

CODIFICATION EXPLANATION

The provisions of the Constitution, the Bylaws, and the Continuing Resolutions that pertain to the same matter are placed together for clarity in use. A numerical codification indicates general subject, constitutional provisions, bylaw provisions.

Major sectors are designated as chapters. The chapter designation becomes the first number in the codification sequence and is followed by a period. Thus provisions in "Chapter 8. Membership" are preceded by "8."

Constitutional provisions are codified with two sets of numbers: the chapter number and a two-digit number preceding the second period in the codification. Thus one constitutional provision related to the Membership is codified C8.02.

Bylaw provisions are codified with three sets of numbers: the chapter number, the related constitutional provision number, and a two-digit number. Thus one bylaw provision related to Membership would be codified C8.02.01. The typeface would also be italicized.

When many related provisions are parts of a unit that are considered inseparable, they are normally lettered "a," "b," "c," etc. When related provisions are part of a unit but considered separable, such as a list of duties, they are normally numbered in sequence. If the related provisions cannot be clearly judged to be separable or inseparable, preference will be given to a number sequence.

If chapter numbers are considered the major sequence number, constitution numbers as a fraction of the chapter number, and bylaw numbers as a fraction of the constitution number, then the codification can be said to provide a progressive sequence. Thus C5.01. will precede C5.03.10., and C9.11.16. will precede C9.13.

In these governing documents, "Church" with a capital letter is used in references to the one, holy, catholic, and apostolic Church. In references to the Evangelical Lutheran Church in America, the words "church" and "this church" in lower case letters are employed.

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CONSTITUTION

American Lutheran Church Burbank, California

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 is American Lutheran Church of Burbank, Inc.

C1.02. For the purpose of this constitution and the accompanying bylaws, the American Lutheran congregation is hereinafter designated as “this congregation.”

C1.03. This congregation shall be incorporated under the laws of the State of California, March 6, 1942, and filed with the Secretary of State March 19, 1942.

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

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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 Executive Board shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups 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 Executive Board or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. appoint or terminate the appointment of associates in ministry 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;
- 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;
- h. elect its Executive Board members, and require them to carry out their duties in accordance with the constitution and bylaws; and
- i. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

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 Southern California West 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 (professional lay church workers) for appointment 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 ELCA 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.

C6.06. If this 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. 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 Southern California West Synod of the Evangelical Lutheran Church in America.

C7.02. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

C7.03. If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Southern California West Synod.

C7.04. If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

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.

01. *All candidates for Confirmed membership shall have received instruction in the Christian faith according to the teachings of the Word of God as confessed by the Lutheran Church.*

c. Voting members are confirmed members. Such confirmed members shall have communed and made a contribution of record during the current or preceding calendar year.

d. Associate members are persons holding membership in other Lutheran [Christian] congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Executive Board of this congregation.

C8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the Executive Board.

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;

01. *All candidates for Confirmed membership shall have received instruction in the Christian faith according to the teachings of the Word of God as confessed by the Lutheran Church.*

02. *Preparation for Holy Communion will normally be provided for persons as young as seven years of age.*

03. *Participation in Holy Communion shall be open to all baptized Christian who receive communion in their own congregation.*

04. *It shall be made known to prospective participants that the belief of this congregation is:*

Participation in the Lord=s Supper is the reception of the body and blood of our Lord Jesus Christ given with bread and wine, Christ himself for us to eat and drink. @
instituted by

We hold a “person is well prepared and worthy who believes these words, given and shed for you for the remission of sins.” But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words “for you” require simply a believing heart.

05. Record of participation in Holy Communion shall be maintained. If a member of another congregation communes, notice shall be sent to the pastor of that congregation.

- 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.

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

- a. death;
- b. resignation;
- c. transfer or release;

01. Members who move away shall be encouraged to transfer. Any confirmed member in good standing desiring to change his membership to another Lutheran Church shall, upon request, be entitled to a letter of transfer.

- d. disciplinary action by the Executive Board; 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.

01. Any confirmed member who, in the judgement of the Executive Board, shows no interest in attending church services, or fails to partake of Communion and fails to contribute to the congregational treasury according to the congregation’s records, for a period of two years, shall be presumed no longer to desire membership, and shall not be counted in the membership statistics of the congregation. However, his name and record shall be kept

in the files for a period of five years thereafter. Such a person shall be encouraged to participate in congregational life, or to transfer elsewhere, as the situation may indicate advisable. If he resumes activity within the five year period, he shall be restored to the active membership list; if not, he shall be dismissed from the congregation and notified accordingly, where possible.

02. *Unconfirmed children, neither of whose parents or guardians are active members of this congregation, shall be dropped from the baptized membership roll if they fail to participate in the Christian education program or worship of the congregation for a period of two years.*
03. *Members who have been transferred to other Lutheran congregations, resigned, joined another congregation without transfer, dismissed, or excommunicated, shall thereby have lost membership in this congregation and all rights pertaining thereto.*

Chapter 9. THE PASTOR

- C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting regularly 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 who has been recommended for it 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, every ordained minister shall:
- a. preach the Word;
 - b. administer the sacraments;
 - c. conduct public worship;

- d. provide pastoral care; and
- e. speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

C9.04 Each ordained minister with a congregational call shall, within the congregation:

- a. offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- b. advise and counsel all schools and organizations of this congregation;
- c. install regularly elected members of the Executive Board; and
- d. with the Board, administer discipline.

C9.05 Every pastor shall:

- a. seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad;
- b. impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
- c. endeavor to increase the support given by the congregation to work of the ELCA churchwide organization and of the Southern California West Synod of the ELCA.

C9.06. 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.

01. *The congregation shall issue a letter of Call in a form approved by the Church, to the pastor elect, which shall bear the signatures of the President and Secretary of the congregation.*

02. *Since the pastor ministers to the congregation primarily in public preaching of the Word and in the administration of the Sacraments, and since both pastor and congregation are parties to the Call, no pastor shall announce his decision on*

any other Call without first having consulted with the congregation or at least with its Executive Board.

C9.07. 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:

a. mutual agreement to terminate the call or the completion of a call for a specific term;

b. resignation of the pastor;

01. Should the pastor resign to accept another Call, his resignation shall be presented to the congregation and mutually satisfactory arrangements sought for terminating his services, normally within 30 days.

c. 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;

d. the physical or mental incapacity of the pastor;

e. disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty; or

f. the dissolution of the congregation.

C9.08 In the case of alleged physical or mental incapacity of the pastor or ineffective conduct of the pastoral office, it shall be the responsibility of the bishop of the synod, when such difficulties are personally known or have been brought to the synod's attention by an official recital of allegations by the Executive Board, or by a petition signed by at least one-third of the voting members of the congregation, to investigate such conditions personally in company with a committee of two ordained ministers and one layperson.

C9.09 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.

- C9.10 In the case of alleged local difficulties which imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in C9.08. 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 regularly called meeting after consultation with the bishop.
- C9.11 The foregoing procedure shall never be invoked when questions of doctrine, morality, or continued neglect of duty are involved, all such cases being treated as disciplinary matters.
- C9.12 If in the course of the proceedings, it should become apparent that the pastoral office cannot be conducted effectively in the congregation 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 without prejudice and with pay provided through a joint churchwide/synod fund and with housing provided by the congregation.
- C9.13. At a time of pastoral vacancy, an interim pastor may be appointed by the bishop of the synod with the consent of the Executive Board.
- C9.14. 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 the Executive Board. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- C9.15. 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.
- C9.16. 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 Executive Board, and the bishop of the synod. As occasion requires, the documents

may be revised through a similar consultation.

C9.17. With the approval of the bishop of the synod, the congregation may depart from C9.07 and call a pastor for a specific term of years. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of C9.07.

C9.18. The pastor shall keep 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 synod.

The pastor shall be a member of the congregation that has extended the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.

C9.19. 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.

Chapter 10.

CONGREGATION MEETING

C10.01. The annual meeting of this congregation shall be held at a time specified in the bylaws.

C10.02. A special Congregation Meeting may be called by the pastor, the Executive Board, or the president of this congregation, and shall be called at the written request of 10 percent 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. 15 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 by the congregation shall be by majority vote except as otherwise provided in this constitution.

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, and treasurer.

a. Duties of the officers shall be specified in the bylaws.

01. *The President of the Congregation shall conduct all meetings of the Executive Board and the congregation and be responsible for maintaining parliamentary procedure according to "Roberts Rules of Order."*

His duties shall be those normally associated with the office, those specific duties delegated by the Executive Board or the congregation, and those specified in the Executive Board and Committee Handbook.

02. *The Vice-President shall preside in the absence of the President, or at his specific request, and fulfill those duties specified in the Executive Board and Committee Handbook.*

03. *The Secretary shall keep accurate and legible minutes of the meetings of the Executive Board and of the congregation. The Secretary shall sign all papers and documents as required by law, the Executive Board, or the congregation. The Secretary shall fulfill other duties as specified in the Executive Board and Committee Handbook.*

04. *The Treasurer shall be responsible for all monies received by the church. He shall oversee payment of all regular claims against the congregation and the school (salaries and other specifically budgeted items) without further order, but all special bills must be paid in accordance with regulations governing the Executive Board. His books shall be open for inspection to any voting member of the congregation at any time. He shall fulfill all duties specified in the Executive Board and Committee Handbook.*

b. The officers shall be voting members of the congregation.

C11.02. The congregation 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 two years or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.

01. *There shall be no nominations from the floor for the officers of the congregation.*

02. *The President and Secretary shall be elected in even-numbered years. The Vice-President and Treasurer shall be elected in odd-numbered years.*

C11.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than three consecutive terms in the same office.

Chapter 12.

EXECUTIVE BOARD

C12.01. The voting membership of the Executive Board shall consist of the pastor(s) and not more than 15 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 Executive Board shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Executive Board without cause.

01. *The Executive Board shall present a list of candidates for offices and other names may be added from the floor.*

C12.02. The members of the Executive Board except the pastor(s) shall be elected by written ballot to serve for two years or until their successors are elected. Such members shall be eligible to serve no more than three full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

01. *The members of the Executive Board shall be the four officers and:*

Deacon of Discipleship- is responsible for encouraging and nurturing

our living out the Christian faith in everyday life.

Deacon of Outreach- is responsible for proclaiming the Gospel to the unchurched in our community and the world.

Deacon of Congregational Care- is responsible for the care and support of members of the congregation and strengthening the congregation as a body.

Deacon of Vision Planning- is responsible for developing future priorities and goals and developing strategies for achieving priorities and goals.

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Deacon of School Board- is responsible for establishing policies for and overseeing the educational ministry of American Lutheran Elementary School.

Trustee of Administration- shall be responsible for the planning and overseeing the finances, property, and personnel of the congregation.

02. *A detailed description of each Board members responsibilities shall be found in the Executive Board and Committee Handbook.*

03. *The Deacons of Discipleship, Congregational Care, and School Board shall be elected in even-numbered years. The Deacons of Outreach, Vision Planning, and Trustee of Administration shall be elected in odd-numbered years.*

C12.03. Should a member's place on the Executive Board be declared vacant, the Executive Board shall elect, by majority vote, a successor until the next annual meeting.

C12.04. The Executive Board 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 Executive Board shall include the following:

a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.

- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and 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.

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

- a. The Executive Board shall be the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of California, except as otherwise provided herein.
- b. The Executive Board 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 Executive Board may enter into contracts of up to \$1500 for items not included in the budget.

- d. The Executive Board shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations more than \$1500 in excess of the approved total budget 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 Executive Board 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 Executive Board shall be responsible for this congregation's investments and its total insurance program.
 - g. An annual audit of the congregation's and its auxiliaries financial records shall be performed.
- C12.06. The Executive Board shall see that the provisions of this constitution and its bylaws are carried out.
- C12.07. The Executive Board shall provide for an annual review of the membership roster.
- C12.08. The Executive Board shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.
- C12.09. The Executive Board shall submit a comprehensive report to this congregation at the annual meeting.
- C12.10. The Executive Board shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.11. A quorum for the transaction of business shall consist of a majority of the members of the Executive Board, including the pastor or interim pastor, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting.

Chapter 13.

CONGREGATION COMMITTEES

C13.01. The officers of the Executive Board and the pastor shall constitute the Executive Committee.

C13.02. A Nominating Committee of six voting members of this congregation, three of whom, shall be members of the Executive Board, shall be selected by the Executive Board for a term of one year.

01. *The members of the Nominating Committee shall nominate one or more candidates for each elective office to be filled and shall secure the consent of each candidate to serve if elected.*

02. *The candidates proposed by the Nominating Committee shall be made known to the congregation in conjunction with the announcement of a special or Annual meeting at which election is to take place.*

C13.03. When a pastoral vacancy occurs, a Call Committee of six voting members shall be elected by this congregation. Term of office will terminate at installation of the newly-called pastor.

C13.04. Other congregation committees may be formed or disbanded as the need arises, by decision of the Executive Board.

C13.05. Duties of congregation committees shall be specified in Executive Board and Committee Handbook.

C13.07. Duties of congregation committees shall be specified in the bylaws.

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 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 Executive Board.

Chapter 15.

DISCIPLINE OF MEMBERS

C15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Executive Board.

C15.02. A member charged with the offense shall appear before the Executive Board having received a written notice, specifying the exact charges that have been made against the member, at least 10 days prior to the meeting.

C15.03. Should the allegations be sustained by a two-thirds majority vote of the members of the Executive Board and renewed admonition prove ineffectual, the Board shall impose one of the following disciplinary actions:

- a. censure before the Board 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 Executive Board 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 Executive Board upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

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.

01. *Duties specified in the Executive Board and Committee Handbook shall be enacted and amended by a two-thirds vote of all voting members of the Executive Board.*

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 Executive Board least 60 days before a regular or special Congregation Meeting called for that purpose and that the Executive Board notify the members of the proposal with its 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. Amendments to this constitution may be proposed by at least 5 voting members or by the Executive Board. Proposals must be filed in writing with the Executive Board 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Executive Board shall notify the members of the proposal with their recommendations at least 30 days in advance of the meeting.

C17.02. A proposed amendment to this constitution shall:

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

C17.03. Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective unless the synod informs this congregation within 120 days that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America, or the constitution of the Southern California West Synod.