

CONSTITUTION

UNIVERSITY LUTHERAN CHURCH

*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 UNIVERSITY LUTHERAN CHURCH.

C1.02. For the purpose of this constitution and the accompanying bylaws, the UNIVERSITY LUTHERAN CHURCH congregation is hereinafter designated as "this congregation."

C1.11. This congregation shall be incorporated under the laws of the State of Arizona.

Chapter 2. CONFESSION OF FAITH

*C2.01. This congregation confesses the Triune God, Father, Son, and Holy Spirit.

*C2.02. This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.

b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.

c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

*C2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.

*C2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.

*C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

*C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.

*C2.07. This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3. NATURE OF THE CHURCH

*C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.

*C3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

Chapter 4. STATEMENT OF PURPOSE

*C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.

*C4.02. To participate in God's mission, this congregation as a part of the Church shall:

a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.

b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.

c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.

d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.

e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.

f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

*C4.03. To fulfill these purposes, this congregation shall:

a. Provide services of worship at which the Word of God is preached and the sacraments are administered.

b. Provide pastoral care and assist all members to participate in this ministry.

c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.

d. Teach the Word of God.

e. Witness to the reconciling Word of God in Christ, reaching out to all people.

f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.

g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.

h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.

i. Foster and participate in ecumenical relationships consistent with churchwide policy.

*C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions.

*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 officers, Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, and bylaws, and continuing resolutions; and
- i. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

*C5.04. This congregation annually shall choose from among its voting members laypersons to serve as voting members of 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 this synod.

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 Grand Canyon 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 to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

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

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.

c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.

d. This congregation follows the procedures outlined in C6.05.

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

a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.

b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.

c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.

d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.

e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and ELCA shall be terminated.

f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.

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 Grand Canyon Synod of the Evangelical Lutheran Church in America.

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

*C7.03. If a two-thirds majority of the voting members of this congregation present at a 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. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Grand Canyon Synod.

*C7.04. If a two-thirds majority 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, 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 Lutheran 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 majority ballot vote of 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 clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.

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

a. Every ordained minister shall:

- 1) preach the Word;
- 2) administer the sacraments;
- 3) conduct public worship;
- 4) provide pastoral care; and
- 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

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

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- 2) supervise all schools and organizations of this congregation;
- 3) install regularly elected members of the Congregation Council; and
- 4) with the council, administer discipline.

c. Every pastor shall:

- 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;

2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;

3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and

4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Grand Canyon Synod of the ELCA.

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

*C9.05. a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:

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

2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;

3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;

4) the physical or mental incapacity of the pastor;

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

6) the dissolution of the congregation; or

7) suspension of the congregation as a result of discipline proceedings.

b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.

c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.

d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in *C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor by a two-thirds 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.

*C9.11. 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 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.

*C9.13. 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.

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 twenty 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 or hand delivery 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. Twenty voting members shall constitute a quorum.

C10.05. Voting by proxy or by absentee ballot shall not be permitted.

Terms of
Cong. Council

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. CONGREGATION COUNCIL

C11.01. The voting membership of the Congregation Council shall consist of the pastor(s) and not more than 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.

C11.02. The members of the Congregation Council except the pastor(s) shall be elected by written ballot at a legally called meeting of the congregation 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.

C11.03. 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.

C11.04. 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 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.

C11.05. The Congregation Council shall be responsible for the financial and property matters of this congregation.

a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Arizona, 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 three percent of the congregation's total annual operating budget (excluding the budget for the campus ministry program) 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 more than two percent in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's 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.

C11.06. The Congregation Council shall see that the provisions of this constitution, and its bylaws, and the continuing resolutions are carried out.

C11.07. The Congregation Council shall provide for an annual review of the membership roster.

C11.08. The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.

C11.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

C11.10. 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 at least four of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C11.11. 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 12. OFFICERS

C12.01. Four members of the Congregation Council 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 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. The treasurer shall be elected by the Congregation Council from the voting membership of the congregation.

Consistent with the laws of the state in which the congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

C12.02. 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.

C12.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than three consecutive terms in the same office.

Chapter 13. CONGREGATION COMMITTEES

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

C13.02. The committees of the congregation shall be as described in the bylaws.

C13.03. Other congregation committees may be formed as the need arises, by decision of the Congregation Council.

C13.04. Duties of congregation committees shall be specified in the bylaws and continuing resolutions.

Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION

C14.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. 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 receive authorization from the Congregation Council only after application to, and approval by, the Congregation Council.

Chapter 15. DISCIPLINE OF MEMBERS AND ADJUDICATION

*C15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.

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

*C15.03. Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council 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.

*C15.06. 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 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 legally called meeting according to this constitution by a majority vote of those present and voting;

b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and

c. have the effective date included in the resolution and noted in the constitution.

*C17.03. Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective 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 Grand Canyon 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 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.

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Adopted: April 5, 1998

UNIVERSITY LUTHERAN CHURCH BY-LAWS
(Updated and revised January, 2008)

I Organization

A. Congregation Council Administrative responsibility of the University Lutheran Church (ULC) shall be vested in the Congregation Council.

1. Officers of the Council (President, Vice President, Secretary, and Treasurer) together with the Pastor shall function as an Executive Committee.
2. Duties of the Executive Committee shall be to act as designated by the Council.
3. Duties of the officers shall be:
 - 3.1. The **President** shall be the President of the Congregation and shall be responsible for:
 - 3.1.1 Conducting Council and Congregational meetings.
 - 3.1.2 Signing contracts and legal documents.
 - 3.1.3 Collaborating with the Pastor and Executive Committee on setting the Council meeting agenda.
 - 3.1.4 Guiding congregational committee chairs.
 - 3.1.5 Serve on the Call Committee when a Pastoral replacement becomes necessary.
 - 3.2. The **Vice President** of the Council shall:
 - 3.2.1 Act in the absence of the President.
 - 3.2.2 Initiate discussion and review of immediate and current as well as extended term goals, objectives, and strategies.
 - 3.2.3 Facilitate long range planning at the direction of Council.
 - 3.3. The **Secretary** of the Council shall be responsible for:
 - 3.3.1 Recording and maintaining minutes of the Congregation and Council.
 - 3.3.2 Filing minutes with the Church Secretary.
 - 3.3.3 Reporting minutes at the following Council meeting.
 - 3.4. The **Treasurer** of the Council serves as the Financial Officer of the congregation and shall be responsible for:
 - 3.4.1 Payment of all bills, invoices and charges.
 - 3.4.2 Performing or overseeing all bookkeeping functions.
 - 3.4.3 Preparation of monthly financial reports for Council.
 - 3.4.4 Filing financial reports with the Church Secretary.
 - 3.4.5 Filing required federal and state tax forms.
 - 3.4.6 Monitoring the cash position of the congregation and investing available funds as directed.

- 3.4.7 Providing the congregation with requested financial information.
- 3.4.8. Assisting in the preparation of the annual spending plan for the Church Council.

- 4. The Council shall meet regularly, but no less than quarterly.
- 5. Members of the Council shall be members in good standing of the ULC/LCM Community, elected at an annual or special Congregational meeting for three-year terms, staggered to promote continuity. Council members may serve two consecutive terms.
- 6. The Council is responsible for immediate, current, and extended planning and goal setting.
 - 6.1. The Council will develop a three to five year plan for accomplishing the mission of the congregation,
 - 6.2. Provide for the periodic review, revision and updating of the plan.

- B. The Pastor(s)** is responsible for leadership in worship, education, campus ministry, and in congregational and community involvement as described in the Constitution, Letter(s) of Call, position description and Council and committee actions.
- C. The Council and/or Pastor(s)** may delegate responsibility for action (including but not limited to extended planning, specific programs, activities or tasks) to standing and *ad hoc* committees, appropriate members, or groups within the ULC/LCM community.
- D. Responsibility for Campus Ministry** activities will also be assigned according to the Covenant with Campus Ministry, reviewed every four (4) years, and renewed as acceptable.
- E. The fiscal year** for the congregation shall be July 1 - June 30 beginning July 1, 2008. The congregational year shall be July 1 to June 30 to correspond with the program and financial year.

II Congregation Committees

- A. Standing Committees:** The Congregation shall have standing committees serving under the supervision of the Congregation Council and responsible for carrying out specific aspects of the mission of the University Lutheran Church and Campus Ministry.
 - 1. Committee chairpersons shall submit an annual report of committee activities to the church secretary for inclusion in the Congregational Annual Report.

2. The standing Congregational committees of the ULC shall be:
 - 2.1 Campus Ministry
 - 2.2 Education
 - 2.3 Finance
 - 2.4 Stewardship
 - 2.5 Outreach and Parish Life
 - 2.6 Mutual Ministry
 - 2.7 Property
 - 2.8 Social Ministry
 - 2.9 Worship and Music
3. There will be at least three persons on each committee, appointed by the Congregation Council. Term limits, if any, will be set by the Congregation Council.
4. The chairperson of each standing committee shall be appointed for an annual term, renewable within limits set by the Congregation Council.
5. Membership of any committee shall be open to any person participating regularly in the congregational life of the University Lutheran Church. Representatives of other congregations may be appointed to the Campus Ministry Committee.
6. Committees are responsible for long and short term planning within the committee.
7. The Congregation shall have such additional short term committees appointed by Council as needed to enact its business and mission.
 - 7.1 A Nominating Committee will be appointed annually to prepare a slate of candidates for Council and other positions to be elected at the Annual Meeting. At least one member shall be an outgoing Council member, preferably not eligible for re-election, who shall act as chairperson.
 - 7.2 An Audit Committee consisting of at least two persons, one of whom is not currently on the Council shall be appointed each year by Council to fulfill the obligations imposed by the Grand Canyon Synod and the State of Arizona.
 - 7.3 A Call Committee, consisting of at least three Council members and three members-at-large, the President of the Council and the Chair of the Worship and Music Committee, shall be appointed to initiate and support the search for a replacement Pastor.
 - 7.4 Ad hoc committees as needed to fulfill the work of the Council and the needs of the Congregation shall be appointed by the Council.
8. Responsibilities of the Committees shall include but not be limited to the following:
 - 8.1 **The Campus Ministry Committee** shall:
 - 8.1.1 Cooperate with the ELCA and the Grand Canyon Synod

- to provide a Lutheran Campus Ministry program at Arizona State University (ASU).
- 8.1.2 Assist in the selection and support of staff persons for the Campus Ministry Program.
 - 8.1.3 Participate in staff reviews in accordance with policies and guideline of Lutheran Campus Ministry and the ELCA.
 - 8.1.4 Provide leadership to the congregation in involving members in the Campus Ministry program and in integrating students, faculty, and staff of ASU into the life of the congregation.
 - 8.1.5 Provide leadership in fund raising for the Campus Ministry program.
 - 8.1.6 Develop and maintain ecumenical and interfaith connections on campus and within the community to further the work of campus ministry.
- 8.2 The **Education Committee** shall:
- 8.2.1 Provide religious education for the children of the congregation, including selection of appropriate materials and recruiting and training of teachers.
 - 8.2.2 Designate a leader for the Sunday School who shall be responsible for coordinating the assignment of teachers, selection and use of materials and, in collaboration with the Pastor, develop the calendar of regular and special programs.
 - 8.2.3 Work with the Pastor to develop and provide a confirmation program for the congregation.
 - 8.2.4 Provide for a youth program in the congregation.
 - 8.2.5 Provide for the development of adult education in the congregation to nurture the mind and the spirit.
 - 8.2.6 Oversee the library, audio-visuals, and other educational resources for the congregation.
- 8.3 The **Finance Committee** shall:
- 8.3.1 Guide the finances of the congregation through active and continuous planning, evaluating and monitoring.
 - 8.3.2 Prepare and maintain a three-year spending plan.
 - 8.3.3 Be responsible and accountable for all financial accounts and records of the congregation.
 - 8.3.4 Support the work of the Treasurer and staff/volunteers performing finance related activities.
 - 8.3.5 Provide a process for the development and review of the annual spending plan of the congregation.
 - 8.3.6 Provide for annual audits of the financial records assuring that the Audit Committee is composed of one

- 8.3.7 Compile an annual report of the financial status of the congregation, including insurance and bonds in force and a statement of assets and liabilities.
- 8.4 The **Stewardship Committee** shall:
 - 8.4.1 Plan and conduct the annual campaign for pledges to the spending plan(s) of the congregation.
 - 8.4.2 Request staff and committee spending plan submissions and set an appropriate due date.
 - 8.4.3 Establish and distribute a format for spending plan submissions.
 - 8.4.4 Assist the Treasurer and Council in preparation of the annual spending plan.
 - 8.4.5 Assist with the presentation of the annual spending plan to the congregation.
- 8.5 The **Outreach and Parish Life Committee** shall:
 - 8.5.1 Develop and administer the congregation's program of visitation and outreach to new members and promote their integration into the life of the congregation.
 - 8.5.2 Develop a strategy for advertising and otherwise promoting the visibility of the congregation in the community.
 - 8.5.3 Provide hospitality and social opportunities with the congregation.
 - 8.5.4 Provide for special events and celebrations in the congregation to enhance a sense of community and to promote participation by members.
 - 8.5.5 In collaboration with the Pastor(s), develop and administer a plan for visitation and contact the sick, infirm and others needing support.
 - 8.5.6 Identify ways to implement the caring and concern of the congregation for its members.
- 8.6 The **Mutual Ministry Committee** shall:
 - 8.6.1 Enhance communications among and between staff and congregation, through mutual counsel, support and information sharing.
 - 8.6.2 Assess the ministry of the combination of church staff and congregation.
 - 8.6.3 Clarify expectations and perceptions that staff and congregation have of each other.
 - 8.6.4 Present to Council recommendations for effective staff support through such matters as adequate housing, working conditions, continuing education, vacations, and health maintenance.

8.6.5 Assure an annual review is conducted with each staff member.

8.7 The **Property Committee** shall:

- 8.7.1 Provide leadership in maintaining and developing the physical property of the Church to be an effective tool for ministry.
- 8.7.2 Assist in the selection and oversight of persons paid or contracted for janitorial work, lawn maintenance, construction, or major work on the Church property.
- 8.7.3 Schedule, recruit volunteers and supervise workdays and special maintenance and upkeep projects.
- 8.7.4 Develop and implement plans for regular and long-term maintenance of the physical property.
- 8.7.5 Maintain an inventory of all real property, capital equipment, furnishings, office equipment, tools, and other significant items.
- 8.7.6 Recommend insurance and liability coverage for property, equipment, and furnishings.
- 8.7.7 Set short and long-term spending plans related to property improvements, maintenance, and replacements.
- 8.7.8 Set policy for use of property (i.e. using or renting space, use of sanctuary chairs, folding chairs and tables, or other equipment or furnishings.)
- 8.7.9 Take responsibility for policing of church property, maintaining contact with Tempe Police Department and other agencies as appropriate.

8.8 The **Social Ministry Committee** shall:

- 8.8.1 Provide leadership and recruit members of the congregation to support action in community social ministry projects.
- 8.8.2 Offer educational events within the congregation and community, focusing on contemporary social issues.
- 8.8.3 Provide leadership in advocacy.
- 8.8.4 Support the work of Lutheran Social Ministry of the Southwest.
- 8.8.5 Develop ecumenical contact for social ministry in the community.

8.9 The **Worship and Music Committee** shall:

- 8.9.1 Work with the Pastor(s) to provide lively and faithful worship for the congregation.
- 8.9.2 Recruit and train all volunteer assistants for worship, including altar care, ushers, lectors, acolytes, and greeters.

- 8.9.3 Assist in the selection, oversight and support of the organist, choir director(s), and other paid musicians.
- 8.9.4 Provide for regular maintenance and upkeep of the organs, pianos, other musical instruments and audio equipment.
- 8.9.5 Initiate special events in music and the arts.
- 8.9.6 Participate with the Education Committee in organizing children's services.
- 8.9.7 Designate a representative to participate actively in the search when replacement of the Pastor(s) becomes necessary.

III Congregational Meeting

- 3.1 Congregational meetings shall be called annually, and at special times to consider major legal or financial decisions, changes in Mission, Constitution or By-laws, calling of a Pastor, or at the request of members in accordance with the Constitution.
- 3.2 The Annual Meeting shall be held at least two (2) months prior to the end of the fiscal year.

IV Addition and removal of members from the rolls

- 4.1 Members may be added to the rolls of the congregation through Baptism, Confirmation, and transfer from another Lutheran congregation or through Affirmation of Faith.
- 4.2 Members may be removed from the rolls of the congregation when transferred to another Lutheran congregation, through death, absence for three years, absence from communion for three years, failure to make a gift of record for three years, or by personal request.
- 4.3 Associate members and members of other congregations who participate actively for all or part of a church year may be considered as members for purposes of serving on committees and volunteering for the work of the church.
- 4.4 Associate members as defined in section C8.02.d of the constitution and IV.4.3 of the By-laws shall also include Student Members. Student Members are those persons currently attending a local college or university who desire to participate in the life and mission of this congregation; they may retain membership in another congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices on the Congregational Council of this church.
- 4.5 The Council will review the rolls of the congregation.

V Call, termination and discipline of staff:

- 5.1 The Pastor(s) of the congregation shall be called in accordance with the policies of the congregation and the Grand Canyon Synod

- of the ELCA. Names for the call process shall be obtained from the Bishop's Office of the Grand Canyon Synod, The National Lutheran Campus Ministry, and other appropriate sources.
- 5.2 Such staff as are necessary for the successful implementation of the programs of the congregation shall be hired, supervised and as necessary, terminated by the Council or designees of the Council.
 - 5.3 All employed staff and the Pastor(s) shall have a position description or written expectations of performance.
 - 5.4 All employed staff and Pastor(s) shall have their performance reviewed annually as provided by the Council.
 - 5.5 Failure to perform the duties expected will constitute reason for termination.

Adopted: January 27, 2008

ELCA	Evangelical Lutheran Church in America
ULC	University Lutheran Church
LCM	Lutheran Campus Ministry
ASU	Arizona State University