

CONSTITUTION

AND

BYLAWS

OF

GOOD SHEPHERD LUTHERAN CHURCH OF TAMPA, FLORIDA

2009

Table of Contents

Chapter	Title	Page
	Preamble	3
1	Name and Incorporation	3
2	Confession of Faith	3
3	Nature of the Church	4
4	Statement of Purpose	4
5	Powers of the Congregation	6
6	Church Affiliation	7
7	Property Ownership	9
8	Membership	9
9	The Pastor	11
10	Congregation Meeting	15
11	Officers	15
12	Congregation Council	17
13	Congregation Committees	20
14	Organizations Within the Congregation	25
15	Discipline of Members and Adjudication	26
16	Bylaws	28
17	Amendments	28
18	Continuing Resolutions	29
19	Indemnification	29
	Revision History	30

CONSTITUTION AND BYLAWS OF
GOOD SHEPHERD LUTHERAN CHURCH OF TAMPA,
FLORIDA

***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 Good Shepherd Lutheran Church of Tampa Florida, Inc.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Good Shepherd Lutheran Church of Tampa, Florida, Inc. is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Florida.

Chapter 2.

CONFESSION OF FAITH

- *C2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- *C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
 - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
 - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus

Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

- *C2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- *C2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- *C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- *C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- *C2.07. This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3.

NATURE OF THE CHURCH

- *C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- *C3.02. 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 the 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 churchwide organization of the Evangelical Lutheran Church in America.

- i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- *C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions.
- *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. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
 - d. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16;
 - e. approve the annual budget;
 - e. 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 Florida-Bahamas 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 in America or its successor, and of the Florida-Bahamas 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. 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. 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.
- *C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

Chapter 7.

PROPERTY OWNERSHIP

- *C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Florida-Bahamas 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 legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Florida-Bahamas Synod.
- *C7.04. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.
- C7.05. Notwithstanding the provisions of *C7.02. and *C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:
 - a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
 - b. Shall-upon written demand by the Synod Council, pursuant to S13.23. of the constitution of the Florida-Bahamas Synod-reconvey and transfer all right, title, and interest in the property to the synod.

Chapter 8.

MEMBERSHIP

- *C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and

maintain their membership in accordance with the provisions of this constitution and its bylaws.

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

- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
- 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 teachings of the Lutheran church; and
- c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

C8.04.01. It shall be the privilege and duty of members of this congregation to present their children for Holy Baptism. They shall diligently nurture them in the Christian faith in the home and in the schools provided by this congregation as appropriate.

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

01772-Good Shepherd-Tampa-1/27/2008

- 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.

C8.05.01. Any member failing to commune or contribute for two (2) consecutive years shall be removed from the congregation rolls, unless the member has a cogent reason for his or her inactivity.

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 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 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) and of the Florida-Bahamas Synod of the ELCA.

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

***C9.05.**

- 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 synodical 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;
 - 6) the dissolution of the congregation; or
 - 7) suspension of the congregation as a result of discipline proceedings.

- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
 - c. 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 that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in *C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - 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.
 - e. If, following the appointment of the committee described in *C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(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 with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).
- *C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07.** During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council.

The interim pastor and any 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 *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12. The pastor of this congregation:
 - a. shall keep accurate 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; and
 - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- *C9.13. The pastor(s) shall submit a report of 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 annual meeting of this congregation shall be held at a time specified in the bylaws.
- C10.01.01.** The annual Congregation Meeting shall be held on a Sunday in January of each year as specified by the Congregational Council.
- 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 the written request of ten percent (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.
- C10.04.** Ten percent of the voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or state law.
- C10.07.** Robert's 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.
- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of the congregation.

- c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- d. If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected members of the Congregation Council.
- C11.01.01.** The **President** shall be the principal executive officer of the congregation and shall, in general, supervise all of the business and affairs of the congregation. The president shall preside at all meetings of the congregation and the Congregational Council. The President may sign, with the Secretary, when so authorized, any deeds, mortgages, bonds, contracts or other instruments. In general, the President shall perform all of the duties incident to the office of President and such other duties as may be prescribed by the Council from time to time. The President shall be a member of the Council and be of majority age.
- C11.01.02.** In the absence of the President or in the event of the inability or refusal to act, the **Vice President** shall perform the duties of the President, and when so acting, shall have all of the powers of and be subject to all of the restrictions of the President. The Vice President shall perform such other duties as from time to time may be assigned by the President or by the Congregational Council. The Vice President shall be a member of the Council and be of majority age.
- C11.01.03.** The **Secretary** shall keep the minutes of all congregational meetings and the Congregation Council meetings in one or more books provided for that purpose; see that all notices are given in accordance with the provisions of these bylaws, the constitution, or as required by law; be custodian of congregation records and of the corporate seal, and see that the corporate seal is affixed to all documents; keep and maintain the membership books of the congregation; sign all contracts in conjunction with the President on behalf of the congregation; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Council. The Secretary shall be a member of the Council and be of majority age.
- C11.01.04.** The **Financial Secretary**, if required by the Congregation Council, shall give a bond for the faithful discharge of his or her duties in such sums and with such sureties as the Council shall determine. The congregation shall pay for providing such bond. The Financial Secretary shall be the keeper of the financial records of the congregation; oversee the deposit of all such monies in the mane of the congregation in such banks, trust companies, or other depositories as shall be selected the Council; and perform such duties as shall be assigned to him or her by the President or by the Council. The Financial Secretary does not need to be a member of the Council prior to election.
- C11.01.05.** If required by the Congregation Council, the **Treasurer** shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Council shall determine. The congregation shall pay for providing such bond. The Treasurer shall

have charge and custody of and be responsible for the funds and securities of the congregation; receive and give receipts for money due and payable to the congregation from any source whatsoever; and in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Council. The Treasurer does not need to be a member of the Council prior to election.

C11.02. The Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve for one year, except the Treasurer who may serve a 3 year term, or until their successors are elected. Their terms shall begin at the close of the meeting at which they are elected.

C11.02.01. The officers of Good Shepherd Lutheran Church shall be elected by the Congregation Council at the first meeting of the Council. If the election of officers is not held at such meeting, such election shall be held as soon as is convenient. Each officer shall hold office until his or her successor shall have been elected.

Any officer elected by the Council may be removed by the Council whenever, in its judgment, the best interests of the congregation would be served thereby.

C11.02.02. A vacancy in any office, because of death, resignation, removal, disqualification or otherwise, may be filled by the Congregation Council for the unexpired portion of the term.

C11.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office, except that the Treasurer shall be allowed only a single term.

Chapter 12.

CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the pastor(s) and 12 members of the congregation including the officers of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from 4 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 to serve for 3 years or until their successors are elected. Such members shall be eligible to serve no more than two (2) full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

01772-Good Shepherd-Tampa-1/27/2008

C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect a successor who shall serve 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, fellowship 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 churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

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

- a. The Congregation Council shall be the Board of Directors of this congregation, and as such shall be responsible for maintaining and protecting 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 Florida, 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 \$25,000 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 of more than \$25,000 in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization. Notwithstanding the limits in C12.05.c. and earlier in this paragraph, the Congregation Council may enter into contracts exceeding \$25,000 when such obligations are necessary to protect the real or personal property of the congregation in the event of a natural disaster, other emergency situation, or as may be required by any policy of insurance insuring such property.
 - 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, its bylaws, and the continuing resolutions are carried out.
- C12.07.** The Congregation Council shall provide for an annual review of the membership roster.
- C12.08.** The Congregation Council shall be responsible for the employment and supervision of the 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 by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.11.01.** Members of the Congregation Council may participate in special meetings of the Council by means of a conference telephone or similar communications equipment (by which all persons participating can hear

each other at the same time), and participation by such means shall constitute presence in person at such a meeting.

- C12.11.02.** Members of the Congregation Council may participate in special meetings of the council by means of computer delivered e-mail if permission to do so has been given by every member of the council. Any member of the council who does not have access to personal equipment to permit such participation must have such equipment made available on a suitable schedule to permit such participation or have printouts of all e-mails provided to them. All e-mail replies shall be in a "reply all" mode. If any member of the council objects to conducting a meeting by this method, it shall not be allowed.
- 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 the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the 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.

Chapter 13.

CONGREGATION COMMITTEES

- C13.01.** The officers 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 consecutive reelection.
- C13.03.** An **Audit Committee** of 3 voting members of this congregation. Audit Committee members shall not be members of the Congregation Council. The term of office will be 3 years, with one member elected each year. Members shall be eligible for reelection.
- C13.03.01. Audit Committee.** This committee shall examine the financial records of the congregation and submit a written report to the congregation.
- C13.04.** A **Staff Support Committee** shall be appointed by the president and the pastor. The term of office shall be 2 years, 3 members to be appointed each consecutive year. Committee members will hold no other office in the congregation during their term.
- C13.04.01. Staff Support Committee.** This committee shall facilitate communications between the staff and the congregation, and the congregation and the staff.
- C13.05.** When a pastoral vacancy occurs, a **Call Committee** of 6 voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.

01772-Good Shepherd-Tampa-1/27/2008

C13.06. Other congregational committees may be formed as the need arises, by decision of the Congregation Council.

C13.06.01. All committees formed by decision of the Congregation Council in accordance with C13.06. are encouraged to include youth in the membership of the committee unless there are valid reasons for not doing so.

C13.07. Duties of congregational committees shall be specified in the Bylaws and/or Continuing Resolutions.

C13.07.01. The congregation shall have the following standing committees. Each member of the Congregation Council shall relate to at least one committee by either serving as the leader or by seeing that the responsibility of the committee is carried out by another leader. All congregational members are invited to participate in one or more of the following committees. The President and pastor shall assign each Council member to one of the following committees. The Audit Committee and Staff Support Committee need not have a member of the Council as a leader or member.

C13.07.02. Worship Committee. This committee shall oversee and supervise the Choir Director and Organist. It shall also be the duty of this committee to plan and evaluate the worship service and music, and see that the services are conducted properly and in accordance with the teaching and practices of the Lutheran Church; to provide for the physical support of the worship services of the congregation, including the employment, training and supervision of ushers; and providing hymnbooks and other devotional needs. It shall supervise the organization and promotion of the choirs, be responsible for the care of the musical instruments and choir vestments, and in conjunction with the pastor and Choir Director provide appropriate music for the services of worship.

C13.07.03. Education Committee. The duties of this committee shall be as follows:

- a. To supervise all Christian education ministries and activities of the congregation, with the objective of grounding all members in the word of God. The Christian Education ministries and activities of the congregation shall include, but not be limited to the following: Sunday School, Youth Group, Confirmation Ministries, Vacation Bible School, and the congregation library.
- b. Encourage the ongoing review of Christian education materials and programs to ensure that they reflect the theology of the Lutheran Church.
- c. Oversee and supervise the Youth Minister if any such is employed by the congregation.
- d. Ensure that adequate records are kept of personal data and attendance.

- e. Provide for maintenance of a properly supplied library of Christian education materials, including audio/video aids for use by all Christian education ministries and programs.
- C13.07.04. Stewardship Committee.** This committee shall teach and communicate whole life stewardship, stressing that all we possess and all we are are gifts from God. It will encourage members to make full use of their God given gifts for the common good of church and community and to the glory of God. This committee shall teach the congregation the Christian use of money; and lead them to higher levels of proportionate giving for the Lord's work.
- C13.07.05. Property Committee.** This committee shall provide for the proper maintenance and protection of all congregation property, and shall keep such property in good repair. This committee shall supervise and oversee the church sexton if any such is employed by the congregation.
- C13.07.06. Business Management Committee.** This committee shall recommend adequate insurance on all property of the congregation, and when necessary, on congregation personnel to the Congregation Council for action. This committee shall recommend an annual budget of the congregation for the succeeding year and submit it to the Congregation Council for consideration. Such budget shall include congregation and benevolence expenditures. This committee shall see that the financial affairs of the congregation are conducted efficiently, giving special attention to the payment of bills and to the regular forwarding of benevolence money to the treasurer of the Florida-Bahamas Synod. This committee shall supervise and oversee the proper use of our buildings by outside organizations. This committee shall supervise and oversee the activities of the salaried lay office staff.
- C13.07.07. Fellowship and Events Committee.** This committee shall provide the leadership and staffing of all fellowship events; coordinate housing arrangements for visiting groups; and encourage and promote Christian fellowship and hospitality, including the supervision of the coffee host, and other activities that encourage and promote hospitality.
- C13.07.08. Witness Committee.** This committee shall strive to bring individuals to Jesus Christ, the church, and to Good Shepherd. It shall endeavor to incorporate both members and non-members into the faith and life of the congregation, and to renew those members who have become inactive. This committee shall promote and coordinate for the care of the members of the congregation, including absentees, the sick, shut-in, needy, elderly and bereaved.
- C13.07.09. Social Ministry Committee.** This committee shall seek ways to help individuals and families in need and encourage member participation in serving their neighbors (Matthew 25:34-40). This committee shall also promote the expression of Christian faith in the daily lives of the members; inform them about the church's local, national, and international ministries and urge and help them to become active in such ministries.

C13.08. Endowment Fund and Committee. Christian stewardship involves the faithful management of all the gifts God has given to humankind--- the created world, the gospel, life, time, abilities, money, including accumulated, inherited and appreciated resources.

The Scriptural principle of proportionate giving, to return to the Lord a portion of the gifts God has first given to His beloved children, is both a privilege and an appropriate response in all times and circumstances.

It is the desire of this congregation to encourage, receive and administer these gifts in a manner consistent with loyalty and devotion to our Lord and in accordance with the policies of this congregation.

This congregation has established a separate fund with the **Lutheran Community Foundation, Inc.** (LCF) as an **Endowment Fund (FUND)**. The purpose of this FUND is to enhance the mission of this congregation apart from the general operation of this congregation. No portion of the income generated by the FUND shall be used for the annual operations budget of this congregation.

The Endowment Fund Committee (EFC) shall be the advisor to the FUND.

C13.08.01 Endowment Fund Committee. The EFC shall be appointed as advisor to request distributions from LCF and determine charities/organizations to receive distributions.

1. The EFC shall consist of 5 voting members all of whom shall be voting members of this congregation. The initial members shall be appointed by the Congregation Council to the EFC: 2 for a term of 3 years; 2 for a term of 2 years; and 1 for a term of 1 year. Thereafter, at the time of the annual meeting, the Congregation Council shall appoint the necessary number for a term of 3 years. No member shall serve more than 2 consecutive 3 year terms. After a lapse of 1 year, former EFC members may be reappointed.
2. The senior pastor of this congregation and the President of the Congregation Council shall serve as *ex-officio* non-voting advisory members of the EFC in addition to the 5 voting members.
3. In the event of a vacancy on the EFC, the Congregation Council shall appoint a voting member of this congregation to fulfill the term of the vacancy.
4. The EFC shall meet at least quarterly, or more frequently as deemed by it in the best interest of the FUND.
5. A quorum shall consist of 3 members. When only 3 members are present, a unanimous vote shall be required to carry any motion or resolution.
6. The EFC shall elect from its membership a chairperson and recording secretary. The chairperson, or member designated by the chairperson, shall preside at all EFC meetings.

7. The recording secretary of the EFC shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member of the EFC. The recording secretary shall also supply a copy of the minutes to the Congregation Council. The protocol copy of the minutes shall be kept in the church office.
8. The EFC shall report on a quarterly basis to the Congregation Council and, at each annual meeting of the congregation, shall render a full and complete report of the EFC's actions as advisor to the FUND and LCF's administration and management of the FUND.
9. The EFC may request other members of this congregation to serve as advisory members as it deems to be in the best interest of the FUND.
- 10 The EFC as advisor may from time to time recommend to the Congregation Council a change in the manager of the Endowment Fund.

C13.08.02. Distribution of Income. The EFC shall request that the LCF distribute income from the FUND subject to the Fund Agreement annually and at such other times as deemed necessary and/or feasible to accomplish the following purposes:

1. Minimum of 10% for outreach into the community and synod, including but not limited to grants to ELCA seminaries, colleges or students attending such schools, social service agencies, institutions and agencies to which this congregation relates, and to special programs designed for those persons in our parish area who are in spiritual and/or economic need.
2. Minimum of 10% for missions of the ELCA on this continent and worldwide, including but not limited to grants to the ELCA for new congregational development in North America, professional leadership, educational ministries, global mission, ecumenism, evangelism, social ministries, and capital financing.
3. Minimum of 10% for capital improvements, debt reduction, or a building program of this congregation.
4. Minimum of 10% for needs related to worship and music to support the worship life of this congregation.
5. Minimum of 10% for the needs of educational outreach of this congregation to the community.
6. Up to 60% for any one or all of the above designated areas in any proportion as determined by the EFC or for causes and programs which, at the discretion of the EFC, are consistent with the FUND's purpose of enhancing the mission outreach of this congregation.
7. Programs for support shall be recommended by the EFC and approved by the Congregation Council for funding according to the guidelines above.

8. Disbursement of income from the FUND need not occur annually in the event causes and programs have not been approved by the EFC sufficient to utilize total income available, or if in the judgment of the EFC, total annual disbursement of income is not recommended.

C13.08.03 **Distribution of principal.** The EFC shall request that LCF distribute principal from the FUND, subject to the Fund Agreement, only under the following circumstances:

1. Once the FUND principal exceeds \$100,000.00, as determined on December 31 of each year, adjusted by 3% annually, the EFC may recommend to the Congregation Council that the excess above this amount be distributed.
2. Notwithstanding, when in the opinion of the EFC, the circumstances are so dire and of such an emergency nature that the future of this congregation is at stake, and that the only recourse seems to be the use of the FUND principal, the EFC may, upon a two-thirds majority vote, recommend such authorizing action to the Congregation Council and the congregation for approval of such action.
3. Distribution of principal is not limited to the purposes listed in C13.08.02.

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

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

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

C14.11.00. There shall be a Good Shepherd Early Childhood Education Center (ECEC).

C14.11.01. The ECEC shall be a ministry of Good Shepherd Lutheran Church and governed by the congregation and Congregation Council through the activities of the Early Childhood Education Center Board.

C14.11.02. The ECEC Board shall be composed of the following members: The congregation's Senior Pastor (Chair), Vice Chair, Secretary, 2 Directors at large, other congregation pastors *ex officio*, and the ECEC director *ex officio* with voice but not vote.

The members of the ECEC Board except the pastor(s) shall be elected by the Congregation Council to serve for 3 years or until their successors are elected. Such members shall be eligible to serve no more than two (2) full terms consecutively. Their terms shall begin at the close of the meeting at which they are elected.

The ECEC Board shall normally meet at least bi-monthly. Special meetings may be called by the pastor or the vice chair, and shall be called by the vice chair 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.

C14.11.03. The ECEC Board shall be responsible to the congregation and the Congregation Council through the Christian Education Committee.

C14.11.04. The ECEC Board shall:

1. Prepare and periodically review a mission and vision statement for the ECEC that supports the congregation's mission.
2. Prepare an education program that fulfills the school's mission and meets state, church and professional requirements.
3. Develop school policies that will guide and direct the director in the daily operations and management of the preschool.
4. Prepare and annually review the director's job description, which lists that persons major responsibilities.
5. Work with, support, and supervise the director who is responsible for the daily management of all aspects of the ECEC's operation.
6. Be responsible, according to provisions made by the congregation, for calling or appointing the director, faculty, and staff to ensure excellence in education, Lutheran distinctiveness, and achieving the ECEC' stated mission.
7. Be responsible, according to provisions made by the congregation, for the funding and financial management of the school.
8. Prepare and present regular plans for the ECEC's future to the Congregation Council and congregation along with appropriate recommendations.
9. Provide for the promotion of the ECEC and facilitate its focus related to its mission and the mission of the congregation.
10. Carry out other tasks as may be assigned to the ECEC Board by the Congregation Council.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

***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, at least ten 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.

*15.06. 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*.

*15.07. 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 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 ten percent (10%) of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for

that purpose. The Congregation Council shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.

***C17.02.** An amendment to this constitution proposed under *C17.01.,_ shall:

a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;

b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and

c. have the effective date included in the resolution (footnote 4) 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 Florida-Bahamas Synod of the ELCA.

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

Chapter 18.

CONTINUING RESOLUTIONS

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

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

Chapter 19.

INDEMNIFICATION

***C19.01.** Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding.

<u>This constitution revised</u>	<u>01-20-2002</u>
	<u>01-25-2004</u>
	<u>01-22-2006</u>
	<u>01-27-2008</u>
	<u>01-25-2009</u>
<u>Effective date of last revision</u>	<u>04-25-2009</u>

Footnotes

* Required provision

4 *Such an effective date must be stated in relation to the requirements of *C17.03. to allow time for synodical review of the amendment.*