



Constitution & By-Laws

June 27, 1999 (*Revised 06/17/2018*)

ROSEVILLE LUTHERAN CONGREGATION CONSTITUTION

June 27, 1999

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 share the preaching of 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.

ARTICLE I

NAME AND INCORPORATION

- 1.1 The name of the Congregation shall be Roseville Lutheran Congregation of Roseville, Minnesota (hereinafter "the Congregation"). The Congregation shall be incorporated under the laws of the State of Minnesota.

ARTICLE II

CONFESSION OF FAITH

- 2.1 The Congregation confesses the Triune God, Father, Son, and Holy Spirit.
- 2.2 The 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.
- 2.3 The 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.
- 2.4 The Congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of the Congregation.
- 2.5 The 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.
- 2.6 The 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.
- 2.7 The 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.

ARTICLE III
NATURE OF THE CHURCH

- 3.1 All power in the Church belongs to our Lord Jesus Christ, its head. All actions of the Congregation are to be carried out under Christ's rule and authority.
- 3.2 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.

ARTICLE IV
PURPOSE

- 4.1 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.
- 4.2 To participate in God's mission, the 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.
- 4.3 To fulfill these purposes, the 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 other ministries of the Evangelical Lutheran Church in America.
 - h. Foster and participate in interdependent relationships with other congregations, the synod, and the church-wide organization of the Evangelical Lutheran Church in America.
 - i. Foster and participate in ecumenical relationships consistent with church-wide policy of the Evangelical Lutheran Church in America.
- 4.4 The Congregation shall develop an organizational structure as described in the Constitution and Bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions.
- 4.5 The Congregation shall, from time to time, adopt a mission statement which will provide specific direction for its ministries.

ARTICLE V

POWERS

- 5.1 The powers of the Congregation are those necessary to fulfill its purpose.
- 5.2 The powers of the Congregation are vested in the Congregation Meeting called and conducted as provided in this Constitution and Bylaws.
- 5.3 Only such authority as is delegated to the Congregation Council or other organizational units in the Congregation's governing documents is recognized. All remaining authority is retained by the Congregation. The Congregation is authorized to:
- a. Call a pastor as provided in Article IX.
 - b. Terminate the call of a pastor as provided in Article IX.
 - 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. Approve the annual budget.
 - e. Acquire real and personal property by gift, devise, purchase, or other lawful means; provided that real property shall not be acquired, nor shall any new construction on any real property be made, other than minor improvements (not to exceed five percent of the annual budget), except by resolution adopted by at least a two-thirds (2/3) majority ballot vote of the members present and voting at a legally called meeting of the Congregation.
 - f. Hold title to and use its property for any and all activities consistent with its purpose.
 - g. Sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means; provided that real property shall not be disposed of or encumbered in any manner except by resolution adopted by at least a two-thirds (2/3) majority ballot vote of the members present and voting at a legally called meeting of the Congregation.
 - h. Elect its Congregation Council, and require its members to carry out their duties in accordance with the Constitution, Bylaws, and Resolutions.
 - i. Terminate its relationship with the Evangelical Lutheran Church in America as provided in Article VI.

- 5.4 The Congregation shall have a fiscal year as specified in the Bylaws.
- 5.5 The 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 or 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 synod.

ARTICLE VI

CHURCH AFFILIATION

- 6.1 The Congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the St. Paul Area Synod of the Evangelical Lutheran Church in America.
- 6.2 The 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.
- 6.3 The Congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. The Congregation agrees to be responsible for its life as a Christian community.
 - b. The Congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. The Congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America or a candidate for its roster in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
 - e. The 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.
 - f. The 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.
- 6.4 Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
- a. The Congregation takes action to dissolve.
 - b. The Congregation ceases to exist.
 - c. The 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. The Congregation follows the procedures outlined in section 6.5.
- 6.5 The Congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a. A resolution indicating the desire of the Congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of the Congregation by a two-thirds majority of the voting members present.
 - b. The Vice President of the Congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of the Congregation. This notice shall be submitted within 10 days after the resolution has been adopted.

- c. The bishop of the synod shall consult with the Congregation during a period of at least 90 days.
 - d. If the 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 the Congregation and the Evangelical Lutheran Church in America shall be terminated.
 - f. Notice of termination shall be forwarded by the synodical bishop to the Vice President of the Congregation and published in the periodical of the Congregation.
- 6.6 If the Congregation is considering 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.

ARTICLE VII

PROPERTY OWNERSHIP

- 7.1 If the Congregation ceases to exist, title to undisposed property shall pass to the St. Paul Area Synod of the Evangelical Lutheran Church in America.
- 7.2 If the 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 the Congregation.
- 7.3 If a two-thirds majority of the voting members of the Congregation present at a legally called and conducted special meeting of the Congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in the Congregation. Before the Congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the St. Paul Area Synod.
- 7.4 If a two-thirds majority of the voting members of the Congregation present at a legally called and conducted special meeting of the Congregation vote to become independent or relate to a non-Lutheran church body, to property of the. Congregation shall continue to reside in the Congregation.

ARTICLE VIII

MEMBERSHIP

- 8.1 Members of the Congregation shall be those baptized persons on the roll of the Congregation at the time that this Constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this Constitution and its Bylaws.
- 8.2 Members shall be classified as follows:
 - a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in the 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 the 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 all confirmed members.
 - 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 the Congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council.

- 8.3 All applications for confirmed membership shall be submitted to and shall require the approval of at least one of the pastors, subject to the review of the Congregation Council.
- 8.4 It shall be the privilege and duty of members of the 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.
 - c. Support the work of the Congregation, synod, and the church-wide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- 8.5 Membership in the Congregation shall be terminated by any of the following:
- a. Death.
 - b. Resignation.
 - c. Transfer or release.
 - d. Disciplinary action by the Congregation Council.
 - e. Removal from the roll due to inactivity as defined in the Bylaws.

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

ARTICLE IX

THE CALLED PASTORS

- 9.1 Authority to call a pastor(s) shall be vested with the Congregation. A two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose shall be required for the Congregation to call a pastor(s). Before a call is issued, the officers of the Congregation, or a committee selected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod. Upon acceptance of the call, a pastor shall become a member of the Congregation.
- 9.2 Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for its roster may be called as a pastor of the Congregation, except in special circumstances and with the approval of the bishop of the synod.
- 9.3 Consistent with the faith and practice of the Evangelical Lutheran Church in America, every pastor called by the Congregation shall:
- a. Preach the Word and call people to a personal relationship with Jesus Christ.
 - b. Administer the sacraments.
 - c. Conduct public worship.
 - d. Provide pastoral care.
 - e. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - f. Offer instruction, confirm, marry, visit the sick and distressed, and bury the dead.

- g. Monitor all schools and organizations of the Congregation.
 - h. With the Congregation Council, administer discipline.
 - i. Strive to extend the Kingdom of God in the community, in the nation, and abroad.
 - j. Seek out and encourage qualified persons to prepare for the ministry of the Gospel.
 - k. Impart knowledge of the Congregation and its wider ministry through distribution of its periodicals and other publications.
 - l. Endeavor to support the work of the church-wide organization of the Evangelical Lutheran Church in America and the St. Paul Area Synod.
- 9.4 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 forwarded to the bishop of the synod.
- 9.5 The call of the Congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment
- a. Except in the case of the death of the pastor, the relationship between the pastor and the Congregation 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 as provided by Section 9.10.
 - 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.
 - 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-fourth 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 described in section 9.5.b. shall declare the pastorate vacant.
 - 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 section 9.5.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 by a two-thirds

majority vote of the voting members present at a legally called meeting after consultation with the bishop.

- e. If, in the course of proceedings described in section 9.5.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges in accordance with the provisions of the Constitution and Bylaws of the Evangelical Lutheran Church in America and the Constitution of this synod.
 - f. If, following the appointment of the committee described in section 9.5.b. or d., it should become apparent that the pastoral office cannot be conducted effectively, the bishop of the synod may temporarily suspend the pastor from service in the Congregation without prejudice and with pay provided through a joint synodical and church-wide fund and with housing provided by the Congregation for a period up to four months.
- 9.6 At the time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the Synod with the consent of the Congregation or the Congregation Council.
- 9.7 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 Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- 9.8 The 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 the Congregation.
- 9.9 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 Congregation Council and the bishop of the Synod. As occasion requires, the documents may be revised through a similar consultation.
- 9.10 With approval of the bishop of the synod, the Congregation may depart from section 9.5.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 section 9.5.a.
- 9.11 The senior pastor shall be responsible for keeping accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the Congregation, and shall submit a summary of such statistics annually to the Congregation and the synod.

ARTICLE X

DISCIPLINE OF MEMBERS AND ADJUDICATION

- 10.1 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 the 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

- c. Citation to appear before the Congregation Council.
- 10.2 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. A member charged with the offense shall appear before the Congregation Council after having received a written notice, specifying the exact charges that have been made against the member, at least 10 days prior to the meeting.
- 10.3 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 (actions b. and c. shall be delivered to the member in writing):
 - a. Censure before the Council or Congregation.
 - b. Suspension from membership for a definite period of time.
 - c. Exclusion from membership in the Congregation.
- 10.4 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.
- 10.5 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.
- 10.6 When there is a disagreement among factions within the Congregation on a substantive issue that cannot be resolved by the parties, members of the Congregation shall have access to the synodical bishop for consultation after informing the President of the Congregation Council and the senior pastor of their intent. If the consultation fails to resolve the issues, the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issues, the matter shall be referred to the Synod Council, and the Synod Council will assist the Congregation in resolving the matter.

ARTICLE XI

WORSHIP

- 11.1 As an expression of the unity of the Church in Christ, the Congregation recognizes the desirability of conforming to the practices of other member congregations by using such forms of worship, including liturgies and hymn books, as are recommended by the Evangelical Lutheran Church in America; however, the Congregation shall not be limited to such forms of worship.

ARTICLE XII

MEETINGS OF THE CONGREGATION

- 12.1 The power and authority of the Congregation shall be exercised through the meeting of the Congregation, which shall be called and conducted in conformity with civil laws and the provisions of the Constitution and Bylaws.
- 12.2 There shall be one regular annual meeting of the Congregation at a time set forth in the Bylaws, and such

other additional regular meetings of the Congregation as the Bylaws may specify.

- 12.3 A quorum for any regular or special meeting of the Congregation shall be at least one hundred (100) of the voting members.
- 12.4 A special meeting of the Congregation may be called by action of the Congregation, by petition of at least fifty (50) voting members, or by any one of the following: The Congregation Council, the President of the Congregation, or the senior pastor. The President of the Congregation may call a special meeting upon the request of the bishop.
- 12.5 Requirements for notice and announcements of special and regular meetings of the Congregation shall be as specified in the Bylaws.
- 12.6 All pastors of the Congregation shall be notified of the time and place at which a special meeting of the Congregation is to be held.
- 12.7 Only the business for which a special meeting has been called shall be transacted at the meeting.

ARTICLE XIII OFFICERS

- 13.1 The officers of the Congregation, who shall also be the officers of the Congregation Council, shall be the President, the President-Elect, and the Vice President. The officers shall be voting members of the Congregation eighteen years of age or older, and shall be elected by written ballot by a majority vote of the Congregation. No officer shall hold more than one office at a time. Called pastors of the Congregation and permanent full-time employees of the Congregation shall not be eligible to be officers of the Congregation.
- 13.2 The dates of the terms of office and the duties of the officers of the Congregation shall be specified in the Bylaws.
- 13.3 The President, President-Elect, and Vice President shall each serve in their respective positions for a term of one year. Each year, at the time specified in the Bylaws, the President-Elect shall assume the office of President and the Vice-President shall assume the office of President-Elect. A new Vice-President shall be elected each year by written ballot by a majority vote of the Congregation at its regular annual meeting.
- 13.4 An officer shall not be eligible to serve as a Congregation Council member or again as a Congregation officer the year following the expiration of his/her term as an officer.

ARTICLE XIV CONGREGATION COUNCIL

- 14.1 The Congregation Council shall have general oversight of the life and work of the 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.
- 14.2 The voting membership of the Congregation Council shall consist of the officers of the Congregation as described in Article XIII, and six (6) Council Representatives. The Council Representatives shall be voting members of the Congregation eighteen years of age or older, and shall be elected by written ballot by a majority vote of the Congregation. Called pastors of the Congregation and permanent full-time employees of the Congregation shall not be eligible to be Council Representatives. No Representative shall succeed himself/herself as a Council Representative, but a Council Representative, at the end of his/her term, may be elected as an officer of the Congregation.

- 14.3 Council Representatives shall serve in their positions for a term of two years. Three Representatives shall be elected at the regular annual meeting in even numbered years, and three Representatives shall be elected at the regular annual meeting in odd numbered years.
- 14.4 The dates of the terms of office and the duties of the Council Representatives shall be specified in the Bylaws.
- 14.5 The senior pastor, and other pastors and staff as the Congregation Council shall determine, shall serve the Council in non-voting advisory capacities.
- 14.6 A position of officer of the Congregation or Council Representative shall be deemed vacant if the holder ceases to be a voting member of the Congregation, or if the holder forfeits his/her position as provided in the Bylaws.
- 14.7 The specific duties of the Congregation Council shall include but not be limited to the following, subject to limitations contained in other provisions of this Constitution:
- a. To seek to involve all participants of the Congregation in worship, prayer, learning, witness, service and support.
 - b. To lead the Congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate the Congregation's activities in light of its mission and goals.
 - c. To create, define, and set the terms and conditions of such committees, task forces, teams, or other organizations as from time to time may be necessary or beneficial to assist the Congregation or to help the Council carry out its functions.
 - d. To oversee and provide for the administration of the Congregation to enable it to fulfill its functions and perform its mission.
 - e. To maintain supportive relationships with the pastors and staff and to help them annually to evaluate the fulfillment of their calling or employment.
 - f. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
 - g. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
 - h. To arrange for pastoral service during the sickness or absence of the pastor.
 - i. To manage the business and fiscal affairs of the Congregation, and to appoint and define the duties of a Treasurer for the Congregation.
 - j. To acquire, dispose of, maintain, and protect the property of the Congregation.
 - k. To prepare an annual budget for adoption by the Congregation, and to supervise the expenditure of funds in accordance therewith following its adoption.
 - l. To be responsible for the employment and general supervision of the lay workers of the Congregation.
 - m. To carry out the provisions of this Constitution and Bylaws.
- 14.8 The Congregation Council shall be considered to be the Board of Directors or Board of Trustees of the Congregation under the applicable laws of the State of Minnesota.
- 14.9 All legal documents of the Congregation shall be signed by the President and Vice President in office at the time of the Council or Congregation action.

- 14.10 The Congregation Council shall strive to meet once a month. A special meeting of the Congregation Council may be called by the President of the Congregation or the senior pastor or by a demand signed by at least three members of the Congregation Council. Reasonable notice of each special meeting shall be given to all members of the Congregation Council and the senior pastor.
- 14.11 A quorum for the transaction of business shall consist of a majority of the current membership of the Congregation Council.
- 14.12 There shall be an Executive Committee of the Congregation Council. The Executive Committee shall consist of the President, President-Elect, and Vice President of the Congregation. The senior pastor shall be a non-voting member of the Executive Committee. The duties of the Executive Committee shall be specified in the Bylaws.

ARTICLE XV

PERMANENT MINISTRY TEAMS, COMMITTEES, AND ORGANIZATIONS

- 15.1 There shall be five Permanent Ministry Teams of the Congregation. These shall be the Worship and Prayer Ministry Team, the Mission and Outreach Ministry Team, the Education and Children's Ministry Team, the Youth and Family Ministry Team and the Christian Life Ministry Team. The make-up and duties of these Ministry Teams shall be specified in the Bylaws. Each permanent Ministry Team shall have a Chairperson. Chairpersons shall be voting members of the Congregation eighteen years of age or older and shall be elected by written ballot by a majority vote of the Congregation. The terms of each Chairperson shall be two years. Three Chairpersons shall be elected at the regular annual meeting during even numbered years and two Chairpersons shall be elected during odd numbered years. The dates of the terms of office and the duties of the Chairpersons shall be specified in the Bylaws.
- 15.2 There shall be a Nominating Committee of the Congregation_ The Nominating Committee shall prepare a slate of nominees for applicable Congregation officer positions and applicable Permanent Ministry Team chairperson positions for election at each regular annual meeting. The Nominating Committee shall consist of six (6) members, including the Vice President of the Congregation, a Congregation Council Representative who shall be appointed by the President of the Congregation, and four voting members of the Congregation eighteen years of age or older, who shall be elected by secret ballot by a majority vote of the Congregation at its regular annual meeting. Called pastors of the Congregation and permanent full-time employees of the Congregation shall not be eligible to be members of the Nominating Committee. No member of the Nominating Committee who was elected by the Congregation may succeed himself/herself. The terms of the four elected members shall be two years. Two of the elected members shall be elected during even numbered years and two shall be elected during odd numbered years. The dates of the terms of office and the duties of the Nominating Committee members shall be specified in the Bylaws.
- 15.3 All organizations within the Congregation shall exist to aid it in ministering to the members of the Congregation and to all persons who can be reached and served with the Gospel of Christ. The Congregation Council shall oversee generally all organizations within the Congregation, and shall determine policies concerning their activities.

ARTICLE XVI

ROSEVILLE LUTHERAN ENDOWMENT FUND

- 16.1 The Congregation has established in its records a separate fund, which shall be known as the Roseville Lutheran Endowment Fund (the "Endowment Fund"). The Endowment Fund is the successor to a fund previously known as the Roseville Lutheran Church Foundation. The purpose of the Endowment Fund is

to enhance the extended ministry and mission outreach of the Congregation apart from the Congregation's general operations. No portion of the income of the Endowment Fund may be used to supplement the annual operating budget of the Congregation. All gifts and bequests designated for the Roseville Lutheran Church Foundation subsequent to the approval of this Article shall be deposited in the Endowment Fund. Undesignated gifts and bequests received by the Congregation may be deposited in the Endowment Fund at the discretion of the Congregation Council.

- 16.2 The Endowment Fund shall be overseen by an Endowment Fund Board of Directors. Subject to Section 16.3, the principle of the Endowment Fund shall remain inviolate and shall not be spent. The membership and responsibilities of the Board of Directors shall be specified in the Bylaws.
- 16.3 When, in the opinion of the Congregation Council, circumstances are so dire and of such an emergency nature that the future of the Congregation is at stake, and the only resource is the use of the Endowment Fund principal, the Congregation Council may, upon a two-thirds majority vote, recommend such action to the Congregation. The Congregation may approve such Council-recommended action by a two-thirds majority vote at a legally called Congregation Meeting.

ARTICLE XVII

BYLAWS

- 17.1 The Congregation may adopt Bylaws. No Bylaw may conflict with this Constitution.
- 17.2 Bylaws may be adopted or amended at any legally called meeting of the Congregation with a quorum present by a majority vote of those voting members present and voting.
- 17.3 Changes to the Bylaws may be proposed by at least twenty-five (25) voting members or by the Congregation Council; provided, however, that such changes that are proposed by twenty-five members shall 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 shall notify the members of any proposal with its recommendations at least thirty (30) days in advance of the Congregation Meeting.
- 17.4 Approved changes to the Bylaws shall take effect immediately and shall be sent by the Vice President of the Congregation to the synod.

ARTICLE XVIII

AMENDMENTS

- 18.1 Amendments to this constitution may be proposed by at least fifty (50) voting members or by the Congregation Council. Each proposed amendment shall be considered at the first regular meeting of the Congregation, or special meeting called for such purpose, held at least sixty (60) days after the proposal is submitted in writing to the Congregation Council or is approved by the Council. The Congregation Council shall notify the members of the Congregation of the proposal, with the Council's recommendations, at least thirty (30) days in advance of the meeting at which it will be considered.
- 18.2 A proposed amendment to this Constitution shall be adopted if:
- a. It is approved without material change at a legally called meeting under this Constitution by a two-thirds majority vote of those present and voting.
 - b. It is ratified without material change at the next regular meeting by a two-thirds majority vote of those present and voting.
- 18.3 Each amendment to this Constitution shall be effective as of the date specified in the amendment or its

adopting resolution, or if no date is specified, as of the date the amendment is adopted.

- 18.4 Any amendments to this Constitution shall be sent by the Vice President of the Congregation to the synod.
- 18.5 Whenever the Model Constitution for Congregations is amended by the Church-wide Assembly, this Constitution may be amended to reflect any such amendment by a two-thirds majority vote at any subsequent 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 at least 30 days prior to the meeting. Following the adoption of an amendment, the Vice President of the Congregation shall send a copy thereof to the synod.

ROSEVILLE LUTHERAN CONGREGATION BYLAWS

June 27, 1999

SECTION I COMMUNION PARTICIPATION

1.1 Roseville Lutheran Congregation of Roseville, Minnesota (hereinafter "the Congregation") invites all of its members and visitors who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.

SECTION II MEMBERSHIP

2.1 BAPTIZED MEMBERS

- a. A child, one or both of whose parents or guardians are members of the Congregation, shall, upon receiving Baptism, become a baptized member.
- b. A child baptized in another congregation shall be received as a baptized member in the Congregation when a transfer has been received.
- c. An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teaching of the Word of God as confessed by the Lutheran Church, shall, upon confession of faith and Baptism, become a baptized and confirmed member of the Congregation.
- d. When one or both parents of baptized children are received into the membership of the Congregation, such children shall be received as baptized members with the consent of the member parent or parents.

2.2 CONFIRMED MEMBERS

- a. A baptized adult, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of the Congregation after having received instruction, having given evidence of adequate understanding of the teachings of the Word of God as confessed by the Lutheran Church and having publicly affirmed his/her faith.
- b. A baptized member of the Congregation shall become a confirmed member of the Congregation after having received instruction, having given evidence of adequate understanding of the teaching of the Word of God as confessed by the Lutheran church, and having publicly affirmed his/her faith.
- c. An applicant for membership who presents to a called pastor of the Congregation a Letter of Transfer which certifies that he/she is a confirmed member in good standing of a Lutheran congregation shall become a confirmed member of the Congregation.
- d. An applicant for membership who presents evidence of confirmation in a Lutheran congregation but does not have a Letter of Transfer shall become a confirmed member when the applicant has reaffirmed that faith before the Congregation.
- e. The Congregation Council shall determine the roster of confirmed and voting members of the Congregation in accordance with the provisions of the Constitution and Bylaws. The roster of voting members shall be available at all legally called meetings of the Congregation.

2.3 ASSOCIATE MEMBERS

A person who desires to become an Associate Member shall apply to a called pastor for such status. Upon approval by such pastor, the person's name shall be added to the roster of Associate Members. The

acceptance of the applicant shall be reported by a pastor to the President of the Congregation.

2.4 DISCONTINUANCE OF MEMBERSHIP

- a. Whenever a member moves from the community the Congregation serves, the Congregation Council and the pastors shall encourage the member to request a transfer to a Lutheran congregation which can serve him/her effectively.
- b. A confirmed member in good standing desiring to change his/her membership to another Lutheran congregation shall, upon request to the pastors, receive a Letter of Transfer.
- c. A confirmed member who, in the judgment of the Congregation Council, does not partake of Holy Communion for a period of one year and who does not contribute to the congregational treasury according to the Congregation's records for a period of one year, shall be classified as inactive. A confirmed member who has been classified as inactive shall be requested in writing by the President of the Congregation to reaffirm his/her desire to retain membership. Those who fail to reply within ninety (90) days shall be presumed to no longer desire membership and shall lose the right to vote, and membership shall be terminated in the Congregation. Those who reaffirm their desire to retain membership shall be reclassified as active members.
- d. Members who have been dismissed, in accordance with the Constitution, or who have resigned, and members who have transferred to other Lutheran congregations, or who are definitely known to have become members of other congregations without transfer, have thereby terminated their membership in the Congregation and have surrendered all membership rights.
- e. A child, neither of whose parents or guardians is a member of the Congregation, may be removed from the roster of baptized members if the child fails to participate in the life and worship of the Congregation.

SECTION III THE PASTORS AND PROFESSIONAL STAFF

3.1 CALL TO SENIOR PASTOR

In the event of a vacancy in the position of senior pastor, the Congregation Council shall designate a Call Committee of not less than seven (7) voting members of the Congregation, at least one of which shall be a member of the Congregation Council. This committee shall screen candidates and make recommendations to the Congregation. When the Call has been issued and accepted, the term of the Call Committee shall be ended.

3.2 CALL TO ASSOCIATE PASTOR

In the event of a vacancy in the position of associate pastor, the Congregation Council shall designate a Call Committee of not less than seven (7) voting members of the Congregation, at least one of which shall be a member of the Congregation Council, and the senior pastor who shall be ex officio. This committee shall screen candidates and make recommendations to the Congregation. When the Call has been issued and accepted, the term of the Call Committee shall be ended.

3.3 LETTER OF CALL

When the Congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect. It shall be signed by the President and the Vice President at the time the Call was voted.

3.4 HIRING FOR OTHER STAFF POSITIONS

The Congregation Council shall establish processes for the hiring of persons for other staff positions, and

may delegate certain responsibilities in the hiring process. However, all hires for such positions are subject to the approval of the Council.

3.5 CLERGY NOTICE OF TERMINATION

If a pastor accepts a Call to another ministry, the pastor shall announce his/her decision to the Congregation Council as quickly as possible. The pastor shall notify the bishop of the synod of the decision, and shall terminate his/her ministry as soon as reasonable.

SECTION IV FISCAL YEAR AND MEETINGS OF THE CONGREGATION

4.1 FISCAL YEAR

The fiscal year of the Congregation shall be from July 1 through June 30.

4.2 NOTICE OF MEETING

The official notice of the scheduling of a regular or special meeting of the Congregation shall be in writing and shall be signed by the President and Vice President of the Congregation, or by the person or persons who have called the meeting as authorized by the Constitution. It shall be posted conspicuously as soon as practicable in the place where the Congregation customarily worships. Such notice shall state the time, the place, and the purpose of the meeting.

4.3 ANNOUNCEMENT OF MEETING

Announcement of the time and place of a regular or special meeting of the Congregation shall be made at all worship services of the Congregation held during the thirteen (13) days immediately preceding the date of the meeting, and in such publications as the Congregation or the pastor may periodically issue, or by written notice to the voting members mailed not less than ten (10) days in advance of the meeting; provided that a meeting called to consider the purchase, disposition, or encumbrance of real property must be called and held in conformity with such provision of civil law as may be applicable.

4.4 VOTING MEMBER ROSTER

The current roster of voting members shall be available at each meeting of the Congregation.

4.5 REGULAR ANNUAL MEETING OF THE CONGREGATION

- a. Date. The annual meeting of the Congregation will be held between June 1 and September 30 on a date and at a time designated by the Church Council. (Amended, June 2018)
- b. Elections. At the regular annual meeting of the Congregation, elections of Officers, Permanent Ministry Team Chairpersons, Nominating Committee Members, Endowment Fund Directors, and other positions as may be designated by the Congregation Council shall be held. Nominations for all positions except the Nominating Committee shall be made as follows:
 - 1) Not later than sixty days prior to the regular annual meeting the Nominating Committee shall select one or more persons as nominees for each elective post, except positions on the Nominating Committee, and it shall submit biographical information on each nominee to the Vice President of the Congregation. Nominees must be members of the Congregation.
 - 2) At least thirty (30) days prior to the regular annual meeting, the Vice President shall post in the church office and mail to all members of the Congregation the selections of the Nominating Committee together with the biographical information of each nominee. Additional nomination may be made by securing a petition with the signatures of twenty-five (25) voting members of the

Congregation and submitting such petition with a biographical description of the candidate to the Nominating Committee at least fifteen (15) days prior to the regular annual meeting. These nominees shall give their consent to the nomination.

- 3) Printed ballots shall be used for elections at the regular annual meeting. Candidates nominated by the Nominating Committee shall be marked or designated on the ballot. The names of the nominees of the respective offices shall be read without comment at the regular annual meeting by the Vice President.
 - 4) If a nominee of the Nominating Committee withdraws, dies, becomes disabled or is disqualified prior to the regular annual meeting, the Nominating Committee shall substitute a new nominee in his/her place. Posting and mailing, if time permits, shall be by the Vice President of the Congregation.
 - 5) Additional nominations may not be made from the floor at the regular annual meeting of the Congregation.
 - 6) The Congregation Council shall fill vacancies that occur during the term of any elected position for the remainder of that term of office.
- c. Reports and Budget. At the regular annual meeting, the Congregation shall receive reports from all the organizations of the Congregation. Such reports, including relevant financial statements, shall be timely submitted in writing to the President or his/her designee. The Congregation shall also receive and vote on a proposed budget for the new fiscal year. The annual reports and the proposed budget shall be mailed to the Congregation at least ten (10) days prior to the regular annual meeting.

4.6 PARLIAMENTARY PROCEDURES

- a. Parliamentary procedures shall be in accordance with Robert's Rules of Order, including the order of business, unless another procedure is specified in the Constitution or Bylaws.
- b. Written ballots shall be used:
 - 1) To adopt or amend the Articles of Incorporation, Constitution, or ByLaws of the Congregation.
 - 2) To request the resignation of a pastor.
 - 3) To exclude a member from the Congregation or to remove a member from office in the Congregation.
 - 4) To sever membership in the Evangelical Lutheran Church in America or its successor.
 - 5) To dispose of, encumber, improve, or purchase real property.
 - 6) To elect officers, Ministry Team chairpersons, Nominating Committee members, and Endowment Directors.
 - 7) To call a pastor.
 - 8) Whenever so requested by ten (10) or more voting members present.

SECTION V ***OFFICERS AND CONGREGATION COUNCIL***

5.1 GENERAL

- a. Term of Office. The term of office for each officer of the Congregation or Congregation Council Representative shall begin at 12:01 a.m. on the first day of September following election and shall

expire at 12:00 midnight on the thirty-first day of August in the year in which the term concludes.

- b. Vacancy. If a vacancy occurs in an officer's position or on the Congregation Council, the Council shall, by majority vote, fill the vacancy for the remaining portion of the term. Should the unexpired term be one year or less the person appointed shall not be considered ineligible to succeed himself/herself.
- c. Forfeiture. An officer or Council member who is absent from three (3) consecutive regular meetings without an excuse acceptable to the Congregation Council shall forfeit his/her membership or office.

5.2 OFFICERS

The duties and functions of each officer of the Congregation shall be as follows:

- a. The President shall prepare the agenda for, and preside over, the business meetings of the Congregation, the Executive Committee, and the Congregation Council. The President shall be an ex officio non-voting member of all committees and organizations of the Congregation except the Nominating Committee. Each year the President shall appoint one Council Representative to be a liaison to each Permanent Ministry Team, and shall appoint one Council Representative to be a voting member of the Nominating Committee.
- b. The President-Elect shall assume the duties of the President during the absence or disqualification of the President, shall be responsible for the coordination and preparation of the annual budget, and shall assist the President in preparing the agenda for Council meetings and in carrying out the President's duties, together with such other duties as the President may assign.
- c. The Vice President shall be responsible for keeping the minutes and other accurate records of the Congregation, Executive Committee, and Council business meetings. Copies of the Council meeting minutes shall be made available upon request to the Congregation following each meeting. The Vice President shall, in cooperation with the senior pastor, preserve the Congregation's archives. The Vice President shall, whenever requested by the Council or Congregation, provide the President with a correct alphabetical listing of the members of the Congregation.

5.3 EXECUTIVE COMMITTEE

Meetings of the Executive Committee may be called by the President, any two of its members or the senior pastor. The duties and functions of the Executive Committee shall be:

- a. To assist in the conducting of Congregation business as may be necessary between meetings of the Congregation Council; provided that all actions of the Executive Committee shall be subject to review and approval or reversal by the Congregation Council except duties and responsibilities delegated to it by the Congregation Council.
- b. To review the agenda and issues in preparation for the Congregation Council meetings and make recommendations to the Council as it deems appropriate.

5.4 CONGREGATION COUNCIL

- a. Business brought before the Congregation Council for approval must be approved by a majority or a minimum of four (4), whichever is greater, of the voting members present in order to be considered passed.
- b. The Congregation Council shall endeavor to conduct regular monthly meetings. Said meetings shall be held on the second Thursday of each month or at such other time as the Council shall determine, and the meetings shall be open to members of the Congregation, who shall have the right to speak but shall not have a vote.
- c. In addition to the duties and responsibilities provided in the Constitution, the Congregation Council

shall:

- 1) Receive monthly reports from the Treasurer to assure that the expenditures are within the budget approved by the Congregation and will not exceed annual revenues.
- 2) Prepare a budget to submit to the regular annual congregational meeting.
- 3) Assure itself that the Treasurer and others who have access to the funds of the Congregation are adequately bonded.
- 4) Appoint annually a financial compliance review committee composed of two persons, at least one (1) of whom shall be a voting member of the Congregation. This committee shall examine and review the fiscal records of the previous fiscal year of the Congregation and the affiliated organizations and shall report its findings in writing to the Council. Such reviews shall include examination of existing insurance coverage. The Congregation Council in its discretion may provide for interim reviews as needed.
- 5) Be responsible for the buildings and premises of the Congregation and for their use and maintenance.
- 6) Ratify members of the Ministry Teams and other committees that may be established by the Congregation Council.
- 7) Assure that there is appropriate communication and coordination among the Congregation Council and the Ministry Teams.
- 8) Appoint delegates to any group or meeting in which the Congregation is entitled to representation.
- 9) Promote a Christian sense of stewardship of time, talents, and treasures among all members of the Congregation throughout the year.
- 10) Be responsible for the oversight of the various ministries of the Congregation.
- 11) Be responsible for the overall supervision of Congregation staff.
- 12) Be responsible for long range planning for the Congregation, with annual review and update.
- 13) Be responsible for long and short range facility planning for the Congregation facilities.
- 14) Be responsible for implementing strategic planning decisions through the budget process and other available means.
- 15) Be responsible for Congregation stewardship matters, including all appropriate stewardship drives, endowment fund and ministries.

SECTION VI

PERMANENT MINISTRY TEAMS

6.1 GENERAL

- a. Terms of Office. The terms of office for each chairperson of a Permanent Ministry Team shall begin at 12:01 a.m. on the first day of September following election and shall expire at 12:00 midnight on the thirty-first day of August in the year in which their two year term concludes.
- b. Duties of Chairpersons. Chairpersons shall be the heads of the Ministry Teams; shall lead Ministry Team meetings; shall recommend persons for team membership; and shall work with team members, volunteers, and staff to ensure that the Ministry Team's duties are performed. The Chairpersons shall endeavor to meet together at least quarterly in order to coordinate their activities and plans.

- c. Appointment of Members. Members of the Ministry Teams shall be appointed by the Chairpersons with the approval of the Congregation Council, or shall be appointed by the Congregation Council.

6.2 WORSHIP AND PRAYER MINISTRY TEAM

- a. This Ministry Team shall consist of at least five (5) members and shall work with the staff to establish and maintain standards for the total worship, music, art, drama, and prayer programs of the church so that the diverse worship needs of the Congregation are met. The Team shall assure that the standards are in accordance with the practice of the Evangelical Lutheran Church in America. As part of the Team's duties, it specifically shall:
 - 1) Be responsible for the sanctuary environment, media ministry, altar guild, ushers, greeters, and parking lot attendants.
 - 2) Be an advocate for their ministry to the Congregation Council.
 - 3) Promote the awareness of the Biblical concept of stewardship of time and talents for the work of Christ's kingdom.
 - 4) Implement and evaluate with the staff all its ministries and responsibilities.
 - 5) Provide assistance in the budgeting processes and allocation of resources.
 - 6) Appoint and charge task forces with specific jobs or projects.

6.3 MISSION AND OUTREACH MINISTRY TEAM

- a. This Ministry Team shall consist of at least five (5) members and shall work with the staff to establish sound evangelism programs for bringing the Gospel of Jesus Christ to all people. As part of the Team's duties, it specifically shall:
 - 1) Support foreign missions.
 - 2) Provide for contact and/or visitation of prospective, active, and inactive members.
 - 3) Perform an annual review of membership.
 - 4) Be responsible for orientation and reception of new members.
 - 5) Be responsible for activities that express God's love through concerns for human justice in the community, state, nation, and world.
 - 6) Conduct programs that inform the Congregation about contemporary social issues and encourage church members to take active roles that satisfy basic human needs and ensure basic human rights.
 - 7) Be an advocate for their ministry to the Congregation Council.
 - 8) Promote the awareness of the Biblical concept of stewardship of time and talents for the work of Christ's kingdom.
 - 9) Implement and evaluate with the staff all its ministries and responsibilities.
 - 10) Provide assistance in the budgeting processes and allocation of resources.
 - 11) Appoint and charge task forces with specific jobs or projects.

6.4 EDUCATION AND CHILDREN'S MINISTRY TEAM

- a. This Ministry Team shall consist of at least five (5) members and shall work with staff to oversee the Christian education and support ministry for children, families, and adults. As part of the Team's duties, it specifically shall:

- 1) Be responsible for the childrens' ministry policies, programming and activities; including working with staff to set their direction and vision.
- 2) Be responsible for the nursery school and child care ministries of the Congregation.
- 3) Be responsible for the adult education and small group education ministries of the Congregation.
- 4) Be responsible for the Congregation library.
- 5) Be an advocate for their ministry to the Congregation Council.
- 6) Promote the awareness of the Biblical concept of stewardship of time and talent for the work of Christ's kingdom.
- 7) Implement and evaluate with the staff all its ministries and responsibilities.
- 8) Provide assistance in the budgeting processes and allocation of resources.
- 9) Appoint and charge task forces with specific jobs or projects.

6.5 YOUTH AND FAMILY MINISTRY TEAM

- a. This Ministry Team shall consist of at last five (5) members and shall work with staff to establish goals and objectives for the ministry areas of middle and high school youth and their families. As part of the Team's duties, it specifically shall:
 - 1) Be responsible for youth policies, programming, and activities.
 - 2) Be responsible for working with staff to set the direction and vision of the Congregation's youth and family ministry.
 - 3) Be an advocate for their ministry to the Congregation Council.
 - 4) Promote the awareness of the Biblical concept of stewardship of time and talents for the work of Christ's kingdom.
 - 5) Implement and evaluate with the staff all its ministries and responsibilities.
 - 6) Provide assistance in the budgeting processes and allocation of resources.
 - 7) Appoint and charge task forces with specific jobs or projects.

6.6 CHRISTIAN LIFE MINISTRY TEAM

- a. This Ministry Team shall consist of at least five (5) members and shall work with staff to facilitate young adult, adult, and family social, recreational, athletic and other fellowship activities within the Congregation. As part of the Team's duties, it specifically shall:
 - 1) Work to develop good community public relations.
 - 2) Update the Congregation directory.
 - 3) Maintain the Congregation historical collection.
 - 4) Be responsible for the health care ministries, grief and loss recovery ministries, senior ministries, small group, and fellowship ministries of the Congregation.
 - 5) Be an advocate for their ministry to the Congregation Council.
 - 6) Promote the awareness of the Biblical concept of stewardship of time and talents for the work of Christ's kingdom.
 - 7) Implement and evaluate with the staff all its ministries and responsibilities.

- 8) Provide assistance in the budgeting processes and allocation of resources.
- 9) Appoint and charge task forces with specific jobs or projects.

SECTION VII NOMINATING COMMITTEE

7.1 TERM OF OFFICE

The term of office for each elected member of the Nominating Committee shall begin at 12:01 a.m. on the first day of September following election and shall expire at 12:00 midnight on the thirty-first day of August in the year in which the term concludes.

7.2 CHAIRPERSON

The chairperson of the Nominating Committee shall be elected each year by the full committee and shall be one of the four members who are elected by the Congregation as a whole.

7.3 NOMINATIONS FOR COMMITTEE MEMBERS

Nominations for the Nominating Committee shall be made as follows.

- a. Not later than sixty (60) days prior to the regular annual meeting, the Congregation Council shall select at least four (4) nominees for the two positions elected annually, and shall submit biographical information on each nominee to the Vice President.
- b. At least thirty (30) days prior to the annual meeting, the Vice President shall post in the church office and mail to all members of the Congregation the selections of the Congregation Council together with the biographical information of each nominee. Additional nominations may be made by submitting to the Vice President a petition with the signatures of twenty-five (25) voting members of the Congregation; provided that such petition, with evidence of approval by the nominee, is submitted with biographical information to the Vice President at least fifteen (15) days prior to the regular annual meeting.
- c. If a candidate for the Nominating Committee withdraws, dies, becomes disabled or is disqualified prior to the annual meeting, the Congregation Council shall appoint a new nominee in his/her place. If a member of the Nominating Committee resigns, dies, or otherwise is unable to serve, the Congregation Council shall appoint a replacement for the remainder of that term of office.

7.4 PREPARATION OF SLATE OF CANDIDATES

The Nominating Committee shall prepare a slate of candidates for election in accordance with the procedure described in section 4.5 of the Bylaws.

SECTION VIII PARISH RECORDS

8.1 The records of the Congregation shall be and remain the property of the Congregation. The senior pastor shall be responsible for the maintenance of the records except as otherwise provided herein.

SECTION IX ROSEVILLE LUTHERAN ENDOWMENT FUND

9.1 MEMBERSHIP OF ENDOWMENT FUND BOARD OF DIRECTORS

The Endowment Fund Board of Directors shall consist of ten (10) Directors, one of whom shall be

Chairperson, who shall be elected annually by the Directors. The Directors shall be voting members of the Congregation eighteen years of age or older. Nine (9) Directors shall be elected by written ballot by a majority vote of the Congregation, and shall serve for three year terms. The Directors' terms shall be staggered such that three Directors are elected at each regular annual meeting of the Congregation. One Director shall be a member of the Congregation Council and shall be appointed annually by the Congregation Council for a one year term. The terms of the Directors shall begin at 12:01 a.m. on the first day of September following election or appointment and shall expire at 12:00 midnight on the thirty-first day of August in the year in which the term concludes. No Director may serve more than two consecutive terms. After a lapse of one year, former Directors may be re-elected. The senior pastor shall be an ex officio member of the Board of Directors, and shall not be entitled to a vote. A quorum of the board of Directors shall be six or more Directors. If a Director resigns or is unable to serve, a replacement Director may be appointed by the Congregation Council to serve for the remainder of that Director's term. (*Revised 6/19/2005*)

9.2 RESPONSIBILITIES OF ENDOWMENT FUND BOARD OF DIRECTORS

The Roseville Lutheran Endowment Fund Board of Directors shall coordinate with the Congregation Council to administer and oversee the Endowment Fund and its stewardship, including fund-raising, investments, and grants, in order to enhance the extended ministry and mission outreach of the Congregation apart from the Congregation's general operations. As part of the Board's duties, it specifically shall:

- a. Coordinate fund-raising activities for long term giving, including at least one major fund raising event annually.
- b. Provide ongoing educational and motivational events and materials to foster stewardship growth and mission development.
- c. Recommend to the Congregation Council an Investment Policy to guide investment decisions.
- d. Recommend to the Congregation Council the selection of professional investment managers.
- e. Recommend to the Congregation Council such investment and management decisions as the Endowment Fund Board of Directors deems wise and prudent. Investment and management decisions shall include without limitations decisions to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects manage and control the assets of the Endowment Fund. Assets of the Endowment Fund shall include without limitation mutual funds, stocks, bonds, debentures, mortgages, notes, or other securities. Assets of the Endowment Fund shall be held in the name of the Congregation.
- f. Recommend to the Congregation Council the division of principal and income in accordance with accepted accounting procedures.
- g. Recommend grants for approval by the Congregation Council. No grant may be approved by the Council which has not been recommended by the Board of Directors. This section does not apply to emergency situations as described in Article XVI of the Constitution.
- h. Strive to distribute income from the Endowment Fund at least annually and at such other times as it deems necessary and/or practical to accomplish the purposes of the Fund. However, distribution of all accumulated income need not occur annually in the event grants have not been approved by the Congregation Council, or if the Board of Directors makes a specific finding that total disbursement of income during a year is not wise or prudent.
- i. Appoint and charge task forces with specific jobs or projects.