

Ratified April 29, 2012

**CONSTITUTION
FOR
FIRST ENGLISH LUTHERAN CHURCH
MENAHA, MINNESOTA**

PREAMBLE

We, the baptized disciples of the First English Lutheran Church, 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 agree to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

ARTICLE 1

NAME AND INCORPORATION

- 1.01 The name of this congregation shall be First English Lutheran Church.
- 1.02 This congregation shall be incorporated under the laws of the State of Minnesota.
- 1.03 This congregation is a member of Lutheran Congregations in Mission for Christ (LCMC).

ARTICLE 2

MISSION STATEMENT

- 2.01 First English Lutheran Church is a caring, inclusive Christian Community, dedicated to Word and Sacrament ministry; **Growing** in Christ; **Sharing** that faith; **Serving** our neighbors; and **Supporting** each other.

ARTICLE 3

STATEMENT OF FAITH

- 3.01 This congregation accepts the Apostle's, Nicene and Athanasian Creeds as true declaration of the faith of the congregation. We also accept the unaltered Augsburg Confession and Luther's Small Catechism as true statements of the doctrine of the Word of God.
- 3.02 **We Believe That Jesus Is Lord.** Matthew 22:34-40, John 14:6, Philippians 2:9-11. Jesus is the head of the church. Unity among the various expressions of the body of Christ is best achieved through focusing on Jesus, who alone is able to draw all people to Himself. Jesus is the complete and ultimate expression of God and is part of the Trinity: Father, Son and Holy Spirit.
- 3.03 **We Stand On The Word Of God.** John 1:1, 1:14, II Timothy 3:16-17, Romans 15:4, Psalm 1. The Bible is our authority and sole guide for life and faith. We accept on faith that all of the Scripture is inspired and is without error in matters of faith and salvation. Therefore we support and encourage the study of the original manuscripts, recognizing the original audiences and purposes of a text, and allowing the Bible to interpret itself. For the Scriptures are a living Word that are always relevant and revealing God's purpose for all of creation.
- 3.04 **We Desire Genuine Worship.** I Peter 2:9, John 4:23-24, Psalm 98:4-9, Psalm 105:1-4. Worship establishes and encourages a right relationship between God and His people – God is the audience. Worship is essential for the believer and central to the life of the church. In it we cast our eyes to the cross, we come under the instruction of God's Word, we are strengthened by the sacraments of Holy Baptism and the Lord's Supper, bound together as Christ's body. Worship involves the whole person – body, mind, heart and spirit.

- 3.05 **We Are Called By God.** Matthew 4:19, I Corinthians 12:12 & 27, Ephesians 4:11-16. We believe in “the priesthood of all believers” (I Peter 2:4-10). All of God’s people are called to ministry and the body of Christ must recognize and affirm that call. God has gifted every believer through the presence and power of the Holy Spirit to serve the cause of Christ Jesus in the world.
- 3.06 **We Are Free In Christ.** Romans 8:1-2, Galatians 5:1, John 8: 31-36. Because of what Jesus has done for us we are free. In this congregation it is OK to have fun, it is OK to make mistakes, it is OK to say no. We are free to serve God as the Lord leads us and not out of guilt, obligation or duty. We serve God in response to what the Lord has already done for us – we serve Him joyfully.
- 3.07 **We Will “Go And Make Disciples.”** Matthew 28:18-20, Matthew 4: 18-20, Luke 19:10, Acts 1:8. Jesus gave his disciples this command – “Go and make disciples of all nations.” Therefore, the church exists primarily for the sake of those who don’t yet belong. We will seek to invite every person to consider a living and personal relationship with Jesus Christ, for He is the only way to salvation and eternal life.
- 3.08 **We Celebrate That God Is Changing Lives.** John 8:1-11, II Corinthians 5:17, Colossians 3:15. We believe that God changes lives and that He alone has the transforming power of the Holy Spirit to create faith and help us live lives that are pleasing to Him. As believers, we accept that there is nothing in this world that ever stays the same except the solid rock of our Salvation. We can, therefore learn to adjust and adapt to our changing surroundings. We worship Jesus our Lord, not our tradition, not our history and not ourselves.

ARTICLE 4

BYLAWS

- 4.01 This congregation may adopt Bylaws. No Bylaw may conflict with this constitution.
- 4.02 Bylaws may be adopted or amended at any legally called meeting of the congregation by a majority vote of those voting disciples present and voting.
- 4.03 Changes to the Bylaws may be proposed by any voting disciple provided, however that such additions or amendments be submitted in writing to the Administrative Board at least sixty (60) days before a regular or special meeting called for that purpose and that the Administrative Board notify the disciples of the proposal with its recommendations at least thirty (30) days in advance of the congregational meeting.

ARTICLE 5

AMENDMENTS

- 5.01 Amendments to this Constitution may be proposed by at least five (5) voting disciples or by the Administrative Board. Proposals must be filed in writing with the Administrative Board sixty (60) days before formal consideration by the congregation at a regular or special meeting called for that purpose. The Administrative Board shall notify the disciples of the proposal with their recommendations at least thirty (30) days in advance of the meeting.
- 5.02 A proposed amendment to this constitution shall:
- Be approved at a properly called meeting by a majority vote of those present and voting;
 - Be amended by a majority vote of those present and voting if a proposed amendment fails to be approved at the first meeting;
 - Be ratified without change at the next annual meeting by two-thirds (2/3’s) majority vote of those present and voting; and
 - Have the effective date included in the resolution and noted in the Constitution.

GOVERNING BYLAWS OF FIRST ENGLISH LUTHERAN CHURCH MENAHA GA MINNESOTA

CHAPTER 1: POWERS OF THE CONGREGATION

- A. The powers of First English Lutheran Church are vested in the congregation as determined by the congregation at the congregational meetings.
- B. The Administrative Board has such authority as is outlined in Chapter 4. All remaining authority is retained by the congregation. The congregation is authorized to:
 - 1. Call a pastor by established process (see Chapter 4:F.4);
 - 2. Terminate the call of a pastor;
 - 3. Approve the annual operating budget;
 - 4. Hold title to and use its property for any and all activities consistent with its purpose;
 - 5. Sell, mortgage, lease, transfer and/or dispose of its property.
 - 6. Elect and terminate its Administrative Board.

CHAPTER 2: CONGREGATIONAL MEETINGS

- A. The Annual Meeting of the congregation should be held in January.
- B. A special meeting of the congregation may be called by petition of at least ten percent (10%) of voting Disciples, by the President of the Administrative Board, by the Administrative Board, or by the Pastor. The call for each special meeting shall specify the purpose(s) for which it is to be held, and no other business shall be transacted.
- C. Notices of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and/or by mail to all voting disciples at least ten (10) days in advance of the date of the meeting.
- D. A quorum for any regular or special meeting of the congregation shall be 10% of voting disciples.
- E. Voting by proxy or by absentee ballot shall not be permitted.
- F. All actions by the congregation shall be by simple majority vote unless otherwise noted.
- G. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all congregational meetings.

CHAPTER 3: MINISTRIES

- A. Purposes:
 - 1. To be "the body of Christ".
 - 2. To fulfill the Great Commandments and the Great Commission.
(Exodus 20:1-17, Matt. 22:34-40 and Matt. 28:19-20)
 - 3. To accomplish the five "purposes" of the church: **outreach; worship; fellowship; discipleship; and service.**
 - 4. Ministries will be formed as the needs arise or dissolved as they no longer serve a purpose as determined by the Administrative Board.

B. Starting New Ministries:

1. Any new idea for starting a new ministry **must** be approved by the First English Lutheran Church Administrative Board and meet these qualifications:
 - a. The ministry idea must be biblically sound.
 - b. The ministry idea must be consistent with the Mission and Vision of First English Lutheran Church.
2. Once a new ministry plan has been approved by the Administrative Board, the new ministry leader is responsible for working with the church to build the ministry action plan so the ministry can be assimilated into the church body.

CHAPTER 4: THE ADMINISTRATIVE BOARD

A. Purpose:

1. The Administrative Board's primary responsibility is to carry out God's will as revealed.
2. The Administrative Board is charged with the prudent stewardship of God's resources to carry out His work through use of finances and property.

B. Responsibilities:

1. To regularly receive information relating to ongoing operations of the church building, property, staff, and finances, and make decisions within pre-existing and delegated parameters.
2. To assist in preparation of the annual budget.
3. To prepare regular reports of designated program areas.
4. To communicate monthly with the First English Lutheran Church Congregation on budget matters.
5. To communicate regularly with the First English Lutheran Church Congregation on non-budget program matters.
6. To provide for an annual review of the discipleship roster.

C. Membership and Meetings of the Administrative Board

1. Only an active disciple of the congregation shall be eligible for regular membership on the Administrative Board. (A youth representative may serve as an ex-officio member.)
2. If a vacancy occurs on the Administrative Board, the Administrative Board shall fill the vacancy until the next meeting of the congregation. Should the unexpired term be one year or less, it shall not be considered in determining eligibility for succession.
3. A member's place on the Administrative Board shall be declared vacant if the member:
 - a. ceases to be a voting disciple of the congregation or
 - b. is absent from three consecutive regular meetings without valid excuse.
4. The Administrative Board will normally meet once a month. A special meeting may be called by the pastor, the chairperson, or any three members of the Administrative Board. Notice of such meeting shall be given out at least five days prior to the meeting and shall be announced at a public service if one is held during that period.
5. A quorum for any regular or special meeting of the Administrative Board shall be one half of its members.
6. The Administrative Board shall secure necessary staff other than the pastor and set and review their salaries annually.
7. The Administrative Board shall be the board of trustees of the congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Minnesota except as otherwise provided herein.
8. The Administrative Board shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
9. The Administrative Board may enter into contracts of up to \$5,000 for items not included in the budget.
10. The Administrative Board shall appoint auditors, none of whom shall be members of the Administrative Board, which shall audit the fiscal records of the congregation and report its findings in writing to the annual meeting.

11. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all Administrative Board meetings.

D. Organization of the Administrative Board:

1. The Administrative Board shall consist of nine disciples of First English Lutheran Church.
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Treasurer
 - d. Secretary
 - e. 5 Members
2. Each person, with the exception of the Chairperson and secretary, serving on the Administrative Board will serve as the chairperson(s) of the following committees within the church:
 - a. Church Finance/Stewardship (**Treasurer & 1 other Board Member**)
 - b. Buildings and Grounds
 - c. Education
 - d. Evangelism
 - e. Social Ministry
 - f. Worship and Music
3. The Administrative Board will conduct all meetings as open meetings, except for closed sessions which are necessary to consider confidential matters, including personnel issues and hiring staff.
4. The chairperson, vice chairperson, treasurer and secretary shall be selected annually by (and from) the nine regular members of this Administrative Board at the first meeting following the Annual Meeting of the congregation.
5. The Chairperson of the Administrative Board shall be responsible for scheduling and chairing regular, monthly meetings of this Administrative Board, and providing oversight of other members of this Administrative Board. This includes the regular communication with other members of this Administrative Board (before, during, and after the meetings) to determine:
 - a. Whether all current ministries needs are being met;
 - b. Whether new (proposed) ministry needs can be met with the current budget and resources.
 - c. Sign all legal documents; (**Chairperson and one other person of the Administrative Board**)
6. The vice chairperson will fulfill all responsibilities of the chairperson in his/her absence.
7. The Administrative Board secretary is responsible to take minutes at all the meetings and to distribute them to the parish secretary to be put in monthly newsletter.

E. Selection of Members of the Administrative Board:

1. Term vacancies will be filled by nomination and recommendation by the Nomination Committee, then elected by congregational vote at the next Annual Meeting.
2. Vacancies between Annual Meetings will be filled by appointment by the Administrative Board.

F. Term of Members:

1. The Administrative Board member's terms will be staggered, with three new members being selected each year, in order to avoid a turnover of the entire Administrative Board within one year.
2. If appointment by the Administrative Board to serve a partial, existing term, then that Administrative Board member is able to be nominated to serve a subsequent full term.
3. After having served two consecutive three year terms that Administrative Board member will not be eligible to be nominated for another term until one year has passed.
4. Board members are expected to attend all meetings. **Absences must be reported to the Chairperson or the Pastor prior to the scheduled meeting.**

G. The Administrative Board shall appoint the following standing committees and supervise their activities. These committees shall be composed of at least five members, at least one of which shall be a member of the Administrative Board and who shall be the chair-person of the committee. The remaining members shall be selected from the congregation at large.

1. **Education Committee** shall:
 - a. conduct regular meetings at such time and place as the committee may decide;
 - b. develop an effective teaching ministry with the guidance of the pastor, which includes the training of teachers and leaders, promote adult education, and develop the youth program in the congregation and make recommendations concerning them to the Administrative Board;
 - c. the committee may nominate candidates for Sunday School Superintendent and Vacation Bible School Superintendent to the Administrative Board;
 - d. report regularly to the Administrative Board on its activities.
 - e. submit a written report for the committee including the activities of the year and goals for the upcoming year to be included in the Annual Report of the Congregation.
2. **Evangelism Committee** shall:
 - a. conduct regular meetings at such time and place as the committee shall decide;
 - b. promote spiritual growth within the congregation by encouraging more Bible reading and study, personal and corporate;
 - c. promote the prayer life of the congregation;
 - d. visit the inactive disciples to show concern and encourage a return to more active participation.
 - e. visit the homebound disciples of “the congregation either by phone or personally.
 - f. seek to promote our outreach ministry and encourage this among the church disciples.
 - g. report regularly to the Administrative Board on its activities.
 - h. submit a written report for the committee including the activities of the year and goals for the upcoming year to be included in the Annual Report of the Congregation.
3. **Worship and Music Committee** shall:
 - a. conduct regular meetings at such time and place as the committee may determine;
 - b. seek to develop a complete program of music for all age groups of the congregation;
 - c. pick out the hymns for all services of the congregation;
 - d. plan lay services as the occasion may arise;
 - e. assist the church Administrative Board in seeing that the services are conducted regularly and in accordance with the traditions of the Lutheran Church.
 - f. report regularly to the Administrative Board on its activities.
 - g. submit a written report for the committee including the activities of the year and goals for the upcoming year to be included in the Annual Report of the Congregation.
4. **Buildings and Grounds Committee** of the congregation shall:
 - a. conduct regular meetings at such time and place as the committee may determine;
 - b. implement, direct, and supervise the building and maintenance of the properties of the congregation;
 - c. report regularly to the church Administrative Board on its activities.
 - d. submit a written report for the committee including the activities of the year and goals for the upcoming year to be included in the Annual Report of the Congregation.
5. **Stewardship Committee** shall:
 - a. meet regularly at such time and place as the committee may determine;
 - b. implement and direct yearly programs to emphasize individual and family stewardship of time, talents and money, in support of the church and in thankful response to the gifts God has given us;
 - c. encourage giving and support of First English Lutheran Church and other ministry opportunities such as: LCMC, Missions, Food Shelf, and others.
 - d. report regularly to the Administrative Board on its activities.
 - e. submit a written report for the committee including the activities of the year and goals for the upcoming year to be included in the Annual Report of the Congregation.

5a. **Finance Committee** shall:

- f. carry out for the Administrative Board the oversight of all the financial affairs of the congregation and report regularly to the Administrative Board;
- g. see to the prompt payment of all obligations;
- h. prepare a draft budget for the succeeding year, including the congregation's full share in support of the wider ministry of the church; shall submit the budget to the Administrative Board for approval and later to the congregation for its approval;
- i. with the approval of the church Administrative Board, be responsible for investments of the congregation and its total insurance program;
- j. provide for annual audits of the treasurer and financial secretary;
- k. provide two disciples of the congregation weekly for counting the church offerings each Sunday.
- l. report regularly to the Administrative Board on its activities.
- m. submit a written report for the committee including the activities of the year and goals for the upcoming year to be included in the Annual Report of the Congregation.

6. **Social Ministry**

The general purpose of this committee shall be to extend Christian compassion and helpfulness to the ill, the aged, the homeless, the hungry, the imprisoned and to any person of any age in need of aid in body or soul. In carrying out this purpose it

- a. shall strive to enlist in these efforts as many individuals and organizations of the church as possible;
- b. shall study social conditions in the local community in order to bring thoughtful Christian discussion of facts and issues;
- c. shall bring to the Administrative Board proposals for action issuing from such study and discussion;
- d. shall support and encourage programs of the church which speak to local and international needs;
- e. shall report regularly to the Administrative Board on its activities.
- f. shall submit a written report for the committee including the activities of the year and goals for the upcoming year to be included in the Annual Report of the Congregation.

H. Other Committees of First English Lutheran Church

1. The officers of the congregation and the pastor shall constitute the **Executive Committee**.
2. A **Nominating Committee** shall be elected at the annual meeting for a term of one year. It shall consist of six voting disciples, including all of the outgoing members of the church Administrative Board.
3. An **Audit Committee** of two disciples appointed by the Administrative Board. See C-10.
4. When a pastoral vacancy occurs, a **Call Committee** of six voting disciples shall be appointed by the Administrative Board. Terms of office will terminate at the installation of the newly-called pastor.

I. Duties of Officers

1. The president shall preside at meetings of the church Administrative Board and of the congregation.
2. The vice-president shall preside at the meetings of the church Administrative Board and of the congregation in the absence of the president.
3. The secretary shall keep the minutes of the church Administrative Board and of the congregation and shall have custody of the archives of the congregation.
4. The treasurer shall oversee the funds of the congregation, the financial secretary and offering secretary in accordance with the decisions of the congregation or the church Administrative Board.
 - a. Financial Secretary (not an Administrative Board Member) shall receive and disburse such funds in accordance with the decisions of the congregation or the church Administrative Board. The financial secretary shall maintain records of all contributions and distributions and make regular reports to the Treasurer of the Administrative Board

- b. Offering Secretary (not an Administrative Board Member) shall maintain records of all contributions of the disciples of the congregation, and send out written statements of individual contributions.
- J. The Administrative Board shall have the authority to appoint such other committees as may be necessary or advisable from time to time.
- K. The Administrative Board shall exercise discipline in accordance with the provisions of this constitution and its bylaws.

CHAPTER 5: THE PASTOR

- A. A pastor of the congregation shall be a person whose soundness in the faith, aptness to teach, and educational qualifications have been examined and approved by the Church, and who has been properly ordained; who accepts and adheres to the Statement of Faith of the congregation; and who strives in life and conduct to be above reproach.
- B. The authority to call a pastor shall be in the congregation, and shall be accomplished by at least a two-thirds majority ballot vote of voting disciples present and voting at a meeting called for that purpose.
- C. Only a member of the clergy roster of Lutheran Congregations in Mission for Christ (LCMC) or North American Lutheran Church (NALC) may be called as a pastor of the congregation.
- D. Consistent with the faith and practice of Lutheran Congregations in Mission for Christ, every ordained minister shall preach the Word, administer the sacraments, conduct public worship, provide pastoral care, and shall speak publicly in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world. Each ordained minister with a congregational call shall, within the congregation, offer instruction, baptize, confirm, marry, visit the sick and distressed, and bury the dead; supervise organizations of the congregation; shall install regularly elected members of the Church Administrative Board, and with the Administrative Board administer discipline. Every pastor shall seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad; shall impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications.
- E. The call of the 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 for the following reasons:
 - 1. Mutual agreement to terminate the call;
 - 2. Completion of a call for a specific term of years;
 - 3. Resignation 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, by a 2/3 vote of the congregation
 - 6. The dissolution of the congregation.
- F. The specific duties of the pastor, compensation and other matters pertaining to the service of the pastor shall be included in the Letter of Call.
- G. In the event of a vacancy in the pastoral office, the Administrative Board shall provide for interim pastoral service. During the period of service, an interim pastor shall have the rights and duties of a regularly called pastor. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

CHAPTER 6: DISCIPLES

- A. Disciples of this congregation shall be those baptized persons on the roll of the congregation at the time that these bylaws are adopted and those who are admitted thereafter and who have declared and maintain their discipleship in accordance with the provisions of these bylaws. Disciples shall be classified as follows:
1. **Baptized disciples** 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.
 2. **Confirmed disciples** are baptized persons who have confirmed their faith as a result of Confirmation instruction or those who have been received by adult baptism, and/or by affirmation of faith.
 3. **Voting disciples** are baptized and confirmed disciples and/or disciples by affirmation of faith.
 - a. For voting on doctrinal issues and church procedures, confirmed discipleship is sufficient
 - b. When voting on financial issues or purchase of property, voting disciples must be of legal age
 4. **Associate disciples** are those who wish to take part in the life of the First English Lutheran Church congregation but still retain their membership in another Lutheran congregation. These folks shall have all the rights, privileges, and duties of a regular disciple except they cannot vote or hold office.
- B. It shall be the privilege and responsibilities of disciples of this congregation to:
1. Make regular use of the means of Grace, both Word and Sacraments.
 2. Live a Christian life in accordance with the Word of God committed to:
 - a. Daily Prayer
 - b. Daily Bible reading
 - c. Weekly worship
 - d. Growing toward tithing(10%) of financial resources to God's kingdom
 - e. Growing in God given gifts and calling
 - f. Serving in ministry
 - g. Participating in Christian fellowship/friendship building
 - h. Encouraging spiritual growth in others by sharing their faith stories.
 3. Support the work of this congregation through contribution of their time, abilities, and financial support as biblical stewards.
 4. To aspire to the terms of the First English Discipleship Covenant.
- C. For voting purposes at First English Lutheran Church, voting disciples shall be defined as:
1. Those who worship monthly; and
 2. Those who commune monthly; and
 3. Those who make a contribution of record; and
 4. Those who actively participate in the life of the congregation;
- D. Discipleship in this congregation shall be terminated by any of the following:
1. Death;
 2. Resignation;
 3. Transfer or release;
 4. Disciplinary action by the Administrative Board or the Pastor. (see Chapter 8)
 5. Inactivity in the life of First English
- E. Discontinuance of non active disciples
1. The congregation shall, in the event of the removal of a disciple from the community it serves, encourage the disciple to request a transfer to a Lutheran congregation which can serve him/her effectively. Should the disciple fail to request a transfer, a Lutheran congregation in the community of his/her residence shall be notified.
 2. A confirmed disciple in good standing desiring to change his membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.

3. A confirmed disciple who does not, **for a period of one year**, partake of Holy Communion, support the church with his/her offerings, and does not appear to desire to participate in the life and worship of the congregation shall be **visited by the pastor and congregation's officers**, if possible, and encouraged by them to active discipleship. If the confirmed disciple does not actively participate, his/her name shall be removed from the discipleship roster of the congregation.
4. Any individual so removed from the discipleship roster shall be notified in writing.

CHAPTER 7: PROPERTY OWNERSHIP

The property and all contents of First English Lutheran Church belongs to the disciples of the congregation.

If this congregation ceases to exist, the property and assets shall be sold, all debts retired, and if there are funds remaining, they shall be given away to honor the cause of Christ.

CHAPTER 8: DISCIPLINE OF DISCIPLES

- A. A disciple who advocates doctrines which are contrary to the Holy Scriptures and the Confessions of the Church, or who is guilty of conduct grossly unbecoming a disciple of the body of Christ or persistent trouble-making in this congregation are sufficient cause for discipline of a disciple.
- B. Prior to disciplinary action, reconciliation will be attempted following **Matthew 18: 15-17**, proceeding through these successive steps:
 1. Private reprimand by the pastor, or his/her designee;
 2. Reprimand by the pastor (or his/her designee) in the presence of two (2) or three (3) witnesses; and
 3. The disciple may be requested to appear before the Administrative Board.
- C. If for any reason, the pastor is unable to administer the reprimand as required by B hereof, the chairperson of the Administrative Board or designated member of that same Board shall administer such reprimands.
- D. If the above mentioned process does not result in either reconciliation or resignation, the disciple charged with an offense shall appear before the Administrative Board. A written notice, specifying the exact charges, must be received by the disciple at least ten (10) days prior to the meeting. Failure to appear may result in revocation of discipleship status.
- E. Disciplinary actions may be reconsidered and revoked by the Administrative Board upon receipt of:
 1. Evidence that injustice has been done; or
 2. Evidence of repentance and amendment.
- F. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, the Administrative Board will seek help from agencies that specialize in conflict resolution within a congregation. After consultation, the matter will be referred back to the Administrative Board who shall call a special congregational meeting and present recommendations accordingly.
- G. The Administrative Board will communicate to the congregation progress in resolving the conflict in a timely manner.
- H. If the conflict involves an individual disciple, that disciple will be included in all meetings; however the meeting may be closed to non-Administrative Board members at the request of the disciple involved to protect his or her privacy.

CHAPTER 9: AMENDMENTS TO BYLAWS

Bylaws may be adopted or amended at any legally called meeting of the congregation by a majority vote of those voting disciples present and voting.

Changes to the bylaws may be proposed by petition of at least six voting disciples and ***must*** be submitted in writing to the Administrative Board at its regular monthly meeting at least sixty (60) days prior to a regular Annual or special meeting of the congregation. The Administrative Board shall notify the disciples of the proposal, with its recommendations, at least thirty (30) days in advance of the congregational meeting.

This is a living and changing document.

Harassment in the Work Place

1. Policy on Discriminatory Behavior.

It is the policy of First English Lutheran Church to maintain a work environment free of all forms of discriminatory behavior, including all forms of harassment directed toward the race, ethnic origin, gender, age, or handicapping condition of an individual. Therefore, the use of disparaging terms, derogatory remarks, and displays of insensitive treatment, directly or indirectly related to race, ethnic origin, gender, age, or handicapping condition, will not be tolerated.

This policy pertains to every aspect of an individual's work relationship with First English Lutheran Church, including recruitment, selection, compensation, benefits, training and development, continuing education, social and recreational programs, promotion, transfer, demotion, relocation, corrective action, termination and all other terms and conditions of employment. When any First English Lutheran Church employee commits acts of discrimination, it seriously dilutes our efforts in the area of mission response.

2. Policy on Sexual Harassment.

It is also the policy of First English Lutheran Church to maintain a work place free of any form of sexual harassment or sexual intimidation. Any form of sexual harassment within the work place is unacceptable behavior and is subject to appropriate action.

3. Definition of Sexual Harassment.

Sexual harassment includes, but is not limited to: unwelcome and unsolicited sexual advances, requests for sexual favors, discriminatory tormenting based on gender or any other undesired verbal, visual, or physical conduct of a sexual nature. In particular, sexual harassment occurs if there is:

- A. Submission to any kind of sexual harassment as an explicit or implicit term or condition of employment.
- B. Submission to, or rejection of, sexually harassing behavior if used as a basis for employment or other personnel decisions affecting the recipient of the behavior;
- C. Purpose or effect of unreasonably interfering with the recipient's work performance or creating an intimidating, hostile, or offensive work environment.

4. Reporting Harassment and Other Discriminatory Behavior.

An employee who believes there has been a violation of this Harassment Policy has the right and responsibility to report the perceived violation as soon as possible, either to the pastor or to the Administrative Board president. Any complaint received by the pastor must be reported to the First English Administrative Board. If the matter cannot be resolved between the parties involved, the First English Administrative Board will investigate all allegations promptly, objectively, and confidentially. A complainant has the right to invite a colleague to be present at proceedings regarding the complaint.

Employees who are not comfortable reporting the alleged harassment to the parties outlined in this policy may instead bring the matter to the attention of the Minnesota Department of Human Rights, Bremer Tower, Fifth Floor, Minnesota at Seventh Place, St. Paul, MN 55101 (phone 1-800-652-9741 or 1-612-296-5663).

First English Lutheran Church will take no adverse action against an employee who, in good faith, complains of harassment and will, to the extent possible, protect such employee against reprisal from other employees. Disciplinary action, including dismissal, when appropriate, will be taken where it is determined that harassment did occur, or where the pastor has failed to report violations of this policy or employee complaints of harassment to the First English Administrative Board.

First English Lutheran Church recognizes that the question of whether a particular action or course of conduct constitutes harassment requires a factual determination. First English Lutheran Church recognizes also that false accusations of harassment can cause serious harm to innocent persons. Therefore, a thorough investigation will be conducted in each case. Malicious accusations will be subject to appropriate disciplinary action.

5. Appeals.

If the complainant is not satisfied with the investigation made and/or action taken by First English Lutheran Church, the complainant should contact the Minnesota Department of Human Rights.