

 

**CONSTITUTION, BYLAWS, AND CONTINUING**

**RESOLUTIONS**

**OF**

**SHEPHERD OF THE SEA LUTHERAN**

# CHURCH, ELCA

This Constitution adopted in 2013, supersedes all other previous constitutions adopted by the congregation of Shepherd of the Sea Lutheran Church, ELCA, Garden City, South Carolina. As amended August 1, 2022.

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### CODIFICATION AND EXPLANTION

The Constitution of Shepherd of the Sea Lutheran Church is based upon the current 2016 edition of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as amended and adopted at the 2016 Churchwide Assembly.

This constitution is consistent with the requirements of the constitutional governing documents of the ELCA’s churchwide organization and synods.

* **Required provisions**: Sections of this constitution marked by an asterisk [\*] are required when a congregation amends its governing documents. These sections must be used without alteration or amendment of the text in any manner (neither additions nor deletions). This is in keeping with provision 9.52. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The provisions herein marked by an asterisk are those that are indicated as required in the ELCA constitutional provision 9.25.b.
* **Review by the Synod**: In keeping with the provisions that apply to all congregations of this church, each congregation is to provide a copy of its governing documents to the synod. As specified by ELCA bylaw 9.53.03.
* **Codification explanation:** A numerical codification indicates (a) general subject, (b) Constitutional provisions, (c) bylaws, and (d) continuing resolutions.
	1. Major sections are designated as Chapters. The chapter designation becomes the first number in the codification sequence and is followed by a period.
	2. Constitution provisions are codified with two sets of numbers: the chapter number and a two-digit number following the period after the chapter number in the codification.
	3. Bylaw provisions are codified with three sets of numbers: the chapter number followed by a period, the constitution provision followed by a period and the third set of numbers is the bylaw followed by a period. We have indented the series of numbers that include the bylaw to make it easier to identify.
	4. Continuing Resolutions are those resolutions passed by Congregation Council and are listed at the end of the constitution.
* **Ease of use**: The provisions of our congregation’s constitution and bylaws have been placed together for clarity and ease of use. Since there are a limited number of Continuing Resolutions, they have been placed at the end of the constitution.
* **Missing numbers**: As you work with the constitution, you may notice that certain numbers seem to be missing from the numbering sequence in some chapters. That is intentional. In the style followed here, the number xx.10 and multiples thereof have been reserved for possible use as future section headings.
* **References to church**: In the governing documents, “Church” with a capital letter is used in reference to the one, holy, catholic, and apostolic Church. In references to the Evangelical Lutheran Church in America, the words “church” and “this church” in lower case letters are employed, although, for clarity in this constitution, the full name or ELCA are normally used

**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 Shepherd of the Sea Lutheran Church.

**C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation

of Shepherd of the Sea Lutheran Church is hereinafter designated as “this

 congregation.”

**C1.03** The seal of this congregation presents the word ―Shepherd of the Sea Lutheran Church (ELCA) around the perimeter, with the logo in the center consisting of the Shepherd’s crook which is superimposed on a fish symbol and waves.

**C1.11.** This congregation shall be incorporated under the laws of the State of South Carolina.

**Chapter 2.**

### CONFESSION OF FAITH

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| **\*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 Scripture 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

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| **\*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:

1. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
2. Proclaim 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.
3. 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.
4. Serve in response to God’s love to meet human needs, caring for the sick and the aged, advocating dignity, 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 oppressed and committing itself to their needs.
5. 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.
6. 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:

1. Provide services of worship at which the Word of God is preached and the sacraments are administered.
2. Provide pastoral care and assist all members to participate in this ministry.
3. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
4. Teach the Word of God.
5. Witness to the reconciling Word of God in Christ, reaching out to all people.
6. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
7. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
8. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
9. 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 a mission statement which will provide specific directions 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 ex pressions 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, coventures, agencies, or other legal relationships recognized in civil law.

**Chapter 5.**

### POWERS OF THE CONGREGATION

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

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

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

1. call a pastor as provided in Chapter 9;
2. terminate the call of a pastor as provided in Chapter 9;
3. call a minister of Word and Service;
4. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
5. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18; f. approve the annual budget;
6. acquire real and personal property by gift, devise, purchase, or other lawful means;
7. hold title to and use its property for any and all activities consistent with its purpose;
8. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
9. elect its Congregation Council, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
10. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

**\*C5.04.** This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the South Carolina Synod of the Evangelical Lutheran Church in America.

**C5.04.01.** The Congregation Council shall select 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 as required in section C5.04. The number of persons to be recommended to the congregation and other qualifications shall be as prescribed in guidelines established by the South Carolina Synod of the Evangelical Lutheran Church in America. The expenses incurred by such delegates in connection with their attendance, shall be paid by the congregation.

**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 South Carolina 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:

1. This congregation agrees to be responsible for its life as a Christian community.
2. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
3. This congregation agrees to call pastoral leadership from the 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 ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with 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.
4. This congregation agrees to consider 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.
5. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

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

1. This congregation takes action to dissolve.
2. This congregation ceases to exist.
3. 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.
4. This congregation follows the procedures outlined in \*C6.05.

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

1. A resolution indicating the intent to terminate its relationship must be adopted at a legally called and conducted special meetings of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop’s designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the congregation council. Unless the bishop and/or the bishop’s designees are voting members of this congregation, they shall have voice but not vote at the first meeting.
2. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
3. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.
4. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless the bishop and/or the bishop’s designees are voting members of this congregation, they shall have voice but not vote at the second meeting.
5. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to paragraph g. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.
6. Notice of termination shall be forwarded by the bishop to the secretary of the ELCA, who shall report the termination to the churchwide assembly.
7. This congregation shall abide by these covenants by and among the three expressions of this church:
	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 synodical 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.
8. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation’s first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation’s second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of \*C6.05. and may begin no sooner than six months after that second meeting.

**\*C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is affected.

**\*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

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| **\*C7.01.**  | If this congregation ceases to exist, title to undisposed property shall pass to the South Carolina Synod of the Evangelical Lutheran Church in America.  |
| **\*C7.02.**  | If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.  |
| **\*C7.03.**  | If two-thirds 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 South Carolina Synod.  |
| **\*C7.04.**  | If two-thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in \*C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.  |
| **C7.05.**  | Notwithstanding the provisions of \*C7.02. and \*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 South Carolina Synod— reconvey and transfer all right, title, and interest in the property to the synod.  |
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**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:

1. ***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.
2. ***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.
3. ***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 as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
4. ***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. 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.
5. ***Seasonal*** members are voting members of other ELCA congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. 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 shall have all the privileges and duties of voting members except 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;
	1. 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;
	2. they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with the ELCA;
	3. they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
	4. they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
	5. 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:

1. make regular use of the means of grace, both Word and sacraments;
2. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
3. 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:

1. death;
2. resignation;
3. transfer or release;
4. disciplinary action in accordance with ELCA constitutional provision 20.41. and the accompanying bylaws; or
5. removal from the roll due to inactivity 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.

**C8.05.01** If a member has not contributed or communed during the current and preceding year, the Pastor or Council President will send a letter to the person at their last known address asking whether or not they wish to remain a member of Shepherd of the Sea Lutheran Church. If the person responds requesting, they remain a member, they will be listed as Inactive. If the person responds requesting, they no longer desire to remain a member, they will be removed from the roles. If there is no response, the person will be removed from the roles of Shepherd of the Sea Lutheran Church.

**Chapter 9.**

### ROSTERED MINISTER

**\*C9.01.** Authority to call a pastor 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 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 roster of Ministers of Word and Sacrament of the Evangelical

Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.

**\*C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,

1. Every minister of Word and Sacrament shall:
	1. preach the Word;
	2. administer the sacraments;
	3. conduct public worship;
	4. provide pastoral care;
	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 communications and publications;
	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.
2. 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;
	3. install regularly elected members of the Congregation Council; and
	4. with the council, administer discipline; and
	5. endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of the South Carolina Synod of the ELCA.

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

**\*C9.05.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:

1. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, for 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 congregation in view of local conditions;
		4. 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 ministers of Word and Sacrament of this church;
		7. termination of the relationship between this church and the congregation;
		8. dissolution of the congregation or the termination of a parish arrangement; or
		9. suspension of the congregation through discipline for more than six months.
2. When allegations of disability or 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 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 the congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
3. In case of allegeddisability or incapacity under paragraph a.4) above, the bishop’s committee shall obtain and document competent medical opinion concerning the pastor’s condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament as disabled. Upon resumption of the ability to conduct 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.
4. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3 above, the bishop’s committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop’s committee must address whether the pastor’s call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.

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| e.  | If either party fails to assent to the recommendations of the bishop’s committee concerning the pastor’s call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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.  |
| **\*C9.06.**  | 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 the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any rostered 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, the 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 the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.05.a.  |
| **\*C9.12.**  | The pastor of this congregation:  |
| a.  | shall keep accurate records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;  |
| b.  | shall submit a summary of such statistics annually to the synod; and  |
| c.  | shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.  |
| **\*C9.13.**  | The pastor(s) shall submit a report of ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.  |
| **\*C9.14**  | The records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in the secretary’s hands in good order by a departing pastor before the installation of that pastor in another call or approval of the request for change in roster status.  |

**C9.15.** Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, 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 the congregation and the pastor in a form proposed by the synodical bishop and approved by the congregation.

**\*C9.21.** Authority to call a minister of Word and Service shall be in this congregation by at least a

two-thirds 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 synodical 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:

1. Be rooted in the Word of God, for proclamation and service;
2. 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;
3. 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;
4. Equip the baptized for ministry in God’s world that affirms the gifts of all people;
5. Encourage mutual relationships that invite participation and accompaniment of others in God’s mission;
6. Practice stewardship that respects God’s gift of time, talents, and resources;
7. Be grounded in a gathered community for ongoing diaconal formation;
8. Share knowledge of the ELCA and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
9. 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 a congregation shall be as follows:

1. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, 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 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.
2. 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.
3. 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 as disabled.

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.

1. 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.
2. 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.
3. 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.** The deacon shall make satisfactory settlement of all financial obligations to a former congregation before:

1. installation in another field of labor, or
2. the issuance of a certificate of dismissal or transfer.

**\*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 MEETINGS

**C10.01.** The Congregational meetings of this congregation shall be held at a time specified in the bylaws.

**C10.01.01** The Annual Congregational meeting for Budget Approval and any other business shall be held not later than the last day of November with the exact dates to be set by the Congregation Council.

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| **C10.02.**  | A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president[[1]](#footnote-1) of this congregation, and shall be called by the president of the congregation upon the written request of ten (10%) per cent of the voting members. The president of the congregation council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.  |
| **C10.03.**  | Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all eligible voting members at least 10 days in advance of the date of the meeting.  |
| **C10.04.**  | A quorum shall be determined as follows: 1. At the Annual Meeting of the Congregation identified in this constitution, those members present and voting shall constitute a quorum.
2. At meetings called by the pastor, Congregation Council, president of this congregation, or at the request of the synodical bishop; 15% of the voting membership shall constitute a quorum.
3. At meetings held as a result of a petition, 25% of the voting membership shall constitute a quorum.
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| **C10.05.**  | Voting by proxy or by absentee ballot shall not be permitted.  |
| **C10.06.**  | All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.  |
| **C10.07.**  | *Robert’s* *Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation. |

**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 and treasurer.

1. Duties of the officers not specified in the Constitution or bylaws shall be specified in the continuing resolutions.
2. Officers of this congregation shall serve similar offices of the Congregation.
3. All officers may hold Council positions or be members of the congregation and, if not on

Council, shall have voice and vote at the meetings of the Congregation Council

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| **C11.02.**  | The officers shall be elected by the Congregation Council by written ballot and shall serve for one year. The election of officers shall be by the newly elected Council members and those Council members who will remain on Council the following year and be held at the December Council meeting following the Congregational election of new Council members. The term shall begin on January 1st and end on December 31st.  |
| **C11.03.**  | Officers shall not hold more than one office at a time. Elected officer(s) are eligible to serve consecutive terms in the same office.  |
| **C11.04.**  | The following shall constitute the duties and responsibilities of the officers. **C.11.4.1** All officers shall be voting members of the congregation in good standing. If any of them ceases to be such, his/her office will at once be declared vacant by the Congregation Council which will then fill the vacancy for the unexpired term. Further duties of the officers may be identified in Continuing Resolutions. **C.11.4.2** The secretary shall keep accurate minutes of all meetings of the congregation and of the Congregation Council in a volume provided by the congregation that shall be preserved in the archives. **C.11.4.3** The financial secretary shall be responsible to receive funds, make deposits, and keep record of all income from contributing members and other sources. The task of receiving funds and making deposits can be performed with the approval of the Congregation Council. **C.11.4.4** The treasurer shall keep the books of account of the congregation. He/she shall receive records of deposits, disburse funds on proper orders, and make monthly remittance of benevolence receipts to the treasurer of the synod. **C.11.4.5** The treasurer shall make written reports of all his/her transactions to the Congregation Council and to the congregation at its annual meeting. **C.11.4.6** All financial officers shall be given corporate surety, in amounts determined by the Congregation Council, for which the premium for this coverage shall be paid by the congregation. Fidelity coverage provided by the Evangelical Lutheran Church in America shall be deemed a fulfillment of this requirement. **C.11.4.7** The congregation president, vice president, treasurer, assistant treasurer, and the pastor shall have responsibility for signing checks drawn against the church budget for necessary expenditures.  |

**Chapter 12.**

### CONGREGATION COUNCIL

**C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s) and not more than 12 or fewer than 7 members of the congregation, and, if candidates are available, one of the 12 may be a youth and one of the 12 may be a young adult. 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:

1. ceases to be a voting member of this congregation or
2. is absent from three (3) successive regular meetings of the Congregation Council without cause, or
3. resigns.
4. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

**C12.02.** The members of the Congregation Council, except the pastor(s) and youth member, shall be elected by written ballot in a manner and at a time determined by the Council to serve a three (3) year term. Such members shall be eligible to serve no more than two full terms consecutively. The term of office beginning on January 1 and ending on December 31. Newly elected Congregation Council members shall be installed at a worship service in early January. The youth member shall meet the criteria stated in the bylaws.

**C12.02.01.** Any active confirmed member who has not reached the legal age of eighteen (18) in the state of South Carolina the day of the election shall be eligible to be elected by the congregation to serve as the youth member.

**C12.02.02.** The term for the youth member shall be for one year and a youth may be elected a maximum of three consecutive terms. **C12.02.03.** The youth member shall be a full voting member of the Congregation Council, except in cases where the laws of the state of South Carolina may prevent such voting.

**C12.03** The following officers of Council who serve as the officers of this congregation, (president, vice-president, treasurer) and the pastor(s) shall constitute the ***Executive Committee***.

**C.12.3.1** It is the duty of the Executive Committee to conduct a congregational membership audit by the end of every calendar year for the purpose of determining voting members.

**C.12.3.2** The Executive Committee shall meet together or via the internet to set the agenda for the Council meeting

**C12.04.** The tenure of the Congregation Council shall be so arranged that one-third of the terms expire annually.

**C12.05.** 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. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term.

**C12.06.** 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:

1. 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.
2. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
3. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
4. To maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
5. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
6. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
7. To arrange for pastoral service during the sickness or absence of the pastor.
8. To emphasize partnership with the synod and churchwide 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.

1. To recommend and encourage the use of program resources produced and /or approved by the Evangelical Lutheran Church in America.
2. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
3. To attend worship regularly to receive the benefits of word and sacrament.
4. To exemplify good stewardship of time, talent and treasure.

**C12.07.** The Congregation Council shall be responsible for the financial and property matters of this congregation.

1. The Congregation Council shall be the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the state of South Carolina, except as otherwise provided herein.
2. 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.
3. In the case of an emergency, the Congregation Council may expend up to an additional five (5) per cent of the operating budget.
4. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations in excess of five (5) per cent of the anticipated receipts only after approval by a Congregation Meeting. The budget shall strive to include this congregation's full-indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
5. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synod.
6. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
7. This church, as a corporate body, and as allowed under South Carolina corporate law, shall hold harmless and indemnify any Council member, or other member acting in a church related capacity, to any claim or action whether based in contract or tort, provided the Council member has conducted himself/herself in good faith.

**C12.08.** The Congregation Council shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.

**C12.09.** The Congregation Council shall be responsible for the employment and supervision of staff of this congregation. Nothing in this provision shall be deemed to affect the congregation’s responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.

**C12.10.** The Congregation Council shall be responsible for the appointment and supervision of the

compensated lay workers of the congregation.

**C12.11.** The Congregation Council shall publish and distribute a comprehensive annual report of the Council’s and committee’s activities and financial report to this congregation at the beginning of the year.

**C12.12.** The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president[[2]](#footnote-2) 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 publicized.

**C.12.12.1** The Congregation Council shall meet regularly on the third Tuesday of each month, or as determined by the Council.

**C.12.12.2** The following shall constitute a suggested order of business at regular meetings of the Congregation Council:

1. Devotions
2. Roll call and action on excuses for absence.
3. Reading of Minutes.
4. Treasurer’s Report.
5. Petitions and Communications.
6. Pastor’s Report.
7. Standing committee reports in writing.
8. Special committee reports.
9. Other reports.
10. Unfinished business.
11. New business. The secretary shall include in this section actions taken on petitions and communications.
12. Adjournment.

**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.

**Chapter 13.**

### CONGREGATION COMMITTEES

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| **C13.01. *Executive Committee***. See section C12.03.  |
| **C13.02.**  | A ***Nominating Committee*** shall be appointed by congregation council with priority given to outgoing council members. The current year Vice President will be a member and chair this committee.  |
| **C13.03**  | An ***Audit Committee*** shall be appointed by Council and shall be comprised of three (3) voting members of the congregation. The term of office shall be three years, with one member elected each year. Members shall be eligible for re-election not to exceed two terms.  |
| **C13.04.**  | Mutual Ministry Committee(s) (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president [vice president[[3]](#footnote-3)] and the rostered minister. Term of office shall be two years, with three members to be appointed each successive year. |
| C**13.05.**  | When a pastoral vacancy occurs, a ***Call Committee*** of six (6) 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 of this congregation may be formed, as the need arises, by decision of the Congregation Council. The duties of the committees of this congregation shall be specified in the continuing resolutions. **C.13.06.01.** The following ministry teams shall be established. 1. **Welcoming**--the people of God in worship, music, outreach, and inclusiveness.
2. **Caring**--for the people of God by shepherding them and caring for them.
3. **Growing**--the stewardship capacity of God’s people in generosity and care of our current resources.

**C.13.06.02** Each ministry team chairperson currently in operation shall submit a written report to the church secretary for inclusion in the congregational annual report not later than January 15th following the close of the year.  |
| **C13.07**.  | **Jensen Scholarship Committee** - Shepherd of the Sea Lutheran Church serves as the Trustee. The committee shall be governed by the Trust Agreement and shall submit an accounting to the congregation through the Congregation Council to be included in each year’s Annual Report. The Trust Agreement specifically states that the committee shall be appointed annually by the Church Council of Shepherd of the Sea Lutheran Church and composed of the following 5 persons: 1. Pastor
2. An Educator
3. A person skilled in financial management
4. Two lay members of the church
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As stated in the Trust Agreement, candidates for the scholarship shall be a member of Shepherd of the Sea Lutheran Church.

**C13.07.01** The Jensen Scholarship Committee shall maintain a formal accounting and minutes of all meetings and actions to include all monies received and dispensed.

**C.13.07.02** The accounting shall show how the current investments are held to include how much the principle that cannot be used is increasing each year.

**C13.08.** The [Senior] Pastor of this congregation shall be *ex officio* a member of all committees and boards of this congregation. [The president[[4]](#footnote-4) [vice president} of this congregation shall be *ex officio* a member of all committees and boards of the congregation, except the Nominating Committee.]

**Chapter 14.**

### ORGANIZATIONS WITHIN THE CONGREGATION

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

**C.14.1.1** Each organization, auxiliary, and special interest group shall submit to the Congregation Council, its organizational structure along with a statement of the goals and mission of the organization.

**C.14.1.2** Each organization, auxiliary, and special interest group approved by the Congregation Council, shall submit a written report to the church secretary for inclusion in the congregational annual report not later than January 15th following the close of the year.

**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. Auxiliaries currently in operation includes Women of the Evangelical Lutheran Church in America (WELCA), Lutheran Men in Mission (LMM) and Senior Groups.

**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 laypersons and two ministers 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*.

**\*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:

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

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

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

### \*C15.10 Adjudication

**\*C15.11** When there is disagreement among factions within this congregation on a substantive

issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair president [vice president] of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

**Chapter 16.**

### AMENDMENTS

**\*C16.01.** Unless 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 five voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation’s members of the proposal together with the council’s recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.

**\*C16.02.** An amendment to this constitution, proposed under \*C16.01., shall:

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

**\*C16.03.** Any amendments to this constitution that result from the processes provided in \*C16.01.

and \*C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

**\*C16.04.** 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 majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the

Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council’s recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) 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 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 the 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.** Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

**Chapter 18.**

### CONTINUING RESOLUTIONS

**\*C18.01.** The Congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.

**\*C18.02.** Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation, or a two-thirds vote of all voting members of the Congregation Council.

**Chapter 19.**

### 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.

**Chapter 20.**

### PARISH AUTHORIZATION

**\*C20.01.** This congregation may unite in partnership with one or more other congregations recognized by the synod named in \*C6.01. to form a parish. Except as provided in \*C20.02. and \*C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.

**\*C20.02.** One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregation meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.

**\*C20.03.** One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregation meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.

**\*C20.04.** Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synodical constitution of the synod named in

\*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.

**\*C20.05.** Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synodical constitution of the synod named in

\*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.

**\*C20.06.** Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.

**CONTINUING RESOLUTIONS**

 **To be Updated by Congregation Council upon adoption of the Constitution as Amended.**

### Committees

Item 1. At its first meeting in January of each congregational year, the Congregation Council shall appoint any committees in addition to the standing committees as the local and wider concerns of the congregation shall require. Each such committee shall be composed of one or more members of the Congregation Council and, in addition, other active, voting members of the congregation.

Although appointed by and responsible to the Congregation Council, these committees shall be recognized as representatives for the interest of, and performing essential services for the congregation as a whole. The pastor shall have voice and vote on all committees.

Item 2. Except as stipulated in the Continuing Resolutions, the duties of all committees shall be assigned by the Congregation Council along with such instructions as in its judgment are in the best interests of the congregation.

**Standing Committees**

### Item 3. ARCHIVES COMMITTEE

The Archives Committee shall be responsible for managing all archive records in accordance with the ELCA and SOS Archives Collection Management Policies which provides detailed information on how the Archives Committee shall function. The Archives Committee serves as the Destruction Authority for all church documents.

There are four primary purposes of a church Archives:

1. To document, in so far as possible, the activities of the church in order to acknowledge its contributions to our heritage and society.
2. To document, in so far as possible, the watershed events and decisions affecting the church and its members.
3. To restore and preserve the permanent (archival) documents of the church for posterity.
4. To assist in the use of the archival records for genealogical research, educational programs, commemorative events, decision-making, and other activities deemed appropriate by the church.
5. The church secretary shall be an ex-officio member of the committee.

### Item 4. CHRISTIAN EDUCATION

In association with the pastor(s), the Christian Education Committee oversees the activities, conduct, and promotion of the schools and classes approved by the Congregation Council. Specifically, the Christian Education Committee shall:

1. Oversee teaching and worship materials published or approved by the Evangelical Lutheran Church in America.
2. Seek to introduce the church’s periodicals and books of family devotion into the homes of the congregation.
3. Encourage qualified youths of the congregation to pursue the call-to-the- ministry and other full-time church vocations.
4. Establish goals, set policies for, and supervise the total educational programs for the congregation, including personnel for the Church School, Vacation Church School, Adult Education, and all other educational programs.
5. Recommend and approve the curriculum and analyze performance of each program and seek constant improvement.
6. Diligent in its search for the administration and teaching in the various programs by qualified persons (lay teachers).
7. Oversee the operation of the church library.
8. Annually examine the educational facilities and equipment and make recommendations to the Property Committee as to repairs, replacement or new equipment needed to support the Christian Education program.
9. Encourage participation of the congregation in Bible study, privately, and in formal and informal groups.
10. Submit an annual budget, to include the Youth budget, and be responsible for purchasing supplies necessary for the efficient conduct of the total educational program of the congregation following established purchasing procedures.

### 11) YOUTH SUB-COMMITTEE

Youth, until such time as the program grows to where an independent group is desired, will be a sub-committee of Christian Education. The Youth Sub- Committee shall coordinate and support all activities that relate to youth in the total life of the congregation. The committee shall:

1. Review the activities and programs of the youth groups to make sure there is a balance in educational and spiritual growth, worship, fellowship, service, and recreation.
2. Advocate for youth involvement in the total life and mission of the congregation.
3. Secure adequate financial support for ministries with youth of the congregation.
4. Help develop good stewardship practices among youth. Recruit and provide training for adults who will serve as enablers for the congregational youth groups. Plan and sponsor special programs, such as Youth Sunday, which involve the total congregation.

### Item 5. FINANCE COMMITTEE

The Finance Committee shall exercise oversight of all the financial affairs of the congregation to make sure that they are being conducted efficiently. The committee shall:

1. Execute prompt payment of all obligations to include the regular forwarding of benevolence monies to the synodical treasurer.
2. Review expenditures and receipts and prepare reports to notify the Council and committees as appropriate.
3. Responsible to Council for the congregation’s total investments and insurance programs. The Property Committee will provide all building insurance information

to Finance for incorporation in the total report.

1. Provide all information required to the Audit Committee for annual audits of the Treasurer, Financial Secretary and all organizations within the congregation.
2. Screen and evaluate outside appeals for funds and make recommendations to the Council.
3. Annually review financial procedures with the Treasurer and Financial Secretary and recommend to Council any improvements or revisions.
4. Work with Stewardship in preparing anticipated income for the next year.
5. Initiate and prepare reports on anticipated receipts and recommend a budget to Council for adoption by the congregation.
6. Maintain and update, as needed, the procedure for training members and overseeing the counting, reporting and depositing of all congregational monies received.
7. Responsible for execution of the Counting procedure.
8. Prepare a draft budget for the next year.
9. Necessary expenses for material are provided through the Office Administration budget.

### Item 6. MEMORIAL COMMITTEE

The Memorial Committee is responsible for oversight of all memorials donated to Shepherd of the Sea Lutheran Church. The committee shall:

1. Consider all proposals, reflect on the background information provided, and formulate a response to every memorial that has been received.
2. Organize them by topic or include many memorials in a single response.
3. Recommended responses are then provided to Council for their study and consideration prior to the Council meeting at which action is requested.
4. Ensure that funds donated towards specific uses are used only for that purpose.
5. Send appropriate thank you notes to the family as well as the donor associated with them.
6. Submit a report to Council providing the status of all memorials and any recommend uses for undesignated memorials monthly or whenever new memorials are received, whichever time length is greater.
7. Maintain a list of potential types of items to be purchased.
8. Notify the surviving person on how memorials were spent.
9. Necessary expenses for material are provided through the Office Administration budget.

### Item 7. NURTURE COMMITTEE

The Nurture Committee devotes itself to deepening the spiritual life of the congregation.

To that end, the committee provides services to the congregation.

1. Services to the congregation are added or removed as interest grows or declines. Current services include:

|  |
| --- |
| Telecare – contacts those who are homebound and assists with transportation when possible.  |
| Devotional Booklets – prepares special devotional booklets for distribution.  |
| Hospital Visitors Group – visits those who are ill in the hospital.  |
| Hospitality Group – plans & implements special events and coordinates bereavement meals.  |
| Ministry of Cheer  |
| Prayer Chain – prays and coordinates prayer for all those on the prayer chain.  |
| Small Groups – organizes small group events.  |
| Tea & Crumpets Bereavement Support Group – support for those who lost a spouse. |

1. Provides for the integration of new members and their families into the life of the church.
2. Encourage new members for service in the congregation.
3. Submit an annual budget and purchase necessary supplies for events in accordance with established purchasing procedures.

### Item 8. OUTREACH COMMITTEE

The purpose of the Outreach Committee is to encourage the congregation to attend services regularly and to reach out and encourage others, especially those indifferent spiritually, by inviting them to Christ’s church. The committee shall:

1. Oversees all advertising of church events in an effort to reach those currently unchurched.
2. Implement programs that reach out to visitors, potential new members, and inactive members and bring them to the fellowship of Shepherd of the Sea.
3. Submit an annual budget for purchasing supplies necessary for the efficient conduct of the committee'’ responsibilities in accordance with established purchasing procedures.

### Item 9. MUTUAL MINISTRY COMMITTEE formerly PARISH & PASTOR RELATIONS

COMMITTEE

The Mutual Ministry Committee shall support the Pastor(s) in his/her work as it relates to the congregation’s mission, goals and needs and to the Pastor(s) mission, goals and needs.

The committee shall:

1. Meet with the Pastor(s) as needed to consider any issues that the Pastor(s) needs to discuss.
2. Meet with the Pastor(s) prior to budget proposals and consider the needs of the Pastor(s) and his/her family, the Pastor’s professional and business expenses.
3. Review with the Pastor(s) and staff at least once a year their and the congregation’s performance.
4. Recommend to the Congregation Council an adequate compensation to cover these needs and goals.
5. All interaction with the Pastor(s) regarding any issue is confidential and will not be recorded.
6. Review and recommend to Council personnel policies for congregation and coordinate the assimilation of all policies for the congregation into one Policy Manual.
7. The Mutual Ministry Committee is appointed by the Pastor and President in accordance with the Constitution.

### Item 10. PROPERTY COMMITTEE

Property and Resources oversees the proper maintenance and protection of real and physical property of the congregation. The committee represents the congregation in all legal matters relating to the property and insurance and in the general protection of the congregation’s assets against loss or damage. The committee carries out all approvals from the Council or the congregation on the purchase(s), repair(s), and replacement(s) of any assets.

In keeping with this mission, the committee shall:

1. Seek and secure adequate custodial help, review and recommend custodial compensation.
2. Recommend policies regarding union labor, fair employment practices, and other policies governing the use of church property and equipment.
3. Coordinate the schedule of activities within the facilities in conjunction with other committees.
4. Conduct an annual inspection and inventory of church properties and equipment.
5. Make and issue keys for church property and keep and review annually a list of the keys issued.
6. Annually inventory the official documents of the congregation in safekeeping and enter its completion in the official minutes of the congregation.
7. Sign official documents and contracts that have been negotiated and approved by the Council or congregation.
8. Maintain the property in good repair.
9. Recommend to the Council and congregation necessary major repairs, improvements, or replacements for all assets.
10. Supervise, control and recommend adequate storage facilities for all church property, equipment, and supplies.
11. Review the adequacy of all types of insurance for church property and equipment, and negotiate insurance contracts. Submit final information to Finance for incorporation with the other insurance for Shepherd of the Sea.
12. Check church property for fire hazards and develop adequate fire plans.
13. Enlist work crews for special repairs, improvements, cleaning, painting, decoration, landscaping, and other projects.
14. Arrange for the repairs and improvements for which funds have been allocated.
15. Obtain legal information necessary for the fulfillment of contracts and deeds.
16. Negotiate & sign service contracts for equipment.
17. The committee shall develop policies for the use of the congregation’s facilities.
18. The committee shall receive and approve requests for the use of the congregation’s facilities for funerals, wedding receptions, and for recreational activities by various

groups from within the congregation and shall forward to Council with recommendation all requests from outside the congregation.

1. Submit an annual budget and purchase supplies and equipment necessary for the efficient operation of the church in accordance with established purchasing procedures.

### Item 11. SOCIAL MINISTRY COMMITTEE

The primary purpose of this committee shall be to extend Christian compassion and helpfulness to the ill, the aged, the orphaned, the underprivileged, the imprisoned, and in general to persons of all ages in need of aid in body or soul. To that end the committee shall:

1. It shall strive to enlist in these efforts as many as possible of the individual members and organization of the congregation.
2. The committee shall further have a duty to study social conditions, primarily in the local community, in order to bring the cleansing and healing light of Christian truth to bear upon critical problems through thoughtful Christian discussion of facts and issues.
3. It shall lay before the Congregation Council proposals for action resulting from such studies and discussions.
4. The committee has a responsibility of representing the congregation in community activities and to keep the congregation informed of social, political, and economic developments within the community.
5. Coordinate with other churches to improve the unified Christian image to the community, and to implement the congregation’s mission.
6. Maintain contact with charitable agencies in the community, state, and national levels, and recommend to the congregation responses to opportunities for service.
7. Establish and maintain a continuing program of publicity which will reflect favorably on the congregation and its commitment to the Gospel of Christ.
8. The committee shall establish policies for and oversee the existing programs of community service.
9. Extend Christian compassion and helpfulness to the ill, the aged, the orphaned, the underprivileged, the imprisoned, and in general to persons of all ages in need of aid in body or soul.
10. Strive to enlist in these efforts as many as possible of the individual members and organizations of the congregation.
11. Submit an annual budget and for purchasing supplies and equipment necessary for the efficient conduct of the committee’s responsibility in accordance with established purchasing procedures.

### Item 12. STEWARDSHIP COMMITTEE

The Stewardship Committee proposes activities and programs for congregation members to participate in to enhance the mission of SOS. The Financial Secretary shall be a member ex-officio of the committee. The committee shall:

1. Evoke and promote the expression of Christian faith in daily living.
2. Propose various educational and motivational activities and programs to further understand scripture and local topics of interest and to teach the Christian use of money.
3. Through temple talks and other forums, encourage members of the congregation to plan a personal growth to higher levels of proportionate giving for the Lord’s work.
4. Propose the methodology of the annual Fall Stewardship Program and work with Finance and other Committees on resultant activities for the preparation of next year’s church budget.
5. Spread the knowledge of the congregation’s local, national, and worldwide ministries.
6. Assist other committees in implementation of such activities and programs.
7. Endeavor to stir up talents of present members for use in Christ’s work.
8. Maintain a congregational talent file.
9. Foster support for missions and charities as well as remembrance of the congregation in wills and bequests, and endowments.
10. Evaluate the offerings of the congregation regularly, and share these evaluations with the members of the congregation.
11. Submit an annual budget and purchase equipment and supplies in accordance with established purchasing procedures.

### Item 13. WORSHIP & MUSIC COMMITTEE

The Worship and Music Committee shall assist the Congregation Council to ensure that all the services of God’s house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America. Specifically, the committee shall:

1. In consultation with the Pastor, the organist, and the choir director(s), furnish music supplies appropriate for use in the worship of a congregation of the Evangelical Lutheran Church in America
2. Recruit and train Ushers, Greeters, Lay Readers, Assisting Ministers, Communion Assistants, Crucifers and Acolytes.
3. Provide worship leadership and support for each service through the recruitment, development and supervision of the Choirs, Soloists and other Musical Groups.
4. Provide recommendation on approval/disapproval to Council for all outside musical group visits and coordinate approved visits.
5. Responsible for the proper care and use of musical instruments, music supplies, robes, cinctures, stoles and other associated garments and supplies.
6. Recruit and train members of the Altar Guild in the care, use, and maintenance of the sacred vessels, the altar, altar furnishings, paraments and vestments.
7. Ensure that hymnals and other devotional materials are provided
8. Provide flowers, plants and other decorative items for the enhancement of the worship experience in accordance with the needs of regular, seasonal, festive and special services.
9. Ensure the supply and training of acolytes and crucifers, communion assistants, scripture readers, and greeters
10. In consultation with the Pastor, provide for substitute pastors and guest speakers as needed.
11. Submit an annual budget and purchase supplies necessary for the efficient conduct of all scheduled services of worship in accordance with established purchasing procedures.

#### ITEM 14. COMMISSION ON MISSIONS

1. The purpose of the Commission for Missions is to organize, support and grow the work of Shepherd of the Sea in the area of Missions—locally, statewide, regionally, and internationally.
2. Promote mission work as a response to our Baptism and God's Saving Grace.
3. Recommend to council for the approval of funds to support missionaries from our congregation, using guidelines established by this committee and approved by Church Council.
4. Provide non-financial support to missionaries and their families.
5. Promote and support the missionary work and support of the wider church. (e.g.; ELCA Young Adults in Global Mission (YAGM), Heifer Project, Water Sunday, SC Synod Gifts of Hope, ELCA Good Gifts, etc.)
6. Promotes Congregational knowledge and interest in mission work.
7. Establish and manage a Mission Endowment Fund that will keep and provide funds for mission work beyond the operational budget of this congregation.

#### ITEM 15. COUNCIL RESPONSIBILITIES

\*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:

1. \*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.
2. \*To seek to involve all members of this congregation in worship, learning, witness, service, and support.
3. \*To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
4. \*To maintain supportive relationships with the pastor(s) and staff and help them

annually to evaluate the fulfillment of their calling or employment.

1. \*To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
2. \*To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
3. \*To arrange for pastoral service during the sickness or absence of the pastor.
4. \*To emphasize partnership with the synod and churchwide 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. The Congregation Council shall be responsible for the financial and property matters of this congregation.
5. \*Serve as the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the state of South Carolina, except as otherwise provided herein.
6. \*Expend up to five (5) per cent of the budget for emergency items not included in the budget.
7. \*Prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption. The budget shall include this congregation's full-indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
8. \*To recommend and encourage the use of program resources produced and or approved by the Evangelical Lutheran Church in America.
9. \*To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
10. \*Ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
11. \*Responsible for this congregation's investments and its total insurance program.
12. \*See that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.
13. \*Provide for an annual review of the membership roster.
14. \*Responsible for the appointment and supervision of the compensated lay workers of the congregation.
15. \*Submit a comprehensive report to this congregation at the annual meeting.
16. \*Meet once a month. All Council persons have a responsibility to attend Council meetings unless excused. Council person may be removed if absent from four (4) successive regular meetings of the Congregation Council without cause.
17. Visit the homebound and give communion.
18. Attend all funerals whenever possible.
19. Serve as Communion Assistants. Additional personnel may be asked to serve by Council when there is an insufficient number of Council persons available.
20. Attend the annual retreat unless excused.

LIMITATION ITEMS AND NOTES:

\*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.

\*In the case of an emergency, the Congregation Council may expend up to an additional five (5) per cent of the operating budget. The Council may incur obligations in excess of five (5) per cent of the anticipated receipts only after approval by a Congregation Meeting.

\*Asterisk items are from the Constitution and Bylaws.

#### ITEM 16. PRESIDENT & VICE PRESIDENT RESPONSIBILITIES

President – Duties and responsibilities shall include:

1. \*Conduct meetings in accordance with Robert’s Rules of Order.
2. \*May call special Congregational meetings.
3. \*Serve as a person responsible for signing checks.
4. \*May call special Council meetings.
5. \*Jointly with the Pastor appoint the members of the Mutual Ministry Committee and serve as the chairperson.
6. \*Serve as an ex-officio member with voice on all committees and boards of the congregation except a Nominating Committee.
7. \* The pastor or president may administer admonition to person who is issued a Citation to appear before the Congregation Council when the pastor is unable to administer the admonitions required by C15.01. a. and b.
8. \*Conduct a congregational membership audit in December with the members of the Executive Committee.
9. Prepare and submit correspondence to the SC Synod or ELCA as required.
10. Meet with member(s) of the congregation who have issues to be discussed.
11. Meet with the Executive Committee to set the Agenda for the Council meeting.
12. Prepare and distribute the Notification Chain.
13. Coordinate Council information with the church Administrative Assistant.
14. Prepare and send correspondence to congregational members as required.
15. Attend staff meetings.
16. Follow up on problems identified during Council or notified by Pastor.
17. Attend committee meetings when requested by the committee or when information needs to be disseminated from the President.
18. Coordinate the Annual Council Retreat.
19. Submit monthly article in SeaScripts.
20. Review Council minutes prepared by the Council Secretary and submit to the church Administrative Assistant for inclusion in SeaScripts by noon on the Friday following the Council meeting.

Vice-President – Duties and responsibilities shall include:

1. \*Serve on the Executive Committee and participate in the congregational membership audit.
2. \*Conduct Council meetings in the absence of the President.
3. \*Conduct Congregational meetings in the absence of the President.
4. Prepare and Coordinate the Communion Assistant roster.
5. Maintain and Coordinate the Private Communion Listing.
6. Attend Staff Meetings when the President cannot attend.
7. Chair the Nominating Committee.

NOTES: Items marked with an asterisk are required by the Constitution and Bylaws.

Resolutions 1 through 13 were approved by the SOS Council effective July 20, 2010. Resolutions 14 and 15 were approved by the SOS Council effective December 14, 2010. Resolution 15 was amended and approved by the SOS Council September 13, 2011.

Resolution 14 was added and approved by SOS Council August 18, 2015, the Resolutions following were renumbered.

1. If the pastor is the president the congregation, the congregation may consider giving the vice president the authority to call a special meeting. [↑](#footnote-ref-1)
2. 2 If the pastor is the president of the congregation, the congregation may consider giving the vice president the authority to call a special meeting. [↑](#footnote-ref-2)
3. For use if the pastor is president of the congregation under two of the options in C11.02. [↑](#footnote-ref-3)
4. If the pastor is the president of the congregation, the congregation may consider selecting the vice president. [↑](#footnote-ref-4)