

**CONSTITUTION AND BYLAWS
OF THE
CHURCH OF THE REFORMATION (LUTHERAN)**

***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 The Church of the Reformation (Lutheran).
- C1.02.** For the purpose of this constitution and the accompanying bylaws, The Church of the Reformation (Lutheran) is hereinafter designated as "this congregation."
- C1.03.** This congregation shall be incorporated under the laws of the District of Columbia.
- C1.04.** The seal of this congregation presents an open Bible surmounted by a Latin cross above the words "Inc. May 1880" all of which is encircled by the legend: "Church of the Reformation, Lutheran, Washington, D.C."

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. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.

*C3.03. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

*C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.

*C3.05. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

Chapter 4.

STATEMENT OF PURPOSE

*C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.

*C4.02. To participate in God's mission, this congregation as a part of the Church shall:

- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity ~~and~~, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, embracing and welcoming racially and ethnically diverse populations, and standing in solidarity with the poor and powerless,oppressed and committing itself to their needs.

- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

*C4.03. To fulfill these purposes, this congregation shall:

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for theis congregation's ministry and the ministry of the other partsexpressions 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 group and shall review their actions. [Such descriptions shall be contained in continuing resolutions in the section on the Congregation Committees.]

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

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

Chapter 5.

POWERS OF THE CONGREGATION

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

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

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

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. call ~~or a minister of Word and Service;~~
- e-d. terminate the call of ~~associates in ministry, deaconesses, and diaconal ministers~~ a minister of Word and Service in conformity with the applicable policyconstitution of the Evangelical Lutheran Church in America;

- d.e. adopt amendments to the constitution, as provided in Chapter ~~17~~16, amendments to the bylaws, as specified in Chapter ~~16~~17, and continuing resolutions, as provided in Chapter 18;
- e.f. approve the annual budget;
- f.g. acquire real and personal property by gift, devise, purchase, or other lawful means;
- g.h. hold title to and use its property for any and all activities consistent with its purpose;
- h.i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- i.j. elect ~~the~~its Congregation Council, and require ~~it~~the members of the council to carry out ~~its~~their duties in accordance with the constitution ~~and~~, bylaws and continuing resolutions; and
- j.k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

*C5.04. This congregation shall ~~choose~~elect 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~~is congregation and other qualifications shall be as prescribed in guidelines established by the Metropolitan Washington ~~D.C., DC~~ Synod of the Evangelical Lutheran Church in America.

C5.05. This congregation shall have a mission endowment fund that will operate as specified in this congregation's bylaws. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation.

~~B5.05.01. Endowment Fund Board (historically called the Reformation Fund Board)~~

- a. ~~The endowment funds will exist as a means by which members and friends of Reformation Church may contribute to the life and work of the church in a way which differs from normal pledge contributions, other offerings, or memorial gifts. Interest and income earned through prudent investment of the funds assets shall be used to support the local and global missions of the church and to provide needed capital improvements in the church properties as may be recommended by the Board of Directors of the funds and approved by the Congregation Council. It is the intent of the Congregation Council that expenses for day to day operations and upkeep and maintenance of the plant shall be met by regular giving except where so designated. The principle of the funds shall only be expended under special circumstances as recommended by the Board of Directors and approved by the Congregation Council.~~
- b. ~~The Board of Directors shall consist of the Congregation Council president, financial secretary, pastor, and three additional members appointed by the Congregation Council. The three additional members serve three year, staggered terms.~~
- c. ~~Nominations for the Board of Directors shall be made by the Congregation Council and presented at a regularly scheduled meeting for election. Vacancies on the Board will be filled by the Congregation Council as they occur.~~
- d. ~~Directors of the funds will:~~
 - 1. ~~Meet as required to conduct business no less than twice a year;~~
 - 2. ~~Encourage contributions to the funds and offer advice to potential givers;~~
 - 3. ~~Review all prospective gifts to the funds prior to acceptance by the Congregation Council for administration under the funds;~~
 - 4. ~~Oversee investment of all monies and keep adequate books and records concerning operation of the funds so as to reflect all gifts accepted, including any terms or conditions of such gifts, all investments made, all income earned, and all expenditures;~~
 - 5. ~~Advise the Congregation Council relative to operation and administration of the funds and for expenditures therefrom.~~
- e. ~~The Board of Directors shall be responsible for maintaining a General Account for the~~

~~administration and investment of gifts to the funds which are made without instructions or limitations requested by the donor and approved by the Congregation Council. Separate accounts shall be maintained for gifts made with special instructions and limitations imposed by the donor and approved by the Congregation Council. The Directors shall use prudent restraint and sound judgment before recommending to the Congregation Council any additional categories or special accounts and encourage donors to contribute to existing accounts or consider a memorial gift.~~

~~f. The fund year for all endowment funds will be the calendar year. The chair of the Board of Directors shall submit a report to the Congregation Council within sixty days after the end of the calendar year summarizing the activities of the funds, the balance in each account, and a listing of all investments.~~

- ~~g. The Congregation Council shall oversee the receipt and disbursement of donor-restricted gifts. The Congregation Council will review donor restrictions to ensure that the church can comply with the restrictions. If the Congregation Council determines that the funds cannot be disbursed in accordance with the donor's intent, then the funds shall be returned to the donor, or if the donor cannot be located or has passed away, then the Congregation Council will ensure the funds are used for a purpose substantially similar to the donor's intent.~~
- ~~h. The Congregation Council shall establish policies and procedures governing unrestricted memorial gifts and undesignated bequests. If any such gift exceeds \$100,000, the congregation shall determine how the funds will be utilized and, in the future, may designate the gift for another purpose.~~

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 Metropolitan Washington, DC 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:
- This congregation agrees to be responsible for its life as a Christian community.
 - This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - This congregation agrees to call pastoral leadership from the ~~clergy~~ roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of ~~ordained~~ Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with ~~an ordained~~ a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
 - This congregation agrees to consider ~~associates in ministry, deaconesses, and diaconal~~ ministers of Word and Service for call to other staff positions in ~~the~~ congregation according to the procedures of the Evangelical Lutheran Church in America.
 - 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 ~~or~~ 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 ~~or in accordance with provision 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.~~
- d. The Metropolitan Washington, DC Synod takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to †S13.24. of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
- ~~d.e.~~ This congregation follows the procedures outlined in *C6.05.

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

- a. A resolution indicating the intent to terminate its relationship must be adopted at two legally called and conducted special meetings of the congregation by a two-thirds vote of the voting members present at each meeting. The first 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/or the bishop's designees, if any, are voting members of this congregation, they shall have voice but not vote at the first meeting.
- b. Within 10 days after the resolution has been voted upon at the first meeting, 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~~ send copies of the resolution and certification to voting members of the congregation. ~~This notice shall be submitted within 10 days after the resolution has been adopted.~~
- c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, 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~~ bishop of the ~~notice~~ attestation and certification as specified in paragraph b. above.
- d. If the congregation, after such consultation, is still ~~seeks to terminate~~ considering termination of its relationship with this church, 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 second meeting shall be ~~mailed~~ sent to all voting members and to the bishop at least 10 days in advance of the meeting. ~~Unless he or she is a voting member of the congregation, Unless~~ the bishop and/or the bishop's designees, ~~if any, are voting members of this congregation, they~~ shall have voice but not vote at the second meeting.
- e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the

second special meeting was legally called and conducted and certifying the outcome of the vote, and shall be sent to the bishop within 10 days after send copies of the resolution has been and certification to the voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting members present at which time the second meeting, the relationship between the congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g., h., and i. below.

- f. Unless this notification to the bishop also certifies that theis congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, theis congregation willshall be conclusively presumed to be deemed an independent or non-Lutheran church, in which case *C7.04. shall apply.
- g. Notice of termination This congregation shall be forwarded abide by these covenants by and among the bishop to the secretary three expressions of this church, who shall report the termination to the Churchwide Assembly:
- 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
 - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to receive synod ieal approval before terminating their membership in this church.
 - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- h. If athis congregation fails to achieve the required two-thirds vote of voting members present at theis 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 or fails to achieve the required two-thirds vote of voting members present at theis 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 secondthe meeting at which the two-thirds vote was not achieved.
- *C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effectedtaken.
- *C6.07.** If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

Chapter 7. PROPERTY OWNERSHIP

- *C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Metropolitan Washington ~~D.C.~~, DC 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 or pursuant to 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.
- *C7.03. If ~~a two-thirds majority of~~ the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Metropolitan Washington ~~D.C.~~, DC 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 and have followed the process for termination of relationship in *C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the process established ~~synodical process by the synod~~, 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. In neither case does title to this congregation's property transfer to the synod.
- *C7.05. Notwithstanding the provisions of *C7.02. and *C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America, this congregation accepts such restrictions and:
- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
 - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Metropolitan Washington, DC Synod—reconvey and transfer all right, title, and interest in the property to the synod.

Chapter 8. MEMBERSHIP

- *C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

***C8.02.** Members shall be classified as follows:

- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of ~~the congregation~~this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
- d. **Associate** members are persons holding membership in other ELCA, Lutheran, or other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
- ~~d.e.~~ **Seasonal** members are voting members of other congregations of this church 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 including exercising limited voting rights in this congregation while being. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members ~~of other congregations. They shall~~ have all the privileges and duties of membership voting members except ~~voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation that:~~
 - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
 - 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
 - 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with this church;
 - 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
 - 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
 - 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.

***C8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

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

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

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

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action in accordance with ~~provision~~ [Chapter 20-40 of the constitution](#) and ~~the accompanying~~ [bylaws of the Evangelical Lutheran Church in America](#); or
- e. removal from the roll due to inactivity ~~as defined~~ in [accordance with the provisions of this constitution and its](#) bylaws.

Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

B8.05.01. The senior pastor is responsible for maintaining the membership records of the congregation and reports to the Congregation Council as follows:

- a. The senior pastor and the staff will maintain Baptismal and confirmation records, letters of transfer, and applications for membership and make a membership report to the Congregation Council at least annually. The report shall specify the members by classification using constitution provision 8.02. The treasurer and financial secretary shall report the list of members who have financially contributed and who have not [to the senior pastor](#).
- b. The senior pastor shall submit all applications for confirmed membership for approval to the Congregation Council (constitution provision 8.03) and report to the Congregation Council when members have died, resigned, or transferred their membership (8.05).
- c. ~~Each year, the Congregation Council or one of its committees will intentionally invite every confirmed member to attend worship and make a financial contribution.~~ Each December, the senior pastor or a Congregation Council member shall contact each member who has not attended worship or made a financial contribution of record to invite them to do so before the end of the calendar year.
- d. The Congregation Council may remove a confirmed member from the roll due to inactivity (8.05). Inactivity is defined as not having received Holy Communion and not having made a financial contribution of record in the past 12 months (8.04).

B8.05.02. Confirmed members who do not make a contribution or participate in the sacrament of Holy Communion for a period of one (1) year shall be contacted by a representative of the Congregation Council, which includes the pastor(s), and encouraged to return to active membership within a stated period of time. The names of such persons shall be retained on a responsibility list as persons in special need of the congregation's prayer

and concern. If by the end of the stated period the confirmed member does not participate actively, his or her name shall be placed in inactive status. Exceptions to this procedure shall be determined by the Congregation Council on an individual basis.

B8.05.03. Those members in inactive status are not eligible to vote at Congregation Meetings.

B8.05.04. Members who have been removed from the rolls because of inactivity may formally request reinstatement by the Congregation Council after meeting with the senior pastor, attending worship and making a financial contribution.

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 voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by ~~this~~ Congregation to recommend the call, shall seek the advice and help of the bishop of the synod.

***C9.02.** Only a member of the ~~clergy~~ roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of ~~ordained ministers~~ Ministers of Word and Sacrament who has been recommended for ~~the~~ congregation by the synod ~~ical~~ 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 of Word and Sacrament shall:

- 1) preach the Word;
- 2) administer the sacraments;
- 3) conduct public worship;
- 4) provide pastoral care; ~~and~~

~~1) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.~~

~~b. a. Each ordained minister with a congregational call shall, within the congregation:~~

- ~~1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;~~

~~2) supervise all schools and organizations of this congregation;~~

~~3) install regularly elected members of the Congregation Council; and~~

~~4) with the Congregation Council, administer discipline.~~

~~b. Every pastor shall:~~

~~1) strive to extend the Kingdom of God in the community, in the nation, and abroad;~~

- 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;

6) impart knowledge of this church and its wider ministry through ~~distribution of its periodicals and other publications; and~~ available channels of effective communication;

7) witness to the Kingdom of God in the community, in the nation, and abroad;
and

8) speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and

reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations.

b. Each pastor with a congregational call shall, within the congregation:

1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;

2) relate to all schools and organizations of this congregation;

c. install regularly elected members of the Congregation Council;

d. with the council, administer discipline;

~~e.e.~~ endeavor to increase the support given by the congregation to the work of the churchwide organization ~~of the Evangelical Lutheran Church in America (ELCA) and of the Metropolitan Washington D.C., DC Synod of the ELCA;~~ and

f. encourage adherence to covenantal relationship with this church as expressed in the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.*

*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~~ The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:

a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the pastor's death or, ~~only~~ following consultation with the synodical bishop, for any of the following reasons:

1) mutual agreement to terminate the call or the completion of a call for a specific term;

2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;

3) inability to conduct the pastoral office effectively in ~~the~~ is congregation in view of local conditions;

4) ~~physical or mental~~ inability to conduct the pastoral office effectively in view of disability or incapacity of the pastor;

5) suspension of the pastor through discipline for more than three months;

6) resignation or removal of the pastor from the roster of ~~ordained~~ Ministers of Word and Sacrament of this church;

7) termination of the relationship between this church and ~~the~~ is congregation;

8) dissolution of ~~the~~ is congregation or the termination of a parish arrangement;
or

9) suspension of ~~the~~ is congregation through discipline for more than six months.

b. When allegations of ~~physical~~ disability or ~~mental~~ incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of ~~the~~ is synod,

1) the bishop ~~in his or her, who has~~ sole discretion, may investigate such conditions personally together with a committee of two ~~ordained~~ rostered ministers and one layperson, or

2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition

signed by at least one-third of the voting members of theis congregation, the bishop personally shall investigate such conditions together with a committee of two ordainedrostered ministers and one layperson.

- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of theis synod may declare the pastorate vacant ~~and~~. When the pastorate is declared vacant, the Synod Council shall list the pastor ~~shall be listed~~ on the clergy roster ~~as disabled. Upon removal of the~~ Ministers of Word and Sacrament with disability ~~and restoration status. Upon resumption~~ of the pastorability to healthconduct the office effectively, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of theis congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to theis congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by theis congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, theis congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for disciplinary actiondiscipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07.** During the period of service, an interim pastor shall have the rights and duties in theis 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 pastorrostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.
- *C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all

financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting ~~related to the Evangelical Lutheran Church in America.~~

- *C9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.11.** With the approval of the bishop of the synod, ~~theis~~ congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of ~~theis~~ congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12.** The pastor of this congregation:
- shall keep accurate ~~parochial~~ records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from ~~theis~~ congregation;
 - shall submit a summary of such statistics annually to the synod; and
 - shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- *C9.13.** The pastor(s) shall submit a report of ~~his or her~~ ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14.** The ~~parochial~~ records of this congregation shall be maintained by the pastor and shall remain the property of ~~theis~~ 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~~ the secretary's hands in good order by a departing pastor before the installation of that pastor in another field call or approval of ~~labor or the granting by the synod of retired~~ a request for change in roster status ~~to the pastor.~~
- ~~C9.20. Ecumenical pastoral ministry~~
- ~~C9.21-15.~~ Under special circumstances, subject to the approval of the synod ~~ial~~ bishop and the concurrence of this congregation, ~~an ordained~~ a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between ~~theis~~ congregation and the ~~ordained minister~~ pastor in a form proposed by the synod ~~ial~~ bishop and approved by ~~theis~~ congregation.
- *C9.21.** Authority to call a deacon shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- *C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synod bishop may be called as a deacon of this congregation.

- *C9.23. Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
- a. Be rooted in the Word of God, for proclamation and service;
 - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
 - c. Speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations;
 - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
 - e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
 - f. Practice stewardship that respects God's gift of time, talents, and resources;
 - g. Be grounded in a gathered community for ongoing diaconal formation;
 - h. Share knowledge of this church and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
 - i. Identify and encourage qualified persons to prepare for ministry of the gospel.
- *C9.24. The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.25. The provisions for termination of the mutual relationship between a minister of Word and Service and this congregation shall be as follows:
- a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod bishop, for any of the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) inability to conduct the office effectively in view of disability or incapacity of the deacon;
 - 5) suspension of the deacon through discipline for more than three months;
 - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
 - b. When allegations of disability or incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,

- 1) the bishop, who has sole discretion, may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged disability or incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon resumption of the ability to conduct the office effectively, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *C9.26.** This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.
- *C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

- *C9.28. With the approval of the bishop of the synod, this congregation may depart from *C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.25.a.
- *C9.29. The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- *C9.31. The deacon(s) shall submit a report of ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10. CONGREGATION MEETING

- C10.01.** ~~The annual meeting of~~ This congregation shall have at least one regular meeting per year. The regular meeting(s) of the congregation shall be held at the time(s) specified in the bylaws. Consistent with the laws of the District of Columbia, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.
- B10.01.01.** The Annual Meeting of the congregation shall be held each year in November, at a time to be selected by the Congregational Council, for the transaction of the general business of the congregation. At that meeting the Congregation Council shall present through its officers a full statement of the receipts and expenditures of the congregation and such other matters as pertain to its welfare.
- C10.02.** A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the ~~is~~ congregation upon the written request of one-tenth of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synod ~~ieal~~ bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.
- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.
- C10.04.** One tenth of the voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by the ~~is~~ congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by the laws of the District of Columbia.
- C10.07.** *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.
- C10.08.** This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for

simultaneous aural communication or its equivalent. To the extent permitted by state law, notice of all meetings may be provided electronically.

C10.09. "Ex officio" as used herein means membership with full rights of voice and vote unless otherwise expressly limited.

Chapter 11. OFFICERS

C11.01. The officers of this congregation shall be a president, vice president, secretary, treasurer, and financial secretary.

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

B11.01.01. The duties of the officers of this congregation are as follows:

- a. The *president* shall serve as president of the congregation and the Congregation Council. The president shall prepare agendas and preside over all meetings of the congregation, the Congregation Council and the Executive Committee and shall be an advisory member of all committees, excluding mutual ministry and a call committee (when one is convened).
- b. The *vice president* shall assist in the exercise of all the president's duties and shall preside in the absence of the president over all meetings.
- c. The *secretary* shall keep accurate minutes of all meetings of the congregation and of the Congregation Council in a volume provided by the congregation, which shall be preserved permanently in its archives.
- d. The *treasurer* shall be responsible for maintaining the financial records of the congregation and disbursing funds within congregational budget allocations, and shall make written monthly reports of all transactions to the Congregation Council and in an annual report to the congregation. The treasurer shall serve *ex officio* on committees dealing with financial matters when so designated. The term for the treasurer shall be for one year but an incumbent may be eligible for re-election without regard to term limits.
- e. A *financial secretary*, if such an office is filled, shall be elected by the Congregation Council and shall be responsible for recording all income from contributing members and other sources. The financial secretary shall review and approve expenditures to be disbursed by the treasurer, adhering to congregation's approved allocations and limits. Where payment is sought for items which are not included within budgetary

allotments, the financial secretary shall obtain approval from the Congregation Council prior to authorizing any disbursement. The term for the financial secretary shall be for one year but an incumbent may be eligible for re-election without regard to term limits.

C11.02. The Congregation Council shall elect its officers at its first meeting in each congregation year and they shall be the officers of the congregation. The officers shall be elected by voice vote or written ballot and shall serve for one year or until their successors are elected. Officers who are not members of the Congregation Council shall be accorded the privilege of voice without vote in all meetings.

C11.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office, excepting the Treasurer and Financial Secretary.

Chapter 12.

CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the pastor(s) and not more than 18 members of the congregation and the officers of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation, or b) is absent from three successive regular meetings of the Congregation Council without cause. If a Congregation Council member has six or more unexcused absences per year, ~~s/he~~they will meet with the Executive Committee to determine if ~~his/her~~their service as a Congregation Council member should continue, or if that seat should be vacated. Consistent with the laws of the state in which this congregation is incorporated, this congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

B12.01.01. Congregation Council Size. The Congregation Council shall be composed of twelve (12) voting members with four (4) members newly elected each year at the annual meeting.

B12.01.02. At its discretion, the Nomination Committee may nominate, and/or the congregation may elect, a youth representative to the Congregation Council for a term of one year with full voice and vote as an additional member of the Congregation Council. At the time of election, the youth representative must be enrolled in high school, and provide a written record of parental consent.

~~**B12.01.03.** Per the change of the District of Columbia Code enacted in 2011 and effective in 2012, this congregation is no longer legally required to have a Board of Trustees. Upon dissolution of the Board of Trustees by congregational vote, this self-rescinding by-law allows the Trustees to serve as full voting members of the Congregation Council until such time as their terms as Trustees would have expired. This by-law rescinds upon the conclusion of the term of the most recently elected Trustee (2015).~~

C12.02. The elected members of the Congregation Council shall be elected by ballot for terms of three years by a majority vote at the annual Congregation Meeting. Their tenure shall be so arranged that one-third of the terms expire annually. Such members shall not serve two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

B12.02.01. Nomination and Election Procedures

- a. Nominating Committee. At an appropriate time each year, the Congregation Council shall appoint a Nominating Committee which shall be composed of all members whose terms are expiring, the pastor(s), and three (3) members chosen from the congregation.
- b. Procedure for Nominations. Nominations for election to the Congregation Council shall be made by the Nominating Committee. Additional nominations for each vacancy to be filled may be made from the floor at the annual meeting of the congregation. Each nominee for the Congregation Council, in addition to being a voting member of the congregation, as provided in C.8.02 of the constitution, must not have served as a member of the Congregation Council for the immediate past three (3) years. The names of the nominees must be transmitted to the congregation at least two (2) weeks prior to the annual meeting of the congregation.
- c. Procedure for election. The Nominating Committee shall present the nominees for the Congregation Council at the annual meeting of the congregation and unless there are nominations from the floor, the secretary shall cast a unanimous ballot for these nominees, and they shall be declared elected. Their term shall begin as provided in C.12.02 of the constitution.

C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting, ~~at which time a successor will be elected to fill the remaining term.~~

~~**B12.03.01. Vacancy.** In the event that any person elected shall be unable to serve prior to his/her installation, the vacancy so created shall be filled in accordance with the provisions of Chapter 12 of the constitution.~~

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

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the ~~pastor~~ rostered minister(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(s).
- h. To emphasize partnership with support of the synod and churchwide units or organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

C12.05. The Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the board of directors of this congregation and, as such, shall be responsible for maintaining and protecting ~~the~~its property ~~of this congregation and the management of~~and managing its business and fiscal affairs. It shall have the powers and be subject to the obligations ~~as prescribed that pertain to such boards~~ under the laws of the District of Columbia ~~Code~~ except as otherwise provided herein.
- b. The Congregation Council shall have full possession and control of the property of this congregation, ~~to hold it for the use of the congregation;~~ but shall not ~~be permitted~~have the authority to purchasebuy, sell, ~~lease,~~ or ~~mortgage,~~ or ~~otherwise dispose of or materially alter any~~encumber real ~~or lease hold~~ property ~~of this congregation unless specifically authorized to do so~~ without the consent and approval of two-thirds of the voters present at a properly called meeting of ~~this~~e congregation at which a quorum is present.
- ~~c.~~ The Congregation Council shall be responsible for the financial matters of this congregation to assure that theyThe Congregation Council may enter into contracts of up to 10% of the annual operating budget or up to \$50,000, whichever is less, for items not included in the budget.
- ~~d.~~ The Congregation Council shall prepare an annual budget for adoption by this congregation and shall supervise the expenditure of funds in accordance therewith following its adoption. The Congregation Council may incur obligations of more than 10% of the annual operating budget or \$50,000, whichever is less, 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 collaboration with the synod and churchwide organization.
- ~~e-c.~~ 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~~mission support monies to the ~~synodical treasurer~~synod.
- ~~a.~~ The Congregation Council shall prepare an annual operating budget for adoption by this congregation and shall supervise the expenditure of such funds according to the adopted budget. The Congregation Council may incur additional expenditures up to

~~10% of the annual operating budget provided that a source of funding has been identified. Expenditures greater than 10% of the annual operating budget require congregation approval. The operating budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and church wide organization.~~

~~b. In case of an emergency that prevents the normal operation of the church, the Congregation Council is authorized to exceed the expenditure limitation in paragraph 12.05d to address said emergency. Thereafter the Congregation Council must meet with the congregation for ratification of that action.~~

~~d.f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.~~

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

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

C12.08. The Congregation Council shall be responsible for the employment and supervision of the ~~salaries lay workers of this congregation~~staff of this congregation. Nothing in this provision shall be deemed to affect this congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.

B12.08.01. Employment and supervision of the salaried lay workers of Church of the Reformation shall be governed by the Personnel Policy of the congregation, as approved by Council.

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

~~**C12.11.** The Congregation Council shall normally meet once a month. Special meetings may be called by the president or the vice president, and shall be called at the request of at least one half of its members. Notice of each special meeting shall be given to all who are entitled to be present.~~

~~**B12.11.01.** Congregation Council Meetings. The Congregation Council shall generally hold a monthly meeting for the transaction of business at such a time and place as may be agreed upon.~~

~~a. **B12.11.02.** Order of Business. The following order of business for regular meetings of the Congregation Council is established but may be changed at the discretion of the presiding officer. Devotional period and/or study and discussion. Action on minutes of previous meeting or meetings. Report of the treasurer. Reports of committees, and pastor(s). Unfinished business.~~

~~b. New business~~

~~Appointments, and other related business. Adjournment~~**C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor(s) or interim pastor, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting. Chronic or repeated absences of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

C12.13. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, and, to the extent permitted by state law, notice of all meetings may be provided electronically.

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

C12.11. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president¹, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.12. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the [senior] pastor or interim pastor, except when the [senior] pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the [senior] pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synod bishop.

C12.13. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication or its equivalent. To the extent permitted by state law, notice of all meetings may be provided electronically.

B12.11.01. Congregation Council Meetings. The Congregation Council shall generally hold a monthly meeting for the transaction of business at such a time and place as may be agreed upon.

B12.11.02. Order of Business. The following order of business for regular meetings of the Congregation Council is established but may be changed at the discretion of the presiding officer.

- a. Devotional period and/or study and discussion
- b. Action on minutes of previous meeting or meetings
- c. Report of the treasurer
- d. Reports of committees, and pastor(s)
- e. Unfinished business
- f. New business
- e.g. Appointments, and other related business.
- f.h. Adjournment

~~**B12.13.01.** The Congregation Council shall meet in person for its regular meetings. The Congregation Council may meet remotely only when necessitated by extenuating circumstances.~~

Chapter 13.

¹ *If the pastor is the president of the congregation, the congregation may consider giving the vice president the authority to call a special meeting.*

CONGREGATIONAL COMMITTEES

C13.01. The officers of this congregation and the pastor shall constitute the Executive Committee.

B13.01.01. The Executive Committee shall coordinate the work of the areas of ministry and shall assume such other ongoing responsibilities as the Congregation Council may choose to assign. The Executive Committee may act for the Congregation Council on emergency matters which require prompt action, and for which it is not practical to call a meeting of the full

Congregation Council. A report of all such actions of the Executive Committee shall be made to the Congregation Council at its next meeting.

C13.02. A Mutual Ministry Committee of six voting members shall be appointed jointly by the president and the pastor(s). The term of office shall be two years, with three members to be appointed each successive year. The pastor(s) shall be members of the committee. Interim vacancies will be filled by the president and the pastor(s) for the remainder of the term.

C13.03. When a pastoral vacancy occurs, a Call Committee of six voting members shall be elected by this congregation. Term of office will terminate upon installation of the newly called pastor.

B13.03.01 At its discretion, the congregation may also elect a youth representative to the Call Committee. At the time of election, the youth representative must be enrolled in high school, and provide a written record of parental consent. Term of office will terminate upon installation of the newly called pastor.

C13.04. Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council. (See C4.04.)

C13.05. Duties of committees of this congregation shall be specified in the bylaws.

B13.05.01. The committee plans and leads the ministry for which it is responsible and invites congregation members and others, when appropriate, to join the ministry.

B13.05.02. The chairperson of a committee shall be named after consultation with the council liaison, Executive Committee, and pastor, and serves for one year and may be reappointed.

B13.05.03. Each committee will have at least four congregation members. Members of committees will be named by the committee chair, in consultation with the council liaison, Executive Committee, or pastor, as appropriate. Committees will meet at least three times per year.

B13.05.04. The Congregation Council will appoint a council liaison for each committee. The liaison reports to the Congregation Council on the committee's behalf and reports to the committee on behalf of the Congregation Council. The liaison does not have to be a member of the committee, but must be a member of the Congregation Council.

- a. ~~a~~ Each committee will provide a written summary of each meeting and any proposed actions for the Congregation Council to take to its council liaison, who will share with the Congregation Council.

B13.05.05. Each committee will propose the budget for its area of ministry to the Finance Committee and will regularly review expenditures.

B13.05.06. Annually, an Audit Committee will be formed consisting of at least four congregation members. The Audit Committee will conduct an annual review and audit of the congregation's financial records and associated documentation.

B13.05.07. Other committees may be formed, as the need arises, by the decision of the Congregation Council. The council liaison to these *ad hoc* committees shall be determined by the Congregation Council and should be an officer or member of the Congregation Council.

- a. *Ad hoc* committees are defined by their short-term nature, may encompass multiple areas of ministry, and may or may not have a budget.
- b. Upon completion of the goal(s) and objective(s) of the *ad hoc* committee, the chair will present a report to the Congregation Council, via the liaison, which will be submitted for official church record.

B13.05.08. The congregation's work takes place in the areas of ministry as described in the Continuing Resolution. For each area of ministry, the Congregation Council may authorize one or more committee(s) to lead, perform, and review that area of ministry. The committees work with the staff and other congregation members.

CR13.05.01. The ministry areas of Church of the Reformation are:

- a. Spiritual Growth
- b. [EvangelismEngagement](#) and Communications
- c. Worship, Music, and the Arts
- d. Stewardship, Property, and Finance
- e. Service and Justice
- f. [HospitalityFellowship](#) and Caring Ministries

C13.06. The pastor(s) of this congregation shall be *ex officio* a member of all committees and boards of the congregation.

B13.06.01. The pastor(s) shall have a voice and vote in all committees.

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

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

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

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

***C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.

***C15.02.** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to *C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three ~~lay persons~~ and two ~~clergy~~ ~~rostered ministers~~). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.

***C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.

*C15.04. The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

~~Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.~~

*C15.05. By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:

- a. suspension from the privileges of congregation membership for a designated period of time;
- b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
- c. termination of membership in theis congregation; or
- d. termination of membership in theis congregation and exclusion from the church property and from all congregation activities.

*C15.06. The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.* The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next Congregation council meeting.

*C15.07. No member of theis congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.

*C15.10. Adjudication

*C15.11. When there is disagreement between or among factions within this congregation on a substantive issue thatwhich cannot be resolved by the parties, members of this congregation ~~shall have access to~~ may petition the synodical bishop for consultation after informing the ~~chair of the Congregation Council~~ president [vice president] of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d. In all other matters, if the bishop's consultation fails to resolve the issue(s); the, the bishop shall refer the matter to the Consultation Committee of the synod ~~shall consider the matter,~~ which shall undertake efforts to find an appropriate solution. If the Consultation ~~Committee of the synod shall~~ Committee's efforts fail to resolve the ~~issue(s), dispute,~~ the entire matter shall be referred to the Synod Council, ~~whose for adjudication by whatever process the Council deems necessary. The Synod Council's~~ decision shall be final.

Chapter 16. ~~BYLAWS~~

~~*C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.~~

~~*C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members~~

~~present and voting.~~

~~*C16.03. Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal with its recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.~~

~~*C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.~~

~~Chapter 17. AMENDMENTS~~

~~*C17.01.~~

~~*C16.01. Unless ~~*C17~~provision *C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least ~~50~~two (2) 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~~a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify ~~theis~~ congregation's members of the proposal together with ~~the~~the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.~~

~~*C176.02. An amendment to this constitution, proposed under *C176.01., shall:~~

- ~~a. be approved at any legally called ~~Congregation Meeting according to meeting of this constitution~~congregation by a majority vote of those ~~present and~~ voting members present and voting; and~~
- ~~b. be ratified without change at the next annualregular meeting of this congregation by a two-thirds ~~majority~~ vote of those voting members present and voting.~~

~~a. have the effective date included in the resolution and noted in the constitution.~~

~~*C17~~*C16.03. Any amendments to this constitution that result from the processes provided in *C176.01. and *C176.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify ~~theis~~ congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

~~*C176.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a simple-majority vote of those voting members present and voting at any legally called meeting of ~~theis~~ congregation without presentation at a prior meeting of ~~theis~~ congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to ~~theis~~ congregation of such an amendment or amendments, together with the Congregation-council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of ~~theis~~ congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of ~~theis~~ congregation shall submit a copy thereof to the synod.~~

Such provisions shall become effective immediately following [at the congregation's](#) vote of approval.

Chapter 17. **BYLAWS**

***C17.01.** [This congregation may adopt bylaws. No bylaw may conflict with this constitution.](#)

***C17.02.** [Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.](#)

***C17.03.** [Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify this congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.](#)

***C17.04.** [Adopted or amended bylaws shall be sent by the secretary of this congregation to the synod.](#)

Chapter 18. **CONTINUING RESOLUTIONS**

***C18.01.** [Theis](#) congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.

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

***C18.03.** [Adopted or amended continuing resolutions shall be sent by the secretary of this congregation to the synod.](#)

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.

B19.01.01 Lutheran Church of the Reformation will carry a general liability policy to include directors and officers insurance, and any other coverage as deemed necessary.