

**CONSTITUTION OF THE  
REFORMATION EVANGELICAL LUTHERAN CHURCH OF REIFFTON**

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**CONSTITUTION OF THE**  
**REFORMATION EVANGELICAL LUTHERAN CHURCH OF REIFFTON, INC.**

**\*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 **Reformation Evangelical Lutheran Church of Reiffton, Inc.**
- C1.02. For the purpose of this constitution and the accompanying bylaws, the congregation of **Reformation Evangelical Lutheran Church of Reiffton, Inc.** is hereinafter designated as "this congregation."
- C1.11. This congregation shall be incorporated under the laws of the Commonwealth of Pennsylvania.

**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 Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

### **Chapter 3. NATURE OF THE CHURCH**

- \*C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- \*C3.02. 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 group and shall review their actions. (Such descriptions shall be contained in continuing resolutions in the section on the Congregation Council).

\*C4.05. This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

## **Chapter 5. POWERS OF THE CONGREGATION**

\*C5.01. The powers of this congregation are those necessary to fulfill its purpose.

\*C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.

\*C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

- a. call a pastor as provided in Chapter 9;

- b. terminate the call of a pastor as provided in Chapter 9;
- c. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16.
- e. approve the annual budget;
- f. acquire real and personal property by gift, devise, purchase, or other lawful means;
- g. hold title to and use its property for any and all activities consistent with its purpose;
- h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- i. elect its Congregation Council and require the members of the council to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

\*C5.04. This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Northeastern Pennsylvania Synod of the Evangelical Lutheran Church in America.

## **Chapter 6.**

### **CHURCH AFFILIATION**

\*C6.01. This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Northeastern Pennsylvania 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, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
  - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- \*C6.04. Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
- a. This congregation takes action to dissolve.
  - b. This congregation ceases to exist.
  - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
  - d. This congregation follows the procedures outlined in \*C6.05.
- \*C6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

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

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

\*C6.07 If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate program unit of the churchwide organization before any steps are taken leading to such action.

## Chapter 7. PROPERTY OWNERSHIP

- \*C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Northeastern Pennsylvania 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 Northeastern Pennsylvania 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, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
- d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

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

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

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

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

- a. death;
- b. resignation;

- c. transfer or release;
- d. disciplinary action by the Congregation Council; or
- e. removal from the roll due to inactivity as defined in 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 Northeastern Pennsylvania 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 the termination of a parish arrangement; or
  - 7) suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
  - c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
  - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in \*C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
  - e. If, in the course of proceedings described in \*C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop, who may bring charges in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of 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 being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation.

\*C9.06. At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

\*C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

\*C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.

\*C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

\*C9.11. With the approval of the bishop of the synod, the congregation may depart from \*C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.05.a.

\*C9.12. The pastor of this congregation:

a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;

- b. shall submit a summary of such statistics annually to the synod; and
- c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.

\*C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

\*C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

### **C9.20. Ecumenical pastoral ministry**

C9.21. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

## **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 by the president of the congregation upon the written request of twenty percent (20%) 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 or 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. There shall be at least twenty-five (25) voting members present before a quorum can be declared.
- C10.05. Voting by proxy or by absentee ballot shall not be permitted.
- C10.06. All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- 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. Furthermore, the Congregational Council, by continuing resolution, shall have the authority to elect a Financial Secretary and a Recording Secretary.
- 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. The Congregation Council shall elect its officers. The president and the vice president shall be selected from the elected membership of the Congregation Council. If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings 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 (or unanimous acclamation) and shall serve for one year or until their successors are elected. Their terms shall begin at the close of the first meeting of the Congregation Council following the annual meeting.
- 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) 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. Consistent with the laws of the commonwealth in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.
- C12.02. The members of the Congregation Council except the pastor(s) shall be elected to serve for three (3) years or until their successors are elected. Such members shall be eligible to serve more than one full term, but not consecutively. This rule shall not prevent a member from being appointed to fill out an expired term and then be elected for one full term. 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 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.
- k. To serve as a liaison to a committee and, if necessary, chair that committee.

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

- a. The Congregation Council shall be responsible for maintaining and protecting the property of the Church and for managing its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the Commonwealth of Pennsylvania, 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 for items or services which were not part of the annual budget or which were part of the annual budget but which exceed the amounts budgeted. The total amount of these contracts, however, shall not exceed five percent (5%) of the annual budget.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation and shall supervise the expenditure of funds in accordance therewith following its adoption. The Congregation

Council may only incur obligations of more than five percent (5%) in excess of the anticipated receipts after approval has been given 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, its bylaws, and the continuing resolutions are carried out.
- C12.07. The Congregation Council shall provide for a periodic review of the membership roster.
- C12.08. The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.
- C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.10. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present at least three (3) days prior to such meeting. Emergency meetings may be called by the President or the pastor. Notice of such emergency meetings shall be given in the best way possible.
- 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 the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

**Chapter 13.**  
**CONGREGATION COMMITTEES**

- C13.01. The officers of this congregation and the pastor shall constitute the **Executive Committee**.
- C13.02. A **Nominating Committee** of three (3) 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**, if elected by the congregation council, shall not be members of the Congregation Council. Term of office shall be three years. Members shall be eligible for reelection.
- C13.04. A **Mutual Ministry Committee** (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president, vice president and the pastor. Term of office shall be three years, with one to two members to be appointed each successive year.
- C13.05. When a pastoral vacancy occurs, a **Call Committee** of six voting members shall be appointed jointly by the president and the pastor. The **Call Committee** shall terminate upon installation of the newly called pastor.
- C13.06. Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.
- C13.07. Duties of committees of this congregation shall be specified in the bylaws or continuing resolutions.
- C13.08. The senior pastor of this congregation shall be *ex officio* a member of all committees and boards of the congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of the congregation, except the Nominating Committee.

**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.

## **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*. If discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregation Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. The written citation that specifies the time and place of the hearing before the Congregation Council and requests the presence of a member charged with the offense shall be sent at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.
- \*C15.03. Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified but who are present and

voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

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

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

- \*C15.04. The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.
- \*C15.05. 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. For disciplinary actions in this congregation, “due process” shall be observed as specified in 20.41.04. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- \*C15.07. No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.
- \*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 President 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 congregation's members by mail of the proposal with the council's 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. Unless provision \*C17.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 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 a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.
- \*C17.02. An amendment to this constitution, proposed under \*C17.01., shall:
- a. be approved at a legally called Congregation 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 that result from the processes provided in \*C17.01. and \*C17.02. 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 Northeastern Pennsylvania Synod of the ELCA.

- \*C17.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*—as most recently amended by the Churchwide Assembly—by a simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of ten (10) voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

## **Chapter 18. CONTINUING RESOLUTIONS**

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

## **Chapter 19. INDEMNIFICATION**

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

**BY-LAWS AND CONTINUING RESOLUTIONS OF  
REFORMATION EVANGELICAL LUTHERAN CHURCH**

**BY-LAWS**

**BL 4.04      STANDING COUNCIL COMMITTEES**

The Congregation Council shall establish the following standing committees:

- |                         |                      |
|-------------------------|----------------------|
| 1. Educational Ministry | 7. Worship and Music |
| 2. Finance              | 8. Youth Ministry    |
| 3. Parish Outreach      | 9. Personnel         |
| 4. Property             | 10. Hospitality      |
| 5. Social Ministry      | 11. Mutual Ministry  |
| 6. Stewardship          |                      |

and shall establish such other committees as are from time to time deemed necessary by the President of the Congregation Council.

**BL 4.05      CONGREGATIONAL MISSION STATEMENT**

**The mission of Reformation Evangelical Lutheran Church is to**

...**PREACH** God's biblical message to our assembled congregation, a family of Christian believers whose faith is constantly nourished and strengthened through Word, sacrament and prayer.

...**TEACH** God's unchanging truth in a meaningful way, so that it can be used to face the challenges of life in an ever-changing world.

...**REACH** out in Christian love, spreading the Good News of Jesus Christ in word and deed to the community around us and to the world.

This mission is challenging, but not impossible.

This mission God has given to all of us.

This mission goes on; it is never-ending.

**BL 8.05      DEFINITION OF INACTIVITY**

"Inactivity" shall mean:

1. Failure to receive Holy Communion for a period of one (1) calendar year; and
2. Failure to make a contribution of record for a period of one (1) calendar year.

Before a person may be removed from the roll for inactivity, an opportunity shall be offered to such person to discuss the matter, if possible.

#### **BL 10.01 TIME OF THE ANNUAL MEETING**

The annual meeting of this Congregation shall be held in the month of January on a date and at a time and a place to be determined by the Congregation Council. Notice of such meeting shall be given pursuant to C10.03.

#### **BL 11.01 DUTIES OF THE OFFICERS**

1. The duties and authorities of the officers shall be as follows:
  - a. President: The president shall be the presiding officer over the Church and Congregation Council. The President shall conduct all meetings of the Church and the Congregation Council. All other officers shall be subject to the authority and supervision of the President, unless they are otherwise directed by the Congregation Council. The President may enter into and execute in the name of the Church and/or the Congregation Council contracts or other instruments in the regular course of business or contracts or other instruments not in the regular course of business which are authorized, either generally or specifically, by the Congregation Council or by the Congregation. In the absence of the Pastor, the President shall be responsible for providing pastoral services as needed.
  - b. Vice-President: The Vice-President shall perform such duties and have such authority as from time to time may be delegated to him or her by the President or by the Congregation Council. In the event of the absence, death, inability or refusal to act by the President, the Vice-President shall perform the duties and be vested with the authority of the President.
  - c. Secretary: The Secretary shall cause notices of all meetings to be served as prescribed in the Constitution and By-Laws and shall keep or cause to be kept the minutes of all meetings of the Congregation and of the Congregation Council. The Secretary shall have charge of the seal of the Church Corporation. The Secretary shall prepare or cause to prepare and mail the annual report in time for the annual meeting. The Secretary shall perform other such duties and possess such other powers as are incident to that office or as may be assigned by the President or the Congregation Council.
  - d. Treasurer: The Treasurer shall keep or cause to be kept regular books of account for the Church and shall receive all funds and disburse them on proper orders. On a monthly basis, the Treasurer shall cause a report of

the financial status of the church to be made to the Congregation Council, and at its annual meeting of the Congregation.

2. In addition to the foregoing duties and authorities of each officer, each officer shall be a member of the Executive Committee (see C13.01).

## **BL 12.05 FRY ENDOWMENT FUND**

The Congregation Council shall administer the William C. Fry, Jr. and Anna M. Fry Endowment Fund according to the provisions set forth in the “William C. Fry, Jr. Trust, Release and Indemnification Agreement.”

Regarding investment of principle and distribution of income, the agreement states:

“The principle of the Fund shall be invested and reinvested by said Church in such investments as it deems advisable without at any time being limited to such classes of investments as may from time to time be designated as legal investments for fiduciaries. The net income from the Fund shall be used by said Church only for expenditures which, under generally accepted accounting procedures, would be classified as capital expenditures and not any expenditures which, under said principles, would be considered items of current expense. Any net income not so expended in any current year shall be available for capital expenditures in the following or any succeeding year or years.”

## **BL 12.05a SCHOLARSHIP FUND**

A Scholarship Fund (hereinafter The Fund), whose purpose, governance, and operational procedures are hereinafter defined shall be established.

### PLAN OF OPERATION

1. THE SCHOLARSHIP FUND COMMITTEE (hereinafter “The Committee”)

The COMMITTEE membership shall be composed as follows:

- a. **Pastor:** The Pastor of the church shall be a member of the COMMITTEE but shall not vote unless his or her vote is necessary to break a deadlocked vote.
- b. **Congregation Council:** One member from Reformation Evangelical Lutheran Congregation Council selected by the Council. Such member shall have a one (1) year term.

- c. At Large: Three members from the congregation shall be selected by the Council, bringing the total to four (4) committee members exclusive of the pastor. Members at large cannot be members of the Congregation Council. At large members shall serve for a two (2) year term. The terms of the at large members shall be staggered.
- d. None of the above members may serve consecutive terms, except for the Pastor.
- e. In the event of a vacancy on the COMMITTEE, a replacement member shall be selected by the Council, in the appropriate category, to fill the vacancy for the remainder of the term. Such person who shall fill a vacancy may serve a successive term.
- f. The members of the COMMITTEE shall select a chairperson, financial secretary, and recording secretary. The chairperson shall preside at all COMMITTEE meetings and shall further be responsible to present annual reports to the Congregation Council and to the congregation.
- g. The COMMITTEE shall meet at least semiannually, or more frequently as deemed by it to be in the best interest of the FUND.
- h. A quorum shall consist of three (3) members of the COMMITTEE. A majority present and voting shall carry any motion or resolution.
- i. The recording secretary shall maintain complete and accurate minutes of all meetings of the COMMITTEE 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 or her successor. The secretary shall also supply a copy of the minutes to the Congregation Council and to the church secretary for filing in the church's records.
- j. The financial secretary shall assist the congregation's treasurer in maintaining complete and accurate books of accounts for the FUND and shall sign checks and all other necessary documents on behalf of the congregation in furtherance of the purposes of the FUND. The books shall be reviewed annually by a certified public accountant or other appropriate person who is not a member of the COMMITTEE. Two signatures shall be required for the signing of all checks.
- k. The COMMITTEE may request other members of the congregation to serve as advisory members and shall seek professional counseling on investments or legal matters as it deems to be in the best interest of the FUND. (The goal of the FUND's investment policy is to mirror the investment strategy of the BCCF – Berks County Community Foundation.)
- l. 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 own 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.

- m. All assets are to be held in the name of the Reformation Evangelical Lutheran Church of Reiffton Scholarship Fund.

## 2. DISTRIBUTION OF INCOME

- a. The committee shall determine what is principle and income according to accepted accounting procedures.
- b. The Scholarship Fund Committee shall have sole charge of the distribution of the income of the FUND.
- c. The Scholarship Fund Committee, by majority vote, will select one or more the recipients based on nominations from the pastor(s), youth committee, or others in the congregation. A recipient shall be eligible for successive awards not to exceed four years.
- d. Scholarship recipients will be members of the congregation and in the senior year of high school or matriculating at an institution of higher learning who (1) plan to continue their education, (2) have been actively involved in the life and ministry of Reformation congregation, and (3) have a demonstrated need.

## 3. REPORTING OF THE FUND ACTIVITY

- a. The Scholarship Fund Committee shall present a report at the annual Congregation Meeting regarding the investment and distribution of funds during the previous year. The fund will also be subject to the annual audit.

## 4. CREATION OF NEW FUNDS

- a. The Scholarship Fund Committee is further charged with the generation of additional principle for the FUND. All investments of the Scholarship Fund shall be by virtue of the action of the Scholarship Fund Committee and be separate and apart from the finance committee of the Church or Congregation Council.

## 5. AMENDING THE RESOLUTION

- a. 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 two-thirds vote of the members present at a congregation meeting.
- b. If the Reformation Evangelical Lutheran Church of Reiffon ceases to exist either through merger or dissolution, disposition or transfer of the FUND shall be at the discretion of the Congregation 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 Endowment Fund obligations.

## **BL 12.12    LIABILITY**

1. Limitation of Congregation Council member's personal liability: A member of the Congregation Council shall not be personally liable for monetary damages as a result of any action taken, or failure to act, unless such action or inaction constitutes both: [a] a breach of or failure to perform duties in compliance with the standards of fiduciary care prescribed in the Pennsylvania Director's Liability Act (42 Pa. C.S.A. Section 8361, et seq), and [b] the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness, subject to exceptions provided by said Act for his or her responsibility or liability under any criminal statute and his or her liability for payment of taxes pursuant to local, state or federal tax.
2. Congregation Council member's indemnification: The church shall indemnify and hold harmless any member of the Congregation Council from and against any claims or liabilities (including reasonable attorney's fees) on any judgment, decree, fine, or penalties imposed on him or her for any act or omission committed or incurred while acting as such, and reimburse him or her for all legal and other expenses reasonably incurred by him or her in defense thereof at such times and upon such terms as provided by governing law; provided that there shall be no obligation to reimburse, partially or wholly, such person for claims or liabilities determined by a court to have constituted willful misconduct or recklessness.

## **CONTINUING RESOLUTIONS**

### **CR 4.04    DESCRIPTION OF COUNCIL COMMITTEES AND ORGANIZATIONS**

#### Council Committees:

1. Educational Ministry: The Educational Ministry Committee shall, in association with the Pastor, oversee the conduct and promotion of educational activities within the congregation. It shall encourage the use of teaching and worship

materials published or approved by the ELCA and seek to introduce the church's periodicals and books of family devotion into the homes of the congregation. The committee shall: establish and maintain a total church school program and arrange for a Sunday School superintendent; establish curricula for the Sunday School and monitor its effectiveness; take responsibility for the establishment and training of the Sunday School teaching staff; establish and maintain programs of adult education and encourage involvement of adults in the Christian education program; provide for study opportunities for other groups and committees; develop and monitor the annual Christian Education budget; and maintain the church library and encourage its use.

2. Finance: The Finance Committee shall prepare a draft of the annual budget for the succeeding year and shall submit such draft budget to the Congregation Council for its action and later presentation to the congregational meeting. The committee shall exercise oversight of all the financial affairs of the congregation to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence moneys to the synodical treasurer. It shall, subject to the approval of the Congregation Council, be responsible for the congregation's investments and its total insurance program. It shall also provide for annual audits of the accounts of the treasurer and financial secretary as well as of the accounts of the Sunday school and other organizations within the congregation. The treasurer shall be an *ex officio* member of this committee.
3. Parish Outreach: The Parish Outreach Committee shall stimulate and lead all members of the congregation in continuous and, from time to time, concerted endeavors to reawaken inactive members of the congregation to the joys of a living commitment to Christ's church and to reach the unchurched with the message of the Gospel. To this end, the committee shall devote itself to deepening the spiritual life of Reformation and shall periodically study the congregation and its community context.
4. Property: The Property Committee shall see to the proper maintenance and protection of all property of the congregation, and shall take care that the same is kept in good repair. The chair of this committee shall oversee the work of the congregation's Sexton.
5. Social Ministry: The Social Ministry Committee shall exist to extend Christian 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 spirit. It shall strive to enlist in these efforts as many of the members of the congregation as possible. This committee shall further have the duty to study social conditions, primarily in the local community, in order to bring the cleansing and healing light of Christian truth to bear upon critical problems through thoughtful Christian discussions of facts and issues.

6. Stewardship: The Stewardship Committee shall endeavor to promote the expression of Christian faith in daily living; to teach the Christian use of time, talents and possessions, to diffuse knowledge of the congregation's local, national and world-wide ministries, and to lead all its members to higher levels of proportionate giving for the Lord's work. This committee shall also be responsible for the annual Every Member Response and other congregational efforts which lead to informed and grateful giving.
7. Worship and Music. The Worship and Music Committee shall assist the Congregation Council in seeing that the worship services of Reformation are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America. The committee shall further make sure that competent ushers and other worship assistants are recruited and trained and that hymnals and other worship materials are provided and properly cared for. This committee shall supervise and strive to advance the welfare and effective service of the choirs of the congregation. Through an Altar Guild, it shall arrange for the care of the paraments and vestments. In consultation with the pastor, director of music and organist, it shall furnish music supplies appropriate for use in the worship of a congregation of the Evangelical Lutheran Church in America and shall maintain the musical instruments of the congregation.
8. Youth Ministry. The Youth Ministry Committee shall: develop and maintain a program that will address the needs of young people in grades 4, 5, 6, Junior High and Senior High; provide for the involvement of adults who can work significantly with young people as they help them develop their program; encourage participation in youth programs of the synod and mission district; develop worthwhile service opportunities that involve the youth; encourage the involvement of non-church youth in the various programs; encourage and publicize involvement in and use of Lutheran camping ministries; develop the annual Youth Ministry budget; and in addition to providing service, educational and fun activities for the youth, strive to help them grow spiritually.
9. Personnel: The Personnel Committee shall assist in the affirmation and strengthening of the mission of the Congregation and the ministry of the staff by (i) holding an employee evaluation meeting annually with every paid employee of the Congregation (preferably during the month of October) and, in anticipation thereof, soliciting a self-evaluation from each employee as well as an evaluation from the committee(s) or person(s) who oversee that employee, (ii) meeting on an "as needed" basis for special situations that are encountered by the staff or ministry, (iii) supporting those committees that are responsible for seeking out and reviewing the performance of all new employees. The Personnel Committee shall report to Congregation Council. Its reports shall be kept confidential.
10. Hospitality: The Hospitality Committee shall coordinate the scheduling of any and all receptions and meals, including special events, Together@Nine, funeral luncheons, etc. Such coordination shall include the recruitment of volunteers to prepare, supply, set up, serve and clean up the food and beverage, as needed.

The Committee shall also be responsible for the organization and storage of kitchen supplies, performing regular inventory of the supplies and advising the sexton when such supplies need to be purchased.

11. Mutual Ministry: The Mutual Ministry Committee shall (1) keep the paid staff advised about the conditions within the congregation and interpret when needed (in consultation with the personnel team) the role/s of the paid staff to the congregation and if needed to the council; (2) periodically review the internal and external ministries of the church for adequacy in helping Reformation in its mission to share the witness of Christ to the congregation, the community, and the world; (3) maintain strict confidentiality, act as a support group to the paid staff and serve as needed as agents of reconciliation in time of conflict. The committee shall be comprised of 3-5 members and include a representative from the council. The length of term shall be 3 years. A member may be reappointed for one more additional term, but shall not serve for more than six years consecutively. The members of this ministry team shall be people who have shown the ability to keep confidences, can express themselves diplomatically and be a team player. Each member shall be a good listener and a faithful and active member of Reformation.

#### Organizations:

1. Women of the ELCA. Affiliated with the Evangelical Lutheran Church in America's national women's organization, the Women of the ELCA meet monthly for bible study, service and fellowship.
2. Youth Groups of Reformation. Groups, made up of young people grades 4 and older, are divided into Jumping Juniors – a youth group for older elementary school youth, God's Greatest Gifts – for grades 7-8, and the Senior High Youth Group. The groups shall engage in activities under church sponsorship according to the priorities and guidelines expressed in the description of the Youth Ministry Committee above.
3. Adult Fun and Fellowship. The Adult Fun and Fellowship group shall sponsor activities in which all members of the congregation are invited to participate. Through these activities, members shall have the opportunity to get to know one another better and experience the sense of community a Christian congregation is meant to provide. The group may also initiate service projects for the congregation.
4. Reformation Seniors. The Reformation Seniors group exists for the support and mutual encourage of the senior citizen members of the congregation – meeting monthly for breakfast and fellowship, and at other times for various activities.
5. Cub Pack 315.
6. Boy Scout Troop 315. As stated in the charter granted to Reformation by the Boy Scouts of America, both the Cub Pack and the Scout Troop shall exist to

“carry on the Scouting program for character development, citizenship training, and mental and physical fitness subject to the provisions of the Charter and Bylaws and Rules and Regulations of the Boy Scouts of America.” A Charter Representative shall be the primary liaison between the congregation and the pack and troop.

#### **CR 4.05 MEMBERSHIP IN STANDING COUNCIL COMMITTEES**

Membership of the standing Council Committees shall be restricted to voting members.

#### **CR 4.06 FUND OVERSIGHT**

The Congregation Council shall appoint a committee to provide oversight for the long term investment funds, which will then make recommendations to Finance Committee as to the management of the funds.

#### **CR 11.01 ADDITIONAL COUNCIL OFFICERS**

The Congregation Council shall each year at its annual reorganization meeting appoint a Financial Secretary (to keep the records of member giving) and, if necessary, a Recording Secretary to take the minutes of the monthly Congregation Council meeting, the Annual Meeting, and any other official meetings of the Council or Congregation.

#### **CR 14.02 SPECIAL INTEREST GROUPS**

The following special interest groups are presently existent at Reformation Evangelical Lutheran Church:

1. Compassionate Friends grief support group.
2. Exeter Mom's Club
3. Berks Juvenile Probation Office Community Action Panels
4. Junior Girl Scouts Troop #157
5. Berks Singles

In addition to the foregoing, the list shall be expanded to such other groups as may from time to time be authorized by the Congregation Council.