

Summary of 2018 ELC Constitution Changes

There are numerous changes from the ELCA's Model Constitution mostly Chapters 1 - 9 and 14 - 20.

Changes in Chapter 8 – Membership

Current ELC Bylaw – C08.05.01.

a. To be eligible for membership in the congregation and enjoy the rights and privileges of such membership, such candidates must comply with Chapter 8 of the constitution. An applicant for voting membership shall be received as a voting member when **he signs the Constitution and Bylaws.**

b. Termination of Membership

1) Transfer to other congregations. Members desiring to join a congregation in church fellowship shall present their request for transfer to the Pastor(s) and Congregation Council, to whom authorization is granted to issue such transfers.

2) Joining other churches. In cases when members have joined another congregation outside our own fellowship, they shall, upon recommendation of the Pastor(s) and Congregation Council, be considered as having terminated their membership.

3) Whereabouts unknown. The names of members whose whereabouts are unknown and cannot be established shall be removed from membership by the Congregation Council.

4) Inactivity as a member. A member will be considered inactive if in a period of two years he has not communed, put his talents to use in the church, or made a contribution of record.

c. Status. A person whose membership has been terminated has forfeited all rights of a member of this congregation and all claims upon the property of the congregation as such, or upon any part thereof, so long as **he** is not reinstated into membership.

Proposed – C08.02.01. Membership

To be eligible for membership in this congregation and enjoy the rights and privileges of such membership, such candidates must comply with Chapter 8 of this constitution.

WHY Council is recommending this: When reading Chapter 8, all of what is in ELC's bylaw is covered in Chapter 8's text. Additionally, we do NOT make new members READ and SIGN the constitution and bylaws before or after becoming a member. Apparently, only men can be members based on the wording of C08.05.01. item a.

Changes in Chapter 9 – Rostered Minister

There are numerous ELCA changes in this chapter. The title went from **"The Pastor"** to **"Rostered Minister"**. Most of the changes in this chapter are due to the inclusion of responsibilities of Minister of Word and Service. These are Deacons, AIMS, and other clergy that do NOT administer the sacraments. Those that can are called Minister of Word and Sacrament (Pastors).

Current ELC Bylaw – C9.12.01. The entire Congregation Council, elected members of boards, the Pastor(s), presidents of all auxiliary organizations in the congregation, and other interested members of the congregation shall meet annually at the call of the **Pastor(s)** to review the past year and discuss plans for the coming years.

Proposed – Council is recommending that this be removed from “the Pastor’s duties” and Chapter 9 altogether. This duty has been added to the President’s duties in **C11.01.01. – Duties of Officers – item 6.**

WHY Council is recommending this: Pastor carries a heavy enough load without this additional burden, and as Lay Leader of the Congregation, the President should lead this activity.

Changes in Chapter 10 – Congregational Meeting

Current ELC Bylaw – C10.01.01. Regular Congregation Meetings shall be held twice each year, one in **March or April**, and one in **November**. The dates for these meetings shall be set and publicized at least **three months** in advance. At each such meeting, members of the Congregation Council shall give comprehensive written reports of their activities. The spring meeting will include the annual election of boards and Congregation Council. The November meeting will include the annual presentation and voters' approval of the budget, as well as the election of a Nominating Committee.

Proposed – C10.01.01. Regular Congregation Meetings shall be held twice each year, **one in the spring and one in the fall**. The date and agenda for these meetings shall be set and publicized at least **six weeks** in advance.

- 1) The fall meeting will include the presentation for **approval of the upcoming year’s capital and operations budgets and the election of the Nominating Committee**. At this meeting, members of the Congregation Council shall give written reports of their activities.
- 2) The spring meeting will elect **Congregational Council and Board members, Endowment and Financial Review Committees** in addition to any other committee(s) that requires a congregational vote.

WHY Council is recommending this: The biggest change in this bylaw is the length of notice given the congregation. Council felt that three months was too far out in the future to be relevant. Six weeks is still a long time, but it would allow members to re-arrange their schedules, if needed, to attend the Congregation Meeting without any last-minute shuffling. The other change is a fall and spring meeting instead of specific months called out. At times, it may be better to have a meeting later than November or earlier than April. It gives the Council a little more date flexibility depending on the current circumstances.

Changes in Chapter 11 – Officers

Current ELC Bylaw – C11.01.01. – Duties of Officers

The President and Vice President

The President shall preside at all meetings of the Congregation Council and at Congregation Meetings. The President shall ensure that all officers and boards comply with the provisions of the constitution. The President and Vice President shall be available to advise boards and attend board meetings when requested. In the absence of the President, the Vice President shall perform the duties of the office of the President. In the event of a vacancy in the office of the President, the Vice President shall succeed to the office of President for the remainder of the President's unexpired term.

Proposed – C11.01.01. - The President - The President shall perform the following:

- 1) *Preside at all meetings of the Congregation Council, at Congregation Meetings and is the chairperson of the Executive Committee.*

- 2) *Ensure that all officers, boards and groups comply with the provisions and bylaws of the constitution.*
- 3) *Sign legal documents for this congregation as may be legally required.*
- 4) *Be available to advise boards and attend board and/or committee meetings when requested.*
- 5) *Call the Executive Committee to meet quarterly.*
- 6) *Convene the entire Congregation Council, members of boards, the Pastor(s), presidents of all auxiliary organizations in the congregation, and other interested members of the congregation to meet, at least annually, to review the past year and discuss plans for the coming year.*
- 7) *Insure that the Financial Review Committee performs their duties in accordance with C13.03.01.*
- 8) *In the absence of the President, the Vice President shall perform the duties of the office of the President.*
- 9) *In the event of a vacancy in the office of the President, the Vice President shall succeed to the office of President for the remainder of the President's unexpired term.*

Proposed – Vice President - *The Vice President shall perform the following:*

- 1) *Be available to advise boards and attend board and/or committee meetings when requested.*
- 2) *Perform the duties of the President in the absence of the President.*
- 3) *Maintain the roster of elected Congregation Council, boards and committee positions.*
- 4) *Sign legal documents for this congregation as may be legally required in the absence of the President.*
- 5) *Perform other duties in keeping with this office or assigned by the President.*
- 6) *Succeed to the office of President for the remainder of the President's unexpired term in the vacancy of the office of President.*

Secretary

The Secretary shall keep accurate minutes and attendance records of the Congregation Meetings and of the Congregation Council for the permanent records of the congregation and shall perform other duties in keeping with his office. The Secretary shall be responsible for maintaining this constitution and updating it in accordance with changes required by the Evangelical Church in America.

Proposed – Secretary - *The Secretary shall perform the following:*

- 1) *Keep accurate minutes and attendance records of the Congregation Meetings for the permanent records of the congregation.*
- 2) *Keep accurate minutes and attendance records of the Congregation Council and Executive Committee meetings for the permanent records of the congregation.*
- 3) *Apprise the Congregation Council of 'mandatory changes' in the Evangelical Lutheran Church in America's Model Constitution. Those required changes shall occur within twelve months of issuance unless extended annually by Congregation Council vote.*
- 4) *Send all approved changes in this constitution and bylaws to the Rocky Mountain Synod of the ELCA (*C6.03.e., *C16.04., *C17.03., *17.04.).*
- 5) *Sign all forms, documents and official papers requiring signature by the secretary.*
- 6) *Perform other duties in keeping with this office.*

Treasurer

The Treasurer shall be responsible to the Congregation Council and the congregation for the payment of all financial obligations of the congregation. He shall keep accurate records of the receipts and disbursements of the congregation in books which shall be and remain the property of the congregation. He shall coordinate the preparation of the overall congregational budget and present it to the Congregation Council and congregation for approval. He shall act with fiduciary responsibility to invest temporary excess funds in prudent and safe investments for all accounts and special funds. All of these books shall be audited annually, and a written report of such audit shall be submitted to the Congregation Council. He shall submit a written report at each council meeting and Congregation Meeting of the financial condition of the congregation. Such written reports shall show actual receipts and disbursements compared with budgeted amounts.

Proposed – Treasurer - The Treasurer shall perform the following:

- 1) *Report to the Congregation Council and the congregation for the payment of all financial obligations of the congregation.*
- 2) *Keep accurate records of the receipts and disbursements of the congregation in financial records, which shall be and remain the property of the congregation.*
- 3) *Coordinate the preparation of the overall congregational budget and present it to the Congregation Council and congregation for approval.*
- 4) *Act with fiduciary responsibility to invest temporary excess funds in prudent and safe investments for all accounts and special funds. All of these financial records shall be examined by the Financial Review Committee annually, and a written report of their findings shall be submitted to the Congregation Council within 45 days of completion.*
- 5) *Submit a written report at each Congregation Council meeting and fall Congregation Meeting of the financial condition of the congregation. Such written reports shall show actual receipts and disbursements compared with budgeted amounts.*
- 6) *Be a member of all Endowment Fund Sub-Committees.*
- 7) *Appoint/hire a Business Manager or Church Administrator, as deemed necessary, with the advice and consent of the Congregation Council and Board of Personnel.*
- 8) *Assist in the supervision of the Business Manager or Church Administrator in coordination with the Board of Finance and Pastor(s).*
- 9) *Sign legal documents for this congregation as may be legally required.*

WHY Council is recommending this: ELC's Officers' duties were not specific enough to insure that everything that needed to be accomplished was someone's responsibility. With a more specific list of items, fewer things will be forgotten or neglected.

Item 3 of the Vice President's duties is fixing another function that does not have an individual responsible. With so many elected positions (30 board members, 4 Council Officers plus various committees), it is very difficult to keep up with all the elected members from memory. The VP will be the responsible owner of this activity.

Item 3 of the Secretary's duties is an attempt to prevent huge constitution changes, like this one, by requiring Council to address changes from the ELCA as they are generated usually once every three years. We have a female Council Secretary. Currently, based on the present wording, we should not.

Our Treasurer's job is a big one. Item 7 allows, if necessary, the hiring of someone to assist with financial duties. We have been fortunate to have two excellent Treasurers that did not ask for compensation. We may have a female Treasurer at some point. Currently, based on the present wording, we cannot.

Changes in Chapter 12 – Congregation Council

Current ELC Constitution – C12.01.

The voting membership of the Congregation Council shall consist of the Pastor(s) and twelve additional members. Four members of the Council shall be elected at-large by the congregation. These four shall be elected by the congregation at each annual election to fill the expired terms and to serve for three years. Eight members of the Congregation Council will be the chairpersons of the following boards: Christian Education, Evangelism and Discipleship, Lay Ministry, Music and Worship, Christian Outreach, Personnel, Property Management, and Youth and Family Ministry. (The chair of the Board of Stewardship and Finance will automatically be the person elected treasurer by the Council. (Ref. paragraph C11.05)) 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 two regular meetings per year of the Congregation Council without cause.

Proposed – C12.01.

The voting membership of the Congregation Council shall consist of the pastor(s) and up to fifteen additional members. Four members shall be elected at-large, with the remainder to be chairpersons of the following Boards: Christian Discipleship, Christian Education, Christian Outreach, Finance, Lay Ministry, Personnel, Property Management, Stewardship, Worship and Music, and Youth and Family Ministry. In addition, at least one council member may be a youth and/or young adult. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office (C12.02).

The youth representative may be elected for a one-year term and must be between the ages of 15-19 years. The youth representative may be elected for no more than two consecutive one-year terms.

Staff members shall have voice in all matters with the exception of salary and personnel discussions.

A seminary intern serving an internship at Evergreen Lutheran Church shall have voice but no vote.

A member's place on the Congregation Council shall be declared vacant if the member:

- a) ceases to be a voting member of this congregation or
- b) is absent from four successive regular meetings of the Congregation Council without cause.

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

WHY Council is recommending this: There are several changes in the section. The Evangelism and Discipleship Board requested a name change that was more reflective of their function – Christian Discipleship.

Given the importance of both functions, Council felt that the “Stewardship and Finance Board” should be split into two separate boards. With the size of our congregation, the financial aspect of performing that duty is a full-time job, which causes Stewardship to be under emphasized. This will add another Council position and three elected Board members. Additionally, we are **NOT** mandating that the Treasurer must be the chairperson of the Finance Board. If they are not, this would increase the Council by an additional person.

The ELCA Model constitution recommends that a youth and young adult (<35 years old) be included on Congregation Councils. Council has provided for one of our youth to experience how the church works. They are our future leaders after all.

ELC has a dedicated staff and Council wanted to address exactly what Congregation Council privileges were conveyed upon them as such. The same rationale was used for a seminary intern.

Current ELC Constitution – C12.05.c

- c. The Congregation Council may enter into contracts of up to 2% of the current year budget for items not included in the budget.

Proposed – C12.05.c

- c. The Congregation Council may enter into contracts or expenditures of unrestricted or capital funds for an emergency that is detrimental to congregational life and must be addressed prior to calling a special Congregation Meeting. Expenditures may not exceed an amount approved during the annual fall Congregation Meeting.

WHY Council is recommending this: Last November '17, the congregation approved emergency spending, if necessary, of \$30,000 for items that were unforeseen and not in the operations budget. This provision will allow

Council to contract to repair/replace items that would disrupt normal operations (worship) at ELC. This could be heater, septic, AC or well failures, etc. Such a failure of a critical piece of infrastructure would need to be addressed immediately rather than in several weeks after calling a Congregation Meeting. The authorized amount will be presented annually to the congregation for approval.

Changes in Chapter 13

Current ELC Bylaw – C13.01.01.

The Executive Committee shall be called, as necessary, by the Pastor(s) or Congregation President for all matters of confidentiality, in which involvement of the Congregation Council would be initially inappropriate. The Executive Committee can make decisions for the welfare of this congregation that are not expressly reserved for the Congregation Council or congregation as a whole.

Proposed – C13.01.01.

C13.01.01. *The Executive Committee shall be called, as necessary, by the Pastor(s) or Congregation President for the following:*

- 1) *All matters of confidentiality, in which involvement of the Congregation Council would be initially inappropriate.*
- 2) *The Executive Committee can make decisions for the welfare of this congregation that are not expressly reserved for the Congregation Council or congregation as a whole.*
- 3) *The Executive Committee will meet quarterly with the purpose of assessing and supporting the direction of the congregation's ministry.*

WHY Council is recommending this: The Executive Committee is Council's leadership, and as such, they should routinely assess how we are doing in providing effective ministries for the congregation, our community and the world.

Current ELC Bylaw – C13.07.01. &.02.

C13.07.01. A Nominating Committee shall be nominated by the Congregation Council and elected by the congregation at the regularly scheduled Congregation meeting in the November preceding the annual election.

C13.07.02. A Nominating Committee shall select from the voting membership of this congregation, candidates to fill all elected vacancies of the Congregation Council and the nine permanent boards. The Nominating Committee shall consult with the Congregation Council and the respective boards for candidate suggestions. They shall publish a slate of candidates at least two weeks prior to the spring congregation meeting. The slate proposed by the Nominating Committee shall consist of at least one name for each office; additional nominations may be made from the floor. The annual elections shall take place at the regularly scheduled spring congregation meeting.

Proposed – C13.02.01.

C13.02. A **Nominating Committee** of four voting members of this congregation, one of whom, if possible, shall be an outgoing member of the Congregation Council, shall be elected at the fall Congregational Meeting for a term of one year.

C13.02.01.

- 1) *No more than two members of the previous Nominating Committee may be re-elected but not for more than two consecutive one-year terms.*
- 2) *The Nominating Committee shall present the slate of candidates for approval to the Congregation Council at least two weeks prior to the election.*

WHY Council is recommending this: Currently, when the Nominating Committee is selected, there are NO carryover members. This has been a point of contention because the committee has all new people on it, therefore it takes longer than expected to understand the process and develop a slate of candidates for election. By allowing up to two carryover members, the unfamiliarity with the process will be eliminated.

Current ELC Constitution and Bylaw – C13.08. & C13.08.01.

C13.08. An **Audit Committee** of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office will be three years, with one member elected each year. Members shall be eligible for reelection. The Audit Committee shall be elected by the Congregation Council effective no later than the regular Council meeting held in March.

C13.08.01. An **Audit Committee** shall review the financial records of the congregation on an annual basis and report their findings to the Congregation Council. The audit shall be completed within 30 days of the start of the term of the elected officers.

Proposed – C13.03.01.

C13.03. A **Financial Review Committee** of three voting members shall be elected by the Congregation. Financial Review Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.

C13.03.01.

- 1) *The **Financial Review Committee** shall review the congregation's financial records annually and report its findings to the Congregation Council.*
- 2) *The financial review shall be completed within 60 days of the start of the new fiscal year and be reported to the Congregation Council within 45 days of completion.*

WHY Council is recommending this: Council changed the name of the Audit Committee to Financial Review Committee because the consensus was that there is no unilateral, agreed upon definition of what an audit of the church's records means. ELC does not do an IRS type audit of our records, and it sends the wrong impression as to what is expected from the review and how rigorously it should be executed.

Item 2 specifies how long the Financial Review Committee has until they report their findings to Council (105 days) from January 1st, which is around March 15th.

Current ELC Constitution and Bylaw – None

Proposed – C13.04. & C13.04.01.

C13.04. Mutual Ministry Committee(s) (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed by the Congregation Council. The committee may consist of three voting members with each member to be appointed for a three-year staggered term.

C13.04.01. The Mutual Ministry Committee shall:

- 1) *Meet quarterly.*
- 2) *Contact staff members at least quarterly to assess their health.*
- 3) *Report concerns and findings quarterly to the Personnel Board.*

WHY Council is recommending this: This committee is for the resolution of issues that may arise with staff, between staff or others. Currently, Pastor uses the Lay Ministry Board for this function, however, the other members of staff have no such 'official' support.

Current ELC Constitution and Bylaw – C13.09. & C13.09.01.

C13.09. When a pastoral vacancy occurs, a Call Committee shall be selected. Term of office will terminate upon installation of the newly called pastor. Selection process shall be specified in the bylaws.

C13.09.01. A Call Committee, when needed, shall be comprised of seven members, selected at a joint meeting or meetings of the Board of Lay Ministry and the Church Council. Council members will be excluded from serving on this committee. The chairperson of the Board of Lay Ministry shall be an ex officio (non-voting) member of the Call Committee to give additional input. The Call Committee shall elect a chairman and will act independently on any and all information they receive regarding a pastoral call. The chairperson will report to the Church Council in a timely manner as to their progress, and will prepare a list of candidates. The Call Committee, after deliberation and consultation with the Congregation Council, shall present a candidate to the congregation.

Proposed – C13.05. and C13.05.01.

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

C13.05.01.

- 1) *One Congregation Council member and the chairperson of the Board of Lay Ministry can serve on this committee.*
- 2) *The Call Committee shall elect a chairperson and will act independently on any and all information they receive regarding a pastoral call.*
- 3) *The chairperson will report the Call Committee's progress to the Congregation Council in a timely manner and will prepare a list of candidates.*
- 4) *The Call Committee, after deliberation and consultation with the Treasurer, Personnel Board's chairperson and Congregation Council, shall present a candidate to the congregation.*

WHY Council is recommending this: Currently, the Lay Ministry Chairperson is an "ex-officio" member of the Call Committee and Council has no representation on the committee at all. Members of boards and Council should be more in touch with the needs of the congregation. By making the LM Chairperson a member of the committee, they would have voice and vote in this important task.

The Council felt that dropping the Lay Ministry board from the Call Committee selection process was appropriate because the LM Chairperson was a member of the Committee and would provide LM board input into the process. Additionally, the group would be too large (15 Council and 8 LM members) to effectively perform the task.

The Council could chose to elect or not elect another Council member to the committee.

Council wanted to insure that the Treasurer and Personnel were consulted with prior to presenting a candidate to the congregation.

Current ELC Constitution and Bylaw – None

The Endowment Committee was established in 1999 by a vote of the Congregation.

Proposed – C13.06. and C13.06.01.

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

C13.06.01. – Endowment Committee

- 1) *The Endowment Committee shall be responsible for this congregation's endowment fund.*
- 2) *The board shall consist of three voting members with each member to be elected by the congregation for a three-year staggered term.*
- 3) *The Treasurer will be a member of this committee and all Endowment Fund sub-committees.*

WHY Council is recommending this: The Endowment Committee and Fund are of increasing importance to ELC. This insertion into the constitution merely formalizes what has been in place since 1999.

Current ELC Continuing Resolution – C13.10.A08

C13.10.A08 A Columbarium Committee, consisting of three voting members of the congregation, shall be elected by the Congregation Council to three year terms. The Pastor(s) will serve an ex-officio member of the committee. The committee will maintain a set of Rules and Regulations regarding the ELC Columbarium and be responsible for decisions regarding the interment of remains. They will also manage an account and budget for the operation, maintenance, and construction of the Columbarium. The funds in the Columbarium account will be maintained by the Treasurer of ELC. The committee will regularly report to the Congregation Council.

Proposed – C13.06. and C13.06.A08.

C13.06.A08. – Columbarium Committee

- 1) *A Columbarium Committee, consisting of three voting members of the congregation, shall be selected by the Congregation Council to three year staggered-terms.*
- 2) *The Pastor(s) will serve as an ex-officio member of the committee.*
- 3) *The committee will maintain a set of Rules and Regulations regarding the ELC Columbarium and be responsible for decisions regarding the inurnment of cremains.*
- 4) *They will also manage an account and budget for the operation of the Columbarium.*
- 5) *The funds in the Columbarium account will be maintained by the Treasurer of this congregation.*
- 6) *The committee will report annually to the Congregation Council.*

WHY Council is recommending this: In item 5, the wording is the correct wording for what occurs.

In item 6, the committee's budget is for the operations of the Columbarium only. Maintenance and construction activities are functions of the Board of Property Management.

All Current ELC Board Duties Bylaws – For Example, C13.11.01. Duties of the Board of Lay Ministry

a. Assist the Pastor(s) in all matters pertaining to the spiritual welfare of the congregation. This board, along with the Pastor(s), has primary responsibility for inreach, ministry to all current members of the congregation. This shall include programs that care for the welfare of all members. Examples of such programs are: 1) Parish Nurse, 2) Stephen Ministry Program, and 3) a church prayer chain.

b. In an effort to support an open environment where all are welcome and the opinions of each member of the Body of Christ are valued, the Board of Lay Ministry will encourage continued open communication and fellowship among the congregation, the Pastor(s), and the Congregation Council. Examples include, but are not limited to:

- 1) Reach out to each member of the congregation to encourage open communication and provide alternative, safe, and trusted conduits for communication with the leadership of the congregation.

- 2) Sponsor and provide budgetary support for an annual church directory and a picture board.
- 3) Sponsor opportunities for fellowship after worship services.

c. Consider complaints and grievances of members of the congregation provided Matthew 18:15-16 has been fully observed, and the Board of Lay Ministry shall report to the Congregation Council those complaints and grievances which cannot be otherwise adjusted, in accordance with Matthew 18:17-18.

d. Make every effort to encourage members who have been negligent in their attendance of services and in the use of the sacraments, to mend their ways and fully enjoy the rights and privileges of their membership.

e. Ensure that all services are conducted in such a manner as to avoid needless disturbance and to foster an attitude conducive to worship among those in attendance. This should include organization and leadership of lay persons who support the worship service to include, but not be limited to: 1) ushers, 2) acolytes, 3) communion assistants, 4) greeters, 5) nursery and nursery attendant.

f. Shall act with the Congregation Council to choose a Call Committee.

g. Appoint and supervise, in conjunction with the Pastor(s) and Board of Personnel, the church secretary(s). The wages of the secretarial staff, if they are to be paid for their services, shall be regulated by the Board of Lay Ministry, reviewed and coordinated with the Board of Personnel and approved by the Congregation Council.

h. Be an example of Christian conduct and conversation.

i. Pray regularly for the Pastor and other spiritual leaders.

j. Encourage, by word and action, the Pastor(s) in their work.

k. Assist and be concerned about the spiritual, emotional and physical health and welfare of the Pastor(s) and their families, including adequate compensation, continued educational opportunity, housing, free time, vacation and care in times of illness.

l. Prepare annual budget proposal for Lay Ministry fiscal needs.

m. Provide a written report of board activity for monthly Congregation Council meetings and semi-annual Congregation Meetings.

Proposed – C13.07.05. and C13.07.10.

C13.07.05. *All Board chairpersons are responsible to:*

- 1) *Prepare an annual budget for their board's function.*
- 2) *Prepare a Congregation Council Monthly Report.*
- 3) *Prepare reports for the fall and spring Congregation Meetings.*

C13.07.10. – Duties of the Board of Lay Ministry – *Members shall be responsible to:*

- 1) *Assist the Pastor(s) in all matters pertaining to the congregation's spiritual wellness.*
- 2) *Provide counsel to the Pastor(s).*
- 3) *Ensure that worship services are conducted efficiently.*
- 4) *Encourage open communication between the congregation, the Pastor(s) and the Congregation Council.*

WHY Council is recommending this: All of ELC's Boards' duties are too long and read like job descriptions. We boiled down everything we do into the essence of the board's mission.

Bylaw **C13.07.05.**, these items are common duties to all board chairpersons and eliminates them from being added to each board's duties.