third are elected each year.

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
Changes made to bylaws B6.01...updated finance director job description...9/12/12
Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*

- C11.03 No member of the Congregation Council shall be elected to successive terms. An unexpired term of less than one year shall not be considered a term of office.
- C11.04 If a member of the Congregation Council is absent from three consecutive regular meetings without an excuse acceptable to the Council, the member may forfeit his council membership. A member having two consecutive unexcused absences from regular meetings shall be notified thereof by the secretary of the Congregation Council.
- C11.05 Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor to serve the unexpired term.
- C11.06 Immediately following the annual meeting of the congregation, the Congregation Council shall elect from its own membership a president, a vice president, a secretary and a treasurer, who shall also serve as the president, vice president, secretary and treasurer of the congregation. Their duties are enumerated in the bylaws.
- C11.07 The Congregation Council shall not transact any business unless a majority of its members are present.
- C11.08 Regular monthly meetings of the Congregation Council shall be held on the day designated by the Congregation Council.
- C11.09 A special meeting of the Congregation Council may be called by the pastor or the president, or at the request of at least one-half of its members.
- C11.10 The Congregation Council shall submit a comprehensive report of its committees' actions at the annual meeting.
- C11.11 The duties of the Congregation Council shall include the following:
- a. exercise only such authority as may be delegated to it by the congregation.
 - b. Exercise such authority in accordance with the constitution and bylaws of the congregation.
 - c. Work to see that the provisions of this constitution and its bylaws are carried out.
 - d. Work with the pastor in providing for the spiritual care of the congregation and in promoting a congregational climate of peace and goodwill.
 - e. Act upon such disciplinary matters as may be referred to it, provided, however, that no member shall be excommunicated without action of the congregation.
 - f. Appoint such committees as may be necessary or advisable to facilitate the discharge of the above responsibilities. The duties of the various committees are enumerated in the bylaws.
 - g. Be authorized to accept personal property for this congregation by gift, devise, or other legal means.
- C11.12 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 Texas, except as otherwise provided herein.

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
 Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
 Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
 Changes made to bylaws B6.01...updated finance director job description...9/12/12
 Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
 Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
 Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*

- b. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations in excess of five percent of the total voted budget only after approval by a congregation meeting. The budget shall include this congregations' full indicated share in support of the wider ministry being carried on in partnership with the synod and church-wide organization.
- c. The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation, such as organist, choir director, parish worker, pastor's secretary, office secretary, intern, custodians, yardmen, etc., and shall fix their salaries. Adjustments in the salary of the pastor shall be the responsibility of the Congregation Council, subject to the congregation's approval of the budget.
- d. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- e. An auditing committee composed of two persons shall be appointed by the president with the approval of the Congregation Council. The auditing committee shall audit all financial records of the congregation proper, and shall present its report to the annual meeting in writing. The auditing committee shall carefully examine all insurance policies to determine the amount and kind of insurance in force and include this information and any recommendations in its report.

C11.13 The Pastor(s), as spiritual leader of the congregation, shall be an ex-officio member(s) of the Congregation Council and advisory member(s) of all other boards, committees and organizations of the congregation.

Chapter 12 – Christian Education of Children

- C12.01 As Evangelical Lutheran Christians we recognize it is our daily duty to rear our children in the nurture and admonition of the Lord and to have them carefully and conscientiously instructed in the articles of our Holy Christian Faith.
- C12.02 In order that our children may be adequately taught in the faith of the church and trained in the fear of God, thorough instructions to prepare them for their First Communion and Confirmation shall be given by the pastor with all diligence and faithfulness.
- C12.03 The Sunday School in all departments shall consult with the pastor(s) and the Congregation Council. Subject to the control of the congregation, the curriculum and activities of the Sunday School shall be supervised by the Parish Education Committee.

Chapter 13 – Discipline of Members

- C13.01 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:

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
 Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
 Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
 Changes made to bylaws B6.01...updated finance director job description...9/12/12
 Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
 Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
 Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*

1) 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.

- C13.02. 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. A member charged with an offense shall appear before the Congregation Council after having received a written notice, specifying the exact charges that have been made against the member, at least ten days prior to the meeting.
- C13.03 Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council, who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary action:
- a. censure before the council or congregation;
 - b. suspension from membership for a definite period of time; or
 - c. exclusion from membership in this congregation.
- Disciplinary actions b. and c. shall be delivered to the member in writing.
- C13.04 The member against whom disciplinary action had been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.
- C13.05 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.
- C13.06 Adjudication
- C13.07 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 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 14 – Bylaws

- C14.01 This congregation may adopt bylaws, No bylaw may conflict with this constitution.
- C14.02 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.
- C14.03 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
- Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
Changes made to bylaws B6.01...updated finance director job description...9/12/12
Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*

- least sixty 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 thirty days in advance of the Congregation Meeting.
- C14.04 Approved changes to the bylaws shall be sent by the secretary of the congregation to the synod.

Chapter 15 – Amendments

- C15.01 Amendments to this constitution may be proposed by at least two-thirds of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council sixty days before formal consideration by this congregation at its regular or special meeting call for that purpose. The Congregation Council shall notify the members of the proposal with council's recommendations at least thirty days in advance of the meeting.
- C15.02 A proposed amendment to this constitution shall
- be approved at a properly called meeting according to this constitution by a majority vote of those present and voting;
 - be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 - have the effective date included in the resolution and noted in the constitution.
- C15.03 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 Southwester Synod the Evangelical Church in America.
- C15.04 Whenever the Model Constitution for Congregations is amended by the Church-wide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the 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 an amendment or amendments at least thirty days prior to the meeting. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod, consistent with C15.03.

Chapter 16 – Continuing Resolutions

- C16.01 The Congregation Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.
- C16.02 Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
Changes made to bylaws B6.01...updated finance director job description...9/12/12
Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*

BYLAWS OF ZION EVANGELICAL LUTHERAN CHURCH

(bylaws revised in Jan 2003, Sept 2012, Jan 2021)

Chapter 1 – Communion Participation (Cf. Chapter 2 of Constitution)

- B1.01 Participation in Holy Communion shall be limited to members of this and other Christian congregations. Worthy participation requires sincere repentance, faith in Christ as Savior, and an earnest desire to amend one's sinful life, as well as acceptance of the spiritual teaching regarding the Real Presence of Christ with His Body and Blood in the Sacrament. Registration forms or oral announcements shall be so devised as to make prospective participants aware of these requirements.
- B1.02 Record of participation in Holy Communion shall be entered upon the books of this congregation. If a member of another congregation communes, notice shall be sent to the pastor of that congregation.

Chapter 2 – Conflicting Loyalties (Cf. Chapter 2 & 4 of Constitution and Chapter V of the Minneapolis Theses as quoted in the United Testimony on Faith and Life)

- B2.01 This congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or which practice forms or religion without confessing faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Savior from sin, and thus teach salvation by works.
- B2.02 Ceremonies of lodges or other such organizations shall not be permitted in the church or on the church premises of this congregation.
- B2.03 The pastor of this congregation shall take no part in any such ceremonies even if they are conducted outside of the church premises.

Chapter 3 – Membership (Cf. Chapter 7 of Constitution)

- B3.01 Admission to Baptized Membership
- a. Children, one or both of whose parents or guardians are members of this congregation shall, upon receiving Christian baptism, be received as baptized members of this congregation.
 - b. Children, neither of whom parents or guardians are members of this congregation, shall, upon Christian baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation unless there is understanding that, for good reason, they will be enrolled as baptized members of another congregation, in which case notice of the baptism shall be sent to the congregation in which the child is to be enrolled as a baptized member.
 - c. Children baptized in other congregations shall be received as baptized members of this congregation upon admission of one or both parents or guardians to

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
Changes made to bylaws B6.01...updated finance director job description...9/12/12
Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02]*

membership, or by consent of one or both parents or guardians, or by action of the Congregation Council.

B3.02

Admission to Confirmed Membership

- a. Baptized adults, not previously members of the congregation, who have received instruction and have given evidence of having adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall be admitted to confirmed membership through the profession of faith.
- b. Children who are baptized members of the congregation shall be admitted to confirmed membership through participation in the rite of confirmation.
- c. Un-baptized adults who have received instructions and have given evidence of having adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall, upon confession of faith and Christian baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as both baptized and confirmed members of this congregation.
- d. Applicants for membership who present evidence of confirmation in a Lutheran congregation but do not have Letters of Transfer shall be admitted to confirmed membership when the Congregation Council has determined that they meet the standards of Christian faith and life indicated in the constitution and bylaws and when they have reaffirmed their faith before the congregation.

B3.03

Admission to Voting Membership

The Congregation Council shall be responsible for determining the voting membership in accordance with the qualifications specified in the constitution and bylaws. Any doubtful cases shall be decided by the congregation.

B3.04

Discontinuance of Membership

- a. Members who move away shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change his membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
- b. A confirmed member who in the judgment of the Congregation Council shows no interest in attending church services, and does not partake of Holy Communion, and who does not contribute to the congregational treasury according to the congregation's records, for a period of two years, shall be presumed no longer to desire membership, shall lose the right to vote. However, the member's name and record shall be kept in the inactive membership file for a period of five years thereafter. Such a person shall be encouraged to take part in the congregational life, or to transfer elsewhere, as the situation may indicate to be advisable. If the person resumes activity within the five-year period, the person shall be restored to the active list; if not, the person shall be removed from the membership rolls by action of the Congregation Council and, if possible, shall be notified of this action.
- c. Children, neither of whose parents or guardians are active members of the congregation, shall be removed from the baptized membership roll by action of the Congregation Council, if they fail to participate in the Christian program of the congregation.
- d. Members who have been excommunicated or dismissed, or have resigned, and members who have transferred to other Lutheran congregations, or who are definitely known to have become members of other congregations without transfer, have thereby terminated their membership in the congregation and have surrendered all membership rights.

Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04

Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009

Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11

Changes made to bylaws B6.01...updated finance director job description...9/12/12

Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013

Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016

Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j

Constitution & Bylaws

Zion Lutheran Church

Page 16 of 20

**Chapter 4 – The Pastoral Call
(Cf. Chapter 8 of the Constitution)**

- B4.01 When a pastoral vacancy occurs, a Call Committee of at least six voting members shall be appointed by the Congregation Council. Term of office will terminate at installation of the newly called pastor.
- B4.02 When the 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 of America. It shall be signed by the president and secretary of the congregation and shall be attested by the signature of the bishop of the synod. Calls to clergy to positions of assistance to the pastor shall be issued in consultation with the pastor and in accordance with the provisions of this paragraph.
- B4.03 If the pastor receives a call to another congregation, the pastor shall consult with his/her present congregation, or at least with the Congregation Council, before coming to a decision. The pastor should attempt to reach a decision as quickly as possible, normally within three weeks. The pastor shall thereupon notify his present congregation and the synod bishop. When a release has been granted and the call accepted, the pastor shall terminate his/her ministry and transfer to his/her new field of service as quickly as feasible, normally within one month.
- B4.04 The congregation requires that its pastor be loyal to the faith and purpose of the congregation, as stated in Chapters 2 and 4 of the constitution.

**Chapter 5 – The Annual Meeting
(Cf. Chapter 9 of Constitution)**

- B5.01 The current roster of voting, confirmed, and baptized members shall be determined prior to each annual meeting.
- B5.02 A quorum for the conduct of business at regular and special congregational meetings shall consist of 25% of voting members (see C8.02 c.) as determined by the Congregation Secretary one week prior to the meeting date.
- B5.03 The suggested order of business at the regular meeting shall be:
- a. Opening devotion
 - b. Approval of the minutes of the previous meeting
 - c. Reports of pastor(s), Congregational Council, treasurer, committees, and others
 - d. Elections
 - e. Approval of budget
 - f. Unfinished business
 - g. New business
 - h. Closing prayer
- B5.04 In the following cases voting shall be by written ballot:
- a. To elect the members of the Congregation Council

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
Changes made to bylaws B6.01...updated finance director job description...9/12/12
Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*

- b. To adopt or amend the articles of incorporation, constitution, or bylaws of the congregation
- c. To call a pastor or to request his resignation
- d. To excommunicate a member from the congregation or to remove a member from office in this congregation
- e. To dispose of, encumber, or purchase real property
- f. When requested by ten or more voting members present

B5.05 Except as otherwise provided in the constitution and bylaws, all matters shall be decided by majority vote of those present and voting.

B5.06 No one shall be declared elected unless a candidate has received a majority of the votes cast. If more than one ballot is required in an election, a motion shall be in order to limit the balloting after the first ballot to the three candidates receiving the highest number of votes on the first ballot; and after the second ballot to limit the balloting to the two candidates receiving the highest number of votes.

B5.07 Unless otherwise ordered, parliamentary procedures shall be in accordance with Robert's Rules of Order.

Chapter 6 – Duties of Church Officers and Committees (Cf. Chapter 10 of Constitution)

- B6.01 Responsibilities of Church Officers
- a. The president shall preside over meetings of the Church Council and of the congregation unless the meeting decides otherwise.
 - b. The vice-president shall preside in the absence of the president, unless the meeting decides otherwise.
 - c. The secretary shall keep the minutes of the Council and of the congregation and shall preserve its archives.
 - d. The treasurer shall be elected from the Congregation Council, and shall be a lay person. The treasurer is also an officer of the congregation and a member of the Executive Committee. The treasurer shall be responsible for the managing of congregational funds in accordance with policies established by the Congregation Council. The treasurer shall oversee the authorized disbursement and transfer of funds between accounts and maintain complete documentation of all transactions. The treasurer shall present an audited financial report to the annual congregational meeting.

DUTIES AND RESPONSIBILITIES

1. The treasurer shall assure that an accurate report is prepared each month of all income and disbursements. This report shall be ready one week prior to the Congregation Council meeting.
2. The treasurer shall present a funds reconciliation report at each Annual Congregational Council meeting.
3. The treasurer shall serve as chairman of the Finance Committee and is responsible for overseeing the preparation of an annual congregation budget for submission to the Congregation Council.
4. The treasurer shall maintain current "signature" cards with the appropriate signatures for each account.

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
 Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
 Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
 Changes made to bylaws B6.01...updated finance director job description...9/12/12
 Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
 Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
 Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*

5. The treasurer shall be regularly available to the Director of Finance to authorize fund transfers and to determine payment strategies for budgetary commitments as needed.
 6. The treasurer shall present an audited financial report to the Annual Congregational meeting.
- e. The Director of Finance shall be an active member of Zion appointed by the Congregational Council. The Director of Finance will lead the stewardship activities within the church, and oversee the proper tallying, accounting, and deposit of all offerings, special gifts, and other revenue sources to the church. The Director of Finance shall review both the monthly financial reports as prepared by the Church Office Administrator, and the monthly written report of the congregation's financial activities presented by the Treasurer to the Congregational Council.

DUTIES AND RESPONSIBILITIES

1. The Director of Finance will attend all monthly Finance and Stewardship Committee meetings, and will serve as an ex-officio member of the Investment Committee. He shall also be available upon request to attend Church Council meetings to answer questions concerning any financial reports or activities.
 2. The Director of Finance shall lead stewardship activities within the church. This will be accomplished by temple talks, monthly Chimes articles, congregation member emails, etc, in order to keep our membership aware of our financial responsibilities to Zion, our community, and the ELCA.
 3. The Director of Finance will work with the pastors, Treasurer, and the Finance and Stewardship Committee in planning and conducting an annual congregation commitment campaign. Commitments, gifts, and offerings will be totaled in order to forecast expected revenue for the Treasurer's annual operating budget. The Director of Finance will maintain complete confidentiality of all congregation members offerings.
 4. The Director of Finance will oversee the deposits of all offerings by the ushers and shall be responsible for the volunteer tellers as described in the Financial Committee's duties.
 5. The Director of Finance shall be available to the Office Administrator for questions regarding accounting details of church finances. He shall also review the monthly reports of all financial disbursements and income prepared by the Office Administrator.
 6. The Director of Finance will assist the Treasurer as needed in preparing the annual budget, analyzing major church accounts and expenditures, and documenting major capital project expenses.
 7. The appointment of the Director is an on-going appointment to be reviewed annually by the Congregational Council and the Director of Finance.
- f. Two members of the congregation (one woman and one man) shall represent this congregation at the Synod Assembly. They shall be elected at the Annual Congregational Meeting and serve for a term of one year. If for any reason there is a vacancy following the Annual Congregational Meeting, the Congregation Council President, with approval of the Congregation Council, will appoint someone to fill it.

B6.02

Continuing Resolutions: Standing Committees

- a. The COMMITTEE ON EVANGELISM shall have special responsibilities in consultation with the pastor(s) for the development of a sound program of evangelism and shall make recommendations thereon to the Congregation Council.

Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04

Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009

Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11

Changes made to bylaws B6.01...updated finance director job description...9/12/12

Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013

Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016

Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j

Constitution & Bylaws

Zion Lutheran Church

Page 19 of 20

- b. The COMMITTEE ON WORSHIP shall have special responsibility in consultation with the pastor(s) for matters pertaining to the congregation's worship and shall make recommendations thereon to the Congregation Council.
- c. The COMMITTEE ON FINANCE shall have special responsibility in consultation with the pastor(s) for preparation of the congregation budget and shall make recommendations thereon to the Congregation Council.
- d. The COMMITTEE ON PARISH EDUCATION shall have special responsibility in consultation with the pastor(s) to operate the Sunday School and other schools of the congregation, to promote adult education and shall make recommendations thereon to the Congregation Council.
- e. The COMMITTEE ON YOUTH shall have special responsibility in consultation with the pastor(s) to develop the youth program in the congregation and shall make recommendations thereon to the Congregation Council.
- f. The COMMITTEE ON PROPERTY shall have special responsibility in consultation with the pastor(s) for the care of the property and shall make recommendations thereon to the Congregation Council.
- g. The COMMITTEE ON FELLOWSHIP shall have special responsibility in consultation with the pastor(s) for the arranging of congregational meals and socials and shall make recommendations thereon to the Congregation Council.
- h. The COMMITTEE ON STEWARDSHIP shall have special responsibility in consultation with the pastor(s) for the encouragement of congregational giving of time, talent, and treasures to the church and shall make recommendations thereon to the Congregation Council.
- i. The COMMITTEE ON MISSION shall have special responsibility in consultation with the pastor(s) for extension of Christian care and concern to the congregation and community and shall make recommendations thereon to the Congregation Council.
- j. The NOMINATING COMMITTEE shall be composed of five members, two of whom shall be elected by the Congregation Council from its own membership and three of whom shall be appointed by the Council from the congregation. They shall attempt to nominate at least one candidate for each council seat vacancy and any other positions requiring Congregational approval for ratification and shall secure the consent of each candidate to serve if elected. The candidates of the nominating committee shall be made known to the congregation in conjunction with the announcements of the special or annual meeting at which the election is to take place. In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor.

Chapter 7 – Use of Property

- B7.01 The property of the congregation is dedicated for the use of this congregation in its normal function as a Lutheran Church and shall not be used in any way not in harmony with that purpose.
- B7.02 Buildings, which are the property of this congregation may be lent or rented to groups or individuals not affiliated with this congregation with the approval of the Building Use Committee approving one-time use and short-term use. The council must approve long-term use by a two-thirds majority. All groups must abide by the congregation's current building use policy.
- B7.03 The Building Use Committee shall consist of the officers of the congregation and the pastor.

*Changes were made to remove SS info from C10.02 & C12.03 & removed all of C12.04
 Congregation approved at Jan 2008 Annual Meeting & was ratified at Jan 2009 Annual Meeting...Feb 2009
 Changes made to C6:05...due to ELCA Assembly Amendments...10/17/11
 Changes made to bylaws B6.01...updated finance director job description...9/12/12
 Changes made to C11.01 regarding number of required Council members, was 12 now 6 to 9...Dec 2013
 Changed date on top of title page to Feb 21, 2014 when the synod approved our changes...changed Mar 18, 2016
 Bylaw Changes approved at Jan 31, 2021 Annual Mtg....B5.02, B6.01, B6.02j*