

CONSTITUTION OF ZION LUTHERAN CHURCH

BUFFALO, MINNESOTA

(Revised 05-03-09)
(Ratified 11-22-09)

TABLE OF CONTENTS

PREAMBLE

Chapter 1) NAME AND INCORPORATION

Chapter 2) CONFESSION OF FAITH

Chapter 3) NATURE OF THE CHURCH

Chapter 4) STATEMENT OF PURPOSE

Chapter 5) POWERS OF THE CONGREGATION

Chapter 6) CHURCH AFFILIATION

Chapter 7) PROPERTY OWNERSHIP

Chapter 8) MEMBERSHIP

Chapter 9) THE PASTOR

Chapter 10) CONGREGATION MEETING

Chapter 11) OFFICERS

Chapter 12) CONGREGATION COUNCIL

Chapter 13) CONGREGATIONAL COMMITTEES

Chapter 14) ORGANIZATIONS WITHIN THE CONGREGATION

Chapter 15) DISCIPLINE OF MEMBERS

Chapter 16) PROVISIONS FOR AMENDMENTS

Chapter 17) PROVISIONS FOR BYLAWS

Chapter 18) PROVISIONS FOR CONTINUING RESOLUTIONS

Chapter 19) MISCELLANEOUS

BYLAWS

CONTINUING RESOLUTIONS

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

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. Name. The name of this congregation shall be "Zion Evangelical Lutheran Church of Buffalo, Minnesota".
- C1.02. Designation. For the purpose of this constitution and the accompanying bylaws, the Zion Lutheran congregation is hereinafter designated as this congregation.
- C1.03. State of Incorporation. This congregation shall be incorporated under the laws of the State of Minnesota.

Chapter 2. CONFESSION OF FAITH

- C2.01. Triune God. This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- C2.02. Christ, Gospel. 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 Incarnate. 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. Law and Gospel. 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. Scriptures the Word of God. 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. Scriptures Authoritative. 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. Creeds. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

- C2.05. Unaltered Augsburg Confession. 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. Other Confessional Writings. 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. Gospel. 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. Power, Rule and Authority. 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. Inclusive Fellowship. The church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. This church, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

Chapter 4. STATEMENT OF PURPOSE

- C4.01. To Bear Witness. 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. Participation in God's Mission. To participate in God's mission, this congregation as a part of the Church shall:
- a. Worship God. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim the Gospel. Proclaim God's saving Gospel of Justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scriptures, preserving and transmitting the Gospel faithfully to future generations.
 - c. Bring People to Faith in Christ. 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

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.

- d. Serve Human Needs. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless and committing itself to their needs.
- e. Nurture Members in the Word. 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. Live in Harmony. 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. Fulfilling Purposes. To fulfill these purposes, this congregation shall:

- a. Worship Services. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Pastoral Care. Provide pastoral care and assist all members to participate in this ministry.
- c. Membership Support. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Word of God. Teach the Word of God.
- e. Witness. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Human Needs. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Financial Support. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the ELCA.
- h. Other Church Bodies. Foster and participate in interdependent relationships with other congregations, the synod, and the ELCA.
- i. Ecumenical Ties. 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 congregational Council shall prepare descriptions of 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 Congregational Council.

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

C4.05. This congregation shall annually adopt a mission statement which will provide specific direction for its programs

Chapter 5. POWERS OF THE CONGREGATION

- C5.01. Necessary to Fulfill Purpose. The powers of the congregation are those necessary to fulfill its purpose.
- C5.02. Vested in Congregation. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- C5.03. Delegation Limited. Only such authority as is delegated to the Congregation Council or their organizational units in the congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
- a. Call. Call a pastor as provided in Chapter 9;
 - b. Terminate a Call. Terminate the call of a pastor as provided in Chapter 9;
 - c. Call or Terminate the Call. Call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
 - d. Adopt Amendments. Adopt Amendments to the constitution, as provided in Chapter 16, and amendments to the bylaws, as specified in Chapter 17;
 - e. Approve Budget. Approve the annual budget;
 - f. Acquire Property. Acquire real and personal property by gift, devise, purchase, or other lawful means;
 - g. Own Property. Hold title to, and use its property for any and all activities consistent with its purpose;
 - h. Transfer Property. Sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - i. Elect Its Council and Special Representatives. Elect its Congregation Council and special representatives and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
 - j. Terminate Ties to ELCA. Terminate its relationship with the ELCA as provided in Chapter 6.
- C5.04. This Congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the Congregation and other qualifications shall be prescribed in guidelines established by the Minneapolis Area Synod of the ELCA.

Chapter 6. CHURCH AFFILIATION

- C6.01. Part of Minneapolis Area Synod. This congregation shall be an interdependent part of the ELCA or its successor, and of the Minneapolis Area Synod or its successor of the ELCA. This congregation is subject to the discipline of the ELCA.
- C6.02. Accepts Confession of Faith and Agrees to Purposes of ELCA. This congregation accepts the Confession of Faith and agrees to the Purposes of the ELCA and shall act in accordance with them.
- C6.03. Relationship with ELCA. This congregation acknowledges its relationship with the ELCA in which:
- a. Responsible as Christian Community. This congregation agrees to be responsible for its life as a Christian community.
 - b. Pledges Financial Support. This congregation pledges its financial support and participation in the life and mission of the ELCA.
 - c. Will Call ELCA Clergy. This congregation agrees to call pastoral leadership from the clergy roster of the ELCA in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
 - d. May Appoint Associate Ministers, Staff. This congregation agrees to consider associates in ministry for appointment to other positions in the congregation according to the procedures of the ELCA.
 - e. File Constitution Amendments. 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 ELCA or with the constitution of the synod.
- C6.04. Termination of Affiliation with ELCA. Affiliation with the ELCA may be terminated as follows:
- a. Dissolution. This congregation takes action to dissolve.
 - b. Ceases to Exist. This congregation ceases to exist.
 - c. Disciplinary Removal. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
 - d. Procedures. This congregation follows the procedures outlined in C6.05.
- C6.05. Termination Procedure. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

- a. 1st Resolution to Terminate. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
 - b. Submit to Synod, Mail to Members. The secretary to this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
 - c. 90 Day Consultation Period. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
 - d. 2nd Special Meeting, Resolution. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod, or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
 - e. File Termination Resolution. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and ELCA shall be terminated.
 - f. Publication. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
 - g. Synods Approval Also Required of Former LCA Congregations. Since this congregation was a member of the Lutheran Church in America, it shall be required, in addition to the forgoing provisions in C6.05., to receive synodical approval before terminating its membership in the ELCA.
- C6.06. Relocation, Synod Approval. If this congregation is considering relocation, it shall confer with the bishop of the synod before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

Chapter 7.

PROPERTY OWNERSHIP

- C7.01. Passes to Synod. If this congregation ceases to exist, title to undisposed property shall pass to the Minneapolis Area Synod of the ELCA.
- C7.02. Disciplinary Removal from ELCA. If this congregation is removed from membership in the ELCA according to its procedure for discipline, title to property shall continue to reside in this congregation.
- C7.03. Transfer to Another Lutheran Body, Prior Consultation. If a two-thirds majority of the voting members of this congregation present at a ~~regularly~~ **legally** called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

takes action to transfer to another Lutheran church body, it shall consult with representatives of the Minneapolis Area Synod, or its successor.

- C7.04. Becoming Independent or Relating to Non-Lutheran Body, Consent of Synod. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with the congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of the congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the ELCA.

Chapter 8.

MEMBERSHIP

- C8.01. Baptized, Admitted, Declared. Members of this congregation shall be those baptized persons on the roll of the congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- C8.02. Classification. Members shall be classified as follows:
- a. Baptized. Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having 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. 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. 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 Church Council shall review its membership annually.
 - d. Associate. Associate members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation. This Church Council shall review its associate membership annually.
- C8.03. Council Approval. All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

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

- a. Use Word and Sacraments. Make regular use of the means of grace, both Word and sacraments;
- b. Live Christian Life. Live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. Support Congregation. Support the work of this congregation and of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

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

- a. Death;
- b. Resignation;
- c. Transfer or release;
- d. Disciplinary action by the Congregation Council; or
- e. Removal from the roll due to inactivity as defined in the bylaws.

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

Chapter 9.

THE PASTOR

C9.01. Call Procedures. Authority to call a pastor(s) shall be in this congregation by at least a two-thirds majority ballot vote of 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. ELCA Clergy Only. Only a member of the clergy roster of the ELCA or a candidate for the roster of ordained ministries who has been recommended for the Congregation # by the synodical bishop may be called as a pastor of this congregation.

C9.03. Pastoral Duties.

- a. Consistent with the faith and practice of the ELCA, every ordained minister shall:
 - 1) Preach the Word;
 - 2) Administer the sacraments;
 - 3) Conduct public worship;
 - 4) Provide pastoral care; and

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

- 5) Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
- b. Each ordained minister with a congregational call shall, within the congregation:
 - 1) Offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) Supervise all schools and organizations of this congregation;
 - 3) Install regularly elected members of the Congregation Council; and
 - 4) With the council, administer discipline.
 - c. Every pastor shall:
 - 1) Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) Impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
 - 3) Endeavor to increase the support given by the congregation to work of the ELCA churchwide organization and of the Minneapolis Area Synod of the ELCA.
- C9.04. Specific Duties. The specific duties of the pastor(s), compensation, and other matters pertaining to the service of the pastor(s) shall be included in a letter of call, which shall be attested by the Bishop of the Synod.
- C9.05. Call Continuing
- a. Exceptions. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
 1. Mutual Agreement, Termination. Mutual agreement to terminate the call or the completion of a call for a specific term of years;
 2. Resignation. Resignation of the pastor (s), which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
 3. Ineffectiveness. Inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 4. Incapacity. The physical or mental incapacity of the pastor;
 5. Disqualification. Disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty; or
 6. Dissolution of Congregation. Dissolution of the congregation.

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

- b. Physical or Mental Incapacity. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
 - c. Declaration of Vacancy. In case of alleged physical or mental incapacity competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
 - d. Mediation, Dismissal. In the case of alleged local difficulties, ~~which~~ that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in C9.05.b. shall decide on the course of action to be recommended to the pastor(s) and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor (s) at a legally called meeting after consulting with the bishop, either a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call. Or b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - e. Dismissal Limited. If, in the course of proceedings described in C9.05d., the committee concludes that there are grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring changes, in accordance with the provisions of the constitution and bylaws of the ELCA and the constitution of this synod.
 - f. Temporary Suspension. If, following the appointment of the committee described in C9.05.b or d, it should become apparent that the pastoral office cannot be conducted effectively in the congregation being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation, without prejudice and with pay provided through a joint churchwide/synod fund, and with housing provided by the congregation.
- C9.06. Interim Appointment. At a time of pastoral vacancy, an interim pastor may be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- C9.07 Interim Pastor's Rights, Duties. During the period of service, an interim pastor shall have the rights and duties of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

- C9.08. Settlement of Financial Obligations Required. 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. Privileges and Responsibilities of Pastors Specified. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- C9.10. Call for Term of Years. With the approval of the bishop of the synod, the congregation may depart from C9.05.a. and call a pastor for a specific term of years. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop, shall meet with the pastor and representatives of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of C9.05.a.
- C9.11. Parochial Records. The Senior pastor of this Congregation a) shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation; ~~and~~ b) shall submit a summary of such statistics annually to the Congregation Council and the synod; and c) shall become a member of this Congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the Senior Pastor and the Pastor(s) shall hold membership in one of the congregations.
- C9.12. Annual Reports. 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.
- C9.13. The parochial records of this congregation shall be maintained by the Senior Pastor and shall remain the property of this Congregation. The secretary of this Congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status for the pastor.
- C9.14. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the ELCA officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

Chapter 10.

CONGREGATION MEETING

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

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

the bylaws.

- C10.02. Special. A special Congregation Meeting may be called by the pastor the Congregation Council, or the president of the congregation, and shall be called by the president of the Congregation upon the written request of five percent of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- C10.03. Notice. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays, and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the mail, with the postage affixed or paid, sent to the last known address of such members shall be sufficient. (See Minn Stats 317. for real estate transactions.)
- C10.04. Quorum. Five percent (5%) of voting members shall constitute a quorum.
- C10.05. No Proxy or Absentee Balloting. Voting by proxy or by absentee ballot shall not be permitted.
- C10.06. Majority Vote. All actions by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by Minnesota State Law.
- C10.07. Roberts Rules of Order. Roberts Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11.

OFFICERS

- C11.01. Officers. The officers of this congregation shall be a president, vice-president, secretary, and treasurer.
- a. Duties. Duties of the officers shall be specified in the bylaws.
 - b. Voting Members. The officers shall be voting members of the congregation,
 - c. Same Officers for Congregation and Council. Officers of this congregation shall serve similar offices on the Congregation Council. The President, Vice President, and Secretary shall be voting members of the Congregation Council. Officers who are not members of the Congregation Council shall have the privilege of voice at council meetings.
 - d. Balloting, Ex officio President. If the Congregational Council elects its officers, the president, vice president, secretary and treasurer shall be selected from the elected membership of the Congregational Council and shall constitute the executive committee along with a pastor. The Congregation Council shall elect by written ballot, the president, the vice president, treasurer, and secretary of the Congregation.
- C11.02. Terms. All officers shall serve for a calendar year term beginning January 1. If a

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

successor is not elected before the next January 1, an officer shall serve until his/her successor is elected.

- C11.03. Limitations on Service. No officer shall hold more than one office at a time. No elected officer other than treasurer shall be eligible to serve more than two consecutive full or partial terms in the same office.

Chapter 12. CONGREGATION COUNCIL

- C12.01. Members, Number, Vacancy. The voting membership of the Congregation Council shall consist of at least one pastor and 12 elected Council members. Any voting members of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the State of Minnesota, the Congregation may adopt procedures for the removal of a member of the congregational council in other circumstances.
- C12.02. Election, Terms. The members of the Congregation Council shall be elected by written ballot to serve for three years or until a successor(s) are elected. Such members shall be eligible to serve no more than two full terms consecutively. Individuals who have served less than one half term shall be eligible for nomination and possible election to a full term. Their terms shall begin January 01 and run through December 31.
- C12.03. Filling Vacancies. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.
- C12.04. Duties. 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. Lead Congregation. 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. Involve Members. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
 - c. Oversee Administration. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - d. Support and Evaluate Pastor(s) and Staff. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

- e. Be Examples. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
 - f. Promote Congregational Harmony. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding
 - g. Arrange for Pastoral Service. To arrange for pastoral service during the sickness or absence of the pastor.
 - h. Cooperate with Other Church Bodies. To emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
 - i. Encourage Use of ELCA Program Resources. 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. Finances, Property. The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. Board of Directors Under Minnesota Law. The Congregation Council shall be the board of trustees/directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Minnesota, except as otherwise provided herein.
 - b. No Power to Buy/Sell Real Estate. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
 - c. Annual Budget. 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 budget shall share in support of the wider ministry being carried on in partnership with the synod and churchwide organizations.
 - d. Contracts/Obligations Beyond Budget. The Congregation Council may enter into contracts or incur obligations of not more than five percent (5%) of the general (operating) budget (exclusive of other budgets) without congregational approval.
 - e. Financial Supervision. 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

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

forwarding of benevolence monies to the synodical treasurer.

- f. Investments, Insurance. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- C12.06. Constitution Fulfilled. The Congregation Council shall see that the provisions of this constitution and its bylaws and the continuing resolutions are carried out.
- C12.07. Annual Membership Review. The Congregation Council shall provide for an annual review of the membership roster.
- C12.08. Appoint and Supervise Lay Staff. The Congregation Council shall be responsible for the appointment and supervision of the compensated lay workers of this congregation. The responsibility for the hiring authority may be delegated.
- C12.09. Comprehensive Annual Report. The Congregation Council shall submit a comprehensive report to this congregation at the beginning of each year.
- C12.10. Meetings, Notice. The Congregation Council shall normally meet once a month. Special meetings may be called by the Pastor(s), the president, or the vice president, and shall be called at the request of at least one-third of its elected members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.11. Quorum. A quorum for the transaction of business shall consist of a majority of the elected members of the Congregation Council, and the pastor(s) or interim pastor, except when such pastor(s) requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting.

Chapter 13. CONGREGATIONAL COMMITTEES

- C13.01. Executive. The Executive Committee shall consist of the officers of this congregation: president, vice president, secretary and treasurer along with a pastor.
- C13.02. Nominating. A Nominating Committee of at least six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregational Council shall be elected at each annual meeting for a term of ~~three~~ one years. Members of the Nominating Committee are not eligible for consecutive reelection.
- C13.03. Audit. An Audit Committee of three voting members shall be elected by the Council. Audit Committee members shall not be members of the Congregation Council. Term of office will be three years. Members shall not be eligible to serve more than two consecutive full or partial terms.
- C13.04. Mutual Ministry Committee A Mutual Ministry Committee shall be appointed jointly by the president and the pastor. (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee). Term of office shall be two years, with three members to be appointed each successive year.

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

- C13.05. Call. When a pastoral vacancy occurs, a Call Committee of seven voting members shall be appointed by the Congregation Council. Term of office will terminate at installation of the newly called pastor.
- C13.06. Other Committees. Other congregational committees may be formed as the need arises, by decision of the Congregation Council.
- C13.07. Duties in Continuing Resolutions. Duties of congregational committees shall be specified in continuing resolutions.

Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION

- C14.01. Congregation Organizations. 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. Special interest groups, other than those of the official organizations of the ELCA, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

Chapter 15. DISCIPLINE OF MEMBERS

- CI5.01. Procedure. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) The accused and accuser shall attempt to meet one-on-one together to seek forgiveness and a peaceful reconciliation of their differences; b) a private meeting between the Senior Pastor, the accused and accuser(s) to facilitate a peaceful resolution and forgiveness; c) if warranted, a private written admonition by the Senior Pastor; d) Written Admonition by the Senior Pastor in the presence of two or three witnesses; e) citation to appear before the Congregational Council. If for any reason the pastor or their pastoral designee is unable to administer the admonitions required, the Council president or vice president shall administer such admonitions
- CI5.02. Appearance Before Council, Notice. 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 ELCA. If discipline against a member proceeds beyond counseling and admonition by the Senior Pastor or their pastoral delegate, charges against the accused members(s) that are specific and in writing shall be prepared by members (s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the Senior Pastor,

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

who shall advise the congregational council of the need to issue a written citation to the accused and the accusers that the specifies the time and place of the hearing before the congregational council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before the congregational council after having received a written citation, at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the congregational council may proceed with the hearing.

CI5.03 Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the congregational council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two thirds majority vote of the members of the congregational council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

- a. Censure. Censure before the council or congregation;
- b. Suspension. Suspension from membership for a definite period of time; or
- c. Exclusion. Exclusion from membership in this congregation.

Disciplinary actions b. and c. shall be delivered to the member in writing-- by the Senior Pastor or an appropriate pastoral designee, and council president if they have not been excluded from passing judgment.

CI5.04. Appeal. The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

CI5.05. Revocation. Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done, or b) evidence of repentance and amendment.

C15.06 For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.04 in the Constitution, Bylaws, and Continuing Resolutions of the ELCA.

C15.07 No member of a congregation shall be subject to discipline for offenses that the congregation council had previously heard and decided, unless so ordered by the synod council after an appeal.

C15.08 When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the president of the congregational council of their intent. If the consultation fails to resolve the issue(s), the consultation committee of the synod shall consider the matter. If the consultation committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the synod council, whose decision shall be final.

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

Chapter 16.

AMENDMENTS

- C16.01 Proposals. Proposed amendments to this constitution:
- a. By 5% of Members or Congregation Council. May be proposed by at least five percent (5%) of the voting members or by the congregational council.
 - b. Filing. Must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose.
 - c. Notice, Recommendations. Shall be made known to the members by the Congregation Council with the council's recommendations at least ~~40~~ 30 days in advance of the meeting.
- C16.02 Adoption. A Proposed amendment to this constitution shall:
- a. First Approval. Be approved at a properly called meeting, according to this constitution, by a majority vote of those present and voting;
 - b. Later Ratification. Be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 - c. Effective Date. Have the effective date included in the resolution and noted in the constitution.
 - d. File with Synod. Be sent by the secretary of this congregation to synod immediately after the first meeting at which it is approved.
- C16.03. Effective Date Notice. Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America, or the constitution of the Minneapolis Area Synod.

Chapter 17.

BYLAWS

- C17.01 May Adopt if in Harmony with Constitution. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- C17.02. Congregational Vote Required. 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.
- C17.03. Amendments, Notice. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

Congregation Meeting called for that purpose, and that the Congregation Council notify the members of the proposal with its recommendations at least ~~10~~ 30 days in advance of the Congregation Meeting.

- C17.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the Model Constitution for Congregations of the Evangelical Lutheran Church in America – as most recently amended by the Churchwide Assembly – by a simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted my mail notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of 5% voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18. CONTINUING RESOLUTIONS

- C18.01. Standing Committees, Organizations. The congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- C18.02. Council Vote. Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of all voting members of the Congregation Council.

Chapter 19. MISCELLANEOUS

- 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 congregational 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.
- C19.02. Captions and Headings. Captions and headings are for convenience only and are not intended to alter any of the provisions of this document.
- C19.03. Gender, Plural and Singular. Where appropriate, the masculine includes the feminine, the plural includes the singular, and vice versa.

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

BYLAWS

- BL1.01. Annual Meeting. An annual meeting of the congregation shall be regularly held in the month of November or December as may be set by the Congregation Council.
- BL2.01. Duties of Officers.
- BL2.01.1 President. The duties are:
- BL2.01.1.1 Preside. Shall preside at all meetings of the congregation, Congregational Council, and Executive Committee.
 - BL2.01.1.2 Manage. Shall have a part in the general supervision, direction, and management of the affairs of the congregation.
 - BL2.01.1.3 Execute Documents. Shall execute, on behalf of the congregation, all contracts, deeds, conveyances, and other instruments in writing, which may be required or authorized by the congregation for the proper and necessary transaction of the business of the congregation.
 - BL2.01.1.4 Report, Represent. Shall present an annual report of the general conduct and transactions of the congregation to the members and shall represent the congregation to the public.
 - BL2.01.1.5 All contracts shall be approved by council, after consulting the relevant committee, prior to execution by the President.
- BL2.01.2 Vice-President. The vice-president shall perform the duties of the president in the president's absence, inability or refusal to act, disability or death.
- BL2.01.3 Secretary. The secretary shall record all proceedings of the meetings of the congregation, and the Congregation Council in a book or books to be kept for that purpose. In addition, the secretary:
- BL2.01.3.1 Notice. Shall give or cause to be given all notices of meetings of the congregation and all other notices required by law or by these By-Laws, and in the case of his/her absence, inability or refusal, disability, death or neglect to do so, any notice may be given by the President or the Vice-president.
 - BL2.01.3.2 Custodian. Shall be the custodian of all books, correspondence and papers relating to the business of the congregation, except those of the Treasurer.
 - BL2.01.3.3 Execute and Attest. Shall join with the President in the execution on behalf of the congregation of all contracts, deeds, conveyances, and other instruments in writing which may be required or authorized to be so executed by the

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

- Congregation Council for the proper and necessary transaction of the business of this congregation and shall attest the same.
- BL2.01.3.4 Reports. Shall prepare and present to the congregation such reports as the Congregation Council may desire and request at such times as the Congregation Council may designate.
- BL2.01.3.5 Other Duties. Shall perform such other duties as are usually pertinent to this office, or as may be required of him/her by the Congregation Council.
- BL2.01.3.6 Delegation. May, with the approval of the Congregation Council, delegate to an assistant all or any part of the duties herein assigned to him/her.
- BL2.01.3.7 All contracts shall be approved by council, after consulting the relevant committee, prior to execution by the Secretary.
- BL2.01.4 Treasurer. The treasurer shall have custody of the general, property, cemetery, building, and special projects funds and securities of the congregation and shall deposit, or cause to deposit, the same in the name of this congregation in a bank or banks to be designated by the Congregation Council; when necessary and proper, shall endorse on behalf of this congregation, all checks, drafts, notes and other obligations, and evidences of the payment of money payable to this congregation or coming into his/her possession; pay all bills by properly signed check and keep full and accurate account of all receipts and disbursements of this congregation in books belonging to this congregation. In addition the treasurer:
- BL2.01.4.1 Account. Shall account for the transactions of his/her office to the congregation annually and at any other time at the request of the Congregation Council.
- BL2.01.4.2 Audit. Shall submit any or all of his/her records to a Certified Public Accountant (CPA) or elected audit committee for an annual audit in keeping with generally accepted auditing standards and report the results of such audit to the Congregation Council and congregation. The annual audit shall be done by a Certified Public Accountant (CPA) no less often than every five years.
- BL2.01.4.3 Other Duties. Shall, in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or the Congregation Council.
- BL2.01.4.4 Bond. Shall give a bond for the faithful discharge of his/her duties as required by the Congregation Council in such sum and with such surety or sureties as the Congregation

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

Council shall determine.

B12.01.4.5 Delegation. May, with approval of the Congregation Council, delegate to an assistant all or any part of the duties herein assigned to him/her.

BL2.01.5 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Congregation Council for the unexpired portion of the term.

BL2.01.6 Removal. Any officer elected or appointed by the Congregation Council may be removed by the Congregation Council whenever, in its judgment, the best interests of the congregation would be served thereby; but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

BL2.01.6.1 The reasons for removal shall be submitted to the council And to the officer in question no less than 10 days prior to the council meeting in which action will be taken.

BL2.01.6.2 The motion for removal must be passed by 2/3 of the council members present

BL2.02. Executive Committee.

BL2.02.1 Responsibilities, Control. A Pastor, the President, Vice-President, Treasurer and Secretary shall constitute an Executive Committee, which shall have and exercise the authority of the Congregation Council in management of the corporation. Designation of such committee and the delegation thereto of authority shall not operate to relieve the Congregation Council, or any of its individual members, of its or their responsibilities. The Executive Committee shall act only in the interval between meetings of the Congregation Council unless the resolution specifically provides otherwise. The Executive Committee is at all times subject to the control and direction of the Congregation Council.

BL2.01.2 Quorum. A majority of the whole committee shall constitute a quorum and the act of a majority of the members present at the meeting at which a quorum is present shall be the act of the committee.

BL3.01. Committees and Task Forces. The Congregation Council shall appoint as many committees and task forces as the local and wider concerns of the congregation shall require. Although appointed by and responsible to the Congregation Council, these committees and task forces shall be recognized as representative of the interests of, and performing essential services for, the congregation as a whole.

BL3.01.1 Pastoral Input. The Pastor(s) shall have voice and vote in each committee and task force except as noted.

BL3.01.2 Duties. Except as stipulated in the constitution, the duties of all committees

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

and task forces shall be assigned by the Congregation Council, along with such instructions as in its judgment are in the best interest of the congregation.

BL3.01.3 Review. All actions of the committees and task forces shall be subject to review by the Congregation Council.

BL4.01. Standing Committees. Each standing committee function shall be described in the continuing resolutions and shall be composed of persons on the active role of confirmed members of the congregation.

BL4.01.1 Limitations on Service. There is no limitation on years of service.

BL4.01.2 Reporting. Each standing committee shall report to council in writing at least quarterly.

BL5.01. Removal from Membership Rolls. The following members shall be removed from the church membership roll:

- a. A Confirmed member who has not communed, contributed as a volunteer, or contributed financially for two years.
- b. A baptized member who is not confirmed by the time he/she is age sixteen (16).
- c. A student or confirmand who has not communed or contributed for eight (8) years.
- d. The Congregation Council may make exceptions for special circumstances, such as extended military duty or illness.
- e. Pastoral Staff shall attempt to contact any members slated for removal from the rolls prior to such removal to ascertain whether or not the member shall be removed.

CONTINUING RESOLUTIONS

CR1.01. Christian Education. There shall be a standing committee on Christian Education, which shall oversee the conduct and promotion of Christian education in the congregation.

- a. Director. A Director of Christian Education shall be an ex officio member of the committee.
- b. ELCA Materials. The committee shall encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America, and seek to introduce the church's periodicals and books of family devotion into the homes of the congregation.
- c. Vocations. One of the primary aims of the committee on Christian Education shall be to bring the call to the ministry of the Gospel and other full-time church vocations to the attention of qualified youth of the congregation.

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

- d. Library Guild. There shall be a Library Guild representative as a member of this committee.
 - e. Adult Education. The on-going needs and educational opportunities for adults and post-confirmation youth shall be addressed.
 - f. Nursery. There shall be a representative of the nursery committee for the very young on this committee.
- CR2.01. Church Property. There shall be a standing committee on Church Property. This committee shall see to the proper maintenance and protection of all property of the congregation, and shall take care that the same is kept in good repair.
- a. Memorials and Placement Committee. There shall be a Memorials and Placement Committee representative on this committee
 - b. Custodian. A custodian shall be an ex officio member of the committee.
- CR3.01. Evangelism/Outreach. There shall be a standing committee on Evangelism. This committee shall stimulate and lead all members of the congregation in continuous and, from time to time, concerted endeavors to reawaken the spiritually indifferent, and to reach others who are as yet un-churched. To this end, the committee shall devote itself to deepening spiritual life and shall periodically study the congregation in the context of its surrounding community.
- CR4.01 Finance. There shall be a standing committee on Finance.
- a. Treasurer. The treasurer shall be an ex officio member of the committee.
 - b. Budget. The committee shall prepare a draft budget for the succeeding years, including support of the wider ministry being carried on in its behalf by the ELCA and the synod, and shall submit such draft budget to the Congregation Council for its action and later presentation to a congregation meeting.
 - c. Review. The committee shall exercise review of all the financial affairs of the congregation to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
 - d. Insurance, Investments. The committee shall be responsible for the congregation's total insurance program and investments, other than those of the Zion Foundation.
 - e. Audits. The committee shall also provide for annual audits of the accounts of the treasurer and the financial secretary, if there is one, as well as the accounts of the organization within the congregation.
- CR5.01. Stewardship. There shall be a standing committee on Stewardship.
- a. Spiritual Education. The committee shall work with members, staff, and clergy to educate the congregation about using Biblical principles to manage the resources God has given us.

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

- b. Responsible Stewards. The committee shall work cooperatively with members, staff and clergy to identify, develop and utilize our unique gifts and talents as a means of becoming responsible stewards.
 - c. Stewardship Programs. The committee shall be responsible for developing and implementing regular stewardship programs that lead to informed and grateful financial giving.
- CR6.01. Fellowship. There shall be a committee to encourage and promote fellowship among Zion members in social settings such as church picnics, special events, and recreational opportunities.
- a. Women of Zion. There shall be a Women of Zion representative on this committee.
 - b. Zionaires.
- CR7.01. Social Ministry. There shall be a standing committee on Social Ministry. The purpose of this committee shall be to extend Christian compassion locally.
- a. Local Involvement. The committee shall study social conditions in the local community in order to bring the cleansing light of Christian truth to bear upon critical problems through thoughtful Christian discussion and action.
 - b. Hunger. The committee shall promote interest in the cause of local and world hunger
 - c. Other local and churchwide concerns. The committee shall study the ELCA social documents to raise awareness and address concerns.
- CR8.01. Global Missions. There shall be a standing committee on Global Missions.
- a. Support ELCA Missions. The committee shall work to ensure that Zion's ministries are linked with our ministries as the Minneapolis Area Synod and as the ELCA.
 - b. Promote Awareness. The committee shall research and disseminate information about mission opportunities to the congregation.
 - c. Encourage Discipleship. The committee shall encourage the congregation to be disciples by joyfully sharing God's gifts with others.
 - d. Coordinate Outreach. The committee shall coordinate the congregational outreach and support for our mission work.
- CR9.01. Memorials and Placement. There shall be a standing committee on Memorials and placement.
- a. Gifts. The committee shall recommend appropriate items to be placed on an Approved Memorials list by the Congregation Council, purchase such items, and keep a detailed ledger of gifts and acknowledge such.

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

- b. Placement. The committee shall be responsible for permanent placement of fixtures within and without the church building, landscaping on the church property and insuring that the overall architectural integrity of the facility is furthered.
- CR10.01. Worship and Music. There shall be a standing committee on Worship and Music. It shall assist the Pastor(s) in seeing that the services of God's house are conducted regularly and consistent with the faith of the Evangelical Lutheran Church in America, that competent ushers are recruited and trained, and that hymnals and other devotional materials are provided and properly cared for.
- a. Choirs. The committee shall supervise, and strive to advance the welfare and effective service of the choirs of the congregation.
 - b. Equipment and Supplies. The committee shall arrange for the care of paraments, vestments, and musical instruments; and shall furnish music supplies appropriate for use in the worship of a congregation of the Evangelical Lutheran Church of America.
 - c. Choir Directors, Organists. In consultation with the personnel and finance committees, the committee shall make contracts with the organist(s) and the choir director(s).
 - d. Altar Guild. There shall be an Altar Guild representative on this committee.
 - e. Ushers. There shall be a representative of the ushers on this committee.
- CR11.01. Youth. There shall be a standing committee on Youth, which shall oversee all programming of youth ministry within the congregation, and strive for programming which addresses the many needs of developing young people.
- a. Director. The Youth Director shall be an ex officio member of the committee.
 - b. Faith, Church Membership. The committee shall actively aid and encourage youth in their development of faith as they grow into the adult responsibilities of church membership.
 - c. Leadership Development for the Ministry. The committee shall be involved with leadership development of adults and youth for the ministry.
- CR12.01 Personnel. There shall be a standing committee on Personnel, which shall serve as the human resources function of The Congregation Council.
- a. Responsibilities of the committee include developing and updating job descriptions, overseeing compliance to employment laws, overseeing annual staff reviews, overseeing exit interviews, maintaining employment records.
 - b. The Personnel Committee shall be appointed by the Congregation Council.
- CR13.01. Mission Statement. The Congregational Council shall be encouraged to develop and

CONSTITUTION OF ZION LUTHERAN CHURCH OF BUFFALO, MINNESOTA

then review the congregation's mission statement annually.