

**THE CONSTITUTION OF THE
LUTHERAN CHURCH OF THE REFORMATION
WEST LONG BRANCH, NEW JERSEY**

CONTENTS

*PREAMBLE.....	2
Chapter 1: NAME AND INCORPORATION.....	2
Chapter 2: CONFESSION OF FAITH.....	2
Chapter 3: NATURE OF THE CHURCH.....	3
Chapter 4: STATEMENT OF PURPOSE	3
Chapter 5: POWERS OF THE CONGREGATION	4
Chapter 6: CHURCH AFFILIATION	5
Chapter 7: PROPERTY OWNERSHIP	6
Chapter 8: MEMBERSHIP	7
Chapter 9: THE PASTOR.....	8
Chapter 10: CONGREGATION MEETING	11
Chapter 11: OFFICERS	11
Chapter 12: CONGREGATION COUNCIL	11
Chapter 13: CONGREGATION COMMITTEES	13
Chapter 14: ORGANIZATIONS WITHIN THE CONGREGATION	14
Chapter 15: DISCIPLINE OF MEMBERS	14
Chapter 16: BYLAWS	15
Chapter 17: AMENDMENTS	16
Chapter 18: CONTINUING RESOLUTIONS	16
Chapter 19: INDEMNIFICATION	17
Bylaws to the Constitution.....	18
Standing Committees	18
CONGREGATIONAL ACTIONS.....	21

**THE CONSTITUTION OF THE
LUTHERAN CHURCH OF THE REFORMATION
WEST LONG BRANCH, NEW JERSEY**

***PREAMBLE**

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

Chapter 1: NAME AND INCORPORATION

- C1.01. The name of this congregation shall be The Lutheran Church of the Reformation, West Long Branch, New Jersey.
- C1.02. For the purpose of this constitution and the accompanying bylaws, the Lutheran Church of the Reformation congregation is hereafter designated as "this congregation".
- C1.03. This congregation shall be incorporated under the laws of the State of New Jersey.

Chapter 2: CONFESSION OF FAITH

- *C2.01. This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- *C2.02. This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
 - a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
 - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
 - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's world. 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 none~~ 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, ~~and~~ acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

- *C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- *C2.07. This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3: NATURE OF THE CHURCH

- *C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- *C3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

Chapter 4: STATEMENT OF PURPOSE

- *C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- *C4.02. To participate in God's mission, this congregation as a part of the Church shall:
 - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
 - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
 - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
 - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
 - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- *C4.03. To fulfill these purposes, this congregation shall:
 - a. Provide services of worship at which the Word of God is preached and the sacraments are administered.

- b. Provide pastoral care and assist all members to participate in this ministry.
 - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
 - d. Teach the Word of God.
 - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
 - f. Respond to human need, work for justice and peace, care for the sick and suffering, and participate responsibly in society.
 - g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
 - h. Foster and participate in interdependent relationships with other congregations, the synod, and the church wide organization of the Evangelical Lutheran Church in America.
 - i. Foster and participate in ecumenical relationships consistent with church wide policy.
- *C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. Such description shall be contained in continuing resolutions of the Congregation Council.
- *C4.05. This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

Chapter 5: POWERS OF THE CONGREGATION

- *C5.01. The powers of this congregation are those necessary to fulfill its purpose.
- *C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- *C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
- a. call a pastor as provided in Chapter 9;
 - b. terminate the call of a pastor as provided in Chapter 9;
 - c. ~~appoint-call~~ or terminate the ~~appointment-call~~ of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
 - d. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16;
 - e. approve the annual budget;
 - f. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - g. hold title to and use its property for any and all activities consistent with its purpose;
 - h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - i. elect its Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
 - j. 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 New Jersey Synod of the Evangelical Lutheran

Church in America.

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

Chapter 6: CHURCH AFFILIATION

- *C6.01. This congregation shall be an interdependent part of the Evangelical Lutheran Church of America or its successor, and of the New Jersey Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02. This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
 - ~~b. b.~~—This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
 - d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
 - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- *C6.04. Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
- a. This congregation takes action to dissolve.
 - b. This congregation ceases to exist.
 - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
 - d. This congregation follows the procedures outlined in *C6.05.
- *C6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
 - b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
 - c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
 - d. If this congregation, after consultation, still desires to terminate its relationship, such action

may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.

- e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
- f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
- g. ~~If~~ Since this congregation was a member of the Lutheran Church in America, it shall be required, in addition to the foregoing provisions in *C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.
- ~~h. Congregations that are established by the Evangelical Lutheran Church in America shall be required, in addition to the foregoing provisions in *C6.05., to receive synodical approval before terminating their membership in this church.~~

*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 program 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 effected.

*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 program unit of the churchwide organization before any steps are taken leading to such action.

Chapter 7: PROPERTY OWNERSHIP

- *C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the New Jersey Synod of the Evangelical Lutheran Church in America.
- *C7.02. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.
- *C7.03. If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the New Jersey Synod.
- *C7.04. If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.
- 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 accept 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 New Jersey Synod – reconvey and transfer all right, title, and interest in the property to the synod.

Chapter 8: MEMBERSHIP

- *C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter, and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- *C8.02. Members shall be classified as follows:
- a. ***Baptized*** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - b. ***Confirmed*** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregation, or baptized persons received by affirmation of faith.
 - c. ***Voting*** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
 - d. ***Associate*** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.
- *C8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.
- *C8.04. It shall be the privilege and duty of members of this congregation to:
- a. make regular use of the means of grace, both Word and sacraments;
 - b. live a Christian life in accordance with the Word of God and the teachers of the Lutheran Church; and
 - c. support the work of this congregation, synod, and the church wide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- *C8.05. Membership in this congregation shall be terminated by any of the following:
- a. death;
 - b. resignation;
 - c. transfer or release;
 - d. disciplinary action by the Congregation Council; or
 - e. removal from the roll due to inactivity as defined in the bylaws.

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

Chapter 9: THE PASTOR

- *C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting regularly-legally called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop of the synod.
- *C9.02. Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for ~~it~~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,
- a. Every ordained minister shall:
 - (1) preach the Word;
 - (2) administer the sacraments;
 - (3) conduct public worship;
 - (4) provide pastoral care; and
 - (5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - b. Each ordained minister with a congregational call shall, within the congregation:
 - (1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - (2) supervise all schools and organizations of this congregation;
 - (3) install regularly elected members of the Congregation Council; and
 - (4) with the council, administer discipline.
 - c. Every pastor shall:
 - (1) strive to extend the kingdom of God in the community, in the nation, and abroad;
 - (2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - (3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
 - (4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) ~~church-wide organization~~ and of the New Jersey Synod of the ~~Evangelical Church in America~~ELCA.
- *C9.04. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.05. a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the bishop and for the following reasons:
 - (1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - (2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
 - (3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 - (4) the physical or mental incapacity of the pastor;

- (5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty; or
- (6) ~~(6)~~ the dissolution of the congregation or the termination of a parish arrangement; or
(7) ~~suspension of the congregation as a result of discipline proceedings.~~
- b. ~~In the case~~When allegations of ~~alleged~~ physical or mental incapacity of the pastor or ineffective conduct of the pastoral office, ~~it shall be the responsibility have come to the attention~~ of the bishop of the synod, ~~when such difficulties are personally known or the bishop in his or her sole discretion may, or when such allegations~~ have been brought to the synod's attention by an official recital of allegations by the Congregation Council, or by a petition signed by at least one-third of the voting members of the congregation, ~~to the bishop shall~~ investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
- c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- d. In the case of alleged local difficulties which imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in *C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendation, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a ~~regularly-legal~~ called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- ~~e.—The foregoing procedure shall never be invoked when questions of doctrine, morality, or continued neglect of duty are involved, all such cases being treated as disciplinary matters.~~
- e. If, in the course of proceedings described in *C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop, who may bring charges in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
- f. ~~f.~~—If, following the appointment of the committee described in *C9.05.b. or d. ~~in the course of the proceedings,~~ it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and pay provided through a joint ~~church wide/synod~~synodical and churchwide fund and with housing provided by the congregation.

- *C9.06. At a time of pastoral vacancy, an interim pastor may be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- *C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation 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 *C9.05a. 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 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 parochial 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;
 - 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 his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

C9.20 Ecumenical pastoral ministry

- C9.21. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

Chapter 10: CONGREGATION MEETING

- C10.01. ~~The~~Semi-annual meetings of this congregation shall be held at a time specified in the bylaws.
- C10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon~~at~~ the written request of 10% of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient. Electronic mail may be used where appropriate.
- C10.04. Forty (40) voting members shall constitute a quorum.
- C10.05. Voting by proxy or by absentee ballot shall not be permitted.
- C10.06. All actions approved by the 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. *Roberts Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11: OFFICERS

- C11.01. The officers of this congregation shall be a president, vice-president, secretary, financial secretary, and treasurer(s).
- Duties of the officers shall be specified in the bylaws.
 - The officers shall be voting members of the congregation (subject to section d. below).
 - Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
 - If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. If the treasurer(s) is not selected from the elected membership of the Congregation Council, the treasurer(s) shall have voice but not vote at the meetings of the Congregation Council.
- C11.02. The officers shall be elected by the Congregation Council by written ballot and shall serve for one year. The term shall begin on January 1 and end on December 31.
- C11.03. No officer shall hold more than one office at a time.

Chapter 12: CONGREGATION COUNCIL

- C12.01. The voting membership of the Congregation Council ~~is stated in C12.13~~ shall consist of the pastor(s), the officers of the Congregation and up to 10 additional members elected by the Congregation (subject to Section C11.01). One confirmed member will be a youth member under the age of eighteen at the time of election and will serve a one-year term. Subject to candidate availability, one of the members should also be a young adult between the ages of 18 and 30 (inclusive) at the time of election and will serve a full term. Any voting member of the

congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member: a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. 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)) shall be elected at a legally called meeting of the congregation during the month of November. Their term of office shall be for 3 years with the term of office beginning on January 1 and ending on December 31. No member shall serve more than two consecutive 3 year terms. After a lapse of 1 year, former Congregation Council members may be re-elected. Newly elected Congregation Council members shall be installed at worship by the end of the first month they assume office.
- C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. ~~Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term.~~
- C12.04. The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:
- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
 - b. To seek to involve all members of this congregation in worship, learning, witness, service, and support,
 - c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission,
 - d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment,
 - e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
 - f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding,
 - g. To arrange for pastoral service during the sickness or absence of the pastor,
 - h. To emphasize partnership with the synod and church wide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
 - i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
 - j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- C12.05. The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregation Council shall be the board of 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 New Jersey, except as otherwise provided herein.

- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
 - c. The Congregation Council may enter into contracts of up to \$10,000 for items not included in the budget.
 - d. 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 more than \$10,000 in excess of the anticipated receipts only after approval by a Congregational Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and church wide organization.
 - e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
 - f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- C12.06. The Congregation Council shall see that the provisions of this constitution and its bylaws and the continuing resolutions are carried out.
- C12.07. The Congregation Council shall provide for an annual review of the membership roster.
- C12.08. The Congregation Council shall be responsible for the appointment-employment and supervision of the salaried lay workers of this congregation.
- C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.11. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.12. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.
- ~~C12.13. The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the Congregation and up to 10 additional members elected by the Congregation. One confirmed member will be a youth member under the age of eighteen at the time of election and will serve a one-year term.~~

Chapter 13: CONGREGATION COMMITTEES

- C13.01. The Council President and Vice-President of this congregation and the pastor(s) shall constitute the Executive Committee.
- C13.02. A Nominating Committee of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for reelection.
- C13.03. An Audit Committee of three voting members shall be elected by the Congregation Council. Term of office will be three years, with one member elected each year. Members shall be

eligible for reelection.

- C13.04. A Staff Support Committee (in the absence of a staff support committee, their duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the pastor. Term of office shall be two years, three members to be appointed each successive year. Committee members will hold no other office in the congregation during their term.
- C13.05. When a pastoral vacancy occurs, a Call Committee of six voting members shall be nominated by the Council President and confirmed by the Council. Term of office will terminate at installation of the newly called pastor.
- C13.06. Other congregation committees may be formed as the need arises, by decision of the Congregation Council.
- C13.07. Duties of congregation committees shall be specified in the bylaws.
- C13.08. The pastor of this congregation shall be *ex officio* a member of all committees and boards of the congregation. The 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 meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finance.
- 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 and specified in a continuing resolution.

Chapter 15: DISCIPLINE OF MEMBERS

- *C15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps:
- a. private admonition by the pastor;
 - b. admonition by the pastor in the presence of two or three witnesses, and
 - c. citation to appear before the Congregation Council.
- If, for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.
- *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 discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregation Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the

hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. ~~A member charged with the offense shall appear before the Congregation Council after having received a written citation. The written citation that specifies the time and place of the hearing before the Congregation Council and requests the presence of a member charged with the offense shall be sent~~ at least 10 days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.

- *C15.03. Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:
 - a. censure before the council or congregation;
 - b. suspension from membership for a definite period of time; or
 - c. exclusion from membership in this congregation.Disciplinary actions b. and c. shall be delivered to the member in writing.
- *C15.04. The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged, and the decision of the Synod Council shall be final.
- *C15.05. Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.
- *C15.06. For disciplinary actions in this congregation, "due process" shall be observed as specified in **20.41.04.** in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.*
- *C15.07. No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.
- *C15.10. **Adjudication**
- *C15.11. When there is 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 of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16: BYLAWS

- *C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- *C16.03. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days

before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting.

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

Chapter 17: AMENDMENTS

- *C17.01. ~~Unless provision *C17.04. is applicable, those~~ ~~These~~ sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 50 voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation 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 by mail of the proposal together with their recommendations at least 30 days in advance of the meeting.
- *C17.02. An amendment to this constitution, proposed under *C17.01 shall:
- be approved at a legally called Congregation meeting according to this constitution by a majority vote of those present and voting;
 - be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 - have the effective date included in the resolution and noted in the constitution.
- *C17.03. Any amendments to this constitution that result from the processes provided in *C17.01 and *C17.02. shall be sent by the secretary of this Congregation to the Synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the Synod unless the Synod informs this Congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America, or the constitution of the New Jersey Synod.
- *C17.04. ~~Whenever the *Model Constitution for Congregations* is amended by the Churchwide Assembly, this~~ ~~This~~ constitution may be amended to ~~incorporate any such amendment bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*—as most recently amended by the Churchwide Assembly—~~ by a simple majority vote of those voting members present and voting at any ~~subsequent legally called~~ meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. ~~Upon the request of at least 50 voting members of the congregation, the Congregation Council shall submit such notice.~~ Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18: CONTINUING RESOLUTIONS

- *C 18.01. 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 ~~the~~ 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.

BYLAWS TO THE CONSTITUTION OF THE LUTHERAN CHURCH OF THE REFORMATION

Bylaws to the Constitution

- B1.01 An annual meeting of this congregation shall be held on the first Sunday in November or within a four week period to be determined by the congregational council. The purpose of the November meeting shall be to hold all congregational elections. A second annual meeting of this congregation shall be held on the third or fourth Sunday in January or within a four week period to be determined by the congregational council for the purpose of transacting all other regular congregational business.
- B2.01. The duties of the officers of this congregation are as follows:
- A. The President shall serve as the chief presiding officer at all Congregation Council and Congregation Meetings.
 - B. The Vice-President shall serve in the above-mentioned duties in the absence of the President.
 - C. The Secretary shall keep accurate minutes of all meetings of the Congregation and of the Congregation Council in a Volume which shall be preserved permanently in its archives.
 - D. The Financial Secretary shall receive and keep records of all income from contributing members and all other sources.
 - E. The Treasurer(s) shall keep the books of account of the Congregation. The Treasurer(s) shall receive from the Financial Secretary all funds and shall disburse them and proper orders, making reimbursement of all financial commitments in a timely fashion.
 - F. The Treasurer(s) and Financial Secretary shall make written reports of all their transactions to the Congregation Council monthly and to the congregation together with a satisfactory audit at its Annual Meeting.

Standing Committees

- B3.01. Section 1. At its first meeting in each congregational year, the Congregation Council shall appoint as many standing committees as the local and wider concern of the congregation shall require. Each such committee shall be composed of one or more members of the council and, in addition, other confirmed members of the congregation in good standing. The pastor shall have voice and vote in all committees.
- B3.02. Except as stipulated in the following paragraphs, 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. All actions of committees shall be subject to review by the Congregation Council.

- B3.03. There shall be a Committee on Christian Education. This committee, in association with the pastor shall oversee the conduct and promotion of the school(s) and the activities of all organizations within the congregation. It shall encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America, and seek to introduce the church's periodicals and books of family devotion into the homes of the congregation. One of the primary aims of the Committee on Christian Education shall be to bring the call to the ministry of the Gospel and other full-time church vocations to the attention of qualified youth of the congregation.
- B3.04. There shall be a Committee on Church Property. This committee shall see to the proper maintenance and protection of all property of the congregation, and shall take care that the same is kept in good repair and is adequately insured.
- B3.05. There shall be a Committee on Evangelism. This committee shall stimulate and lead all members of the congregation in continuous and, from time to time, concerted endeavors to reawaken the spiritually indifferent and to reach others, who are as yet unwon, with the Gospel and attach them to Christ's Church. To this end, the committee shall devote itself to deepening spiritual life and shall periodically study the congregation in the context of its surrounding community.
- B3.06. There shall be a Finance Committee, of which the treasurer(s) shall be member(s). It shall prepare a draft budget for the succeeding year, including this congregation's full indicated share in the support of the wider ministry being carried on in its behalf by the evangelical Lutheran Church in America and the synod, and shall submit such draft budget to the Congregation Council for its action and later presentation to a congregational meeting. The committee shall exercise oversight of all the financial affairs of the congregation to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the forwarding of benevolence monies to the synodical treasurer. It shall, subject to the approval of the congregation council, be responsible for the congregation's investments, and shall also provide for annual audits of the accounts of the treasurer(s) and the financial secretary, as well as of the accounts of the school(s) and organizations within the congregation.
- B3.07. There shall be a Committee on Social Ministry. The 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 soul. It shall strive to enlist in these efforts as many as possible of the individual members and organizations of the congregation. This committee shall further have the 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.
- B3.08. There shall be a Committee on Stewardship, of which the treasurer(s) shall be members(s) ex officio. It shall be the function of this committee to evoke and promote the expression of Christian faith in daily living; to teach the Christian use of money; to diffuse knowledge of the congregation's local, national, and world-wide ministries; and to lead all its members to higher levels of proportionate giving for the Lord's work. This committee shall also be responsible for the annual Every Member Response and other congregation efforts which lead to informed and

grateful giving.

- B3.09 There shall be a Committee on Worship and Music. It shall assist the Congregation Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America, that competent ushers are recruited and trained, and that hymnals and other devotional materials are provided and properly cared for. This committee shall supervise, and strive to advance, the welfare and effective service of the choirs of the congregation. It shall arrange for the care of paraments, vestments, and musical instruments, and it shall furnish music supplies appropriate for use in the worship of a congregation of the Evangelical Lutheran Church in America.

CONGREGATIONAL ACTIONS

A. AMENDMENT TO CONGREGATIONAL BYLAWS

“An Endowment Fund, whose purpose, governance, and operational procedures shall be defined by special resolution adopted by the congregation, shall be established.”

B. RESOLUTION TO IMPLEMENT THE ENDOWMENT FUND

“WHEREAS, Christian stewardship involves the faithful management of all the gifts God has given to humankind – time, talents, the created world and money, including accumulated, inherited and appreciated resources; and

WHEREAS, Christians can give to the work of the church through bequests in wills, charitable remainder and other trusts, charitable gift annuities, assignment of life insurance, and transfers of property (cash, stocks, bonds, real estate); and

WHEREAS, it is the desire of the congregation to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to their Lord expressed by the grantors and in accord with the policies of this congregation:

THEREFORE BE IT RESOLVED, that this congregation, in (annual) meeting assembled on January 30, 2000, approve and establish on the records of the church a new and separate fund to be known as THE ENDOWMENT FUND (or other name) (hereafter called the “FUND” of the Lutheran Church of the Reformation, West Long Branch, New Jersey:

BE IT FURTHER RESOLVED, that the total amount of the Fund that can be spent in a year shall not exceed 10% of the total Fund value as of December 31 of the preceding year, that all expenditures must be approved by a simple majority of the Committee and of the Congregation Council, and the Committee with the concurrence of the Council will determine the exact percentage for annual budget purposes; spendable funds remaining at the end of the year will be returned to the total value of the fund and not carried forward separately as spendable funds in the coming year. Regarding the principal, the following is permissible:

- a. With the consent of 75% of the active confirmed membership of legal age the congregation may borrow money against the principal, or transfer a portion or the sole of the principal to the New Jersey Synod of the Evangelical Lutheran Church in America or its successor body.
- b. The original Fund was initiated on November 6, 1988. After ten years, as of November 6, 1998, a majority of combined Congregation Council and committee is allowed to spend 10% of the principal and every fifth year thereafter.

BE IT FURTHER RESOLVED, that, if the Fund is closed, it will become the property of the New Jersey Synod of the Evangelical Lutheran Church in America or its successor body.

BE IT FURTHER RESOLVED, that the Endowment Fund Committee (hereinafter called the “COMMITTEE”) shall be the custodian of the FUND:

BE IT FURTHER RESOLVED, that the following Plan of Operation sets forth the administration and management of the FUND.”

PLAN OF OPERATION

1. **THE COMMITTEE**

“The committee shall consist of five members, a majority of whom will be non-council members of the Lutheran Church of the Reformation. Committee members must be of legal age and active members for at least five years. Except as herein limited, the term of each member shall be five (5) years. Upon adoption of this resolution by the congregation, it shall elect five (5) members to the COMMITTEE: one (1) for a term of five (5) years; (1) for a term of four (4) years; one (1) for a term of three (3) years; one (1) for a term of two (2) years, and one (1) for a term of one (1) year. Thereafter, at each annual meeting, the congregation shall elect the necessary number for a term of five (5) years. No member shall serve more than two consecutive five (5) year terms. After a lapse of one (1) year, former COMMITTEE members may be re-elected. The senior pastor and the president/vice president of the Church Council shall be advisory members of the COMMITTEE. The Church Council of the congregation shall nominate for the COMMITTEE and report at the annual congregational meeting in the same manner as for other offices and committees. Nominations from the floor are also permissible. In the event of a vacancy on the COMMITTEE, the Church Council shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy.

The COMMITTEE shall meet at least quarterly, or more frequently as deemed by it in the best interest of the Fund. A quorum shall consist of three (3) members. A majority present and voting shall carry any motion or resolution. The committee shall elect from its membership a chairperson, financial secretary and recording secretary. The chairperson, or member designated by the chairperson, shall preside at all committee meetings. The recording secretary shall maintain complete and accurate minutes of all meetings of the COMMITTEE and supply a copy thereof to each member of the committee. Each member shall keep a complete copy of minutes to be delivered to his or her successor. The secretary shall also supply a copy of the minutes to the Church Council. The financial secretary shall assist the congregation’s treasurer in maintaining complete and accurate books of accounts for the FUND and shall sign check and all other necessary documents on behalf of the congregation in furtherance of the purposes of the FUND. The books shall be audited annually by a certified public accountant or other appropriate person who is not a member of the COMMITTEE. The COMMITTEE shall report on a quarterly basis to the Church Council and, at each annual or special meeting of the congregation, shall render a full and complete audited account of the administration of the FUND during the preceding year. The COMMITTEE may request other members of the congregation to serve as advisory members and, at the expense of Endowment Fund Income, may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the fund.

*Indicates REQUIRED provision from the ELCA *Model Constitution for Congregations*

The COMMITTEE may create for ratification the establishment of one or more portfolios within the FUND for the distribution of income. Each such distribution portfolio shall be dedicated to particular projects or uses of the congregation. New distribution portfolios may be created as the need arises. The approval of the congregational council shall be required to create such a distribution portfolio. Such distribution portfolios might include:

Building Support

Education

Synodical Benevolence

Community Benevolence

Congregational Ministry

Pastor's Discretionary Fund (Financial Aid)

Financial Aid

Members of the COMMITTEE shall not be liable for any losses which may be incurred upon the investments of the assets of the FUND except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self dealing or transactions with the fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the fund.”

2. MANAGEMENT OF THE FUND

“All assets are to be held in the name of the Lutheran Church of the Reformation Endowment Fund. The investment and management of the assets of the FUND and the portfolio record keeping shall be the responsibility of the COMMITTEE. The basic policy for the investment of the FUND shall be to utilize investment opportunities which are in harmony with the socially responsible principles and which offer:

Safety of principal

responsible and dependable current income

potential for growth with prudent risk

3. AMENDING THE RESOLUTION

“BE IT FURTHER RESOLVED, that any amendment to this resolution, which will change, alter or amend the purpose for which the FUND is established shall be adopted by two-thirds vote of the members present at an annual meeting of the congregation or at a special congregational meeting called specifically for the purpose of amending this resolution.