

**CONSTITUTION COMMITTEE
PROPOSED AMENDMENTS**

CONSTITUTION AND BYLAWS OF ST. PETER'S EVANGELICAL LUTHERAN CHURCH
Lititz Pike and Delp Road, Lancaster, PA 17601

**Chapter 1.
NAME AND INCORPORATION**

C1.01. The name of this congregation shall be St. Peter's Evangelical Lutheran Church of Neffsville,
Manheim Township, Lancaster County, Pennsylvania.

**Chapter 11.
OFFICERS**

- C11.01.** The officers of this congregation shall be a president, vice president, 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~~The president, vice-president and secretary 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 membership of the Congregation Council. [If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.]~~
- C11.03.** No officer shall hold more than one office at a time. The president, vice president, treasurer and secretary shall serve no more than two consecutive terms in the same office. _

**Chapter 12.
CONGREGATION COUNCIL**

- C12.01.** The voting membership of the Congregation Council shall consist of the called rostered ministers of the congregation, the ~~officers of the congregation~~President, Vice-President, Secretary, and not more than six other members 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 b) is absent from four successive regular meetings of the Congregation Council without cause, or c) resigns Council membership. Consistent with the laws of the commonwealth in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.
- C12.04.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:
- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.

- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the called rostered minister(s) of the congregation and staff and help them annually to evaluate the fulfillment of their calling 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(s).
- h. To emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- k. Anything else delegated to the Council by the Congregation.

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 Commonwealth of Pennsylvania, 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 for items not included in the approved budget in a cumulative amount not to exceed 2% of the approved 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 2% 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.
- ~~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.~~ The Congregation Council will ensure that the financial activities of all congregational entities are examined and reported upon annually. Congregation Council shall authorize the engagement of an independent, certified public accountant to examine and report upon all of the financial records of the congregation (excluding the financial records of those entities otherwise required by council to report their financial activities separately.) Financial Statements shall be compiled by an independent accountant annually and subject to such additional testing as the Finance Committee deems appropriate. All reports shall be authorized and received on a timely basis and contain a reconciliation of cash and fund flows, statements of financial assets and liabilities and income and expense, and be made available to the congregation upon request, at its annual meeting. At its discretion, the Congregation Council may authorize other examinations and tests of church financial records and procedures by non-council, congregation members or by a qualified, independent accounting firm. Upon request any member of the Congregation will be given access to approved reports.

ef. 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.
fg. The Congregation Council shall be responsible for this congregation's investments-finances and its total insurance program.

C12.10 The Congregation Council shall have oversight to all matters concerning St. Peter's Preschool and its policies.

C12.11 The Congregation Council shall govern the interrelationships with other autonomous organizations utilizing the church facilities.

C12.124. The Congregation Council shall normally meet once a month. Special meetings may be called by one of the called rostered minister(s) of the congregation 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.

C12.132. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the called rostered minister(s) of the congregation or interim pastor, except when the called rostered minister(s) of the congregation 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 called rostered minister(s) of the congregation or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

C12.143. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, and, to the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 13. CONGREGATION COMMITTEES

C13.01. ~~The President, Vice President, Treasurer, and Secretary of this congregation and the Senior Pastor shall constitute the EXECUTIVE COMMITTEE.~~

C13.02. A Nominating Committee of six voting members of this congregation, at least two-one of whom shall be an 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 more than two consecutive terms ~~consecutive terms~~ ~~e-reelection.~~ One of the Pastors will be a standing member of this committee.

C13.03. ~~The Church Council will ensure that the financial activities of all congregational entities are examined and reported upon annually. Church Council shall authorize the engagement of an independent, certified public accountant to examine and report upon all of the financial records of the congregation (excluding the financial records of those entities otherwise required by council to report their financial activities separately). Engagement reports are to be prepared on a three year cycle, consisting of a report of examination prepared on a Compilation Basis for years one and two, followed by the third year report, prepared on a Review Basis. All reports shall be authorized and received on a timely basis and contain a reconciliation of cash and fund flows, statements of financial assets and liabilities and income and expense, and be made available to the congregation upon request, at its annual meeting. At~~

~~its discretion, the Church Council may authorize other examinations and tests of church financial records and procedures by non-council, congregation members or by a qualified, independent accounting firm.~~

- C13.04.** A Mutual Ministry Committee shall be appointed jointly by the president and the called rostered minister(s) of the congregation. ~~(In the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee)~~
- C13.05.** When a pastoral vacancy occurs, a Call Committee of six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.
- C13.06.** Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.
- C13.07.** Duties of committees of this congregation shall be specified in the continuing resolutions.
- C13.08.** The Senior Pastor of this congregation or their designated rostered minister ~~of this congregation~~ shall be ex officio a member of all committees and boards of the congregation. The president of this congregation shall be ex officio a member of all committees and boards of the congregation, except the Nominating Committee.