

April 16, 2018



**Evangelical Lutheran
Church in America**

God's work. Our hands.

CONSTITUTION

OF

ST. PAUL'S EVANGELICAL LUTHERAN CHURCH

OF

LIVERPOOL, NEW YORK

CONGREGATION OF THE

EVANGELICAL LUTHERAN

CHURCH IN AMERICA

Preface

The Constitution, Bylaws and Continuing Resolutions of St. Paul's Evangelical Lutheran Church follows and is consistent with The *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, which, like the other governing documents of this church, reflects the theology and polity of this church as it organizes itself to preach the gospel of Jesus Christ, share the sacraments, reach out to the neighbor with good news and share the love of God in the world. Each expression of this church — churchwide, synod, and congregation — is held together in a relationship of interdependence that encourages each to respond to its context. These documents also demonstrate our commitment to seeing ourselves with others as part of the one, holy, catholic, and apostolic Church. As such, the *Model Constitution for Congregations* is deeply rooted in Scripture, the Lutheran Confessions, and the history of this church and its predecessors.

The *Model Constitution for Congregations* was adopted by the Constituting Convention of the Evangelical Lutheran Church in America, as required by the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. This current edition of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* contains changes adopted by all churchwide assemblies, including the fourteenth Churchwide Assembly in 2016. It is consistent with the requirements of the governing documents of the ELCA's churchwide organization and synods, and it provides organizational flexibility to recognize the context of local congregations.

► **Required provisions:** Sections of this constitution marked by an asterisk [*] are required when a congregation amends its governing documents. These sections must be used without alteration or amendment of the text in any manner (*i.e.*, neither additions nor deletions are permissible) in accordance with ELCA constitutional provision 9.25.b.

► **Review by synod:** In accordance with ELCA bylaw 9.53.03., amendments to a congregation constitution become effective *only* when approved by the synod. This bylaw provides:

All proposed changes in the constitution or incorporation documents of a congregation shall be referred to the synod with which the congregation is affiliated. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them. The synod shall recognize that congregations may organize themselves in a manner which they deem most appropriate.

► **Codification explanation:** The *Model Constitution for Congregations* is organized into chapters by general subject matter and codified as (a) constitutional provisions, (b) bylaws, and (c) continuing resolutions. Each provision is preceded by a capital "C." If a constitutional provision is mandatory, it will be preceded by an asterisk, "*C."

- a. Constitutional provisions are codified with two sets of numbers, preceded by a "C": the chapter number, followed by a period, and a two-digit number. A period follows the two-digit number. Thus, one required constitutional provision related to "Membership" in Chapter 8 is codified as "*C8.02." A provision in Chapter 12 relating to a report by the Congregation Council to the congregation at an annual meeting is codified as "C12.09." Constitutional provisions are adopted and amended in accordance with Chapter 16 titled "Amendments."
- b. Bylaw provisions follow constitutional provisions to which they apply. They are not intended to be organized in a separate document at the end of the constitutional provisions. Bylaws are codified with three sets of numbers: the chapter number (preceded by a "C"), the related constitutional provision number, and a two-digit number. There are periods after the chapter number, after the reference to the constitutional provision, and after the bylaw number. Thus, a bylaw provision related to "Membership" would be codified as "C8.02.01." A bylaw relating to the contents of an annual report by the Congregation Council to the congregation at an annual meeting would be codified as "C12.09.01." Because bylaws and continuing resolutions normally relate to specific practices and details of each congregation's organization, operation, and life, there is not a model set of bylaws or continuing resolutions. Thus, each congregation has discretion and may develop its own bylaws and continuing resolutions, including bylaws and continuing resolutions under required constitutional provisions, but no such bylaw or continuing resolution may conflict with constitutional provisions in the *Model Constitution for Congregations*, the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, or the constitution of the synod, as indicated in *C6.03.e. Bylaws are adopted and amended in accordance with Chapters 16 and 17.
- c. Continuing resolutions are intended to provide descriptions of operational patterns and practices or of the ongoing responsibilities of committees or other units within the organizational structure of the congregation. They follow the relevant constitutional provision or bylaw to which they refer. Continuing resolutions also

are codified with three sets of numbers, except that the third set is preceded by a capital letter. Thus, a continuing resolution describing congregational committees in Chapter 13 might be numbered “C13.07A13.” The initial numbers “C13.07” indicate that the continuing resolution relates to the designated constitutional provision, which in this case provides that the duties of congregational committees may be specified in bylaws or continuing resolutions. The final letter and numbers “A13” designate that this is the first continuing resolution “A” and the year that it was adopted, in this example 2013. Continuing resolutions are adopted and amended in accordance with Chapter 18. Unlike constitutional provisions and bylaws which are adopted by the congregation at a legally called and conducted meeting, continuing resolutions may be adopted either by a congregational meeting or by the Congregation Council.

► **Missing numbers:** Certain numbers are missing from the numbering sequence in some chapters. These omissions are intentional. For example, in some chapters the number “.10.” and multiples thereof have been reserved for possible use as section headings in future editions.

► **References to church:** In the governing documents, “Church” with a capital letter refers to the one, holy, catholic, and apostolic Church. The words “church” or “this church” in lowercase letters refer to the Evangelical Lutheran Church in America. The specific congregation may be identified, as provided in C1.02., as “this congregation.”

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CONSTITUTION
of
ST. PAUL’S EVANGELICAL LUTHERAN CHURCH
of the
EVANGELICAL LUTHERAN
CHURCH IN AMERICA®

***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 St. Paul’s Evangelical Lutheran Church of Liverpool, New York. St. Paul’s was organized in 1853 and incorporated in 1854.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of St. Paul’s Evangelical Lutheran Church of Liverpool, New York is hereinafter designated as “this congregation.”
- C1.11.** This congregation shall be incorporated under the laws of the State of New York.

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.

* Required provision

- *C2.07. This congregation confesses the Gospel, recorded in the Holy Scripture 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. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- *C3.03. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.
- *C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God’s mission in the world.
- *C3.05. The name Evangelical Lutheran Church in America (ELCA or “this church”) as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

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, standing with the poor and powerless, and committing itself to their needs.
 - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
 - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- *C4.03. To fulfill these purposes, this congregation shall:
 - a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
 - b. Provide pastoral care and assist all members to participate in this ministry.
 - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
 - d. Teach the Word of God.
 - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
 - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
 - g. Motivate its members to provide financial support for the congregation’s ministry and the ministry of other parts of the Evangelical Lutheran Church in America.

- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- *C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. Such descriptions shall be contained in continuing resolutions in the section on the Congregation Committees.
- C4.04.01. The organizational structure of this congregation may be thought of as arranged in tiers. The top tier being the congregation, the second tier the Congregation Council, including the pastor and officers, the third tier the paid staff, and the fourth the Congregation committees, assistants to the officers, special organizations and interest groups and the many other volunteers.
- *C4.05. This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.
- *C4.06. References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God’s mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

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 a minister of Word and Service;
 - d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
 - e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
 - f. approve the annual budget;
 - g. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - h. hold title to and use its property for any and all activities consistent with its purpose;
 - i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - j. elect its Congregation Council and require the members of the council to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
 - k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- *C5.04. This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Upstate New York Synod of the Evangelical Lutheran Church in America.

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 Upstate New York 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 roster of Ministers of Word and Sacrament 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. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
- d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

***C6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
- d. This congregation follows the procedures outlined in *C6.05.

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

- a. A resolution indicating the intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.
- d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.
- f. Notice of termination shall be forwarded by the bishop to the secretary of the ELCA, who shall report the termination to the Churchwide Assembly.
- g. This congregation shall abide by these covenants by and among the three expressions of this church:
 - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
 - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to receive synodical approval before terminating their membership in this church.

- 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- h. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05. and may begin no sooner than six months after that second meeting.
- *C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.
- *C6.07. If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

**Chapter 7.
PROPERTY OWNERSHIP**

- *C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Upstate New York 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 two-thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Upstate New York Synod.
- *C7.04. If two-thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in *C6.05., 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. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.

- 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. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
 - e. *Seasonal* members are voting members of other ELCA congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
 - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
 - 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
 - 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with the ELCA;
 - 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
 - 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
 - 6) they shall not, within any two-calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.
- C8.02.01.** Providing they also meet the Constitutional requirements for voting members, confirmed members age 16 or older have the right to vote, per New York State Religious Corporation Law, while confirmed members under age 16 have voice only.
- *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 in accordance with ELCA constitutional provision 20.41. and the accompanying bylaws; or
 - e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.
- Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

Chapter 9.
ROSTERED MINISTER

- *C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally 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 roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament 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 minister of Word and Sacrament shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care;
 - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 6) impart knowledge of this church and its wider ministry through distribution of its communications and publications;

- 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
 - 8) 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 pastor with a congregational call shall, within the congregation:
- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) relate to all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council;
 - 4) with the council, administer discipline; and
 - 5) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of the Upstate New York 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.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:
- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, 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, no later than 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;
 - 4) physical disability or mental incapacity of the pastor;
 - 5) suspension of the pastor through discipline for more than three months;
 - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
 - 7) termination of the relationship between this church and the congregation;
 - 8) dissolution of the congregation or the termination of a parish arrangement; or
 - 9) suspension of the congregation through discipline for more than six months.
 - b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) 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 personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
 - c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament as disabled. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning

disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

- *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 rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.
 - *C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.
 - *C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
 - *C9.11. With the approval of the bishop of the synod, the congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
 - *C9.12. The pastor of this congregation:
 - a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
 - b. shall submit a summary of such statistics annually to the synod; and
 - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- C9.12A18 Congregational Deacons.** Congregational Deacons are baptized, confirmed, communing, and contributing members of the Congregation who are recognized leaders with an intentional ministry in the Congregation. Their service is voluntary, an extension of the Pastor's ministry, and under the supervision of the Pastor.
- a. Congregational Deacons shall have completed a designated period of training prescribed by the Upstate New York Synod Deacon Program and received a certificate of successful completion. The training and continuing education shall be commensurate with the functions they shall perform.
 - b. Congregational Deacons shall develop with the Pastor a written covenant that describes their roles in the Congregation and working relationships, to be signed by the Congregational Deacon, the Pastor, and the President of the Congregation, after approval by the Congregation Council.
 - c. Congregational Deacons shall serve for an initial term of three years. Additional terms may be served with the agreement of the Pastor, the Congregational Deacon, and the Congregation Council.
 - d. Congregational Deacons are encouraged to take Sabbath time from their responsibilities for personal growth and rest.
 - e. When there is a pastoral vacancy, Congregational Deacons may continue to serve under the supervision of, and be accountable, to the interim pastor. The Congregation Deacon and the interim pastor shall develop a new written covenant outlining responsibilities and boundaries, to be signed by the Congregational Deacon, the Pastor, and the President of the Congregation, after approval by the Congregation Council.
 - f. Congregational Deacons shall submit their resignations upon the arrival of a newly called Pastor, so that any service by a Deacon can be clearly defined and understood by all parties involved.
 - g. Congregational Deacons may lead liturgy, assist, and/or preach in the Congregation. They shall not offer counseling as part of their ministry. They shall not preside in the Eucharist unless authorized to do so by the Bishop in writing for a specific date and place in emergency situations or for the sake of the mission of the Congregation.
 - h. Congregational Deacons shall meet all the standards and expectations of the Upstate New York Synod, including an initial 45 hours of required training.
 - i. Congregational Deacons shall acquire 10 hours of continuing education during each year of service.
 - j. Congregational Deacons serve as volunteers on a part-time and non-stipendiary basis.
 - k. Congregational Deacons shall be installed and/or commissioned by either the Congregation or the Conference of the Upstate New York Synod to which this Congregation belongs.

- *C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.
- *C9.21. Authority to call a minister of Word and Service shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally 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.
- *C9.22. Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synodical bishop may be called as a deacon of this congregation.
- *C9.23. Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
 - a. Be rooted in the Word of God, for proclamation and service;
 - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
 - c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
 - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
 - e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
 - f. Practice stewardship that respects God's gift of time, talents, and resources;
 - g. Be grounded in a gathered community for ongoing diaconal formation;
 - h. Share knowledge of the ELCA and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
 - i. Identify and encourage qualified persons to prepare for ministry of the gospel.
- *C9.24. The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.25. The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:
 - a. The call of a congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, 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 deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the deacon;
 - 5) suspension of the deacon through discipline for more than three months;
 - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
 - b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) 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 this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
 - c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the

position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service as disabled. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.

- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *C9.26.** The deacon shall make satisfactory settlement of all financial obligations to a former congregation before:
- a. installation in another field of labor, or
 - b. the issuance of a certificate of dismissal or transfer.
- *C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.28.** With the approval of the bishop of the synod, this congregation may depart from *C9.25.a. and call a deacon 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 deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.25.a.
- *C9.29.** The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- *C9.31.** The deacon(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.
- C10.01.01.** The annual congregation meeting shall be held on a date to be fixed by the Congregation Council in the month of February between the first and the fifteenth or the next Sunday if required because of weather or other extenuating circumstances.
- C10.02.** A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of 10 percent 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 mail, with the postage affixed or paid, sent to the last known address of such members shall be sufficient.
- C10.04.** Five (5) percent of voting members shall constitute a quorum.
- C10.05.** Voting by proxy shall not be permitted. Voting by absentee ballot may be approved by Congregation Council for circumstances specified in the continuing resolutions.
- 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.
- C10.08.** Voting age and membership requirements are specified in the bylaws.

Chapter 11.

OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer.
- Duties of the officers shall be specified in the bylaws.
 - The officers shall be voting members of the congregation.
 - Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
 - The president, vice president, and secretary shall be selected by the Congregation Council from the elected membership of the Congregation Council.
 - The treasurer shall be appointed by the Congregation Council to a one-year term. There shall be no restriction to the number of consecutive terms a treasurer may serve. The treasurer is not required to be a member of the Congregation Council, but shall have voting privileges at Congregation Council meetings.
- C11.01.01.** Duties of the President. The President shall serve as the President of both the congregation and the Congregation Council. The president shall convene and conduct congregation meetings and meetings of the Congregation Council and its Executive Committee. He/She shall oversee the appointments of Council members as chairpersons of, or representatives to, all standing committees. He/She shall also work with the Nominating Committee to find appropriate persons to fill vacancies on the Congregation Council and Chairpersons of all standing committees and present this person's name to the council for approval. The President shall take the lead role in arranging for pastoral service in the event of a sudden sickness or absence of the pastor. The President shall be responsible for convening and conducting any special meetings requested by at least one-half of the members of the Congregation Council or at the written request of at least ten percent of the congregation's voting membership.
- C11.01.02.** Duties of the Vice President. The Vice President shall serve as the Vice President of both the congregation and the Congregation Council. The Vice President shall be responsible for performing the duties of the President should the President be absent or incapacitated.
- C11.01.03.** Duties of the Secretary. The Secretary shall serve as the Secretary of the congregation and the Congregation Council. The Secretary is responsible for recording accurate minutes of all meetings of the Congregation Council, the Executive Committee and the congregation, preserving them in the congregation's archives and presenting them at the appropriate meeting. A Recorder may be appointed by the Council to assist the Secretary at Congregation Council and congregation meetings.
- C11.01.04.** Duties of the Treasurer. The Treasurer of the congregation is responsible for maintaining all monetary accounts of receipts, disbursements and assets and liabilities of the congregation on a current basis and making payments of all approved charges from congregation assets. The Treasurer will be expected to attend all meetings of the congregation and the Congregation Council to present and discuss these accounts and records. He/She shall make all required financial reports to the Synod Treasurer. All disbursements and reports shall be made in a timely fashion. All financial records shall be processed through and reported from an established computer software system providing integrated double entry bookkeeping functions to ensure accuracy and complete transparency of all transactions such as QuickBooks. Banking shall be performed via electronic bank bill pay services providing separate accounting of income and disbursements. Payroll functions shall be performed either by an established software system or outside payroll provider such as PayChex. The Treasurer shall assist in the preparation of the annual budget and in the annual audit of the congregation's financial records. An Assistant Treasurer may be appointed by the Council to aid the Treasurer in performing his/her duties.
- Should the Treasurer lack the requisite skills to effectively execute the above duties, a qualified individual or firm may be hired to perform the above bookkeeping functions. In that case, the Treasurer shall ensure the above duties are performed by providing oversight and liaison between the congregation, Congregation Council, and the bookkeeper. The Treasurer or Assistant Treasurer will retain signatory authority of any manual checks as needed. The bookkeeper would have no signing authority.
- C11.01.05.** Officers Surety. All officers of the congregation will have corporate surety in amounts determined by the Congregation Council. The premiums will be paid for by the congregation.
- C11.02.** The Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.
- C11.03.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

Chapter 12.
CONGREGATION COUNCIL

- C12.01.** The voting membership of the Congregation Council shall consist of the pastor, the officers of the congregation, and not more than 10 members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.
- C12.01A15** The voting membership of the Congregation Council shall not contain Congregational Deacons, by virtue of their office, employees or more than one member of an immediate family. Immediate family is defined as spouses, parents, children, siblings, grandparents, aunts, uncles, cousins, nieces, nephews and steps of the above as appropriate.
- C12.02.** The members of the Congregation Council, except the pastor(s), shall be elected by written ballot to serve for three years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.
- C12.02A16** Congregation Council members who serve two full terms consecutively or four of the previous six years are ineligible to serve until one full term (3years) has passed.
- C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.
- C12.04.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:
- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
 - b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
 - c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
 - e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
 - f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
 - g. To arrange for pastoral service during the sickness or absence of the pastor.
 - h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
 - i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
 - j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- C12.04.01** The Congregation Council shall appoint council members as liaisons to all committees and organizations. The liaisons shall facilitate all communication to and from the Congregation Council and the committees and organizations.
- C12.04A16** *The Child Protection Policy*
- a. The Child Protection Policy shall be found in Appendix B.
 - b. No person may be left in the nursery to care for children unless they have been a 6-month member in good standing of St. Paul's and has been authorized by the pastor and/or the Congregational Council to do so. There will always be at least 2 approved adults, or at least, 1 approved adult and 1 approved teenager in the nursery when it is open.
 - c. At no time will any interior door be locked while the room is occupied by people except counting teams.
- C12.05.** The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregation Council shall be the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and managing 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 New York, except as otherwise provided herein.

- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may enter into contracts of up to \$25,000 for items not included in the budget.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than 10 percent in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- g. The Congregation Council is responsible for having an audit performed of the congregation's financial records.

C12.05.01 Financial Secretary. The Congregation Council shall appoint a Financial Secretary for a term of one year without limits, who is responsible for receiving and keeping records of monetary contributions from members and other sources and who must provide report(s) of these contributions. The Financial Secretary shall assist in the preparation of the annual budget and, as necessary, in the annual audit of the congregation's financial records. An assistant Financial Secretary may be appointed to aid the Financial Secretary in performing her/his duties.

C12.05A17 Special Financial Accounts, Purpose and Control of. The Congregation Council (Council) serves as the Board of Trustees for the Congregation and has legal control and custody of all of St. Paul's Evangelical Lutheran Church funds. The Council shall be responsible for ensuring each fund is managed and administered in accordance with the restrictions established for each fund, this Continuing Resolution, Investment Policy of St. Paul's Lutheran Church (Appendix C), the applicable provisions of the New York Not-for-Profit Corporation Law (NPCL), and the New York Prudent Management of Institutional Funds Act (NYPMIFA) (see Attorney General's Guide to NYPMIFA).

A. Endowment Funds. Endowment Funds are those investment funds which include as an objective the preservation of the historic dollar value* of the fund and allow, often with restrictions the spending of earnings

*Historic Dollar Value is defined (NCPL) as the aggregate fair value in dollars of (i) an endowment fund at the time it became an endowment fund, (ii) each subsequent donation to the fund at the time it is made, and (iii) each accumulation made pursuant to a direction in the applicable gift instrument at the time the accumulation is added to the fund.

based on total fund value. In all cases, where the word "principal" occurs, it should be interpreted as the Historic Dollar Value, which is to be preserved over the long term. Endowment funds may not be invaded, spent, borrowed from, or borrowed against, and the distribution restrictions may not be modified without first obtaining any required approvals from the office of the New York State Attorney General and/or the New York State Supreme Court.

Seidenfuss Legacy Fund: This fund was established by The Last Will and Testament of Mr. Frederick V. Seidenfuss at his death on July 18, 1986. Only the income of this fund may be used as Council directs, with special attention to the needs of the Lutheran Home of Central New York, Inc. (now Lutheran Care Ministries Network, Inc.) of Clinton, NY. A copy of the Will is contained in the safe and in the office.

The Omega Fund of St. Paul's Lutheran Church, Liverpool, NY (the "Omega"): The Omega Fund is an endowment fund that was established and funded by donations made to St. Paul's Evangelical Lutheran Church ("St. Paul's") in response to solicitations to contribute to the Omega Fund (the "Omega Solicitations"). The Omega Fund is an asset of St. Paul's that shall be used to enhance the mission outreach of St. Paul's apart from the general operations of its congregation (the "Congregation"). Assets of the Omega Fund shall be held in the name of St. Paul's Evangelical Lutheran Church Omega Fund.

The Congregation Council serves as the Board of Trustees for the Congregation and has legal control and custody of the Omega Fund. The Congregation Council shall govern the investment and management of the Omega Fund, and shall be responsible for ensuring that it is managed and administered in accordance with the restrictions created by the Omega Solicitations, this Continuing Resolution and the applicable provisions of the New York Not-for-Profit Corporation Law (NPCL), including the New York Prudent Management of Institutional Funds Act. Decisions to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the Omega Fund, including

stocks, bonds, debentures, mortgages, notes, or other securities, as in its judgment and discretion it deems wise and prudent, are to be made by the Congregation Council, with subsequent execution by delegated members of the Congregation Council.

The members of the Congregation Council shall at all times act in good faith and exercise the care an ordinarily prudent person would in like circumstances in managing and investing the Omega Fund. No member of the Congregation Council shall engage in any act of self-dealing or in any transactions with the Omega Fund in which the member has a direct or indirect financial interest. Further, members of the Congregation Council shall refrain from any conduct in which his/her personal interests would conflict with the interests of the Omega Fund or St. Paul's. Members of the Congregation Council shall not be liable for losses which may be incurred upon the investments of the assets of the Omega Fund, except to the extent such losses were caused by a member's bad faith or gross negligence.

The principal of the Omega Fund shall be preserved in perpetuity and invested for growth and income potential with an emphasis on security of the principal provided that the principal balance may from time to time fall below its original principal value because of investment fluctuations, as long as the investment continues to be administered in such a way that promotes long-term growth. The Omega Fund may continue to receive donations in response to the Omega Solicitations and any such donations shall be added to the principal balance of the Omega Fund. The principal of the Omega Fund may not be invaded, spent, borrowed from, or borrowed against, and the purposes of the Omega Fund may not be modified without first obtaining any required approvals from the office of the New York State Attorney General and/or the New York State Supreme Court.

As set forth in the Omega Solicitations, the income of the Omega Fund shall be distributed to support the following purposes:

1. One-fourth (1/4) for outreach into the community, including but not limited to, grants to colleges, seminaries, social service agencies, institutions and agencies to which this Congregation relates, and to special programs designed for those persons in our parish area who are in spiritual and/or economic need.
2. One-fourth (1/4) for missions of the Evangelical Lutheran Church in America or its successor, at home and overseas, including but not limited to, grants to the ELCA for new mission development, professional leadership, educational ministries, world mission, capital financing, special appeals and ecumenism. These monies shall be expended on benevolence above and beyond the yearly budgeted benevolence of Synod/ELCA.
3. One-fourth (1/4) for special ministries of St. Paul's Evangelical Lutheran Church that will enhance the outreach of the Congregation as well as provide support for extra-budgetary programs.
4. One-fourth (1/4) for capital improvements, building repairs, debt reduction, or building programs of St. Paul's Evangelical Lutheran Church.

Each year, prior to the Congregation's annual meeting, the Congregation Council shall solicit the Congregation for proposals for income distributions from the Omega Fund that are in furtherance of the enumerated purposes set forth above. The Congregation Council shall review all proposals received from the Congregation and shall recommend specific distributions from the Omega Fund to the Congregation for final approval. Distributions shall be made from the Omega Fund on an annual basis and the Congregation shall approve all such distributions at the Congregation's annual meeting. Distributions from the Omega Fund shall be paid directly from the Omega Fund to the designated recipient(s), and the authorized signatories for the Omega Fund shall be limited to the Treasurer, Assistant-treasurer, and president of the Congregation.

The term "income" includes but is not limited to the following: dividends; interest; cash income; and the portion of the net appreciation, realized and unrealized, of the fair market value of the assets of the Omega Fund over the principal value of the Omega Fund as the Congregation Council may deem appropriate. The Treasurer of the Congregation shall be responsible for preparing regular reports to the Congregation Council regarding the principal balance of the Omega Fund and the amount of any accumulated income. Any income earned in one calendar year and not expended in the subsequent year shall be added to the principal balance of the Omega Fund. In addition to the distributions described above, and in accordance with Section 513(b) of the NPCL, the Congregation Council may utilize the income of the Omega Fund to

pay the reasonable and proper expenses of the administration of the Omega Fund, including, but not limited to, professional counseling on investments or legal matters the Congregation Council deems to be in the best interest of the Omega Fund.

In the event St. Paul's ceases to exist, either through merger or dissolution, the disposition or transfer of the Omega Fund's assets shall be at the discretion of the Congregation in conformity with the approved Congregational Constitution and in consultation with the Bishop of the Synod to which this Congregation belongs at such time, provided that any such disposition or transfer shall be made in accordance with the requirements of New York law.

This Continuing Resolution is drafted by Bond, Schoeneck, and King.

Members proposing Omega Fund grants shall use the form provided in Appendix E.

B. Special Accounts

Memorial Fund: This fund holds money given by members or non-members in memory of a relative or friend. Use may or may not be specified for a particular purpose.

Property Fund: This fund is established for upkeep, maintenance and improvements to this congregation's building, parking lot and associated grounds.

William Stahle Estate: The income from the money held in trust by the ELCA from the William Stahle Estate may be used by the Congregation Council without restriction, including for current budget. Mr. Stahle desires, however, that Council respect his wishes that, to as large an extent as possible, the income shall be donated to the needs of THE LUTHERAN HOME OF CENTRAL NEW YORK, INC. at Clinton, New York. A copy of this will is contained in the safe and in the office.

St. Paul's Income Fund: This fund is established by the Congregation Council in order to accept contributions that build a significant investment fund. This fund shall provide income to support the basic mission goals and to sustain the basic ministry programs of St. Paul's without restriction, particularly in the event of unexpected but necessary expenses or a sudden loss of income, and to build up money for long-term goals and future plans. Except as provided below, only the income may be expended.

- This fund shall be managed in accordance with the Investment Policy of St. Paul's Lutheran Church and shall, under normal conditions, preserve the Historic Dollar Value of the fund over long term.
- The fund may be borrowed from or against by vote of Council.
- The Historic Dollar Value of the fund may be invaded upon receiving a favorable vote by 2/3 of voting members present at a constitutionally compliant congregation meeting.

C12.05B17 Church Property and Use

- A. The current insurance policy shall be stored in the office.
- B. Use of the congregation buildings, rooms and furnishings is governed by the "Guidelines for Those Using St. Paul's Lutheran Church" (Appendix A). Fees and conditions for use of church property are established by Council and reviewed annually. Exceptions to the Fee Schedule may only be made by a vote of Council or by the Pastor on an individual basis.
- C. Use of the Memory Garden is governed by the "Memory Garden Guidelines" (Appendix F). Guidelines for use of the Memory Garden are established by the Congregation Council. Exceptions to the Guidelines may only be made by a vote of the Congregation Council.

C12.05C18 Financial Procedures

- a. There shall always be at least two counters and all counters shall sign the counter sheet.
- b. A second person shall always accompany the person who puts the money in the safe.
- c. Collection after all services shall be immediately placed in the safe or if there is no one available with the combination, the collection shall be placed in the locked cabinet in the Pastor's office.
- d. Three persons will be authorized signers on all St. Paul's owned accounts including checking, savings, and investments. They (considering possible conflicts of interest) will include the Treasurer and two others from the following list:
 - Assistant Treasurer
 - Council President
 - Council Vice President (if no Assistant Treasurer)
 - Chair of Finance Committee

- e. An over/under line is authorized on the Financial Secretary's report to account for human error. The monthly dollar cap for this line is \$10. Any amount above this figure shall be reported to the Congregation Council at the next regularly scheduled meeting and may be referred to the Finance Committee for research and recommendation.
- f. All persons who pledge shall be given envelopes, all persons who gave regularly the year before shall be given envelopes, and all new members shall be given envelopes.
- g. The Financial Secretary shall prepare a minimum of two giving statements each year.
- h. The Investment Policy of St. Paul's Lutheran Church is found in Appendix C.
- i. St. Paul's Lutheran Church has established lines of credit/credit cards with local merchants. Each of these lines of credit shall be paid in full each month. Each year at the February meeting of the Congregation Council a motion shall be made by the finance committee to continue or discontinue each line of credit. Additionally, the committee will recommend the individuals to be authorized to make charges on each line of credit for council vote. Each establishment shall be given a list of the individuals authorized to make charges.
- j. St. Paul's Lutheran Church has established lines of credit with national merchants. All purchases shall be approved by the committee chair or person responsible for the budget line. The Assistant Treasurer shall have written authorization prior to paying the bills.
- k. A petty cash fund shall be established in the amount of \$200.00. Disbursements from this fund should be no more than \$50.00. This congregation's secretary shall be the only person authorized to make disbursements. No money shall be paid out without a receipt and authorization of the committee chair or person responsible for the budget line. At the discretion of this congregation's secretary, money may be given individuals for short periods of time to make approved purchases. These individuals shall return as soon as possible with the receipt. The petty cash fund shall be reconciled and reimbursed every month. Auxiliary organizations with authorization to hold financial accounts may establish a petty cash fund of no more than \$100.00. The auxiliary Treasurer shall hold the money in this congregation's safe and is authorized to have the combination. The auxiliary Treasurer shall be the only person authorized to make disbursements. No money shall be paid out without a receipt and authorization of the auxiliary organization. At the discretion of the auxiliary Treasurer money may be given to individuals for short periods of time to make approved purchases. These individuals shall return as soon as possible with the receipt. The petty cash fund shall be reconciled monthly.
- l. Each event involving funds will be handled with the assistance of a finance committee representative. The finance committee shall be contacted to assign the person. The finance person will guide the group through the process of how to handle the finances for the fundraiser. The committee chair holding the fundraiser has ultimate responsibility for the funds raised. The committee chair will make sure that all deposits and expenses are accounted for and secured to protect those assets.
- m. Handling of Money. Money raised at this congregation's facilities shall not leave the facilities except for deposit.
- n. Financial Data and Mail. For accountability and oversight, all mail from banks, insurance companies, investment organizations, New York State, the IRS, and similar mails, shall be sent to this congregation's address and may be opened by the Office Secretary or Pastor, or in their absence, the President or Vice-President. Due to the sensitivity and privacy of financial data and passwords being sent to St. Paul's, these pieces of correspondence should be placed in a secure location in this congregation's office for either the Treasurer, Assistant Treasurer or Financial Secretary to retrieve and not be placed in the mail slots that are readily accessible to anyone entering our Church building.
- o. Church Safe. The following people are authorized to have the combination to the safe: the Pastor, this congregation's secretary and the four officers of the congregation and any others as deemed necessary by the Congregational Council. The combination to the safe shall be changed as needed at the discretion of the Congregation Council.
- p. All checks \$500.00 or over, with the exception of payroll, require two signatures. All obligations paid through Electric Fund Transfer (EFT) require the signature on the invoice requiring the transfer to be made of a person other than the person making the transfer. This signature may be obtained after the transfer so that the transfer may be made in a timely fashion.
- q. All of St. Paul's Tax-Exempt Certificates shall be held and distributed by the Congregational Treasurer. Each Certificate shall have a tracking number and be recorded in a log maintained by the Treasurer. The vendor's name and address shall be placed on the certificate prior to issuance and recorded in the log along with the date. The receipt will be retained by the Treasurer with the amount of the purchase recorded in the log. The log and receipt are subject to congregational and government audit.
- r. The financial accounts of all congregational auxiliaries and organizations may be held on their behalf by the congregation and administered by the congregation treasurer. The Congregation Council at its discretion also may authorize congregational auxiliaries and organizations to hold their own checking accounts. Such accounts shall be administered by a treasurer (*and assistant treasurer*) elected by the group. The congregation Treasurer shall be included along with the other signatories on the account. In such cases the congregational auxiliaries and organizations shall adhere to the ELCA and the congregation's accepted standards and practices for receipt and

deposit of funds, submission of vouchers with documentation for all expenses and reimbursements, signatures on checks for payments, and record keeping. The congregational auxiliaries and organizations shall participate in annual and special audits at the Congregation Council request. The congregational auxiliaries and organizations shall submit treasurers' reports monthly to the Congregation Council through the congregation treasurer and annually to the Congregation. Any willful disregard of the standards and practices referenced above will result in the termination by the Congregation Council of the authorization for the auxiliary checking account. The checking account will be closed and all records and financial instruments shall be turned over to the congregational Treasurer.

- C12.06.** The Congregation Council shall see that the provisions of this constitution, its bylaws and the continuing resolutions are carried out.
- C12.06.01.** The Congregation Council shall implement St. Paul's Operational Ethics Policy (See Appendix D).
- C12.07.** The Congregation Council shall provide for an annual review of the membership roster.
- C12.08.** The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.
- C12.09.** The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.11.** The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

Chapter 13.

CONGREGATION COMMITTEES

- C13.01.** The officers of this congregation and the pastor shall constitute the *Executive Committee*.
- C13.01A18** *Executive Committee*. The committee consists of the officers of this congregation and the pastor. The president of the congregation is the chair of this committee. This committee may meet to set agenda for a forthcoming Congregation Council meeting and to make recommendations to the Council for specific business decisions. In cases of emergency where Council members cannot be reached the Executive Committee may act on behalf of the council, except as prohibited by state statute. This committee may act in place of a Mutual Ministry Committee if none exists.
- C13.02.** A *Nominating Committee* of three voting members of this congregation, one of whom, if possible, shall be an outgoing member of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive re-election.
- C13.02A16** *Nominating Committee*. The duties of this committee are to recruit persons from the congregation to: 1) be nominated at the annual congregation meeting for election to the Congregation Council, at least one of whom, if possible, has never been on council, 2) be nominated at the annual meeting for election as delegates and alternate delegates to the annual Upstate New York Synod Assembly and spring and autumn conference assemblies; 3) be nominated at the annual meeting for election as a member of the nominating Committee; and 4) be nominated for election by the Congregational Council as a member of the Audit Committee.
- C13.03.** An *Audit Committee* of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.
- C13.03A15** *Audit Committee*. The duty of this committee is to perform an annual sample audit of all financial records of the Congregation and provide a written report of its findings to the Council and the Synod while assuring compliance with Synod financial requirements.
- C13.04.** *Personnel Committee* (in the absence of a personnel committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the pastor. Term of office shall be two years, with one-half the members appointed each successive year. Members shall be eligible for re-election.
- C13.04A16** *Mutual Ministry Committee*. The term, "mutual ministry", recognizes that the Church's ministry is the mutual concern of the laity, staff, and pastor. Ministry is not the work of the ordained clergy alone, or the ordained clergy and staff. The ministry of Christ is the responsibility and call of all the baptized people of God together. Goals for the Mutual Ministry Committee are:

1. Evaluate how effectively the goals of the congregation are being met for both ministry within the congregation and to the world, make recommendations, and provide for an annual review and reflection of the congregation's mission and ministry, including lay leaders, staff, and pastor.
2. Dialogue about perceptions, attitudes, and concerns within the congregation. The mutual ministry is not a complaint committee, but seeks ways for pastor, other leaders, and congregation to work together for the sake of the Gospel.
3. Address conflicts among members that may affect the congregation's ministry, as well as between members of the congregation and the pastor.
4. Serve as a support for the pastor, at all times, but especially in times of personal or professional stress, and as a focus group for the sharing and testing of new and creative ideas.
5. Support the pastor's need for spiritual self-care, compensation, sabbaticals, and continuing education.
6. The Mutual Ministry Committee is alert to the early warning signs of misunderstanding within the congregation that may eventually lead to conflict, and to pursue mutual clarification of role expectations, concerns, and goals.
7. Serve as a personnel committee for staff, interview and recommend persons for staff positions, provide "exit interviews" when staff or pastor leave, and may annually review compensation and benefits for pastor and staff.

C13.05. When a pastoral vacancy occurs, a **Call Committee** of a minimum of six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.

C13.05A03 This committee is appointed by Council when a pastoral vacancy occurs and is responsible for working with the Synod Bishop (C9.01) to select and recommend an appropriate pastoral candidate to Council to fill this vacancy.

C13.06. Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council, and identified in the bylaws.

C13.06.01. "Other Committees" are the following: Christian Education, Communications, Fellowship, Finance, Outreach, Property, Social Ministry, Stewardship, Worship and Music, and Youth Ministry.

a. Committee chairs shall be appointed by the Congregation Council for terms of two years and serve no more than three full terms consecutively. Their terms shall begin at the close of the annual meeting after they are appointed.

C13.06.02. A person removed from a leadership position for malfeasance will not be eligible to be appointed as a committee chair, council member, or member of any finance committee for a period of not less than three years after their removal.

C13.07. Duties of committees of this congregation shall be specified in the continuing resolutions.

C13.07A16 Christian Education Committee. The goal of this committee is to help individuals of all ages grow in their faith through a variety of programs that educate them concerning not only issues dealt with in their daily lives but also issues confronting our community and world.

Christian Education Committee Chair: Responsibilities include oversight of the educational programs of the Congregation, Sunday Church School, Adult Education, Vacation Bible School, Nursery, and intergenerational events. Likewise, the Christian Education Chair recruits teachers and nursery volunteers, facilitates teacher training and recognizes teachers for their work.

First Communion and Confirmation Instruction: Confirmation and First communion instruction will be provided under the leadership of the pastor with the support of this committee and the assistance of lay members as needed and requested by the pastor.

Sunday Church School Superintendent/Assistant: Responsibilities include recommending and ordering curriculum, chairing staff meetings, keeping attendance records and placing students, keeping track of all SCS materials and supplies and organizing the yearly SCS open house.

Teacher/Teacher Assistant: Teach a class alone or team-teach with another person. A volunteer will assist SCS teachers when needed.

Vacation Bible School (VBS) Coordinator: Coordinate program with other congregations. Secure teaching staff, craft, music, snack personnel for the one-week period VBS is held in the summer.

Vacation Bible School (VBS) Staff: Teachers---teach for one week whenever VBS is held in the summer; Assistants---assist teacher with class; Crafts---obtain supplies and supervise craft projects; Snacks---prepare and serve snacks

Kitchen Coordinators: People are needed to organize and work at coffee hour and other special occasions throughout the year.

C13.07B16 Communications Committee. The purpose of this committee is to spread the message of St. Paul's to the congregation and the community at large and to provide an historical record of St. Paul's activities and events. This committee explores effective ways to communicate with the congregation and the community and works closely with this congregation's office to accomplish the tasks necessary to meet the responsibilities and objectives of the Communications Committee.

Main Objectives:

- 1) Make the congregation aware of St. Paul's planned activities, events, and opportunities to serve through the Steeple Light Newsletter, bulletin board posters, and weekly bulletin inserts.
- 2) Publicize, announce and advertise St. Paul's events and activities to the community through newspapers and radio/TV media.
- 3) Create a lasting memory of St. Paul's events and activities through photographs of recent events displayed on photo boards and photographs saved in scrapbooks and on CD's for future generations to enjoy.

Photo Board: Display photos of recent events, noteworthy member accomplishments and St. Paul's organizations in the church lobby. Maintain and organize a more exhaustive photo board in Dudde Hall to display St. Paul's events and church family members' participation over the past year or so.

Name Tags: Maintain name tags to keep up to date with changing membership. Keep name tag board up to date and in alphabetical order.

Photography: Take photos of church family members and special events for the photo boards and news releases.

Announcements: Prepare and submit announcements of upcoming St. Paul's events to the newspaper, radio, and television calendar listings.

Advertisements: Design and submit advertisements of St. Paul's Easter and Christmas services and special services to the newspapers.

News Articles: Prepare and submit news articles and photos on noteworthy achievements and events to the newspapers.

Steeple Light Newsletter: Under the direction of the pastor. Assist this congregation's office secretary to edit, organize, and prepare an informative monthly newsletter to include articles, event announcements, address changes, and all other items of interest to be distributed to all congregation members.

Document Photos: Prepare yearly photo albums, scrapbooks, and/or CDs of St. Paul's events and activities for posterity.

Church Picture Directory: Once every five to eight years, publish a new Church Picture Directory. Form a directory chairman and committee. Evaluate, select and interface with a professional church photography organization. Contact all church family units and schedule family photos by the professional photography organization. Select recent church event photos to be included in the directory. Organize and layout the photo directory either by hand or using desktop publishing software.

Posters and Flyers: Create and design posters and flyers advertising St. Paul's events and activities.

Web Site: Update the web site at appropriate times.

Substitute Secretary: Assist the office secretary to form a pool of people to fill in for this congregation's secretary when needed.

Fold Weekly Bulletins: Assist the office secretary to form a small group of people to fold the weekly bulletins.

Steeple Light Collation: Assist the office secretary to form a group of people to meet once a month to prepare the mailing of the Steeple Light.

Mass Mailings: Assist the office secretary to form a pool of people to periodically stuff envelopes for mass mailings.

Telephone Calling: Assist the office secretary to form a pool of people needed on occasion to make telephone calls to the congregation.

C13.07C16 Fellowship Committee. This committee seeks to promote participation in various activities in order to bring groups, young and old, together in settings that will enrich, enhance and engage people, ultimately leading to lasting relationships between individuals as well as St. Paul's Lutheran Church. This committee meets several times a year to brainstorm ideas for social activities and special events for the congregation, families, friends and neighbors and to develop new interest groups.

Coffee Hour Scheduling: An individual needed to organize, schedule and send reminders to people to assist in the weekly Sunday morning coffee hours either between services or after services.

Coffee Hour Services: This service includes setting up and serving coffee, tea, hot chocolate, juice, cookies and desserts, as well as cleaning up at the conclusion of this event each Sunday of the month.

Kitchen Supplies: The task includes keeping track of and purchasing kitchen supplies as needed throughout the year. Supplies include coffee, teas, hot chocolate, juice mixes, creamer, sugar, cups, napkins, plates, plastic ware, coffee stirrers, coffee filters, dish soap, etc. The Fellowship budget covers these costs.

Bakers: Bakers needed to bake for various church functions on an as needed basis. Phone calling, emailing, etc. may be needed to recruit. WELCA has a list that may be helpful for contacts.

Meal Planners and Cooks: Meal planners and cooks for various meals that may be organized for a specific purpose (i.e. fundraising, etc.). This could include food shopping, contacting others to help, cooking, setting up Dudde Hall with tables and placemats etc.

Kitchen Care: Individuals needed annually to help clean the kitchen. Tasks include cleaning appliances inside and out, wiping down walls, cleaning cupboards, drawers, counters, etc.

Social Functions: Individuals to assist committee members in planning, shopping, set up, clean up, various as needed tasks, and follow through for special events to be held. These social activities include, but are not limited to: the Annual Congregational Picnic, the Confirmation Breakfast (organized by the 7th Graders/Parents/Teachers), the Confirmation Reception, the Palm Sunday Breakfast for Choir (organized by the Choir), the Cantata Work Day Meals, various receptions and meals held after Church Services, Functions held outside of Church, New Interest Groups, Activities in conjunction with other committees and Ministries.

C13.07D18 Finance Committee. The purpose of this committee is to assist the Congregation Council in the management of all financial matters of St. Paul's Lutheran Church and to make recommendations to the Congregation Council in all financial matters. This committee consists of the Chair, two or more voting members of the congregation, the Treasurer, the Assistant Treasurer, the Financial Secretary, the Chair of Stewardship, and Pastor, a majority of whom shall be Council members.

Meetings: The finance committee meets monthly as a minimum for the following purposes.

- Review and assist the council in managing the investments of St. Paul's in accordance with its Investment Policy and make recommendations to the Congregation Council for actions when deemed necessary, giving special attention to the Seidenfuss Legacy Fund and the Omega Fund. See Continuing Resolutions 8.08 for Investment Policy detailing complete responsibilities.
- Review the monthly reports of the Financial Secretary and the Treasurer, including balance sheet, income and expenses, including all transactions and relation to approved budget; make recommendations for revision; and make recommendations to the Congregation Council to accept it for audit as revised. Detailed accounting reports shall ensure the transparency of all transactions and tied to the actual bank reported account statements.
- Assist the Treasurer in the preparation of the proposed budget for the following year and presentation to Congregation Council. When completed and approved by the Congregation Council, assist the Treasurer in presenting the budget proposal to the congregation at a special congregation meeting for its approval.
- A member of the Finance Committee shall attend each Congregation Council meeting to report on the status of all financial matters listed above and assist the Congregation Council in the execution of its fiduciary responsibilities.
- Provides, trains, and manages a team to count all income and offerings. Two members must always be on hand to perform the counting, at least one of which must be a trained counter. No counting team may include spouses, significant others, relatives or people living in the same household.

C13.07E16 Outreach Committee. This committee's goal is to contact new, newer and uninvolved people in the community of St. Paul's Lutheran Church and people in the community at large in an effort to incorporate and involve them in the life of St. Paul's.

Duties:

- Assist the office in the coordination of visitation and follow-up regarding visitors and new members. This can be accomplished through visitation teams, the gathering of village profile information and the contact of members who have become inactive.
- Identify, interact with and support new members through new member classes and social opportunities.
- Assist congregational council committees and groups to promote outreach and the growth of the congregation by inviting others to join and following up with information on future opportunities.
- Support the spiritual needs of members and nonmembers through prayer group and prayer chain.
- Work closely with the Communications Committee on PR possibilities to encourage outreach within the community.

C13.07F16 Property Committee. The goal of this committee is to maintain this congregation's building and grounds so that not only may St. Paul's continue to offer a warm and inviting environment for people who come to fellowship and worship, but also so that St. Paul's may provide opportunities for outreach as defined by the Congregation Council and for rental income. People on this committee oversee all the repairs and maintenance of buildings inside and out, the grounds, parking lot and improvements. Work days are sometimes used as a time for individuals to work together to accomplish these tasks.

The work of the property committee includes: electrical repairs, plumbing repairs, painting, maintenance and repair of heating and air conditioning systems, maintenance and repair of snow blower and lawnmowers, oversight of the work and needs of the sexton, long term planning for building and grounds upkeep, snow removal, lawn mowing, gardening, raking leaves, contact and work with contractors as needed, development of the annual budget

and spending within budget guidelines, making sure this congregation's property meets appropriate village and fire codes, and other routine chores and repairs.

C13.07G16 Social Ministry Committee. This committee serves the congregation and community at large in ways that fill specific needs. This committee meets occasionally to develop and implement projects pertaining to social ministries.

Opportunities for social ministry through St. Paul's congregation may include:

Food Pantry Collection: Continuous collection and delivery throughout the year of grocery staples to share with our local food pantry located at St. Joseph the Worker Catholic Church.

Rescue Mission: Collection and delivery of household items and gently used clothing to the local Rescue Mission Center.

Flower Delivery: Assist this congregation's secretary and the Altar Guild in delivering one or both of the flower arrangements to people we want to cheer up along with the bulletin and, if time allows, a visit.

Interfaith Works: Assist and support this organization that is involved in the settlement of refugees in our area. Household items, sewing machines and furniture will be secured and delivery arranged to their downtown warehouse for distribution.

Lutheran World Relief: We contribute to Blanket Sunday and other special collections to support work in the United States and abroad.

Crop Walk: We participate with workers, walkers and donations in October.

UNICEF: Sunday School children collect these funds at Halloween time to send to children around the world.

Holiday Food Baskets: The committee buys, packs and delivers food/supplies to those in need locally. Receiving families can be recommended from our congregation or neighborhood. This committee is authorized to apply for grant money via Thrivent Caring Community to assist in expenses.

Christmas Giving Tree and Collection: This committee coordinates the collection and distribution of gifts for those in need that may include, but are not limited to, church members, the Salvation Army, and Toys for Tots.

Lutheran Charities Appeal: Support the joint ministries of others within the Central Crossroads Conference through monetary donations.

ELCA World Hunger: Continue the "soda can tab" collection during the year and the additional monetary collection before the Upstate Synod Meeting to support hunger and poverty throughout the world.

Lutheran Disaster Response: Support needs through notification and acceptance of donations for flooding, tornadoes, hurricanes, etc. in the U.S. and the world.

God's Work, Our Hands Sunday: Join together with local churches to take part in this event by developing a project at our church or our members volunteering in opportunities in surrounding areas.

St. Paul's Book Club: Supports the participants that meet monthly over breakfast to discuss fiction and non-fiction books selected by the group.

Quilting Club: Engages members to use their sewing abilities on a bimonthly basis as they create quilts presented to our children upon their baptism and other projects, such as quilts for distribution through Lutheran World Relief.

C13.07H18 Stewardship Committee. The goal of this committee is to commit to the yearly planning regarding Spiritual Gifts and Monetary Commitments from the congregation. This committee must also teach the congregation that Spiritual Gifts and Monetary Commitments should be a way of life. As a committee that is a way of life, Stewardship should be one of the important features of New Member classes. The Chair should be notified of these classes and either attend him/herself or ask for someone from the committee to attend to answer questions concerning the budget, giving, and gifts.

Meetings: This committee meets at least every other month to determine the focus of the events of Stewardship. The meetings are necessary to discuss the importance of keeping Stewardship before the Congregation. Meetings during the late summer and early fall might be more frequent depending on the program the committee has decided to use to present the fall budget which the committee receives from Finance.

The Stewardship Committee consists of the following:

Members: Any willing member of the congregation.

Committee Chair: This is a person responsible for guiding the committee through the process of brainstorming and planning a yearly campaign. The chair should also be encouraging members to experience stewardship as a way of life. This excludes the treasurer, assistant treasurer and financial secretary from being the chair.

Financial Secretary: In the position as financial secretary, this person should also serve on the Stewardship Committee helping members to create better giving patterns or advising the committee if giving patterns are changing.

Fundraising Facilitator: The person in this position is to provide an annual plan for scheduled fundraisers and a projected budget for each fundraiser with projected income and expenses and to assist committee chairs with overall coordination of the fundraisers which includes seeking volunteers, advertising and promotion of events. Fundraisers

may include but are not limited to the following: craft and vendor sales, rummage or garage sales; geranium, wreath, and poinsettia sales; chicken barbecues, sauerbraten dinners, breakfasts, and other dinners.

Health Ministry: This ministry will emphasize the connection between spiritual growth, stewardship and health; help people assume responsibility for their own wellness, health and wholeness of body, mind and spirit; enhance the quality of life; and witness to the concerns of our people.

Health Ministry activities may include: monthly visitation of shut-in and nursing home members (in coordination with the Barnabas Team); making daily phone calls about the same time each day to those who live alone and desire a phone call; connecting Sunday School children with shut-ins for the exchange of pictures, cards, gifts, and prayers; providing volunteers for home maintenance services or occasional meals; providing transportation; offering monthly blood pressure screenings by nurses on Sundays; and providing health fairs and health education for all ages.

C13.07I16 *Worship and Music:* Through inspirational music and alternative worship styles, this committee helps provide regular worship services at St. Paul's in accordance with the liturgy of the Evangelical Lutheran Church in America. This committee assists the Congregation Council, pastor, and staff to oversee all aspects of worship and related activities; plans and arranges worship service schedules; coordinates special worship services; and provides music, supplies, volunteers, and volunteer training for all activities related to the worship service.

Congregational Deacons/Assisting Ministers: Assist the pastor during the worship service. Duties include assisting with the liturgy, distributing communion, and reading the lessons.

Congregational Deacons/Barnabas Team: Assist the pastor in visiting and bringing communion to those unable to attend.

Ushers: Duties include seating people, distributing bulletins, receiving the offering, assisting worshippers in receiving communion, and tidying up after services. They are also responsible for the head count at each service. The Head Usher and another usher are responsible for securing the offering after the service in the designated locations.

Greeters: Duties include greeting the congregation and visitors prior to the start of the worship service and inviting visitors to sign the guest book in the entry way.

Altar Guild: Members serve for one month at a time (usually in groups of two). Pre-arranged flowers are placed on the altar and the altar is prepared for worship services. Preparation includes placing linens and communion articles on the altar and changing the paraments (altar hangings) during the year. Members remove the communion articles from the altar and fill the candles. The chair of the Altar Guild keeps track of supplies, such as bread, wine, candles, and oil.

Choir: The choir sings every Sunday from September through June and during the summer services as requested. Practice and rehearsals are weekly. The choir also performs special music during the year.

Acolyte: Students from fifth grade through high school may serve as an Acolyte. They assist with the worship service by lighting/extinguishing the candles, helping with the offering, assisting the pastor during a baptism or communion, and by carrying a banner/torch/crucifix and other miscellaneous tasks as needed during the service.

Special Music: Using individuals with special talents during worship.

C13.07J16 *Youth Ministry.* This committee helps youth grow in their relationship with God, the church, and the community through social events and service oriented activities. This committee advises and supports activities for our youth in grades seven through twelve and organizes activities to promote interaction between the Junior and Senior High groups.

Chaperones: Provide guidance and transportation for special events.

Fundraisers: The High School Youth Group is financially self-supporting through various fundraising activities. The Youth Group is authorized to apply for matching grants from Thrivent Financial.

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

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

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

- C14.02.01** All officers of these organizations and persons handling money for them shall be active members of St. Paul's Evangelical Lutheran Church of Liverpool, NY. The Treasurer shall take instruction from the Church Treasurer regarding procedures necessary to comply with the fiduciary responsibilities residing with the Congregation Council for all associated organizations. All appropriate provisions of this Constitution shall be adhered to with particular attention to:
- Appendix A – Guidelines for using St. Paul's Lutheran Church
 - Appendix B – Child Protection Policy of St. Paul's Lutheran Church
 - Appendix D – St. Paul's Lutheran Church Operational Ethics Policy
- C14.02A15 THEE Brotherhood.** Mission Statement: THEE Brotherhood is men committed to the mission of St. Paul's through pursuing vital relationships with other men.
- a. Checking Account: Thee Brotherhood is authorized under C12.05C16r to maintain a THEE Brotherhood checking account under the authority of St. Paul's.
- C14.02B18 Women of the ELCA (WELCA).** Goal: To provide small caring groups that encourage women to feel welcome and be part of our church. The Women of the ELCA automatically include all adult women members of St. Paul's.
- a. Mission Statement: As a community of women created in the image of God, called to discipleship in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves to grow in faith, affirm our gifts, support one another in our callings, engage in ministry and action, and promote healing and wholeness in the church, the society, and the world.
- b. WELCA Circle meets monthly at the church.
- c. Activities:
- Supports Blessings in a Backpack
 - Delivery of Easter plants and poinsettia plants at Christmas.
 - Work on ingathering projects as requested by the Synod.
 - Participate in thank offerings twice a year.
 - Remember our special care members with cards or phone calls to make sure none are forgotten.
 - Prepare and deliver cheer boxes in November.
 - Volunteer to serve at funeral receptions.
 - Make quilts for Lutheran World Relief.
- d. Checking Account: WELCA is authorized under C12.05C16r to maintain a WELCA checking account under the authority of St. Paul's.
- C14.02C08 50+ Seniors.** Goal: To create a caring fellowship among the seniors of St. Paul's. This group is open to any individual 55 or over. They meet once a month for lunch and activity.
Senior Committee: Meets once a year to help plan activities for the following year.
- C14.02D18** Special informal groups in this congregation are: Quilting Group, Book Study Group.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of 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 the counseling, censure, and admonitions pursuant to *C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's

Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.

- *C15.03. If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.
- *C15.04. The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C15.05. By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
 - a. suspension from the privileges of congregation membership for a designated period of time;
 - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - c. termination of membership in the congregation; or
 - d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.
- *C15.06. The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
- *C15.07. No member of the congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.
- *C15.10. **Adjudication**
- *C15.11. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16. AMENDMENTS

- *C16.01. Unless provision *C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least five 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 of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C16.02. An amendment to this constitution, proposed under *C16.01., shall:
 - a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those voting members present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds vote of those voting members present and voting; and
 - c. have the effective date included in the resolution² and noted in the constitution.

² Such an effective date must be stated in relation to the requirements of *C16.03. to allow time for synodical review of the amendment.

- *C16.03. Any amendments to this constitution that result from the processes provided in *C16.01. and *C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
- *C16.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

**Chapter 17.
BYLAWS**

- *C17.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C17.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
- *C17.03. Changes to the bylaws may be proposed by any voting member, provided 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. The Congregation Council shall notify the congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C17.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

**Chapter 18.
CONTINUING RESOLUTIONS**

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

**Chapter 19.
INDEMNIFICATION**

- *C19.01. Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding.
- C19.01A03** Indemnification coverage is detailed in the current insurance policy, which should be reviewed for details.

Chapter 20.
PARISH AUTHORIZATION

- *C20.01.** This congregation may unite in partnership with one or more other congregations recognized by the synod named in *C6.01. to form a parish. Except as provided in *C20.02. and *C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.
- *C20.02.** One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- *C20.03.** One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- *C20.04.** Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synodical constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- *C20.05.** Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synodical constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- *C20.06.** Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.

Appendix A

GUIDELINES FOR THOSE USING ST. PAUL'S LUTHERAN CHURCH

1. Group leader or Key Holder(s): **Must** keep the Church Office informed of **changes of name, address, home, and work phone** numbers of leader and/or key holder(s). Violation of this rule will cost you use of the building.
2. **Keys & Entrance:** Key holder(s) will be required to sign for any key given. Only one key (necessary to open or lock the building) is given out in most circumstances. (Please see office if more keys are required.) The key fits the front door and the side entrance door from the side parking lot. The front door has an Allen wrench style key hanging inside on the side of the wood trim that you can put into the hole on the crash bar and turn it to keep the doors unlocked for entry by all members in your group. Just be sure to lock it back up and **return the Allen wrench key** to its hook when you leave.
 - **Lost keys cost \$10.00** for replacement.
 - **No** keys are to be made except by the Pastor, Church Secretary, or Council President.
3. **Room Set up:** If any changes are made to the classrooms, Dudde hall set up, or any other rooms; items should be returned to normal setup or as you found it. (Chairs, tables, etc.) (i.e. Dudde hall is normally set with two head tables and 6 round tables with 5 blue chairs at each.)
4. **Security & Lights:** If you are the last person/group to leave the building, please make sure all lights are off and no one else is left in the building. (Including the rest rooms). Be sure all windows are shut and latched. Lock all outside doors including kitchen and Dudde hall.
5. **Window Operation:** Windows have two levers that need to be pulled up to unlatch and pushed down to latch. **Do not force** the crank handles or levers and be sure **both** levers are in the latched position after closing the windows so the windows won't warp into the open position. (If you need a quick lesson on closing the windows, please see the church secretary.)
6. **Heat:** If you change the room temperature, please be sure to turn it back down to the 60 degree mark before leaving the building.
7. **Cleaning and Repairs:** It is the responsibility for any group/person using the facilities to perform any cleaning that maybe needed to return the facilities to its original condition. Please inform the Church office ASAP if a repair or a further cleaning is necessary after usage.
8. **Dates and Times:** Please give a written schedule of meeting dates and times to the church office if you have not already done so. If you will not be there on any of these meeting dates, please notify the church office as soon as possible. (There may be a group at church wishing to use the room). Please use only the room(s) designated to you.

Usually, you will meet in the room that is assigned to you, but if there is a conflict, room changes will be posted on the sign in the hallway.

9. **NO SMOKING OR ALCOHOLIC BEVERAGES are permitted in the building!! Please extinguish all cigarettes in the containers provided at the front entrance. Respect of our building and its grounds is appreciated.**
10. **Supplies:** No usage of the churches supplies is allowed. Each group/person must bring their own supplies for their activities.
11. **Kitchen:** All who use the kitchen must conform to the list of kitchen standards posted on the wall in the kitchen, as well as any others given at the time of rental. If you do use the kitchen, please remember to make sure it is cleaned up before leaving.
12. **Trash removal:** Regular trash may be deposited in classroom trash cans. Food waste must be placed in the kitchen garbage cans. If large amounts of garbage, please dispose in outside garbage cans.
13. **Room fees due:** Please pay in advance for any usage of the building. Large groups may need to sign a lease agreement with the church.

Compliance of these guidelines is necessary for continued use of St. Paul's.

THANK YOU VERY MUCH FOR YOUR COOPERATION.
WE LIKE TO CONTINUE TO MAKE OUR SPACE AVAILABLE FOR GROUPS AND
YOUR COOPERATIVE EFFORTS MAKE IT POSSIBLE.

**St. Paul's Lutheran Church Property Fee Schedule
Revised September 2017**

Active members of St. Paul's Lutheran Church and non-profit organizations shall be charged the following fees for use of rooms up to four hours including clean-up. Room rates double for over four hours.

Dudde Hall (includes kitchen)	\$40.00
Kopp Conference Room (includes kitchen)	\$40.00
Individual Classrooms (no kitchen use)	\$25.00
Full Church All Day (includes kitchen)	\$100.00

For-Profit organizations shall be charged the following fees for use of rooms up to four hours including clean-up. Room rates double for over four hours.

Dudde Hall (includes kitchen)	\$40.00
Kopp Conference Room (includes kitchen)	\$40.00
Individual Classrooms (no kitchen use)	\$25.00
Full Church All Day (includes kitchen)	\$200.00

12 Step Groups may collect a free will offering at each meeting and shall be requested to donate at least \$40.00 per month for Dudde Hall and \$25.00 per month for individual classrooms. This assumes one meeting of less than four hours per week. For full church all day meetings, the not-for-profit charge of \$100.00 will apply.

All groups shall be asked if they have insurance coverage. If they do, they shall provide an insurance certificate with St. Paul's Lutheran Church as additional insured.

Weddings: The fee schedule applies to members and non-members alike.

The Church: \$100 payable to St. Paul's upon booking at least four months in advance and non-refundable.

The Pastor: A minimum honorarium of \$200, payable to the pastor at the rehearsal.

The Organist: A minimum honorarium of \$150, payable to the organist at the rehearsal.

Bulletins: \$25 for secretarial services plus actual cost of bulletins, payable to St. Paul's.

Candlelight: \$40 for the candles for a candlelight wedding, payable to St. Paul's. No exceptions.

Appendix B

CHILD PROTECTION POLICY OF ST. PAUL'S EVANGELICAL LUTHERAN CHURCH, LIVERPOOL, NY

General Purpose Statement

St Paul's Evangelical Lutheran Church, Liverpool, New York, (St. Paul's) seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of St Paul's from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

Definitions

For purposes of this policy, the terms "child" or "children" include all persons under the age of eighteen (18) years. The term "worker" includes both paid and unpaid persons who work with children. The term "volunteer" means anyone involved in a day care or school, in overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors.

Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

a) **Six Month Rule**

No person will be considered for any volunteer position involving contact with minors until she/he has been involved with St Paul's for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

b) **Written Application**

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous Church affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the Church.

c) **Personal Interview**

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

d) **Reference Checks**

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at the Church.

e) **Criminal Background Check**

A national criminal background check is required for all employees (regardless of position) and "volunteers" as defined above.

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church/synagogue/meeting to run the check. If an

individual declines to sign the authorization form, s/he will be unable to work with children.

A disqualifying offense that will keep an individual from working with children will be determined by the Pastor, the Congregation President, and the Christian Education Chair on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the Church.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this Church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Pastor, the Congregation President, and the Christian Education Chair for further action, including reporting to authorities as may be mandated by state law. In the event that an incident of abuse or neglect is alleged to have occurred at this Church or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker or church member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation and instructed to remain away from the premises during the investigation. He or she should be instructed to have no contact with the victim or with witnesses.
3. All allegations of abuse should be reported to the civil authorities, and the organization will comply with the state’s requirements regarding mandatory reporting of abuse as the

law then exists. The organization will fully cooperate with the investigation of the incident by civil authorities.

4. The insurance company will be notified, and the organization will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The organization will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other representatives of the organization should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14.
- Must be screened as specified above.
- Must be under the supervision of an adult and must never be left alone with children.

Check-in/Check-out Procedure

For children below sixth grade, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian, who will receive a “child check” for the child similar to a claim check. The parent or guardian must present the “child check” in order to sign out the child from our care. In the event that a parent or guardian is unable to present the “child check,” the Pastor, the Congregation President, or the Christian Education Chair will be contacted. The Pastor, the Congregation President, or the Christian Education Chair will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children at St. Paul’s. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours;
- Green or yellow runny nose;
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease.

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

Medications Policy

It is the policy of St. Paul's not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Pastor, the Congregation President, or the Christian Education Chair to develop a plan of action.

Discipline Policy

It is the policy of St. Paul's not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult the Pastor, the Congregation President, or the Christian Education Chair if assistance is needed with disciplinary issues.

Restroom Guidelines

Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door, and leave the stall door open as they assist the child.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

Photo Opt-Out Opportunity

St. Paul's will provide a form for parents and legal guardians of minor children and youth under the age of 18 to complete and submit, if they do not give permission to use their child's photograph in church print and web publications. This form will not apply to others who may take photographs at church events for personal or other uses. If photographs are used in church print and web publications, no child will be identified without express parental or legal guardian permission.

Training

St. Paul's will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers and all Congregation Council members are strongly encouraged to attend these training events.

Approved by Congregation Council: August 15, 2016

Appendix C

INVESTMENT POLICY OF ST. PAUL'S LUTHERAN CHURCH

A. PURPOSE

The purpose of the Investment Policy is to establish guidelines for the management of Investment funds in St. Paul's Lutheran Church financial portfolio. The Finance Committee shall review this policy annually or as needed. All policy changes will be presented for approval by the Congregation Council (Council) of St. Paul's Evangelical Lutheran Church (Congregation).

B. OBJECTIVES

The investment portfolio shall be structured to meet the following objectives:

1. To generate income (including fund growth and dividends) consistent with individual fund goals and restrictions.
2. To manage risk prudently by selection of a portfolio of investments which provide diversity to reduce impact of market fluctuations.
 - a. The portfolio shall consist of multiple types of instruments having complementary market performance expectations. For example, risk levels are typically deemed from least to most risky as follows:
 - i. Cash or cash equivalents
 - ii. Bonds
 - iii. USA equities
 - iv. International equities
 - v. Emerging market equities
 - b. The portfolio shall include multiple investments in different business markets and industries.
3. Preservation of the historic dollar value¹ over long term shall be a priority consideration in all investment decisions.
4. Investment selections should consider inflation.
5. Investment selections should include consideration of social responsibility concerns.

C. RESPONSIBILITY

The Congregation Council, in accordance with the St. Paul's Lutheran Church Constitution, New York Religious Corporation law and the New York Not-For-Profit Corporations law (NCPL), has fiduciary responsibility for all financial matters relating to the Church including the investments. Management of the funds shall be in accordance with New York Prudent Management of Institutional Funds Act (NYPMIFA) (see Attorney General's Guide to NYPMIFA).

-
- i. Historic Dollar Value (NCPL) is defined as the aggregate fair value in dollars of (i) an investment fund at the time it became an investment fund, (ii) each subsequent donation to the fund at the time it is made, and (iii) each accumulation made pursuant to a direction in the applicable gift instrument at the time the accumulation is added to the fund.

While the Council may delegate detailed matters relating to the management of the funds to the Finance Committee, it must receive adequate and timely reporting to enable it to make informed investment decisions and execute its responsibilities. The Finance Committee is responsible for investment oversight, supervision and annual review of the investment strategies and activities, in accordance with this approved policy. It is the responsibility of the Finance Committee to implement specific investment strategies within the guidelines of this policy and to report to the Council quarterly and the Congregation annually the results of their strategies, changes in strategies, and the impact upon the fund balances. The Finance Committee shall recommend investment actions to the Council who are exclusively authorized to make investment decisions based solely on proper majority vote. All transactions will be executed by the Finance Committee in accordance with applicable state and federal regulations.

The members of the Council and Finance Committee shall at all times act in good faith and exercise the care an ordinarily prudent person would in like circumstances in managing and investing the investment funds. No member of the Council shall engage in any act of self-dealing or in any transactions with any fund in which the member has a direct or indirect financial interest. Further, members of the Council shall refrain from any conduct in which his/her personal interests would conflict with the interests of any fund or St. Paul's. Members of the Council shall not be liable for losses which may be incurred upon the investments of the assets of any fund, except to the extent such losses were caused by a member's bad faith or gross negligence.

D. LEGAL REQUIREMENTS

The Council and Finance Committee will follow the guidelines set out in the New York Prudent Management of Institutional Funds Act (NYPMIFA) law enacted on September 17, 2010, which requires fund managers to act "with the care an ordinarily prudent person in a like position would exercise under similar circumstances." As required by NYPMIFA, the Board commits to consideration of the following eight factors in its investment practices:

- (1) general economic conditions;
- (2) the possible effect of inflation or deflation;
- (3) the expected tax consequences, if any, of investment decisions or strategies;
- (4) the role that each investment or course of action plays within the overall investment portfolio of the fund;
- (5) the expected total return from income and the appreciation of investments;
- (6) other resources of the institution;
- (7) the needs of the institution and the fund to make distributions and to preserve capital; and
- (8) an asset's special relationship or special value, if any, to the purposes of the institution.

E. INVESTMENT STRATEGIES

All investments will be acquired to satisfy specific objectives and strategies. Investments will be classified in accordance with generally accepted accounting principles (GAAP).

The Finance Committee shall recommend (for Council approval) a fund allocation to a selection of investment instruments or mutual funds making up the portfolio. This allocation will vary from time to time depending upon changing liquidity needs, risk tolerances, income requirements and economic forecasts.

Cash and Cash Equivalents: includes cash, commercial bank demand deposits, certificates of deposit, time accounts/interest bearing deposits, brokerage account money market accounts, and the equivalent.

Fixed Income: should be of investment grade quality according to the parameters of Moody's Investors Service or the Standard and Poor's Corporation. Fixed income instruments may include U.S. Treasury Securities, U.S. Agency Securities, commercial paper, Federal funds, bank time accounts, investment grade corporate obligations and investment grade asset backed obligations. Investment maturities should generally not exceed ten years. Listed SEC bond mutual funds and exchange-traded funds (ETFs) are also permitted that may hold fixed income investments of less than investment grade quality.

Equity: Equity securities represent NYSE, NASDAQ or AMEX exchange traded securities. Listed SEC mutual funds and exchange-traded funds (ETFs) are also permitted. Equity may comprise up to 70.0% of the total fund assets. No more than 5.0% may be invested in any one security.

Church Related Mission Investments: Up to 10.0% of investments are permitted under this policy to be placed in church-related mission opportunities as recommended to the Board by the ELCA or Congregation. No more than 5.0% of invested assets may be in any one such investment.

F. INVESTMENT ADVISORS

Independent investment advisors may be retained to assist in the management, development and implementation of specific strategies. The Council may not delegate its fiduciary responsibility to the investment advisors. Selection of investment advisors is based on a thorough review of professional qualifications, references from other institutions, and information available from regulatory filings. Investment management decisions on the purchase and sale of fixed income or equity positions may be performed at the discretion of the investment advisors, within the investment objectives set and communicated by the Council and Finance Committee. The Finance Committee will meet with the investment advisors at least once a year to review investment performance and strategies, which shall be reported to Council.

In accordance with Section 513(b) of the NPCL, the Council may utilize the income of the fund to pay the reasonable and proper expenses of administration of the fund, including, but not limited to, professional counseling on investments or legal matters the Council deems to be in the best interest of the fund.

G. SECURITIES DEALERS

The Finance Committee is responsible for having sufficient knowledge about securities firms and personnel with whom business is transacted. The Finance Committee is responsible for the

review, before selection, and annually thereafter, of the firm's current financial statements, and other available information to determine the firm's current financial position and its general reputation for fair and honest dealing. The Finance Committee is responsible to review and approve appropriate limits on the amounts and types of transactions that may be executed with each securities firm.

H. CUSTODY / SAFEKEEPING

Financial institutions that hold securities and assets for safekeeping shall be kept to a minimum for ease of administration. Approved institutions shall include:

- Federally insured depositories
- Approved investment advisor accounts
- Established brokerage company accounts

I. RECORDKEEPING/REPORTING

The Finance Committee must see that accurate and timely records of all portfolio activities are kept. At least quarterly the Finance Committee shall present a report to The Council which includes appropriate information about each instrument making up the portfolio. Reports provided by the approved custodians and/or investment advisors (as noted above) shall be utilized as much as possible. The Finance Committee will report all investment activities to the Council quarterly and the Congregation annually including (but not limited to) fund balance, the historic dollar value of the funds, the amount of any accumulated earnings and distributions.

All Distributions from investment funds shall be documented as described in paragraph M and the documents shall be permanently attached to the minutes of the meeting approving their adoption.

J. TRANSPARENCY

Ensure that at least two (2) Finance Committee members receive regular statements directly from the fund custodian accounts to ensure transparency.

K. UNSUITABLE ACTIVITIES

All investment activities must be consistent with the objectives stated in this policy. Speculative trading and investments in highly volatile instruments shall be considered unacceptable.

Except as expressly provided for in the individual fund requirements, the funds may not be invaded, spent, borrowed from, or borrowed against, and the distribution restrictions may not be modified without first obtaining any required approvals from the Office of the New York State Attorney General and/or the New York State Supreme Court.

L. FUNDS SEPARATION

The investment funds of St. Paul's Lutheran Church consist of several funds, each having its own requirements. That being the case, each fund must be kept in a separate account and not

comingled. All of the requirements of this policy are to be applied to each fund separately. In addition to the other parts of this policy, the individual requirements of each fund shall be followed and their status included in the reporting.

M. DISTRIBUTIONS/EARNINGS/HISTORIC DOLLAR VALUE

In deciding whether to appropriate from an investment fund, the Council must act “in good faith, with the care that an ordinarily prudent person in a like position would exercise under similar circumstances,” and must document, obtain approval by Council and retain responses to the following factors:

- (1) the duration and preservation of the investment fund including distribution computation;
- (2) the purposes of the institution and the investment fund;
- (3) general economic conditions;
- (4) the possible effect of inflation or deflation;
- (5) the expected total return from income and the appreciation of investments;
- (6) other resources of the St. Paul’s Lutheran Church;
- (7) where appropriate and circumstances would otherwise warrant, alternatives to expenditure of the investment fund, giving due consideration to the effect that such alternatives may have on the St. Paul’s Lutheran Church; and
- (8) this investment policy.

Any description of decisions in the record should include a discussion of each alternative considered and the potential effect of each on the organization and its financial position. It is not sufficient to state in a conclusory fashion that the board considered a particular factor; rather, the record should describe the substance of the consideration given to each factor. If any factor was deemed not relevant to the board’s decision, the record should explain why.

The historic dollar value of the funds shall be preserved in perpetuity and invested for growth and income potential with an emphasis on its preservation; provided that the market value of the fund may from time to time fall below its historic dollar value because of investment market fluctuations.

In as much as the market value fluctuates over time, the objective is to limit the amount of distribution in order to preserve the value of the historic dollar value over the long term (5 to 10 years). A computed amount shall be used as a guide for the recommended distribution. The distribution is computed by multiplying the year starting value times a computed percentage limited to 7% unless both the 5 year return and the 10 year return are more than 7% in which case the limit is the smaller of the 10 year return and the 5 year return.

$$\% = \left\{ 0.33 \times Ret5yr + 0.67 \times Ret10yr + 0.07 \times \left[\frac{Start\$ - Hist\$ \times \left(1 + \frac{Stdev3yr}{2} \right)}{Hist\$} \right] \right\}$$

For the investment portfolio: Ret5yr = 5 year return; Ret10yr = 10 year return; Start\$ = fund balance on January 1; Hist\$ = Historic Dollar Value (\$); Stdev3yr = Standard Deviation of returns over past 3 years.

The funds may continue to receive donations and any such donations shall be added to the historic dollar value of the fund. The historic dollar value of a fund may be incremented by undistributed earnings upon specific vote of the Council for each instance.

N. METHOD OF DISTRIBUTION

The preferred method of distribution of earnings withdrawn from the funds shall be via wire transfer to the General fund checking account where it will then be transferred by standard bank check to the designated recipient as approved by the Congregation and directed by the Council.

O. EXCEPTIONS/UPDATES TO POLICY

Exceptions and updates to this policy must be fully documented and approved by the Finance Committee for presentation to the Congregation Council for approval at their regularly scheduled Council meeting and reported to the Congregation at the Annual Meeting.

P. MERGER OR DISSOLUTION

In the event St. Paul's ceases to exist, either through merger or dissolution, the disposition or transfer of the fund's assets shall be at the discretion of the Congregation in conformity with the approved Congregational Constitution and in consultation with the Bishop of the Synod to which this Congregation belongs at such time, provided that any such disposition or transfer shall be made in accordance with the requirements of New York law.

Appendix D

ST. PAUL'S LUTHERAN CHURCH OPERATIONAL ETHICS POLICY

This Operational Ethics Policy addresses conflicts of interest and business ethics but does not include the other ethical values and policies of St. Paul's Lutheran Church of the Evangelical Lutheran Church in America.

1. Each person who is a Congregation Council member, officer, committee member or employee (all referred to below as "Congregation Representative") of St. Paul's shall exercise good faith and best efforts in the performance of his or her duties to the Congregation and all entities affiliated with the Congregation. In all dealings with and on behalf of the congregation, or any affiliated entity, these Congregation Representatives shall be held to a standard of loyalty and honest and fair dealing with the Congregation and its affiliated entities.
2. No Congregation Representative shall use his or her position, or knowledge gained there from, so as to create a conflict, or the appearance of a conflict, between the interests of the Congregation or any affiliated entity and the other interests of such Congregation Representative. In all matters affecting the Congregation or any affiliated entity, no Congregation Representative shall take any position or engage in any act that could adversely affect the Congregation or any affiliated entity.
3. No Congregation Representative shall accept any material compensation, gift, or other favor that could influence or appear to influence such person's actions affecting the Congregation or any affiliated entity.¹ Each Congregation Representative should promptly disclose to the pastor, an officer of the Congregation, or a committee chair (and as appropriate to the board or committee) any gift, employment, activity, investment, or other interest that might compete or conflict, or appear to compete or conflict, with the interests of the Congregation or any affiliated entity. At the discretion of an officer or committee chair, the matter may be referred to the Congregation Council or Executive Committee.

¹ Occasional de minimis gifts of less than \$75.00 value, such as flowers or foodstuffs, are exempt from this rule. Gifts that primarily benefit the Congregation and not an individual, such as gifts of hospitality that may be given to the Congregation by businesses in relation to official Congregation business, are exempt from this rule. Persons also may participate in reasonable, normal relationship-building activities, such as meals or entertainment events.

4. No Congregation Representative should vote, or be counted in determining the quorum for any vote, on any transaction between the Congregation and any other corporation, firm, association, or other entity in which such Congregation Representative has a direct or indirect substantial financial interest. Any such duality of interest should be disclosed by the Congregation Representative to the other appropriate Congregation Representatives as applicable and made a matter of record. In addition to refraining from voting, no Congregation Representative should participate in the deliberations or use personal influence in the matter. Any transaction that involves a Congregation Representative should be at least as fair and reasonable to the Congregation as a transaction involving independent parties.
5. For the purposes of Section 4, a Congregation Representative is deemed to have a direct or indirect substantial financial interest in any corporation, firm, association, or other entity in which such person, or such person's parents, spouse, or all descendants of either of such person's parents or such person's spouse have an aggregate, beneficial, equity interest of one percent or more.
6. If a question exists as to the substantiality or significance of a financial interest or conflict and

the appropriate action by the Congregation Representative in light of the interest or conflict, the Congregation Representative should seek advice from members of the Congregation Council Executive Committee.

7. After adoption, and then on an annual basis, the secretary, or other person designated by the Congregation Council, shall send a copy of this policy to each director, officer, committee member and employee of the Congregation. All new Congregation Representatives should be given a copy of the policy. Such delivery may be electronic. The Congregation also shall work to make this policy accessible through other methods, such as on the Congregation website.

8. It shall be the duty of each Congregation Representative to inform the Congregation Council or other appropriate person or body of any conflicts of interest in a timely fashion. No Congregation Representative, in his or her capacity as such, shall act as, or represent that he or she is, an agent of the Congregation or any affiliated entity, unless specifically authorized to do so by the Congregation Council.

9. A Congregation Representative has a duty to disclose all breaches of this policy. If a Congregation Representative has a reasonable belief that any Congregation Representative or St. Paul's has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the Congregation Representative is expected to immediately report such information to the President of the Congregational Council, the Pastor and/or the office of the Bishop of the Upstate New York Synod. If the Congregation Representative does not feel comfortable reporting the information to the above, he or she is expected to report the information to the office of the Bishop of Evangelical Lutheran Church in America. All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, St. Paul's will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

St. Paul's will not retaliate against any Congregation Representative because that Congregation Representative: (a) reports to any person of authority or to a federal, state or local agency what the Congregation Representative believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the Congregation Representative's rights.

St. Paul's may take disciplinary action (up to and including termination) against any Congregation Representative who has engaged in retaliatory conduct in violation of this policy. In addition, St. Paul's will not, with the intent to retaliate, take any action harmful to any Congregation Representative who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by St. Paul's or any of its Congregation Representatives of a violation of any applicable law or regulation.

10. Violation of the policy may result in termination from the Congregation position, as appropriate.

11. As soon as possible after every Annual Meeting of the Congregation, all members of Church Council, all deacons, all employees, all officers of the church and all committee chairs shall sign a copy of this document. Overall responsibility rests with the President of Council.

Council Representative

Date

Appendix E
Proposal for Omega Fund Income Distribution

Date: _____

Proposed Recipient Information

Name: _____

Address: _____

Phone: _____

Contact Name: _____

Primary use of funds: _____

Calendar Year of Grant: _____

Congregation Member making Proposal: _____

Relationship of Member to Recipient: _____

Recommended Grant Category (see reverse) _____

Recommended amount of funds: \$ _____

Will funds for this recipient be requested in future years? YES NO

If YES, for how many years? _____

Other Comments: _____

Internal Use Only

Omega Grant Categories:

1. Outreach into the community, including but not limited to, grants to colleges, seminaries, social service agencies, institutions and agencies to which this Congregation relates, and to special programs designed for those persons in our parish area who are in spiritual and/or economic need.
2. Missions of the Evangelical Lutheran Church in America or its successor, at home and overseas, including but not limited to, grants to the ELCA for new mission development, professional leadership, educational ministries, world mission, capital financing, special appeals and ecumenism. These monies shall be expended on benevolence above and beyond the yearly budgeted benevolence of Synod/ELCA.
3. Special ministries of St. Paul's Evangelical Lutheran Church that will enhance the outreach of the Congregation as well as provide support for extra-budgetary programs.

Appendix F

ST. PAUL'S MEMORY GARDEN GUIDELINES

In 2017, St. Paul's Evangelical Lutheran Church established a Memory Garden (210 Hazel Street; Liverpool, New York) for burying ashes and memorializing loved ones. This Memory Garden provides the opportunity for members of St. Paul's to bury the ashes of their family members who were also members of St. Paul's and for memorializing them if their ashes or bodies are buried elsewhere.

GENERAL INFORMATION

While the Memory Garden is not a cemetery, in terms of cemeteries, people buy the right to bury ashes on cemetery property. Given this fact, the land owner has the right to control certain things relative to its usage, such as what kinds of markers can be used, types of ornamentation allowed on markers, permission or prohibition of vases, and so on. St. Paul's, as owner of the property, likewise retains such rights concerning usage of the Memory Garden.

Guidelines, permissions, and restrictions are relevant to the Memory Garden in the following areas:

- Who may use it
- Ashes vs. memorialization
- What kinds of markers may be used
- Urns for burying ashes
- What happens if you want the ashes returned
- Reservations for spouses
- Costs involved
- The procedure for memorializing a loved one

These topics are covered in the following sections.

WHO MAY USE IT?

The people who are memorialized or whose ashes ("cremains") are buried in the Memory Garden must have clear membership ties to St. Paul's. Use of the Memory Garden is not extended to the community at large. Rather, the Memory Garden is a service or benefit to members of St. Paul's.

The person to be buried (ashes only) or memorialized in the Memory Garden must have been an active member of St. Paul's Evangelical Lutheran Church (Liverpool, NY). Allowances may be made for non-member spouses. (That is, a non-member spouse may be memorialized with the member spouse.)

ASHES VS. MEMORIALIZATION

Cremated ashes (cremains) may be buried in the Memory Garden. These must be accompanied by a certificate of cremation from the crematorium. This certificate will be kept on file at St. Paul's.

The cremains must be associated with a marker (see "Markers" below), either a separate memorial marker with a separate urn for the ashes or else a combination marker-plus-urn.

We also offer the option of memorializing a St. Paul's loved one who is buried elsewhere. This may be accomplished by placing a memorial marker in the garden without any ashes. In this case, the family might consider having "In Memory Of" engraved on the marker.

MARKERS

Whether ashes of the deceased loved one are buried or whether the loved one is memorialized without ashes, a marker in the ground will honor the person and serve to keep their memory alive.

To keep a feeling of uniformity, the markers are standardized while also allowing for variability of expression. Standards for the marker are listed below.

The markers must be ordered from the same supplier for consistency with the stone. We are using Carter Funeral Home and Monuments in Syracuse as the supplier. You will choose what to say on the marker, and we will contact Mr. Carter to get things started.

Physical aspects of the markers

- All markers must be black granite.
- The markers are called "flush markers". They lie flat on the ground rather than standing upright or being angled.
- The size range is 7" to 12", such as 10" x 12" or 7" x 10". A deceased married couple may be memorialized on one marker 24" long if the names and all dates are etched at the same time.
- A flower vase attached to the marker is not permitted. This restriction is for aesthetic reasons and for practical reasons. However, you may place flowers across a marker.

Names, dates, design, etc.

- The name of the deceased must be included on the stone, along with the birth and death dates.
- A design may be added. Design options will be provided when ordering the marker.
- A phrase may be added.
- Names, dates, phrases, and designs are etched into the stone. This is computerized and allows for flexibility in design options. Because they are etched and not engraved, all

information must be on the markers before being placed in the ground. (This means that a death date may not be added at a later time.)

- To prevent the unlikely event that a design or phrase is reasonably offensive to the church community, the committee or Congregation Council will review them before they are ordered.
- Photos of the deceased are not permitted on the markers.
- While we honor our veterans and it might be nice to place a U.S. flag with a veteran's marker, this must be disallowed for maintenance concerns.

Cost of the marker and installation

- The price of the marker depends on its size and whether it is just a marker or whether it combines with an urn.
- An etched granite marker ranges from around \$180 to \$540 (as of January 2018). The higher price combines the urn with the marker as a single unit. The lower price requires that a separate urn be purchased if ashes are involved.
- Installation of the marker is included with these prices.
- The family is responsible for the cost of the marker.

URNS

If cremains of the St. Paul's loved one are buried in the Memory Garden, they will most likely be buried in an urn.

The cremains may be placed in an urn that is a single physical unit with the marker, or they may be placed in a separate urn.

The family may choose the actual style of the urn.

- Durable urn (will not disintegrate)
- Biodegradable urn (urn and ashes will turn to dust)
- Urn combined with marker (will not disintegrate)
- No urn (ashes placed directly in ground)

The family may choose the urn from various options that are available to them.

The family is responsible for the selection and cost of the urn. The family is responsible for the cost of the installation of the urn.

RESERVING A PLACE FOR A SURVIVING SPOUSE

A member of St. Paul's who memorializes a spouse in the Memory Garden may reserve a place next to the spouse for their own cremains or memorialization. Details may be worked out at the time of memorialization or burying of the cremains of the first spouse.

COST

The family is responsible for the following costs:

- Marker and installation
- Urn and installation, if cremains are involved

The amount to pay will depend on the choices made.

A donation to the church for the use of the Memory Garden will be accepted, as there are costs involved with maintenance (lawn care, removal of tree brush) and aesthetic beautification and care of flowers and shrubbery.

GENERAL PROCEDURE

If you are interested in memorializing a loved one at St. Paul's Memory Garden, please contact the church office or the Memory Garden committee. The church office phone number is (315) 457-3210.

You will be provided with information on how to proceed. Once you have decided on the information and design for the marker, we will contact the supplier, and you will then be able to work with him concerning the proofs (to make sure dates and spellings are accurate) and the payment, as this is not a donation to the church but a purchase that you are making.

If you will be using an urn, you may order the urn from our supplier or from another source. Take into consideration who will be placing the cremains into the urn, as this can be difficult for some people to do.

If cremains are involved, the church will need to have the certificate of cremation from the crematorium to keep on file.

(Please note that, as of January 2018, use of the Memory Garden is still developing, so it is possible that the guidelines, permissions, restrictions, procedure, etc., may change as time and experience dictate.)