

St Luke's Bylaws

PROCEDURES FOR CALLING MINISTERS OF RELIGION

Section 1. When this congregation calls a minister of religion, ordained or commissioned, the following procedure shall be followed:

- a. When a pastor or commissioned minister is to be called, every member of this congregation shall be provided opportunity to suggest one or more names for consideration.
- b. A call committee shall be appointed [or an existing board or committee designated by the Church Council to serve as a screening committee and shall submit all suggested names to the District President for information and evaluation. Information regarding additional candidates will be provided by the District President and/or his representative. The committee shall then present to this congregation by public announcement its proposed list of candidates and their biographical sketches.
- c. At a Congregational Meeting called for the purpose of calling a new pastor or commissioned minister, the proposed list may be amended by a two-thirds vote of the assembly.
- d. Ballot voting shall continue until a two-thirds vote determines the disposition of the call.
- e. When this Congregation calls a minister of religion, ordained or commissioned, the procedures described in the bylaws shall be followed.

Section 2. a. Consistent with the faith and practice of this Congregation, 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 this 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 Church Council; and
 - 4) With the request of the Council, administer discipline.
- c. Every pastor shall:
- 1) Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) Impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
 - 3) Endeavor to increase the support given by this congregation to the work of the Synod.

Section 4. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor of this congregation shall be included in a letter of call.

Section 5. The Congregational Meeting shall have the exclusive right to call ordained ministers. The right to call commissioned ministers also belongs to this congregation and shall not be delegated to a smaller body and never to an individual.

- a. The pastoral office shall be conferred only upon pastors or candidates who profess and adhere to the confessional standard set forth in this Constitution, who are qualified for the work of the ministry, and who have been endorsed by and are members of The Lutheran Church—Missouri Synod.
 1. Only those commissioned ministers shall receive a call who adhere to the confessional standard set forth in this Constitution, who are qualified for the work of the ministry to which they are called, and who have been endorsed by and are members of The Lutheran Church-Missouri Synod.
 2. The right of calling ordained or commissioned ministers shall be vested in the Congregational Meeting and shall not be delegated otherwise.
 3. Called ordained or commissioned ministers may be removed from office in Christian and lawful order by a two-thirds ballot vote of the Congregational Meeting for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect of the duties of office, or the inability to perform the duties listed.

4. Called ordained or commissioned ministers may be removed from office in a Christian and lawful order for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect of the duties of office, or the inability to perform the required duties. Prior to formal charges being brought against a called church worker, the President of the Church Council shall discuss the matter with the District President. Upon the advice of the District President, the Council President may also meet and discuss the allegations with the individual involved. The individual may determine to resign following the discussion which shall terminate the matter. If the individual does not resign, the matter will proceed following the procedures of the Synod's Dispute Resolution Process with the guidance of the District President.
5. When a vacancy occurs in an office of an ordained or commissioned minister, the congregation shall notify the president of the district to receive assistance in temporarily filling the vacancy and to receive his counsel in calling a new pastor, teacher, or other church worker.
6. The call of the 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, may be terminated 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) Peaceful release from call upon the pastor's acceptance of a call to a different ministry;

- 4) Inability to conduct the pastoral office effectively in the congregation, without reflection on the moral and spiritual character of the pastor.
- 5) The physical or mental incapacity of the pastor;
- 6) Disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty; or
- 7) The dissolution of the congregation; or
- 8) Suspension by the congregation as a result of discipline proceedings.

Section 6. During the period of service, an interim pastor shall have the rights and duties in this congregation of a regularly called pastor. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

Section 7. 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 prior to leaving.

Section 8. 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 and the Church Council. As occasion requires, the documents may be revised through a similar consultation.

Section 9. The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from this congregation, and shall submit a summary of such statistics at the Synod's request.

CHURCH COUNCIL OR BOARD OF DIRECTORS

Section 1. The Church Council shall consist of the pastor(s) and seven elected members. The pastor(s) will not be a voting member and shall serve in an advisory role only. Any voting member who is at least 18 years of age may be elected, subject only to the limitation on the length of continuous service permitted in that office. Should a council member cease to be a voting member in this congregation, or should he/she without excuse fail to attend three successive regular meetings of the Church Council, his/her place shall at once be declared vacant. In the event of a vacancy, the Council shall appoint a replacement for the remaining term.

Section 2. Council members shall be elected by ballot for terms of three years by a majority vote at the annual Congregational Meeting. A Council member shall be eligible to serve no more than two full terms consecutively. Vacancies occurring at interim shall be filled by the Church Council, the appointee to serve until the next annual meeting of this congregation.

Section 3. All lay members elected to the Church Council shall be installed as members by the pastor according to the prescribed order of the church at the next public service following their election or as soon thereafter as convenient.

Section 4. The duties of the Church Council shall include the following:

- a. To have general oversight of the spiritual life and activities of this congregation, and in particular of its public worship, to the end that everything is done in accordance with the Word of God and the faith and practices of the Evangelical Lutheran Church.
- b. To provide schools and facilities for Christian education for children, youth and adults.

- c. To inculcate the motives and practice of stewardship in all members of this congregation, and to encourage liberal giving to the work of the church in all its aspects at home and everywhere.
- d. To support the pastor in fulfilling his calling, and in so doing to visit the sick, the infirm and the spiritually indifferent, to minister to the poor and distressed and to seek to bring the unchurched into the fold of Christ.
- e. To promote a spirit of peace and good will within this congregation and if differences arise, to endeavor to restore harmony and mutual understanding.
- f. To arrange for pastoral supply during the sickness or absence of the pastor.

Section 5. The Church Council shall be the Board of Directors of this congregation and as such shall be responsible for the management of its property, business and financial affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the state of North Carolina. The Church Council shall not, however, have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of this congregation. It shall prepare an annual budget for adoption by the congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than \$10,000.00 in excess of the budget only with Congregational approval.

Section 6. The Church Council shall see that the provisions of the Constitution and its bylaws are obeyed and that the resolutions of this congregation are carried out.

Section 7. The Church Council may form committees as the need arises.

Section 8. The Church Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.

Section 9. The Church Council shall normally meet once a month. Special meetings may be called by the Council 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.

Section 10. The Church Council shall submit a comprehensive report to this congregation at the annual meeting.

Section 11. A quorum for the transaction of business shall consist of a majority of the members of the Church Council, including the president or vice-president except with his/her consent, or in cases in which he/she has given prior approval to the consideration of questions of a routine nature, in which event the business of the meeting shall be confined to such matters.

NOMINATIONS, ELECTIONS, AND TERMS OF OFFICE

Nominations for Church Council

Section 1. The Church Council shall prepare a list of candidates drawn from among the Voting Members of this congregation no later than the November council meeting. This list shall be made available to the Voting Members of this congregation two weeks prior to the annual Congregational Meeting. The list shall be included in the Sunday bulletin.

B. Election Procedure

Section 1. From the list of candidates for each elective office submitted by the Church Council, the Voting Members shall, at the annual Congregational Meeting, elect by ballot and simple majority, the new

members of Church Council. A person shall hold only one elected position at a time as an officer.

Section 2. Church Council and/or their designees shall provide and distribute ballots to Voting Members, count the ballots and certify the elections.

B. Terms of Office

Section 1. The newly elected Council members shall be installed on the first Sunday in January and shall assume their duties of office as of January 1st.

Section 2. The term of office of Council members shall be (3) years, terminating on December 31st of the third year of their respective terms.

A. Removal from Office of an Officer or Trustee

Section 1. The bylaws allow for the removal from office of any officer or Trustee for cause, as outlined therein. Such removal shall occur only after:

- 1.** Such officer or Trustee shall be confronted by his (or her if a female officer or Trustee) accuser with the charge (Matthew 15:18-20) and offered an opportunity to resign, or repent and change, as appropriate;
- 2.** Consultation occurs with the Pastor (by the accuser); if necessary to proceed further;
- 3.** Consultation occurs with the Council, at which one week's notice is given that the matter will be discussed at a regular or a special Congregational Meeting.

4. Appropriate evidence is presented at the Congregational Meeting, an opportunity is afforded Voting Members to examine the evidence and question both the accuser and the accused (if in attendance); a two-thirds majority vote is necessary to remove from office, the officer, or trustee.

OFFICIAL DUTIES

PASTOR

The Pastoral Office is the authority conferred upon pastors by God, through a call of this congregation, to exercise in public office the common rights of spiritual priesthood in behalf of all. The Pastoral Office is the primary office in this congregation from which all other offices of this congregation issue. However, this congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

Upon being installed, the Pastor is authorized and obligated to proclaim to this congregation separately, jointly and individually, the Word of God in its full truth and purity as contained in the canonical books of the Old and New Testaments and professed in the Book of Concord of the year 1580. He is further

1. To administer the Sacraments in accordance with their divine institution;
2. to discharge toward all members of this congregation, the functions of a minister and curate of their souls in an evangelical manner; in particular to visit the sick and the dying and to admonish indifferent and erring members;
3. To spiritually guard the welfare of the Communicant Members of this congregation during their preparation to receive the Sacrament of Holy Communion;
4. To guide this congregation in applying the divinely ordained discipline of the church;

5. To provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within this congregation;

To serve as an example by Christian conduct and to do all that is possible for the up building of this congregation and for the advancement of the Kingdom of Christ. By reason of his position, the Pastor is not only a servant and steward of God, but also of this congregation. The Pastor shall have the authority and responsibility for supervising all worship services, in conjunction with the Council, so that services are at all times, conducted in harmony with the doctrine and practice of the Lutheran Church-Missouri Synod, so long as such doctrine and practice is in agreement with the Holy Scriptures.

PRESIDENT

The president shall be the chief executive officer of this congregation. He shall preside at all Congregational Meetings, Board of Trustees and see that the resolutions of these meetings are carried out. He shall enforce the Constitution and bylaws and otherwise perform such duties as pertain to the office including, but not limited to, those duties shown below.

1. Assure that all officers, boards and committees of this congregation are appropriately functioning and carrying out their individual responsibilities.
2. Be an ex—officio member of all standing boards and committees except for the Nominations Committee and shall attend meetings whenever necessary and/or upon the request of the pastor.
3. Prepare and follow an orderly agenda for each meeting at which he presides.
4. Meet at least once a month with the pastor to review past efforts and coordinate future plans.
5. Encourage all officers and committee chairpersons in the interest of stewardship of time to make concise oral or written reports and

well—worded recommendations for Board of Trustees and Congregational Meetings.

6. Serve as the chairperson of the Board of Trustees as the primary legal representative of this congregation. The president will serve as the alternate legal representative of this congregation.

VICE PRESIDENT

The vice-president shall act for and in the stead of the president in the absence of the president or in the event of his inability to function.

1. Assume the duties of the president should the office become vacant until the Church Council can elect a new president.
2. Preside in the absence of the president at Board of Trustees and Congregational Meetings.
3. Chair the Nominations Committee
4. Serve as the Chairman of the Property Committee
5. Chair special committees as appointed by the president.
6. Attend committee meetings upon request of the pastor or president.
7. Annually review this Constitution and bylaws, any resolutions and standing rules adopted by the congregation.
8. Maintain the official copy, keep it current, and recommend changes that meet the needs of this congregation.
9. Contact each eligible voting member who has joined this congregation since the previous Congregational Meeting, provides each with a copy of this Constitution and bylaws, and extends to each an invitation to become a voting member before the next scheduled Congregational Meeting.
10. Notify confirmed men and women who become eighteen (18) years of age of their eligibility to become voting members of this congregation.

SECRETARY

The secretary shall faithfully keep and sign the minutes of all meetings of the Church Council and enter them in a permanent record. He/she shall also conduct all authorized correspondence and issue all official

notifications at the request of and under the direction of the President. He/she shall have custody of the seal, books, electronic records, and other documents and papers of this congregation entrusted to him/her.

The Secretary shall keep accurate records of all proceedings of the Congregational Meetings. He/she shall also serve as secretary of the Board of Trustees, and keep accurate records of all proceedings of the Board. He/she shall keep an accurate copy of the Constitution and bylaws together with all signatures thereto.

The Secretary shall provide within five (5) days the minutes of the Board of Trustees and Congregational Meetings to the Pastor and to the President with copies to review. The Pastor and the President shall have 3 days to review and return to the Secretary who then will post these final copies at the Church.

The secretary shall keep and maintain records of attendance of members at the Congregational Meetings, records of who shall have the right to vote and the number necessary for a quorum. These records would include a record of who attends communion as this pertains to the requirement for voting. A copy of this record will be provided to the Pastor also and stored where it is easily available.

The Secretary shall be present at all elections to establish the eligibility of the voters and shall certify the results of the elections. The Secretary shall maintain an accurate list of the membership of all official committees and boards. In general, he/she shall discharge all duties pertaining to his/her office or delegated to him/her.

FINANCIAL SECRETARY

The financial secretary shall receive all monies for the church, including the After School Program. He/she shall be given the donation log and all congregational monies from the Council appointed money counters, and

shall verify and record the congregational donations in the ledger. He/she shall receive the tuition payment list each week during the school year and all tuition monies from the After School Program. H/she shall deposit all monies from the church and After School Program in the bank. The monies shall be deposited as soon as possible, and no later than 48 hours after being received. A deposit slip, receipted by the bank, shall be sent to the treasurer for all deposits.

The financial secretary shall have custody of all operating funds and, as authorized by the Church Council, shall pay bills and indebtedness of this congregation, to include writing paychecks to the church staff. He/she shall keep an accurate record of any and all such disbursements by recording each transaction in the ledger. All funds shall be subject to withdrawal for congregational and authorized purposes and will require the signature of at least one designated authorized signer for the church.

The accounts shall be reconciled at the end of each month by the treasurer, but may be reviewed at any time by the treasurer, Church Council, or Finance Committee, and shall be subject to a compilation and review at the end of every fiscal year.

The Financial Secretary (or his/her designee) shall receive, record, and deposit all congregational moneys. These shall be deposited as soon as possible, no later than 48 hours after being received. A deposit slip, receipted by the bank, shall be sent to the Treasurer for all deposits.

The Financial Secretary shall provide all active members of this congregation with offering envelopes.

TREASURER

The treasurer shall receive a report of all monies received through worship services, special offerings, or any other source from the financial secretary and shall reconcile all bank accounts at the end of each month. He/she shall submit monthly reports of all accounts at all regular meetings of the Church

Council, including all receipts and disbursements. He/she shall present a detailed financial report to the congregation at the annual Congregational Meeting and shall submit a detailed financial report to the congregation semi-annually.

The treasurer will oversee the finances of the After School Program and ensure that the ASP remains profitable and self-sustaining. He/she shall be responsible for updating the tax tables annually and preparing monthly payroll reports. He/she shall give the payroll reports to the financial secretary to write the payroll checks. He/she shall gather the payroll tax information for the accountant to prepare the payroll taxes quarterly, and shall ensure the taxes are paid on time. He/she shall also gather the 1099 and W-2 information for both the church and staff as well as the ASC staff at the end of the calendar year.

The treasurer will keep accurate records of all church and After School Program bank accounts to include deposit, credit, and loan accounts. All monthly financial reports presented to the Church Council shall be filed annually and shall remain the property of this congregation. These books shall be and remain open to all active members of this congregation and shall be kept in the church office or at the designated records storage area at the church. The books may be subject to a compilation and review at any time and shall be subject to an independent financial review at the end of the year.

The treasurer may, from time to time, appoint one or more individual(s) to the position of assistant treasurer, as the workload may require; prior to such appointment(s) the approval of the Church Council is required at its next regular meeting. The assistant treasurer(s) serve(s) at the pleasure of the treasurer and may be terminated at any time for cause or without cause by the Treasurer or by the Church Council.

At the end of each calendar year, the treasurer shall submit statements of giving to church members, as required by the Constitution and/or by

federal or state laws. He/she may also prepare a report with itemized offerings by envelope to each member upon request.

Spiritual Care Team

The Spiritual Care Team members (minimum of two) shall be selected pursuant to the process outlined under NOMINATIONS, ELECTIONS, AND TERMS OF OFFICE AND TERMS OF OFFICE SECTIONS 1 AND 2 which are the same as those for Council members; however, Spiritual Care Team members are not members of Council. They as a separate group, in accordance with the Pastor, have the primary responsibility to supervise all matters relating to the spiritual welfare of the congregation, both individually and corporately. They shall be responsible for the spiritual welfare of the Pastor and his family and shall assume a leadership role to assure the temporal needs of the Pastor and his family are being met in accordance with the ability of the congregation.

They shall review the educational functions of the congregation to assure that what is being preached from the pulpit and taught in the classroom is in accord with the Holy Scriptures.

The Spiritual Care Team members shall gladly and willingly pray for the Pastor, for other leaders and for the congregation as a whole. They shall encourage the Pastor and other workers in the church and shall admonish and discipline in brotherly love, after having sought the will of God, all those in the congregation who have clearly strayed from Christ's teachings.

All of the above shall be conducted after having sought the will of God in each matter and giving consideration that the Team functions under the supervision and authority of the congregation, which shall be consulted and/or advised on matters of significance – and which may choose to exercise its right to debate, seek the will of God, and vote on those matters it chooses. It is recognized and understood, however, that there are certain

matters relating to personnel and/or confessions and ministry, which must be kept confidential.

The congregation may, from time to time, expand upon the duties and responsibilities of the Spiritual Care Team members by simple majority vote providing, however, that such expansion does not overlap or conflict with the duties and responsibilities of the officers or Boards, as outlined in other sections of the bylaws. In no way, however, does this restrict the right and power of the congregation to change provisions of the bylaws with respect to duties and responsibilities of officers or Board members. However, to do so requires adherence to the Amendments Section (Article XVI) of the Constitution.

Standing Committees

Section 3. There shall be a Committee on CHRISTIAN EDUCATION. This committee, in association with the pastor, shall oversee the conduct and promotion of the schools and the activities of all organizations within this congregation. It shall encourage the use of teaching and worship materials consistent with the teachings of the Evangelical Lutheran Church. One of the primary aims of the Committee on Christian Education shall be to bring the call to the ministry of the Gospel and to other full-time church vocations to the attention of qualified youth of this congregation.

Section 4. There shall be a Committee on CHURCH PROPERTY. This committee shall see to the proper maintenance and protection of all property of this congregation, and shall take care that the same is kept in good repair.

Section 5. There shall be a Committee on CEMETERY. This committee shall develop a document for rules and regulation of the church cemetery, updated periodically and approved by the Church Council.

Section 6. There shall be a Committee on EVANGELISM. This committee shall stimulate and lead all members of this congregation in continuous and, from time to time, concerted endeavors to reawaken the spiritually indifferent and to reach others, who are as yet unknown, 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 this congregation in context of its surrounding community.

Section 7. There shall be a Committee on FINANCE, of which the treasurer shall be a member ex officio. It shall prepare a draft budget for the succeeding year and shall submit such draft budget to the Church Council for its action and later presentation at a Congregational Meeting. The committee shall exercise oversight of all the financial affairs of this congregation to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations. It shall, subject to the approval of the Church Council, be responsible for this congregation's investments and its total insurance program. It shall also provide for annual independent financial review of the accounts of the treasurer and the financial secretary, if there be one, as well as of the accounts of the schools and organizations within this congregation.

Section 8. 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 or soul. It shall strive to enlist in these efforts as many possible of the individual members and organizations of this 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.

Section 9. There shall be a Committee on STEWARDSHIP, of which the treasurer shall be a member ex officio. It shall be the function of this committee to evoke and promote the expression of Christian faith in daily life; to teach the Christian use of money; to infuse knowledge of this congregation's local, national, and worldwide ministries; and to lead all its members to higher levels of proportionate giving for the Lord's work.

Section 10. There shall be a Committee on WORSHIP AND MUSIC. It shall assist the Church Council in seeing that the services of God's house are conducted regularly and in accordance with the Evangelical Lutheran Church, and that competent ushers are recruited and trained, and that hymnals and other devotional material are provided and properly cared for. This committee shall supervise, and strive to advance the welfare and effective service of, the choirs of this congregation. It shall arrange for the care of paraments, vestments and musical instruments and, in consultation with the pastor, the organist, and the choir director, it shall furnish music supplies appropriate for use in the worship of a congregation of the Evangelical Lutheran Church.

Section 11. There shall be a Board of Directors for any and all affiliated Church Schools (excluding Sunday School). This Board shall consist of between three (3) and five (5) church members with at least one (1) of these being a member of Church Council. Any member employed by an affiliated Church school will be ineligible to serve on the board due to conflicts of interest. The Board will be responsible for the governance and oversight of

any and all affiliated Church Schools to include staffing, finance, development, strategic planning, and policy development as directed by the Church Council.

Section 12. All standing committees shall file a written annual report to the Church Council. Special meetings may be called by the chairman of the committee, Council President or shall be called upon the request of a majority of the members of the committee.

Section 13. Vacancies on committees occurring at interim shall be filled by the Church Council.

Section 14. Should a member of any committee desire to resign, his resignation shall be received by the Church Council and his place declared vacant.

Discipline of Members and Adjudication

Section 1. 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 Church Council.

Section 2. A member charged with the offense shall appear before the Church Council having received a written notice, specifying the exact charges that have been made against the member, at least 10 days prior to the meeting.

Section 3. Should the allegations be sustained by a two-thirds majority vote of the members of the Church Council and renewed admonition prove ineffectual; the council shall impose one of the following disciplinary actions:

- a. Censure before the Council or this congregation;
- b. Suspension from membership for a definite period of time; or
- c. Recommend exclusion from membership in this congregation at a special called Congregational Meeting, by a two thirds majority vote.
- d. Disciplinary actions b. and c. shall be delivered to the member in writing.

Section 4. The member against whom disciplinary action has been taken by the Church Council shall have the right to appeal the decision to the District President.

Section 5. Disciplinary actions may be reconsidered and revoked by the Church Council upon receipt of; a) evidence that injustice has been done; or, b) evidence of repentance and amendment.

Section 6. Adjudication - 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 the right to appeal to the District President after informing the chair of the Church Council of their intent.

[Continuing Resolutions](#)

Section 1. The Church Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.

Section 2. Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Church Council.

AMENDMENTS

Section 1. Amendments to this Constitution may be proposed by at least 15 voting members or by the Church Council. Proposals must be filed in writing with the Church Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Church Council shall notify the members of the proposal with their recommendations at least 30 days in advance of the meeting.

Section 2. A proposed amendment to this Constitution shall:

- a. be approved at a properly called meeting according to this constitution by a majority vote of those present and voting;
- b. be ratified without change at the next annual Congregational Meeting by a two-thirds majority vote of those present and voting;
and
- c. have the effective date included in the resolution and noted in the Constitution.

Section 3. Any amendments to this Constitution shall be sent by the secretary of this congregation to the district.