

**Constitution for  
Evangelical Lutheran Church  
Cokato, Minnesota**

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# **Constitution for Evangelical Lutheran Church Cokato, Minnesota**

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 Evangelical Lutheran Church, Cokato, Minnesota.

### C1.02.

For the purpose of this constitution and the accompanying bylaws, the Evangelical Lutheran Church, Cokato, Minnesota congregation is hereinafter designated as "this congregation."

### C1.03.

This congregation shall be incorporated under the laws of the State of Minnesota.

## **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 it as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

C2.06.

This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.

C2.07.

This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

### **Chapter 3. Nature of the Church**

C3.01.

All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.

C3.02.

The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

### **Chapter 4. Statement of Purpose**

C4.01.

The Church is people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.

C4.02.

To participate in God's mission, this congregation as a part of the Church shall:

- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

C4.03.

To fulfill these purposes, this congregation shall:

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church of America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy.

C4.04.

This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. (Such description shall be contained in continuing resolutions of the Congregation Council.)

C4.05.

This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

## **Chapter 5. Powers of the Congregation**

C5.01.

The powers of this congregation are those necessary to fulfill its purpose.

C5.02.

The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.

C5.03.

Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. appoint or terminate the appointment of associates in ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. approve the annual budget;

- e. acquire real and personal property by gift, devise, purchase, or other lawful means;
- f. hold title to and use its property for any and all activities consistent with its purpose;
- g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- h. elect its Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- i. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

## **Chapter 6. Church Affiliation**

### C6.01.

This congregation shall be an independent part of the Evangelical Lutheran Church in America or its successor, and of the Southwestern Minnesota Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

### C6.02.

This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.

### C6.03.

This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:

- a. This congregation agrees to be responsible for its life as a Christian community.
- b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
- c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
- d. This congregation agrees to consider Associates in Ministry for appointment for 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 (ELCA) by the following procedure:

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds (2/3) majority of the voting members present.
- b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
- d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds (2/3) majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
- e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and Evangelical Lutheran Church In America (ELCA) shall be terminated.
- f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
- g. If this congregation was a member of the Lutheran Church in America it shall be required, in addition to the foregoing provisions in C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.
- h. If this congregation was established by the Evangelical Lutheran Church in America it shall be required, in addition to the foregoing provisions in C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.

C6.06.

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

## **Chapter 7. Property Ownership**

C7.01.

If this congregation ceases to exist, title to undisposed property shall pass to the Southwestern Minnesota Synod of the Evangelical Lutheran Church in America.

C7.02.

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

C7.03.

If a two-thirds (2/3) majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Southwestern Minnesota Synod.

C7.04.

If a two-thirds (2/3) majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to

property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

## **Chapter 8. Membership**

### **C8.01.**

Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

### **C8.02.**

Members shall be classified as follows:

- a. Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. Confirmed members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. Voting members are confirmed members. Such confirmed members shall have communed and made a contribution of record during the current or preceding year.
- 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. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

### **C8.03.**

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

### **C8.04.**

It shall be the privilege and duty of members of this congregation to:

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

### **C8.05.**

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

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

- d. disciplinary action by the Congregation Council; or
- e. removal from the roll due to inactivity as defined in the bylaws.

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

## **Chapter 9. The Pastor**

### **C9.01.**

Authority to call a pastor shall be in this congregation by at least a two-thirds (2/3)-majority ballot vote of members present and voting at a meeting regularly called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

### **C9.02.**

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

### **C9.03.**

Consistent with the faith and practice of the Evangelical Lutheran Church in America,

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

### **C9.04.**

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

### **C9.05.**

- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
  - 1. mutual agreement to terminate the call or the completion of a call for a specific term;
  - 2. resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
  - 3. inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;

4. the physical or mental incapacity of the pastor;
  5. disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
  6. the dissolution of the congregation; or
  7. suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third (1/3) of the voting members of this congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
- c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor by a two-thirds (2/3)-majority vote of the voting members present at a regularly called meeting after consultation with the bishop.
- e. If, in the course of proceedings described in C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
- f. If, following the appointment of the committee described in C9.05.b or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint churchwide/synod fund and with housing provided by the congregation(s).

#### C9.06.

At a time of pastoral vacancy, an interim pastor may be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

#### C9.07.

During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

#### C9.08.

This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.

#### C9.09.

When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the

pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

C9.10.

With the approval of the bishop of the synod, the congregation may depart from C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of C9.05.a.

C9.11.

The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, and shall submit a summary of such statistics annually to the synod.

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

C9.12.

The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

## **Chapter 10. Congregation Meeting**

C10.01.

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

C10.02.

A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called at the written request of ten percent (10%) voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

C10.03.

Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

C10.04.

Ten percent (10%) of voting members shall constitute a quorum.

C10.05.

Voting by proxy or by absentee ballot shall not be permitted.

C10.06.

All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.

C10.07.

Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

## **Chapter 11. Officers**

C11.01.

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

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of the congregation.
- c. Officers of this congregation, except Treasurer, shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- d. If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council.

#### 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.

## **Chapter 12. Congregation Council**

#### C12.01.

The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation (with the exception, that sometimes the treasurer may not be a member of the Congregation Council), and not more than twelve (12) 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.

#### C12.02.

The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for three (3) 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.

#### C12.03.

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, appointment, or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.

- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

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 the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Minnesota, 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 five percent (5%) of budget 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 not incur obligations of more than seven percent (7%) of budget in excess of the anticipated receipts without 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.

C12.06.

The Congregation Council shall see that the provisions of this constitution, and its bylaws, and the continuing resolutions are carried out.

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 appointment 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.

C12.10.

The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called at the request of a least one-half (1/2) of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.11.

A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting.

### **Chapter 13. Congregation Committees**

C13.01.

The officers of this congregation and the pastor shall constitute the Executive Committee.

C13.02.

A Nominating Committee of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection.

C13.03.

An Audit Committee of two or three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Members shall be eligible for reelection.

C13.04.

The Congregational Council Executive Board and the pastor shall draw up a list of Mutual Ministry Committee candidate names to submit to the Congregational Council for ratification. A maximum of one Mutual Ministry Committee member may be a Congregational Council member.

C13.05.

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

C13.06.

Other congregation committees may be formed as the need arises, by decision of the Congregation Council.

C13.07.

Duties of congregation committees shall be specified in the bylaws.

### **Chapter 14. Organizations Within the Congregation**

C14.01.

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

C14.02.

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

### **Chapter 15. Discipline of Members and Adjudication**

C15.01.

Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these

successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council.

C15.02.

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

C15.03.

Should the allegations be sustained by a two-thirds (2/3) majority vote of the members of the Congregation Council and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

- a. censure before the council or congregation;
- b. suspension from membership for a definite period of time;
- or
- c. exclusion from membership in this congregation.

Disciplinary actions b. and c. shall be delivered to the member in writing.

C15.04.

The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

C15.05.

Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

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. Bylaws**

C16.01.

This congregation may adopt bylaws. No bylaw may conflict with this constitution.

C16.02.

Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

C16.03.

Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the members of the proposal with its recommendations at least 30 days in advance of the Congregation Meeting.

C16.04.

Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

## **Chapter 17. Amendments**

C17.01.

Amendments to this constitution may be proposed by at least ten (10) 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 its regular or special meeting called for that purpose. The Congregation Council shall notify the members of the proposal with the council's recommendations at least 30 days in advance of the meeting.

C17.02.

A proposed amendment to this constitution shall:

- a. be approved at a properly called meeting according to this constitution by majority vote of those present and voting;
- b. be ratified without change at the next annual meeting by a two-thirds (2/3) majority vote of those present and voting; and
- c. have the effective date included in the resolution and noted in the constitution.

C17.03.

Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the Southwestern Minnesota Synod.

C17.04.

Whenever the Model Constitution for Congregations is amended by the Churchwide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments at least 30 days prior to the meeting. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod, consistent with C17.03.

## **Chapter 18. Continuing Resolutions**

C18.01.

The Congregation Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.

C18.02.

Continuing resolutions shall be enacted or amended by a two-thirds (2/3) vote of all voting members of the Congregation Council.

## **Chapter 19. BYLAWS of Evangelical Lutheran Church, Cokato, Minnesota.**

C19.01.

**Annual Meeting:**

The annual meeting of the congregation shall be held during the month of January on a date to be determined by the Church Council.

C19.02.

**Nominating Committee:**

A Nominating Committee of six members shall be elected at the annual meeting.

C19.03.

**Standing Committees:**

The Church Council shall appoint the following standing committees at their first meeting after the annual meeting of the congregation. Each committee shall be composed of one or more members of the council and, in addition, other voting members of the congregation. Although appointed by and responsible to the Church Council, these committees shall be recognized as representative of the interest of, and performing essential services for, the congregation as a whole. The pastor or pastors shall have voice and vote in all committees. All actions of the committees shall be subjected to review by the council.

The committees and their responsibilities shall be as follows:

C19.0310

**Christian Education Committee:**

This committee shall:

1. Oversee and conduct the promotion of the congregation's educational program;
2. Encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America.
3. Seek to introduce the Church's periodicals and books of family devotion into the homes of the congregation;
4. Seek to bring the call to the ministry of the Gospel and other full time vocations to the attention of qualified youth of the congregation.

C19.0311

**Church Property Committee:**

This committee shall:

1. Be responsible for the proper maintenance and protection of all church property;
2. See that such property and equipment is kept in good repair.

C19.0312

**Fellowship and Outreach Committee:**

This committee shall:

1. Stimulate and lead all members of the congregation in efforts to reawaken the spiritually indifferent and to reach out to the unchurched and bring them into the fellowship of the Christian Church;
2. Devote itself to deepening Spiritual life and periodically study the congregation in the context of its surrounding community.

C19.0313

**Stewardship and Finance Committee:**

This committee shall:

1. In the area of stewardship
  - a) Promote the use of Christian faith in daily living;
  - b) Teach the Christian use of money;
  - c) Publicize the congregation's local, national, and world-wide ministries;
  - d) Lead members to higher levels of proportionate giving for the Lord's work;
  - e) Be responsible for the Every Member Response and other congregational efforts that lead to informed and grateful giving.
1. In the area of finance
  - a) Prepare a draft budget for the succeeding year including the congregation's full indicated share of support to the Southwestern Minnesota Synod and Evangelical Lutheran Church in America for presentation to the council and later to the annual meeting of the congregation;
  - b) Oversee all financial affairs of the congregation giving attention to the prompt payment of all obligations and to the forwarding of benevolence monies to the synodical treasurer;
  - c) Be responsible for the congregation's investments (except for the mission endowment fund) and its total insurance program;
  - d) Provide for annual audits of the treasurer and financial secretary as well as the accounts of the organizations within the congregation.

C19.0314

**Social Ministry Committee:**

This committee shall:

1. Extend compassion and helpfulness to the ill, the aged, the orphaned, the underprivileged, the imprisoned, and in general to persons of all ages in need of aid in body and soul;
2. Study social conditions in the community in order to bring the cleansing and healing light of the Christian truth to bear upon critical problems through thoughtful Christian discussion of facts and issues;

3. Lay before the church proposals for action issuing from such study and discussion.

C19.0315

**Worship and Music Committee:**

This committee shall:

1. Assist the Congregation Council in seeing that the services are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America;
2. Recruit and train ushers;
3. See that hymnals and other devotional materials are provided and cared for;
4. Supervise and strive to advance the welfare and effective service of the choirs of the congregation;
5. Arrange for the care of the paraments, vestments and musical instruments, and in consultation with the pastor, organist and choir directors, shall furnish appropriate music supplies for use in the worship of a congregation in the Evangelical Lutheran Church in America.

C19.0316

**Youth Committee:**

This committee shall:

1. Be responsible for the advising and directing of the youth activities of the congregation;
2. Be responsible for the securing of competent youth advisors;
3. Part of this committee shall be youth between the ages of 15 and 21 at the time of their appointment.

C19.0317

**Global Mission Committee:**

This committee shall:

1. Educate and inspire the congregation in the field of Global Mission;
2. Administer funds allocated for Missions other than these allocated for church benevolence;
3. Maintain interest in communication with supported missionaries and other mission projects we support.

C19.0318

**Mutual Ministry Committee**

This committee shall:

Meet at least once annually with each salaried staff person;

The committee will consist of 5 lay members plus the pastor. A maximum of 1 member of the Mutual Ministry Committee may be a Congregational Council member.

Have primary functions of keeping pastors and staff advised about conditions within the congregation, interpreting to the congregation the ministry of the professional leaders, dealing with personal concerns and job descriptions.

C19.0319

**Mission Endowment Committee:**

This committee exists to enhance through designated investments, the mission outreach of the church. The objectives and plan of operation are outlined in the continuing resolutions.

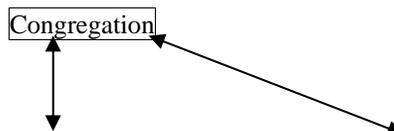
C19.0320.

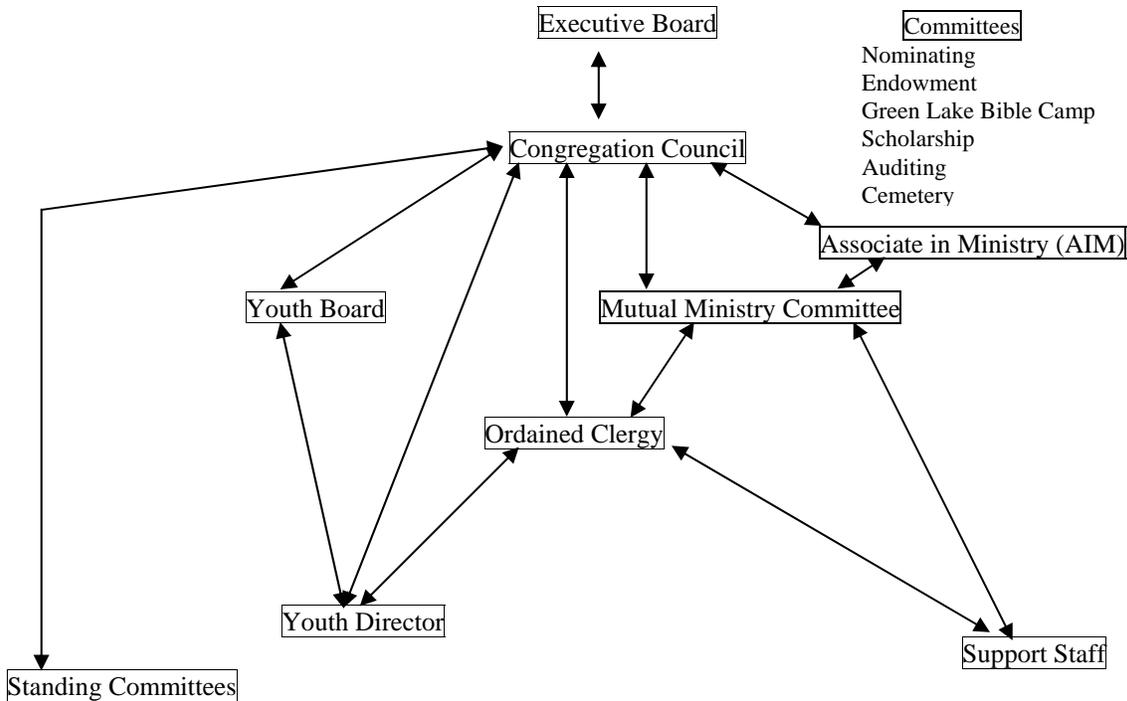
**Cemetery Committee:**

A Cemetery Committee composed of three members shall be elected by the congregation in such a manner that one is elected each year. This committee shall be responsible for the care and maintenance of the congregation's cemetery.

C19.A93

**Evangelical Lutheran Church Structure flow chart:**





Program Staff = Pastor, Associate Pastor, AIM, Youth Director

Support Staff = Choir Directors, Custodian, Financial Secretary, Church Secretary, Office Support Staff, Organist.

Arrows indicate work relationships

C19.0310.B93

**Mission Endowment Fund Committee:**

*WHAT IS THE MISSION ENDOWMENT FUND?*

It is a non-profit fund to serve the special ministries in the Christian Education endeavor, to extend the ministry, and to support programs of the Evangelical Lutheran Church in America. The general purpose of the Fund is to receive gifts, hold the principle in perpetuity, and to expand the income of the gifts by investments for religious, education and community purposes.

A Mission Endowment Fund, whose purpose, governance, and operational procedures shall be defined by special resolution adopted by the congregation, shall be established.

**RESOLUTION to Implement the Mission Endowment Fund**

WHEREAS, Christian stewardship involves the faithful management of all the gifts God has given to humankind-the created world, the gospel, life, time, abilities, money, including accumulated, inherited and appreciated resources; and

WHEREAS, the Scriptural principle of proportionate giving, to return to the Lord a portion of the gifts God has first given to his beloved children, is both a privilege and an appropriate response in all times and circumstances; and

WHEREAS, Christians can give to the work of the church through bequests in wills, assignment of life insurance, charitable gift annuities, charitable remainder and other trusts, assignment of certificates of deposit, and transfers of property (cash, stocks, bonds, real estate); and

WHEREAS, it is the desire of the congregation of Cokato Evangelical Lutheran Church to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to our Lord expressed by the donors and in accordance with the policies of this congregation:

THEREFORE BE IT RESOLVED, that this congregation in meeting assembled on September 29, 1991, approve and established on the records of the church a new and separate fund to be known as THE MISSION ENDOWMENT FUND (hereafter called the "FUND") of the Cokato Evangelical Lutheran Church;

BE IT FURTHER RESOLVED that the purpose of this FUND is to enhance the mission outreach of Cokato Evangelical Lutheran Church apart from the general operation of the congregation; that no portion of the income generated by the FUND shall be used for the annual operating budget of the congregation;

BE IT FURTHER RESOLVED, that the Mission Endowment Fund Committee (hereinafter call the "COMMITTEE") shall be the custodian of the FUND;

BE IT FURTHER RESOLVED, that the following Plan of Operation set forth the administration and management of the FUND:

### Committee

#### 1. Committee Membership

The committee shall consist of five (5) members, all of whom shall be voting members of Cokato Evangelical Lutheran Church. Except as herein limited, the term of each member shall be three (3) years. Upon adoption of this resolution by the congregation, it shall elect five (5) members to the COMMITTEE: two (2) for a term of three (3) years; two (2) for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter, at each annual meeting, the congregation shall elect the necessary number for a term of three (3) years. No member shall serve more than two (2) consecutive three (3) year terms. After a lapse of one (1) year, former COMMITTEE members may be reelected. The senior pastor and the president of the Church Council shall be advisory members of the COMMITTEE. The Church Council of the congregation shall nominate for the COMMITTEE and report at the annual congregation meeting in the same manner as for other offices and committees. In the event of a vacancy on the COMMITTEE, the Church Council shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy.

#### 2. Meetings

The COMMITTEE shall meet at least quarterly, or more frequently as deemed by it in the best interest of the FUND.

#### 3. Quorum

A quorum shall consist of three (3) members. When only three (3) members are present a unanimous vote shall be required to carry any motion or resolution.

#### 4. Election of Officers

The COMMITTEE shall elect from its membership a chairperson, recording secretary and financial secretary. The chairperson, or member designated by the chairperson, shall preside at all COMMITTEE meetings.

#### 5. Recording Secretary

The recording secretary of the COMMITTEE shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member of the COMMITTEE. Each member shall keep a complete copy of minutes to be delivered to his/her successor. The recording secretary shall also supply a copy of the minutes to the Church Council.

#### 6. Financial Secretary

The financial secretary of the COMMITTEE shall maintain complete and accurate accounts for the FUND. All documents relating to the transfer or expenditures of any income or assets in the FUND or encumbrance thereof shall be signed by the chairperson or vice-chairperson and the financial secretary of the COMMITTEE. The books shall be audited annually by a certified public accountant or other appropriate person who is not a member of the COMMITTEE.

7. Reporting

The COMMITTEE shall report on a calendar quarterly basis to the Church Council on or before the 15<sup>th</sup> of the following month and, at each annual or duly called special meeting of the congregation, shall render a full and complete audited account of the administration of the FUND during the preceding year.

8. Professional Counseling

The COMMITTEE may request other members of the congregation to serve as advisory members and, at the expense of FUND income, may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the FUND.

9. Liability

Members of the COMMITTEE shall not be liable for any losses which may be incurred upon the investments of the assets of the FUND except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self dealing or transactions with the FUND in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the FUND.

10. Assets

All assets are to be held in the name of Cokato Evangelical Lutheran Church Mission Endowment Fund.

11. Transactions

Recommendations to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the FUND, including stocks, bonds, debentures, mortgages, notes, or other securities, as in their judgment and discretion they deem wise and prudent, are to be made by the COMMITTEE for approval by the Church Council, with subsequent execution by the delegated member of the COMMITTEE.

12. Review

Every ten (10) years the COMMITTEE will review the contents of this document to assure it meets current conditions and, if not, changes will be presented to a legally called meeting of the congregation. Any changes must be consistent with the intent of the donors but updated to meet the goals of the congregation.

**Distribution of Income**

1. Accumulation

The COMMITTEE shall determine what is principal and income according to accepted accounting procedures. Gifts and bequests to the FUND shall accumulate. Only the income generated from the investment of the principal shall be expended.

2. Distribution

Income from the FUND shall be distributed annually and at such other times as deemed necessary and/or feasible to accomplish the following purposes:

Minimum of 20% for outreach into the community and synod, including, but not limited to grants to ELCA seminaries, colleges, or students attending such schools, social service agencies, institutions and agencies to which this congregation relates, and to special programs designed for those people in our parish area who are in spiritual and/or economic need.

Minimum of 20% for missions of the Evangelical Lutheran Church in America in this continent and worldwide, including, but not limited to, grants to the Evangelical Lutheran Church in America for new congregational development in North America, professional leadership, educational ministries, global mission, ecumenism, evangelism, social ministries, and capital financing.

Minimum of 20% for capital improvements, debt reduction, or a building program of Cokato Evangelical Lutheran Church.

Up to 40% for any one or all of the above designated areas in any proportion as determined by the COMMITTEE, or for causes and programs, which at the discretion of the COMMITTEE are consistent with the fund purpose of enhancing the mission outreach of Cokato Evangelical Lutheran Church.

### 3. Programs

Programs for support shall be recommended by the COMMITTEE and approved by the Church Council for funding according to the guidelines established by the congregation.

### 4. Disbursement

Disbursement of income from the FUND need not occur annually in the event causes and programs have not been approved by the COMMITTEE sufficient to utilize total income available, or if in the judgment of the COMMITTEE total annual disbursement of income is not recommended.

### **Distribution of Principal**

When, in the opinion of the COMMITTEE circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of the FUND principal, the COMMITTEE may, upon a two-thirds (2/3) majority vote, recommend such authorizing action to the congregation.

### 3. Programs

Programs for support shall be recommended by the COMMITTEE and approved by the Church Council for funding according to the guidelines established by the congregation.

### **Distribution of Principal**

When, in the opinion of the COMMITTEE circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of the FUND principal, the COMMITTEE may, upon a three-fifths (3/5) majority vote, recommend such authorizing action to the congregation.

### **Amending the Resolution**

BE IT FURTHER RESOLVED, that any amendment to this resolution, which will change, alter or amend the purpose for which the FUND is established shall be adopted by a three-fifths (3/5) vote of the members present at an annual meeting of the congregation or at a special meeting called specifically for the purpose of amending this resolution.

### **Disposition or Transfer of Fund**

BE IT FURTHER RESOLVED, that in the event Evangelical Lutheran Church of Cokato ceases to exist either through merger or dissolution, disposition or transfer of the FUND shall be at the discretion of the Church Council in conformity with the approved congregational constitution and in consultation with the bishop of the synod to which this congregation belongs at such time. Consultation with the Evangelical Lutheran Church in America may be desirable for continuation of Mission Endowment Fund obligations.

### C19.C93

#### **Global Mission Committee**

##### Section A.

##### 1. Definition of Global Mission

Global mission is any endeavor outside our local congregation which fulfills the Great Commission of Christ by proclaiming the Gospel of Christ, making disciples and relating to the whole need of mankind—spiritual and physical.

##### 2. Scriptural Basis for Global Mission

We feel our Biblical basis for mission are found in these scriptural passages.

- a. To fulfill the Great Commission of Christ: Matthew 28:19-20, Acts 1:8
- b. To share Christ's heart for the world: John 3:16, Matthew 18:10-14
- c. To minister to the totality of human need: Matthew 25:31-46
- d. To save men and bring them to the knowledge of God: Romans 10:13-15
- e. To obey Christ by confessing Him to the world: Matthew 10:32-33

##### 3. Purpose of our Mission Guidelines

We feel the need to have written guidelines because:

- a. To help us achieve a clear sense of direction.
- b. To avoid making important decisions on an emotional or haphazard basis.
- c. To insure that each mission dollar is spent as God would have it spent.
- d. To bring new committee members up to date, allowing them to quickly familiarize themselves with the workings of the Global Mission Committee.
- e. To maintain consistency as committee changes membership.
- f. To develop a loving accountability in our global mission program.
- g. To work in better harmony with our church leaders, as well as the greater church body.

##### 4. Goal Setting

We shall set goals which involve stepping out in faith. We shall measure progress toward these goals frequently. Each goal set will need a different time frame in which to measure progress.

##### 5. Responsibilities of Global Mission Committee

- a. Stimulate intercessory prayer for global mission.
- b. Educate and inspire the congregation in the field of global mission.
- c. Recruit volunteers for service on our committee, and for mission service.
- d. Administer funds allocated for mission support other than those allocated for church benevolence.
- e. Serve as a liaison between the churches various organizations and committees.
- f. Care for missionaries on furlough as need arises.
- g. Administer and evaluate the programs which relate to global missions.
- h. Update global mission guidelines as needed.
- i. Interpret the church's statement of faith to missionaries and agencies. The missionaries we support need to subscribe to the fundamental expressions of the Christian Faith (i.e. Apostle's Creed, The Nicene Creed and The Athanasian Creed).

6. Flexibility of Interpretation

These guidelines give general direction. There should be a margin of freedom to use discretion. Counsel should be sought when an issue comes up that would be contrary to these guidelines. Departure from these guidelines may be considered if after careful consideration and prayer the committee in consultation with the pastor feels such departure should be made.

7. Revision of Policy

These guidelines should be revised when needed, and must be reviewed at least annually by the committee. Revision will be undertaken when pastor and committee agree changes need to be made. Revisions will be presented to the church council for their consideration.

Section B: Structure Policies

8. Manner of Selection of Members of the Global Mission Committee

Members of the current committee may ask others to be on the committee. People may also volunteer, or be recommended by the Pastor or others.

9. Criteria for Selecting Members of the Global Mission Committee

Members should be an active member of the congregation, have a deep interest in global mission, a desire to learn more about mission and a willingness to work hard in a mission capacity.

10. Size of Committee

There should be at least five (5) members of this committee but not more than nine (9). One (1) should be a council member, one (1) representing our youth.

11. Term of Office

Since members of this committee are volunteers, there is no term of office, however, anyone who volunteers to be on this committee, should make at least a one (1) year commitment.

12. Responsibilities of Members of this Committee

Members of this committee will attend monthly meetings, be actively involved in the work of the committee, maintain interest in communication with supported missionaries and other mission projects which we support, be familiar with the mission guidelines for this church, and be alert to new information which could be used by the committee.

13. Frequency of Meeting (dealt with above).

14. Officers and Manner of Appointment

The committee will have at least a chairperson and a secretary. (If we are distributing funds, we will need a treasurer). Officers will be appointed by consensus.

15. Sub-Committees

Sub-committees will be appointed as needed.

16., 17., 18 (not relevant: Deal with "Mission Pro, Mission Pastor and Mission Administrator").

Section C: Responsibilities of the Global Mission Committee

19. Developing Prayer Concern
    - a. Present news and needs to the congregation from the pulpit, in the bulletin, in Sunday School, and in “The Pulse”, regularly.
    - b. Encourage interaction between missionaries and the congregation.
    - c. Make use of our prayer chain for missionaries prayer needs.
    - d. Encourage formation of a mission prayer group.
    - e. (Goal) Have an adoption program whereby someone concerns themselves with the spiritual and practical needs of one missionary family.
  
  20. Missions Education in the Church
    - a. Identify all sectors of the church to be educated.
    - b. Identify goals for education (where are we at now and where do we want to get to).
    - c. Determine methods of education.
    - d. Promote interaction with missionaries from an education aspect.
  
  21. Missionary Recruitment
    - a. Encourage involvement of adults and youth in short term missions.
    - b. Encourage mature church leaders to identify and confirm the calling and gifts of people for mission service.
    - c. Offer guidance to people who feel called to mission service.
    - d. Continually challenge the congregation on the dimensions of the unreached world and the unfinished task.
  
  22. Caring for Missionaries on the Field
    - a. We will send “The Pulse”.
    - b. We will encourage members and groups to meet practical needs as well as spiritual needs, when the are known.
    - c. We will regularly encourage members to write letters.
  
  23. Missionary Conference
    - a. Participate in our annual cluster mission conference.
    - b. Encourage member participation in church-wide mission events by publicizing these events, and personally asking members to attend.
    - c. Be open to having a mini-conference built around especially available speakers and/or for special projects as opportunity arises.
    - d. Educate people about faith promises.
  
  24. Caring for Visiting Missionaries
    - a. We will establish a missionary hospitality roster.
    - b. We will maintain accurate records to know when missionaries are going to be visiting us.
    - c. If missionary is a member of our congregation, we will encourage the congregation to help supply needs as needs are made known.
  
  25. Ongoing Education of Missionaries
- This is a financial issue which would be different for each person, so should be dealt with on an individual basis.
26. Visitation of Missionaries on the Field
    - a. We will encourage people to visit missionaries on vacation.

- b. We will encourage contribution to an on-going travel fund which can be used to partially subsidize sending one or more church members to the field. This should be someone deeply interested in missions.

27. Responsibilities of the Missionary to the Congregation

- a. Fund raising: The mission committee should be involved in requests for funding in order to insure that needs are met, and not duplicated.
- b. Correspondence: The missionary must correspond with us at least quarterly. Failure to correspond for a year may mean termination of support.
- c. Furloughs: Missionary must visit at least once during furlough, and if they are members they must be available to speak to the congregation at least once during the stay.

28. Short Term Programs

- a. From time to time we will make people aware of short term opportunities and encourage people to make their own arrangements with mission agencies.
- b. We will encourage recruitment of our people for short term work by agencies.

29. Criteria for Selecting Candidates for Short Term Service

We should encourage and help support people for short term service, but not select them. Each project should be individually considered.

30. Summer and Project Workers

- a. We should encourage people to make their own arrangements with mission agencies.
- b. We will encourage and assist the youth committee in their summer mission trip and encourage an adult trip.

31. Not Relevant

32. Doctrinal Requirements

- a. Any agency that we work with must be in accord with our basic doctrine and practicing good stewardship.
- b. Acceptance of the missionary for service by and (approved?) agency is adequate.