

BETHLEHEM LUTHERAN CHURCH OF AUBURN

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CONSTITUTION

BYLAWS

CONTINUING RESOLUTIONS

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CONSTITUTION, BYLAWS and CONTINUING RESOLUTIONS for BETHLEHEM LUTHERAN CHURCH

Auburn, 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 shall be BETHLEHEM LUTHERAN CHURCH OF AUBURN, and is incorporated as a non-profit corporation under the laws of the State of California, by Articles of Incorporation filed with the Secretary of State, State of California, on August 21, 1944, amended on November 26, 1947 and August 9, 2007.
- C1.02.** For the purpose of this constitution, bylaws, and continuing resolutions, the congregation of BETHLEHEM LUTHERAN CHURCH OF AUBURN is hereinafter designated as "this congregation."
- C1.03.** "Board of Directors (or Trustees) of the corporation," in accordance with the Articles of Incorporation, shall be three persons: the president, vice-president and secretary/treasurer of BETHLEHEM LUTHERAN CHURCH OF AUBURN.

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 to 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.

**Starred paragraphs are wording required by the 1993 ELCA Model Constitution.*

Chapter 3 - NATURE OF THE CHURCH:

- *C3.01. Pursuant to the Gospel, 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 (ELCA), therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

Chapter 4 - STATEMENT OF PURPOSE:

- *C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- *C4.02. To participate in God's mission, this congregation as a part of the Church shall:
 - a. worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness and service;
 - b. proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations;
 - c. carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all;
 - d. serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs;
 - e. nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world;
 - f. manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- *C4.03. To fulfill these purposes, this congregation shall:
 - a. provide services of worship at which the Word of God is preached and the sacraments are administered;
 - b. provide pastoral care and assist all members to participate in this ministry;
 - c. challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation;
 - d. teach the Word of God;
 - e. witness to the reconciling Word of God in Christ, reaching out to all people;
 - f. respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society;
 - g. motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America;
 - h. foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America;
 - i. foster and participate in ecumenical relationships consistent with churchwide policy.
- *C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. (Such descriptions shall be contained in continuing resolutions in the section on the Congregation Council.)
- *C4.05. This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its

programs.

Chapter 5 - POWERS OF THE CONGREGATION:

- ***C5.01.** The powers of this congregation are those necessary to fulfill its purpose.
- ***C5.02.** The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- ***C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
 - a. call a pastor as provided in Chapter 9;
 - b. terminate the call of a pastor as provided in Chapter 9;
 - c. call or terminate the call of associates in ministry 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 officers and chairs of the administrative committees, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
 - i. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6, **C6.05.** of this constitution.
- ***C5.04.** This congregation annually shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Sierra Pacific Synod of the Evangelical Lutheran church.

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 Sierra Pacific 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 for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America; and
 - 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 or 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. of this constitution.

***C6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:**

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
- d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
- e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
- f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.

***C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

Chapter 7 - PROPERTY OWNERSHIP:

***C7.01.** If this congregation ceases to exist, title to undisposed property shall pass to the Sierra Pacific 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 Sierra Pacific 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 votes 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.
- c. Voting members are confirmed members. Such confirmed members during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation.
- d. Associate members are persons holding membership in other Christian congregations who wish to retain such membership, but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

***C8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

***C8.04.** It shall be the privilege and duty of members of this congregation to:

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation, the synod and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

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

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action by the Congregation Council; or
- e. removal from the roll due to inactivity as defined in **C8.06**. Such persons who have been removed from the roll of members shall remain persons for whom the congregation has a continuing pastoral concern.

C8.06. Members who, for the period of one year, fail to attend church regularly, fail to commune, and fail to contribute to the support of the congregation in any way, shall be considered inactive. If they remain inactive for one additional year, their names may be removed from the membership roll of this congregation. If they become active again, they may be reinstated by the Congregation Council or the congregation. At the end of each year, the Congregation Council shall act on the recommendation of the Executive Committee as to who should be removed from the active member roll of the congregation.

Chapter 9 - THE PASTOR(S):

***C9.01.** Authority to call pastors 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 the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

***C9.02.** Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.

***C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,

- a. Every ordained minister shall:
 1. preach the Word;

2. administer the sacraments;
 3. conduct public worship;
 4. provide pastoral care; and
 5. speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
- b. Each ordained minister with a congregational call shall, within the congregation:
1. offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 2. supervise all schools and organizations of this congregation;
 3. install regularly elected members of the Congregation Council; and
 4. with the council, administer discipline.
- c. Every pastor shall:
1. strive to extend the Kingdom of God in the community, in the nation, and abroad;
 2. seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 3. impart knowledge of this church and its wider ministry through distribution of its periodicals and publications; and
 4. endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Sierra Pacific Synod of the ELCA.

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

***C9.05.**

- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
1. mutual agreement to terminate the call or the completion of a call for a specific term;
 2. resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
 3. inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 4. the physical or mental incapacity of the pastor;
 5. disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
 6. the dissolution of the congregation; or
 7. suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
- c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in ***C9.05.b.** shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and committee did not recommend termination of the call, or (b) by a simple majority of the voting members present and voting where the bishop and the committee recommended termination of the call.
- e. If, in the course of proceedings described in ***C9.05.d.**, the committee concludes that there may be grounds for

disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of the synod.

- f. If, following the appointment of the committee described in *C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation 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 synodical and churchwide fund and with housing provided by the congregation.
- *C9.06. At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- *C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.
- *C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.10. With the approval of the bishop of the synod, the congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.11. The pastor shall be a member of the congregation that has extended the letter of call.
- *C9.12. 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.
- *C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by the departing pastor before installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

Chapter 10 - CONGREGATION MEETINGS:

- C10.01.** The annual meeting of this congregation shall be held at a time specified in **B1.01**.
- C10.02.** A special congregation meeting may be called by the pastor(s) or the Congregation Council, and shall be called by the president of the congregation upon the written request of five percent (5%) of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive

Sundays and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

C10.04. Those voting members present at congregational meetings 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 OF THE CONGREGATION AND MEMBERS OF THE CONGREGATION COUNCIL:

C11.01. The officers of this congregation shall be a president, vice president, and secretary/treasurer.

- a. Duties and responsibilities of the officers shall be specified in Chapter 3 of the bylaws.
- b. The officers shall be voting members of the congregation.
- c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- d. The officers of this congregation shall also serve as the Board of Directors (or Trustees) of the corporation, in accordance with the Articles of Incorporation of Bethlehem Lutheran Church.
- e. These officers of the congregation, along with the pastor(s), shall comprise the Executive Committee of the Congregation Council.

C11.02. Officers shall be elected by the congregation at its annual meeting as set forth in **B2.01**.

C11.03. Members At Large shall be elected by the congregation at its annual meeting as set forth in **B2.02**.

C11.04. No officer or member shall hold more than one office at a time. No council member shall be eligible to serve more than three terms or more than six consecutive years. Individuals who have served less than one half of a regular term shall be eligible for nomination and possible election to a full term. A former council member may be eligible to serve again after a one-year absence from the council.

CHAPTER 12 - THE CONGREGATION COUNCIL:

C12.01. The voting membership of the Congregation Council shall consist of the Officers of the congregation and the Members At Large.

C12.02. Pastor(s) and staff under call shall serve as advisory members, by virtue of office, but shall have no vote.

C12.03. 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.

C12.04. The Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the governing board 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 Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of this congregation.
- c. The Congregation Council may enter into contracts of up to \$ 5,000.00 for items not included in the budget.
- d. The Congregation Council shall propose an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may not incur obligations of more

than ten percent (10%) in excess of the anticipated receipts without approval by a congregational 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.
 - f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- C12.05.** The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.
- C12.06.** The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.07.** The Congregation Council shall normally meet once a month. A special meeting may be called as set forth in **B7.01b**.
- C12.08.** A quorum for the transaction of business shall consist of a majority of the voting members of the Congregation Council.
- C12.09.** The Congregation Council shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.
- C12.10.** Additional duties of the officers of this congregation and other members of the Congregation Council may be provided in the bylaws and/or continuing resolutions.

Chapter 13 - CONGREGATION ADMINISTRATIVE COMMITTEES:

- C13.01. EXECUTIVE COMMITTEE:** The officers of this congregation and the pastor(s) shall constitute the Executive Committee.
- C13.02. LEADERSHIP DEVELOPMENT COMMITTEE:** The Leadership Development Committee shall consist of three voting members of the Congregation. Members shall be elected at the annual Meeting for a term of two years and the members shall be encouraged to provide staggered terms in order to afford ongoing continuity. Members of the Leadership Development Committee shall not be eligible for consecutive re-election to that committee. At least one staff person shall be a member ex-officio of the Committee.
- C13.03. FINANCE COMMITTEE:** The Finance Committee shall consist of the secretary/treasurer, as chair, the bookkeeper, vice president one additional council member and one non-council member of the congregation. The additional council member and the non-council member shall be appointed by the congregation council to serve for a term of one year, renewable for one term.
- C13.04. AUDIT COMMITTEE:** Two or more persons, not on the Congregation Council, shall be elected by the Congregation Council in October. The term shall be for one year and auditors may be reelected for one additional year.
- C13.05. CALL COMMITTEE:** In case of a pastoral vacancy, the Congregation Council shall elect a Call Committee of five to seven members from the congregation, not more than three of whom may be from the Congregation Council. This committee shall elect its own chairman. Term of office will terminate upon installation of the newly called pastor.

In the case of an Associate In Ministry, when filling the position is duly authorized by the congregation, a Call Committee shall be formed as described above, and shall terminate upon the installation of the newly called person.

- C13.06. STAFF SUPPORT COMMITTEE:** A Staff Support Committee, if requested by the pastor(s) or Associate In Ministry, shall consist of six members to be appointed jointly by the president and the pastor(s). Term of office shall be two

years, with three members to be appointed each successive year. Committee members will hold no other office in the congregation during their term.

- C13.07. ENDOWMENT COMMITTEE:** The Endowment Committee shall consist of five members of this congregation appointed in staggered 3 year renewable terms by the Executive Committee and approved by the Congregation Council.
- C13.08. COLUMBARIUM COMMITTEE:** The Columbarium Committee shall consist of the pastor, Office Manager and a Trustee. The Trustee shall be appointed by the congregation council to serve for a term of 6 years, renewable.
- C13.09.** Duties and responsibilities of congregation administrative committees shall be specified in the bylaws and/or continuing resolutions.

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. The congregation at its meetings 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 ELCA, may be organized only after authorization has been given by the Congregation Council.

Chapter 15 - DISCIPLINE OF MEMBERS AND ADJUDICATION:

- *C15.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps:
- a. private admonition by the pastor;
 - b. admonition by the pastor in the presence of two or three witnesses;
 - c. citation to appear before the Congregation Council.
- *C15.02.** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member (s) that are specific and in writing shall be prepared by member (s) of the congregation who shall sign the charges as the accuser (s). The written charges shall be filed with the pastor, who shall advise the Congregation Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before the Congregation Council after having received a written citation, at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.
- *C15.03.** Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council, who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:
- a. censure before the council or congregation;
 - b. suspension from membership for a definite period of time; or
 - c. exclusion from membership in this congregation.
- Disciplinary actions **b.** and **c.** shall be delivered to the member in writing.

- *C15.04. The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.
- *C15.05. For disciplinary actions in this congregation, “due process” shall be observed as specified in 10.41.04, in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.
- *C15.06. For disciplinary actions in this congregation, “due process” shall be observed as specified in 20.41.03. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C15.07. No member of a congregation shall be subject to discipline for offenses that the congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.

Chapter 16 - BYLAWS:

- *C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation, with a quorum present, by a majority vote of those voting members present and voting.
- *C16.03. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special congregation meeting called for that purpose and that the Congregation Council notify the 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. Those sections of this constitution that are not required, in accord with *the Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 5% voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation’s members by mail of the proposal together with the council’s recommendations at least 30 days in advance of the meeting.
- *C17.02. A proposed amendment to this constitution shall:
 - a. be approved at a meeting called in accordance to Chapter 10 of 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 (2/3) majority vote of those present and voting;
 - 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 within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the Constitution and Bylaws of the ELCA or the Constitution of the Sierra Pacific Synod of the ELCA.
- *C17.04. Whenever the Model Constitution for Congregations is amended by the Churchwide Assembly, this constitution may be amended to reflect any such amendment by a simple 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 secretary of the congregation shall submit a copy thereof to the synod, consistent with *C17.03.

Chapter 18 - CONTINUING RESOLUTIONS:

- ***C18.01.** The Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- ***C18.02.** Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.

BYLAWS

Chapter 1 - ANNUAL CONGREGATION MEETING:

- B1.01.** The annual business meeting of the congregation shall be held one of the last two Sundays in January of each calendar year at the direction of the Congregation Council. At the annual meeting in January, officers of the congregation and Members At Large shall be elected. The budget, annual reports of the secretary/ treasurer, the pastor(s), Associate(s) In Ministry and other ministerial staff shall be presented for approval. Reports of Ministry Teams and of the organizations within or affiliated with the church shall be presented to the congregation for information.

Chapter 2 - NOMINATION AND ELECTION OF OFFICERS & MEMBERS AT LARGE:

- B2.01.** There shall be three Officers and four Members At Large serving on the congregation council.
- B2.02.** Any voting member over the age of 18 shall be eligible to serve on the Congregation Council. A nominee for president must have been a voting member of Bethlehem Lutheran Church for at least two (2) years.
- B2.03.** The Officers and Members At Large shall be elected at the annual meeting. Only when there is more than one nominee for any position shall a written ballot be required. Their terms of two years shall begin at the close of the annual meeting at which they are elected.
- B2.04.** The Leadership Development Committee shall be cognizant of existing terms so as to provide for continuity on the Congregation Council with no more than one half of the terms expiring in any year.
- B2.05.** The Leadership Development Committee shall cause a list of candidates to be published on the Sunday preceding the annual meeting, and the congregation shall be notified regarding the provisions of **B2.06** below.
- B2.06.** Additional nominations may be made from the floor at the annual congregational meeting, provided that such nominees have given prior consent.
- B2.07.** A majority of the votes cast shall be needed to elect any Officer or Member At Large of the congregation.
- B2.08.** The Leadership Development Committee and any others whom the Chair may appoint shall serve as tellers.
- B2.09.** The failure of any member of the Congregation Council to fulfill the duties of the office for a period of three (3) months without satisfactory reason shall be considered sufficient cause for the Congregation Council to declare the office vacant.
- B2.10.** If an office becomes vacant during the year, the Congregation Council shall be authorized to fill the vacancy, on the recommendation of the Leadership Development Committee, to complete the term of that office.

Chapter 3 - DUTIES & RESPONSIBILITIES OF OFFICERS OF THE CONGREGATION:

B3.01. The **president** shall:

- a. oversee the administrative program of mission in the congregation and enforce the Constitution and Bylaws;
- b. preside at the meetings of the congregation and the Congregation Council; and shall represent the Congregation Council in interpreting action and intent to the congregation;
- c. be a member ex-officio of all committees except the Leadership Development Committee and Audit Committee;
- d. sign checks should the secretary/treasurer not be available.

B3.02. The **vice-president** shall:

- a. preside at the meetings of the Congregation Council and the congregation in the absence of the president;
- b. serve as parliamentarian to ensure that all actions of the Congregation Council and the congregation are in accordance with the Constitution, Bylaws, Continuing Resolutions and of Robert's Rules of Order;
- c. serve on the Finance Committee;
- d. perform other duties as may be delegated by the president or Congregation Council.

B3.03. The **secretary/treasurer** shall:

- a. be responsible for recording and be the custodian of the minutes of Congregation Council and congregation meetings. The taking of all minutes may be delegated to a recording secretary by the secretary/treasurer.
- b. have responsibility for all legal documents, corporate papers, and the archives of the congregation;
- c. conduct all official correspondence of the congregation;
- d. with the salaried bookkeeper, insure the accurate recording of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures;
- e. chair the Finance Committee;
- f. present a condensed financial report at each monthly Congregation Council meeting and a detailed report at each annual meeting of the congregation;
- g. submit monthly financial report to the Thanks-Giving Mission Leader;
- h. submit permanent financial records for annual audit;
- i. be responsible for monthly remission of offerings for missions and church agencies, and for prompt payment of salaries and bills authorized by the congregation, chairs of mission teams, or the Congregation Council;
- j. coordinate the expenditures to insure that an adequate balance is retained for the payments of salaries and other regularly recurring expenses;
- k. sign all checks for payment of bills, salaries and other regular financial commitments of the congregation. The president shall sign should the secretary/treasurer be unavailable;
- l. upon request, provide to all ministry teams a current record of their accrued disbursements and budget allotment.
- m. The secretary/treasurer shall attest in writing to the bishop of this synod that the parochial records of this congregation have been placed in his or her hands in good order by the departing pastor either by retirement or acceptance of and installation in another call.

B3.04. The **Executive Committee of the Congregation Council** shall:

- a. conduct urgent congregation business between Congregation Council meetings;
- b. recommend to the Congregation Council members who should be removed from the active member roll of the congregation in accordance with **C8.06.** of the Constitution;
- c. evaluate the Congregation spirit and effectiveness;
- d. evaluate the pastor(s), Associate(s) In Ministry and directors of any ministries, including compensation;
- e. perform job evaluations of the hired office staff in order to make salary recommendations to the Finance Committee;
- f. perform such other duties as the Church Council or congregation may require.

B3.05. The **president** and **secretary/treasurer** shall sign all legal documents in the name of the corporation upon proper authorization by the congregation or the Congregation Council.

Chapter 4 - DUTIES AND RESPONSIBILITIES OF THE CONGREGATION COUNCIL:

B4.01. The Congregation Council shall 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.

B4.02. In addition to the duties and responsibilities provided in the Constitution and Continuing Resolutions, the Congregation Council shall:

- a.** lead the 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.** seek to involve all members of this congregation in worship, learning, witness, service, and support;
- c.** have general oversight of the life and work of the congregation and to coordinate the activities of the mission teams of the congregation, thus to enable it to fulfill its functions and perform its mission;
- d.** maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment;
- e.** be examples individually and corporately of the style of life and ministry expected of all baptized persons;
- f.** promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding;
- g.** arrange for pastoral service during the sickness or absence of a pastor; considering recommendations from the Diverse Worship Mission Team;
- h.** hire salaried personnel, considering recommendations from the appropriate mission team(s), provided those positions are authorized in the annual budget and there are funds available for the salaries;
- i.** review the budget prepared by the Finance Committee and submit it to the annual meeting of the congregation with its recommendations;
- j.** determine eligibility for membership and for voting of all individuals and families applying to this congregation in accordance with Chapter 8, of the Constitution;
- k.** at the end of the year, evaluate and act on the recommendation of the Executive Committee as to who shall be removed from the active list of the congregation, in accordance with **C8.06** . of the Constitution;
- l.** evaluate recommendations of the Executive Committee with regard to discipline and, if necessary, exercise discipline in accordance with Matthew 18:15-18;
- m.** fill any vacancy which occurs on the Congregation Council until the next regular meeting of the congregation. Should the unexpired term be less than one half of a regular term, it shall not be considered in determining eligibility for succession;
- n.** report its activities to the annual meeting of the congregation and at such other times as the congregation may request;
- o.** have authority between meetings of the congregation to choose delegates to any group or meeting in which the congregation is entitled to representation;
- p.** serve as a liaison between the pastor(s), staff, the officers of the congregation, and the various mission teams in planning the total work of the congregation;
- q.** each council member shall have oversight of one or more mission teams so that each mission team is overseen by a council member;
- r.** appoint chairs of each mission team on recommendations of the respective team, Leadership Development Committee, council member or staff;
- s.** settle jurisdictional disputes between the mission teams;
- t.** set the date and time for all congregation meetings and publicize them;
- u.** prepare the agenda for all congregation meetings;
- v.** present to the congregation at its annual meeting a yearly plan of activity for the entire congregation as well as long-range plans for the development and expansion of Christ's work in our midst;
- w.** perform such other duties and responsibilities as are provided in the Constitution, Bylaws and Continuing Resolutions of this congregation.

Chapter 5 - GENERAL DUTIES OF ADMINISTRATIVE COMMITTEES:

- B5.01.** Executive committee duties are defined in **B3.04**.
- B5.02.** Leadership Development Committee duties shall:
- a. organize in February, electing its own chair and be active all year;
 - b. be aware of elected positions that will be vacant at the end of the term;
 - c. consider qualifications of the entire congregational membership in order to be prepared to nominate candidates for any vacancy;
 - d. nominate to the Congregation Council a person to fill a vacancy which occurs prior to the end of a term, notification of said vacancy to be given to the committee by the president;
 - e. fulfill provisions of **B2.05**;
 - f. serve as tellers at all congregation elections.
 - g. consider development opportunities for council and mission teams and coordinate said training;
 - h. Offer gifts development opportunities for entire congregation (i.e. gifts workshops, leadership forums, book readings and discussions);
 - i. ensure that congregation is constantly developing and utilizing talent, in preparation for serving in a leadership capacity;
- B5.03.** Finance Committee shall meet periodically, review current finances, propose financial advice to the Council and prepare and submit a proposed budget for this congregation to the Congregation Council for review at its December meeting..
- B5.04.** Audit Committee duties shall:
- a. annually provide an audit of all the financial records of the congregation, including the Endowment Fund and the Columbarium escrow account;
- B5.05.** Call committee, acting under the provisions of **C13.05**., shall:
- a. confer with the Bishop of the Sierra Pacific Synod of the Evangelical Lutheran Church in America for guidance in procedures preparatory to issuing a call;
 - b. solicit additional nominations from this congregation in addition to those submitted by the synod;
 - c. interview in person or by phone candidates of interest to the committee;
 - d. visit the candidates parish if practical;
 - e. after prayerfully considering all factors, present the committee recommendations to this congregation.
- B5.06.** Endowment Committee shall :
- a. operate under the Resolution to Establish the Bethlehem Lutheran Church Endowment Fund as approved by this congregation;
 - b. be responsible for maintaining and encouraging the growth of the Endowment Fund;
 - c. monitor the collection, investment and distribution of funds in the Endowment Fund.
- B5.07.** Columbarium Committee shall:
- a. operate under the direction of the Congregation Council;
 - b. assure compliance of all policies and guidelines established for the columbarium, with particular attention to restricting inurnment to deceased members of Bethlehem Lutheran Church;
 - c. be responsible for maintaining the columbarium;
 - d. be responsible for accounting of funds;
 - e. assure that all monies received from purchased niches, less inurnment expenses, are maintained in an escrow account for perpetual care in accordance with any applicable statutes.

Chapter 6 - DUTIES OF LEADERS OF MISSION TEAMS:

- B6.01.** All leaders of mission teams shall meet quarterly with the congregation council, they shall have voice but no vote at these meetings.
- B6.02.** Leaders shall recruit members for their respective mission team, considering suggestions from the team and from the staff.

Chapter 7 - MEETINGS OF THE CONGREGATION COUNCIL:

- B7.01.** In addition to the provisions of the Constitution, the following shall govern the Congregation Council in the conduct of its meetings.
- a. The Congregation Council shall normally meet each month at a time determined by the Council, and meetings shall be conducted according to the Robert's Rules of Order.
 - b. A special meeting may be called by the president, a pastor, or any three (3) voting members of the Congregation Council. Notice of such meeting shall be given to all Council members not less than five (5) days prior to the meeting and shall be announced at a public service if one is held during that period.
 - c. A quorum for the transaction of business shall consist of a majority of the voting members of the Congregation Council.
 - d. Meet in joint session quarterly with leaders of all mission teams, the leaders shall have voice but no vote at these meetings.
 - e. A member of the Congregation Council who is absent from two (2) consecutive regular meetings shall be consulted by the president of the congregation; if a member is absent from three (3) consecutive regular meetings without valid excuse, the council may declare the office vacant.

Chapter 8 - GENERAL DUTIES & RESPONSIBILITIES OF THE MISSION TEAMS:

- B8.01.** Each Mission Team shall:
- a. have members appointed to serve for indefinite terms;
 - b. initiate and carry out activities and programs within the congregation assigned to it by the Congregation Council, Constitution, Bylaws, Continuing Resolutions or by specific direction of the congregation;
 - c. work with the other mission teams and with other organizations and committees to coordinate all activities within the congregation;
 - d. administer all funds set aside for its work by budget appropriation or by special resolution of the congregation, provided that the Congregation Council may, at its discretion, restrict such expenditures to conform to the actual financial condition of the congregation;
 - e. submit a report of its activities to the congregation at the annual meeting and other occasions as the congregation may require;
 - f. submit to the Finance Committee, in the appropriate form at the October Congregation Council meeting, a budget request for the coming year;
 - g. update the Continuing Resolutions guidelines of duties for each administrative committee for Congregation Council review and action.

CONTINUING RESOLUTIONS

MISSION FOCAL POINTS:

Chapter 1 - MISSION AREA DUTIES AND RESPONSIBILITIES

CR1.01. DIVERSE WORSHIP MISSION

The basic emphasis of this mission area is to honor our heritage of Lutheran Worship and to interpret that heritage in fresh ways. The goal is to maintain a welcoming place for corporate worship and to nurture a worshipful attitude of the participants so that each may receive a blessing from their worship and “Share Christ’s Love.”

Specific tasks of this Mission include, but are not limited to:

a. WORSHIP PLANNING

- Worship format (including diverse and multigenerational forms of worship)
- Thematic /seasonal worship
- Liturgical arts (performing and visual arts)

b. MUSIC

- Music Planning
- Music Staff (choir directors, musicians, technicians)
- Music resources (hymnals, songbooks, licenses and software)

c. WORSHIP SUPPORT

- Worship assistants
- Readers
- Ushers
- Greeters
- Worship technology (planner/programmer)
- Worship technician (sound, media)
- Children’s worship bags

d. ALTAR GUILD

- Communion assistants
- Maintain altar ware, linens, paraments
- Maintain communion supplies (wafers, wine, candles)

e. OUTREACH

- Ensure that all services are well-publicized and user friendly

f. STEWARDSHIP (THANKS-GIVING)

- Encourage members of the BLC faith community to participate in this mission area.

CR1.02. CHRISTIAN FELLOWSHIP MISSION

The basic emphasis of this mission area is to point out opportunities for the Congregation to develop relationships.

The goal is to provide events and activities for people to gather. The events should be diverse and varied to meet the many motivations for people to be involved, and should be a blend of events within the congregation to build us up and outside of the congregation to build us out. The events can be social or mission oriented and should be outreach oriented where people can enjoy the fellowship of the larger congregation. External and community events should help shape the identity of BLC . The message should be “Bethlehem Shares Christ’s love.”

Specific tasks of this Mission include, but are not limited to:

a. EXTERNALLY FOCUSED ACTIVITIES/EVENTS

- Missionary/Lutheran World Relief support
- Interfaith Food Closet
- Gathering Inn
- Kite Day/Music Fest style of events

b. INTERNALLY FOCUSED ACTIVITIES/EVENTS

- Work days to maintain BLC facilities
- Men's study and fellowship activities- Women's study and fellowship activities
- "Getting to Know You" activities
- "Young at Heart" (YAH) activities
- "Who's Who" (pictorial directory or similar tool to connect names and faces)

c. EXTERNAL SERVICE AND INTERNAL FELLOWSHIP

- After-worship coffee fellowship
- Special event hospitality
- Labor of Love
- Community Christmas Dinner

d. OUTREACH

- Ensure that all activities and events are well-publicized both internally and externally as appropriate

e. STEWARDSHIP (THANKS-GIVING)

- Encourage members of the BLC faith community to participate both internally and externally as appropriate

CR1.03. WELCOMING NEWCOMERS MISSION

The basic emphasis of this mission area is to ensure that visitors and newcomers to our community and church feel welcomed into BLC. Whether people are coming to worship or are attending a community function held at or by BLC, the goal is for people in the community to see and experience BLC as a place where they feel like an honored guest in our home and see that BLC "Share's Christ's Love."

Specific tasks of this Mission include, but are not limited to:

a. VISITORS/NEWCOMERS

- Ensure a welcoming facility, handicap access, clear signage, and similar welcoming touches (working with Facilities Team)
- Provide means for visitors/newcomers to gain basic understanding of Lutheranism

b. ATTENDANCE/DEMOGRAPHICS

- Develop ways to learn about each other: who are we?
- Maintain name badges
- Collaborate with Fellowship team on some way of connecting names with faces.
- Review attendance trends
- Follow up with "inactives"

c. OUTREACH

- Plan for ways to introduce BLC to newcomers in our community
- Plan for ways to cast BLC as a visible welcoming place in the community
- Contribute to public events such as Community Kite Day

d. STEWARDSHIP (THANKS-GIVING)

- Encourage members of the BLC faith community to participate in this mission area
- Provide ways for newcomers to identify their gifts and skills and find their "niche"
- Encourage newcomers to learn about Christian stewardship
- Encourage newcomers to become voting members at BLC

CR1.04. CARE MISSION

The emphasis of this mission area is health and well-being. The main component of this mission area is an intentional focus on health matters. This would incorporate both health and spiritual wellness. The focus is to have the congregation and community see BLC as an outreach church which cares for people's physical, spiritual and emotional health and thereby "Shares Christ Love."

Specific tasks for this mission include, but are not limited to:

a. WELLNESS

- Provide in-home and care-home visitation of the ill and homebound
- Provide home communion
- Provide funeral receptions
- Maintain a prayer ministry
- Provide parenting classes

b. OUTREACH

- Ensure community awareness of health ministry such as education seminars
- Contribute to public events such as Community Kite Day by ensuring availability of First Aid, wheelchair access and other safety measures

c. STEWARDSHIP (THANKS-GIVING)

- Encourage members of BLC faith community to participate in this mission area

CR1.05 FAITH FORMATION FOR CHILDREN MISSION

The emphasis of this mission area is to provide education, enrichment and relationship development among our youngest members and their families. The goal is to assist the children to grow in their relationship with and understanding of Christ. The opportunities may involve family-centered fellowship and faith exploration in order to assist families in their walk with Christ at home. In this way, the community will see and experience BLC as contributing to the spiritual grounding of children and their families and thereby see how we "Share Christ's Love".

Specific tasks for this mission include, but are not limited to:

a. EDUCATION

- Provide education opportunities that extend beyond the traditional Sunday morning experience

b. EVENTS

- Continue to support and build off of Vacation Bible School
- Host occasional Parents' Night Out child care at BLC
- Contribute to public events such as Community Kite Day
- Provide seasonal events (especially Advent, Christmas, and Easter) that will enrich children's and families faith experience

c. CHILD CARE, HEALTH & SAFETY

- Ensure availability and quality of child care for all worship services and congregational events as needed
- Ensure health & safety of nursery and children's classrooms (collaborate with Facilities Team)

d. OUTREACH

- Ensure publicity of child and family-friendly events and activities
- Look for ways to support family-friendly events and services in the area, such as Boys and Girls Club, Light Parade, and similar opportunities

e. STEWARDSHIP (THANKS -GIVING)

- Encourage members of the BLC faith community to participate in this mission area
- Encourage family participation in mission and service projects

CR1.06. FAITH FORMATION FOR YOUTH MISSION

The emphasis of this mission area is to provide education, enrichment and relationship development among our youth and their families and friends. The goal is to assist youth to grow in their relationship with and understanding of Christ. Opportunities in this mission area include capitalizing on the way in which the Sunday evening service has engaged young people in worship, utilizing our proximity to Placer High School, and supporting our youths's passion for outreach and mission. Growth of our youth ministry would also include collaborating with youth ministries within other local churches for large events and mission efforts.

Specific tasks for this mission include, but are not limited to:

a. EDUCATION/FELLOWSHIP

- Continue and augment as needed effective youth gathering times such as FORK, EMMAUS, and CONFIRMATION AND BEYOND
- Ensure that facility, especially Youth Report, are welcoming from a youth point of view

b. WORSHIP

- Support and develop the youth-focused Sunday evening service
- Incorporate youth into mainstream worship

c. YOUTH AS "MISSIONARIES"

- Continue to support and nurture youth leadership of Vacation Bible School
- Continue to support and nurture our youth's passion for global mission and community service
- Partner with youth in service projects to support BLC

d. EVENTS

- Support youth participation in retreats, Christian conferences and concerts and other faith-building opportunities

e. OUTREACH

- Ensure publicity of youth fellowship and learning opportunities to the local un-churched youth population
- Find ways to capitalize on our proximity to Placer High School
- Utilize Internet as a communication and outreach tool

f. STEWARDSHIP (THANKS-GIVING)

- Encourage members of the BLC faith community to participate in this mission area
- Encourage youth to talk about how their own participation has blessed them

CR1.07. FAITH FORMATION FOR ADULTS MISSION

The emphasis of this mission area is to provide education, enrichment and relationship development among our adults. A primary goal is to assist adults to grow in their relationship with and understanding of Christ. Adult faith formation should look toward a combination of education and training in Biblical study, topical studies, evangelism, prayer, small group study and care opportunities. In providing these opportunities, BLC will be seen by the community as a source of learning and faith development who reach out to "Share Christ's Love".

Specific tasks for this mission include, but are not limited to

a. EDUCATION

- Continue and augment as needed effective Sunday morning and midweek study opportunities such as neighborhood-based study groups
- Support men's and women's study groups

b. OUTREACH

- Promote "invite a friend" for all study and faith formation activities and events
- Publicize all study groups to the community
- Contribute to community events such as Community Kite Day
- Host speakers and films open to the community to introduce Lutheran Christianity and BLC to the community

c. STEWARDSHIP (THANKS-GIVING)

- Encourage members of the BLC faith community to participate in this mission area
- Encourage adults to talk about how their own participation has blessed them

Chapter 2 - MISSION SUPPORT AREA DUTIES AND RESPONSIBILITIES

CR.2.01. This Mission area provides the critical support elements required for all the Mission Focal Point teams to be effective. This mission will provide some of the key foundational elements which will assist the Mission Focal Point teams in their work and help BLC to "Share Christ's Love".

Specific tasks for this mission area include, but are not limited to:

CR.2.02. THANKS-GIVING

- Provide for stewardship education and invitation
- Provide offering envelopes (collaborate with office)
- Secure, count, record and deposit offerings
- Ensure data entry is up to date (collaborate with office)
- Send Thanks-giving statements (collaborate with office)
- Promote the Endowment Fund and Columbarium

CR.2.03. PUBLICITY/COMMUNICATION

- Work with Mission focal point areas to support their advertising/ promotion needs
- Ensure broad and effective use of media to make BLC known to the community
- Develop and /or support effective internal communications

CR.2.04. FACILITIES

- Maintain property and grounds
- Maintain church-owned equipment
- Ensure health and safety of BLC's facilities, especially kitchen and nursery
- Ensure a clean, welcoming environment

CR.2.05. ADMINISTRATION

- Collaborate with the office to maintain an up-to-date membership roster, manage master schedule, provide up-to-date insurance, manage contract services, oversee facility use policy and fee schedules such as weddings, oversee Columbarium (trustee), and similar business functions.

