



Christ Lutheran Community Church Upper Darby



Annual Congregational Meeting

January 29th, 2023

11:30 am

New Entrance Mat

**Christ Lutheran Community Church
Annual Congregational Meeting
January 29th, 11:30am**

AGENDA

- | | |
|--|------------------------------|
| 1. Call to Order | Susan Pursch |
| 2. Opening Prayer | Susan Pursch |
| 3. Roll Call to confirm we have a quorum-12% of voting members (100)-18 | Lisa Ellis |
| 4. *Approval for Pastor Jeff to have voice and vote | Ryan Savitz |
| 5. Pastor's Report/Transitional Specialist/Resource/ Pastoral Acts | Pastor Jeff |
| 6. Transition Update | Pastor Jeff |
| 7. Call Committee Update | John Hoffmeyer, chair |
| 8. *Approve the revised and Synodically approved Congregational Constitution and By-Laws | See Appendix(p22) |
| 9. President's Report | Susan Pursch |
| 10. Vice-President's Report | John Moore |
| 11. *Financial Report, Balance Sheet, 2023 Proposed Budget | Cynthia Moultrie |
| 12. Building Report | Tom Algeo |
| 13. Communications Report | Eunice Jadlocki |
| 14. Food Ministries Report | Denise MacAllister |
| 15. ESL Report | Melinda Swanson |
| 16. Collaborating with and Reaching out to the Community | Alice Kaplan |
| 17. *Nominating Committee Report/Election of Council Members | John Moore
Stephen Korvah |
| 18. Thanksgiving for Outgoing Council Members | Pastor Jeff |
| 19. *Authorization for Council to Approve Minutes of Congregational Meeting – | Lisa Ellis |
| 20. Into the Second Century Update | Susan Pursch |
| 21. Retiring the Into the Second Century Campaign | Pastor Jeff |
| 22. Closing Prayer | Pastor Jeff |

*These items require a vote

During the congregational meeting, only active congregation members can vote. Active members are those who have received Holy Communion or made a contribution at least once during the current or preceding year. Votes will be taken by a verbal "Yes", "No", or "Abstain". In the event the votes are close, it may be necessary to ask for individual votes.

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TRANSITIONAL SPECIALIST/PASTORAL RESOURCE PERSON REPORT



Okay, so a year ago I was not planning on writing this report. The plan was to fast track the pastoral transition process so that the congregation could call the next pastor by the middle of this past year. Working with the Transition Team and Congregation Council, we submitted the necessary documents in the spring. The Call Committee was appointed and got to work – at times tirelessly. And yet, I ended up working more with the Call Committee and Congregation Council more than I had in my twenty plus years of working with congregations in transition. Please continue to pray for them. I am also reminded that I went to Penn State to be a geophysicist. God simply has a way of saying, “Well isn’t that cute. Your plans are not necessarily my plans.” Much as I preached recently, John the Baptizer did not expect to baptize Jesus, nor did Peter expect to baptize Cornelius – and the list goes on. So, here we go with the year in review.

Pastor Jehu Jones: Christ Lutheran Community Church of hosting a service with the Southeastern Pennsylvania Synod and the African Descendant Lutheran Association remembering the first Black pastor ordained in the Lutheran Church. If you were not able to attend the service and don’t know anything about Pastor Jehu Jones, I invite you to go down the sometimes rabbit hole that Google can be. In particular, I hope you find the YouTube video narrated by one Professor Richard Stewart: <https://youtu.be/JvJPTZSFwxI>

Those Who Died: Pastor Stewart was indeed a gift to The Church as he has been well known for chronicling the history of Black clergy, particularly in the Lutheran Church. He died towards the end of this past year. There were others who died or had funerals as well: Victor Sampson, Karen Flower, Bill Grieb, Derrick Goods, Darlene Goods, Harry Hardee, Jerome Louis Swenson-Lengyel, and Pewu Johnson. In addition, there have been many members over the past year for whom I have been a resource as they served as “family chaplains” over the past year.

Ministries Continue: Our Food Ministries and English as a Second Language programs, what some might describe as signature ministries of the congregation, have flourished over the past year. I will leave the details to their reports. In addition, thanks to the work of Susan Pursch, we continue to develop new connections in the community.

Zoom Woes and Celebrations: A significant portion of our community participates in worship via Zoom. Who would have guessed three years ago that this would be our reality. As a community we continue to live into what this means. Yes, we have had technology challenges. At the same time we have welcomed guest preachers from around the globe:

Pastor Marysol Diaz from Puerto Rico and Pastors Anneth and Stephen Munga from Tanzania. I think that we are just in the beginning to explore possibilities.

Words of Thanks: To begin this section, you need to know that this congregation has an amazing staff – both paid and volunteers. There is so much that goes on behind the scenes – particularly as my hours are limited – you have no idea! We have had an amazing group of supply pastors who have filled in when I was not available. We also have council members who are stepping down, having completed the time they can serve: Tom Algeo and Stephen Korvah. Furthermore, Susan Pursch will be stepping down as president while remaining on the council for one more year. Each of these people have made incredible contributions to our community. Thanks be to God!

Pastor Jeff Ziegler

CALL COMMITTEE REPORT

This report comes in two parts. The first part is an overview of how the pastoral call process works for congregations in our church, the Evangelical Lutheran Church in America (ELCA). The second part is a summary of the call committee's work to date.

I. Christ Lutheran Church is part of the Southeast Pennsylvania Synod of the ELCA. Our synod includes 143 communities of faith spread over Delaware, Philadelphia, Chester, Montgomery, and Bucks Counties. The synod is composed of 8 conferences; we are members of the Delaware Conference. Our conference dean is Pastor Jenn Casey of Holy Trinity Lutheran Church, Wallingford. She is a key contact and advocate for our congregation in the call process, because it is the work of the conference deans to take the initial step of sharing information about a congregation looking for a pastor with pastoral candidates who the deans think might be a good fit for that congregation. After reviewing our congregational information, a candidate who wishes to be considered by us informs the synod office. The synod office sends our committee information about the candidate, and we set up an initial interview.

The call committee and the candidate both seek prayerfully to determine if the candidate and the church would be a good fit. If, after a couple of interviews, checking references, and listening to the candidate preach, the call committee thinks that this person would be a good pastor for our church, the committee recommends the candidate to the church council. The council does its own process of interviewing and deliberating. If the council discerns that the candidate would be a good pastor for our church, the council brings the name of the candidate to the congregation. The congregation votes on whether or not to call the candidate as pastor.

II. Our call committee has been working since the spring. Altogether we have received the names and paperwork of four candidates. Two withdrew before the initial interview and one after the initial interview. One candidate went through a longer process of discernment with us, with the council ultimately deciding that the candidate would not be a good pastoral fit.

Although waiting can be hard, a year is not a long time on average for a pastoral vacancy. In our synod, as in many synods across the Evangelical Lutheran Church in America, there is a shortage of pastoral candidates in relation to the number of congregations seeking a pastor. So if we are sometimes tempted to grow impatient, we can remember that we are sharing the experience of plenty of other congregations, both in our synod and in other parts of the ELCA.

Please continue to pray both for our congregation and for candidates looking for a pastoral call. We can depend upon the truth that the Holy Spirit is both very much alive in our ongoing life and ministry as a church, and moving to connect our church with our next pastor.

Please join me in thanking the other members of the call committee: Penny Algeo (who chaired the committee until October), Lisa Ellis, Reggie Johnson, Allie Mae Knight, Stephen Korvah, and Nancy Moore, as well as Joshua Bernardt, who served on the committee until October.

Respectfully submitted,

John Hoffmeyer, Chair

COUNCIL PRESIDENT'S REPORT

I want to thank you, as a congregation, for your support this past year as I have served as your Church Council President. We as a congregation have been without a settled pastor for over a year. Thanks to Pastor Jeff Ziegler for journeying with us as our Transitional Specialist and then Resource Specialist. Thanks to so many in this congregation for stepping up and filling in gaps this year which has enabled our congregation to continue to live out our call to serve God in all we do within our building and in this community. We can truly say we are thriving in the heart of Upper Darby and serve as a location for spiritual direction, basic human needs such as food and as a service center. We are truly an unusual congregation that chooses to embrace the homeless people who regularly sleep in our entry way – often causing issues – yet they are welcomed. This congregation is called to embrace all who choose to join us whether officially as members or people who choose to affiliate with Christ Lutheran Community Church, whether people attend in person or on Zoom, the Word is preached, sacraments offered, God's Good News is shared and people are commissioned to serve our neighbors. We are a congregation who says: "We welcome all," and in actuality we do WELCOME ALL!

Church Council

I want to thank the members of the Church Council for their exceptional work this past year. They are a dedicated group of people, willing to go the extra mile and always open to what God is advising us, as the faithful servants to do. I especially want to acknowledge the two council members who are leaving this year as they have served two consecutive terms: Tom Algeo and Stephen Korvah.

Transition

Thanks to Pastor Jeff for working with the Transition Team as we started our work prior to Pastor Steve's retirement and we completed our work in February 2022. This was done in record time. Members of the Transition team were: Pastor Jeff, Marjorie Harding, Angie Williams, Ryan Savitz, Paul Forberger, Cynthia Moultrie, Kafi Hakim and Susan Pursch. Their work on the Mission Site Profile was tedious work which then is uploaded to the ELCA website and available for those who might be interested in being our next pastor.

Call Committee

Once the Transitional documents were completed a Call Committee was appointed by the Church Council. Members of this Call Committee are: Penny Algeo (initial Chairperson), John Hoffmeyer, Reggie Johnson, Nancy Moore, Josh Bernhardt, Stephen Korvah and Lisa Ellis. This group worked with the Dean of our Conference, Pastor Jenn Casey, and surfaced a potential candidate. After much discernment on the part of the Call Committee a name was recommended to the Church Council. After much discernment on the part of the Church Council, the potential candidate was not put forward to the congregation. At this point the Call Committee was reconstituted with John Hoffmeyer as the chairperson and Allie Mae Knight as a member. This is the group going forward that will do the initial work screening recommended candidates followed by a recommendation to the Church Council. Please continue to pray for this group of faithful servants.

Procedures Accomplished

This year was filled with getting a number of documents/agreements in order.

- Formalizing the congregation's relationship and oversight of the English as a Second Language program picked up after the closing of UDCOC.
- Rental Agreements- a document to be used as members, and non members want to utilize our building space.
- Personnel Policies /Procedures and Job Descriptions: for our staff and the safety of the congregation. Thanks to Pastor Jeff, Ryan Savitz and John Moore for their work on this. This is not completed as of now, but is close to being completed.
- Renewed the contract the congregation has with New Maranatha Seventh Day Adventist Church that uses our building for worship every Saturday and at other times. Developed a relationship with Sunrise, an Out of school program and summer camp.
- Signed a contract with Sunrise to rent the former UDCOC Office on the second floor.
- The Council has authorized exploratory consideration of holding a Spanish worship service every other month or quarterly mainly for our ESL students and other Spanish speakers in the community. Three individual Lutheran clergy are willing to serve in this capacity.

Other Areas I Worked On:

- * Secured a Zoom Bible Study leader for Lent – Rev. Brian McClinton
- * Served on the Finance Committee
- * Oversaw congregational logistics related to Rich Stewart’s funeral. I made the pall from fabric I have received in Tanzania.
- * Secured supply preachers/presiders for 9 months – Including Pastor Marysol Diaz from Puerto Rico and Bishop Stephen and Rev. Dr. Anneth Munga who preached from Tanzania
- * Worked with Stewart Mahan to create and fund the new rug in our entry way
- * The Council is working on changing our name to Christ Lutheran Community Church
- * Served as Zoom Host for most of the 10:30 worship services
- * Volunteered for Movie Nights
- * Volunteered occasionally at the Food Closet
- * Met with the Mayor of Upper Darby- confirmed relationship with CLCC
- * Shepherded the congregational Constitution/By-Laws through the SEPA process for approval
- * Coordinated the weekly Staff meetings for a period of time, stepped in to support our staff
- * Worked with the Foundation for Delaware County as they funded our Food Ministries and the ESL program
- * Helped to complete the Into the Second Century Campaign
- * Worked with the Generosity Team for the Sunday Brunch, letter requests and pledge drive
- * Coordinated the Synod’s use of our building for the African Descent Lutheran Association service commemorating Jehu Jones
- * Secured candidates for Church Council, worked with the Nominating Committee
- * Serve as the congregation’s representative with the Collaborative made up of CLCC, Sunrise, Partners for Sacred Places and Loftyspot. Met with State Senator Tim Kearney and House Representative Mary Gay Scanlon for their support to bring Sunrise out of school programming to CLCC and the community. This effort will take a while to be realized. Funding will be needed to launch it. Our building will need to be licensed for providing such a program and the Collaborative will assist us in finding funds to bring our building to the standards for licensure and to run the program. CLCC would host the program and Sunrise will run it.
- * Wrote the Thanksgiving letter requesting funding from local businesses and individuals
- * Attended Synod Assembly as a delegate.
- * Worked with others to create a new logo for the congregation
- * Supervised ESL Director

Submitted by Susan Pursch
Church Council President

COUNCIL VICE PRESIDENT'S REPORT

Besides supporting our church, congregation and community across many ministries, I especially focused on the following:

Movie Night - In June, August and September we held outdoor movie nights on the front lawn, showing popular Disney movies. The digital projector and screen are owned by CLCC. We had a nice turnout from the local community, and quite a few children, but would like a higher turnout. Let's keep up publicity for this in the congregation and community. We will start up again in May/June.

Trust Fund Investments – As a member of the Finance Committee, I helped oversee our investments (mutual funds) held by the Trust Fund, for good and safe stewardship of church assets. The stock and bond markets were down in the last 12 months, but the long-term view is good, based on historical cycles.

Annual Stewardship Appeal - I chaired a working group to put out our annual appeal for congregation members and friends to pledge their expected amount for weekly offering. Pledging and giving your offering is essential for ensuring that our church community and ministries can continue our good works. Just as important, to reflect on Scriptures about leading a life of generosity and thankfulness, we organized Temple Talks and the Generosity Sunday Brunch – which was joyful and well attended.

Audio Visual System for Hybrid Worship experience – I'm on the team which runs the AV system, camera and sound to feed the hybrid live +zoom worship we've had in place for the past 2 years. Recently the sound components have not been performing well over zoom – we believe it is because the AV software is not compatible with the latest Microsoft Office upgrade. Our church secretary, Alice Kaplan, continues to work with our IT consultant on this.

Thankful and Prayerful - I am every day thankful for my church home, my church family, and our larger church community. Upper Darby is a special place, and we at CLCC are so fortunate to be here as a vibrant part of this community. Thanks be to God for everyone who contributes in large and small ways.

Respectfully submitted,

John Moore,
Congregation Council Vice President

FINANCIAL REPORTS

Christ Lutheran Community Church Balance Sheet as of December 31, 2022

ASSETS

Current Assets

Cash

1003	ESSA Checking - Operations	\$ 49,946.32
1004	ESSA Savings: ESL Operating Cash	40,066.94
1004	ESSA Savings: Kitchen Fund	3,962.45
1004	ESSA Savings: Bequest	9,130.00
1004	ESSA Savings: Del Co Grant: Food	11,949.78
1004	ESSA Savings: 2nd Century Fund	-
1010	ESSA-Debit Card	1,595.46

Total Cash

116,650.95

Loan Funds

1008	MIF Loan Draw Down	50.45
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Memorial Funds

1021	Thrivent - Myrtle Booker Fund	23,487.00
1024	Thrivent - Moore Fund	1,863.65
1025	Thrivent - Wodetsky Fund	5,388.96
1026	Thrivent - Jon Shaheen Fund	1,990.42

Total Memorial Funds

32,730.03

Trust Funds

1081	Vanguard Health/BioSci - Asset	
1083	Vanguard Balanced Index - Asset	
1084	Vanguard Wellington Fund	135,300.27
1085	Vanguard Healthcare ETF	71,061.12
1088	Thrivent Income - Kitchen Fund	-
1089	Thrivent Large Cap - Kitchen Fund	49,153.81
1090	Thrivent Diversified Income Fund	39,546.56

Total Trust Funds

295,061.76

Brokerage

1093	Vanguard Brokerage Account	194.56
1094	Stock Gifts Held - Apple	-

Total Brokerage

194.56

Accounts Receivable

1101	Outreach Corporation	29,000.00
1102	Accounts Receivable	-

Total Accounts Receivable

29,000.00

TOTAL ASSETS

\$ 473,687.75

LIABILITIES, FUND PRINCIPAL & RESTRICTED FUNDS

Liabilities

2000 Accounts Payable \$3,647.93

Total Liabilities 3,647.93

Other Liabilities

2300 Accrued Expenses -

2200 Unearned Revenue - ESL & Food 11,949.78

2107 MIF Loan - 2nd Century -

Total Other Liabilities 11,949.78

Temporarily Restricted

2143 Pastor Mercy 605.95

3145 Other Temp Restricted -

Fund Principal

2991 Fund Principal 326,225.44

Excess Cash Received 131,258.65

457,484.09

TOTAL LIABILITIES, FUND PRINCIPAL, & RESTRICTED FUNDS

\$ 473,687.75

**Christ Lutheran Community Church
2023 Budget Proposal**

	Actual 2022	Budget 2022	Proposed 2023
Income			
5001 - Offering Envelopes	131,931.58	135,000.00	140,000.00
5003 - Loose Plate	3,988.88	1,800.00	4,000.00
5005 - General Memorials	14,461.17		
5020 - Food Ministries	24,514.22	2,750.00	12,000.00
5047 - Donations Through Thrivent	833.00	1,000.00	1,000.00
5050 - Synod Benevolence Gifts	1,852.00	3,800.00	3,800.00
5130 - Facilities Use	26,430.75	13,000.00	40,240.00
5133 - Parking Lot	3,500.00	4,000.00	4,000.00
5134 - Outreach Rent		-	-
5140 - Other Income	165.00		
5142 - Interest Income	0.21		
Non-Budget Items	2,672.77		
5145 - Trust Fund Transfers	0.00	41,822.99	41,292.67
Total Income	210,349.58	203,172.99	246,332.67
Expense			
<u>Benevolence</u>			
6001 - Synod Benevolence	3,800.00	3,800.00	3,800.00
Total Benevolence	3,800.00	3,800.00	3,800.00
<u>Ministry and Programs</u>			
6101 - Music Ministry	259.86	850.00	850.00
6102 - Worship Resources	961.27	1,300.00	1,300.00
6104 - Social Ministry	108.92	500.00	500.00
6106 - Food Ministry	12,084.24	2,750.00	12,000.00
6108 - Parish Life	3,360.98	800.00	800.00
Total Ministry and Programs	16,775.27	6,200.00	15,450.00
<u>Administration</u>			
6201 - Property Maintenance	15,870.02	24,675.00	20,000.00
6202 - Organ & Piano	645.00	400.00	670.00
6203 - PECO-Electric	3,587.64	5,000.00	5,000.00
6204 - PECO-Gas (40236-00707)	582.19	800.00	800.00
6205 - Water	1,042.47	1,300.00	1,300.00
6206 - Insurance	11,306.25	11,000.00	11,500.00
6207 - Office Supplies	1,622.01	2,100.00	2,400.00
6208 - Custodial Supplies	2,082.87	1,500.00	2,300.00
6209 - Envelopes for Offerings	750.63	500.00	750.00
6210 - Postage	960.00	1,200.00	1,200.00
6211 - Telephone/Internet	4,397.46	3,000.00	4,000.00
6212 - Copier	4,177.86	4,500.00	4,500.00
6214 - PECO Gas (40298-01104)	6,359.90	6,000.00	7,000.00
6215 Heating Oil	0.00	1,000.00	-
6216 - Bank Fees	525.38	500.00	500.00
6231 - Technical Support	3,179.79	3,000.00	3,500.00

**Christ Lutheran Community Church
2023 Budget Proposal**

	Actual 2022	Budget 2022	Proposed 2023
6236 - Inspection/License Fees	290.00	600.00	600.00
6240 - Other Admin	0.00	-	-
Total Administration	57,379.47	67,075.00	66,020.00
Church Staff & Contractors			
6301 - Pastor's Salary	0.00	35,000.00	47,000
6302 - Organist	9,282.00	10,126.05	10,126.05
6303 - Office Manager	22,253.89	15,000.00	21,096.66
6304 - Sexton	11,689.77	12,000.00	12,000.00
6305 - Communications Coordinator	6,500.00	6,500.00	6,500.00
6308 - Bookkeeper	6,500.00	6,000.00	6,000.00
Handyman	870.00		15,600.00
6312 - Temporary Help	21,018.01	8,300.00	4,800.00
6313 - Choral Directors	0.00	1,200.00	1,200.00
Total Church Staff & Contractors	78,093.67	94,126.05	124,322.71
Staff Support			
6402 - Pastor Auto	105.89	600.00	600.00
6403 - Pastor Pension	0.00	4,521.30	6,071.46
6404 - Pastor Insurance	0.00	10,800.00	14,400.00
6405 - Pastor Social Security	0.00	2,677.50	3,595.50
6407 Continuing Ed	0.00	1,000.00	1,000.00
6408 - FICA	3,392.88	4,523.14	4,573.00
6410 - Official Meetings	480.00	2,000.00	2,000.00
6412 - Supply Pastor	13,250.00	5,850.00	4,500.00
6413 - Pastor Housing	0.00		
Total Staff Support	17,228.77	31,971.94	36,739.96
Total Expense	173,277.18	203,172.99	246,332.67
Net Income	37,072.40	-	-
2022 CLC BUDGET SUMMARY			
	Preliminary 2022	Budget 2022	Proposed 2023
Total Income	210,349.58	203,172.99	246,332.67
Total Benevolence	3,800.00	3,800.00	3,800.00
Total Ministry and Programs	16,775.27	6,200.00	15,450.00
Total Administration	57,379.47	67,075.00	66,020.00
Total Church Staff & Contractors	78,093.67	94,126.05	124,322.71
Total Staff Support	17,228.77	31,971.94	36,739.96
Total Expense	173,277.18	203,172.99	246,332.67
Net Income	37,072.40	0.00	0.00

BUILDING REPORT

1. Fire Inspection Completed
2. Kitchen Renovation Design Priced Out
3. Mats Placed On Stairs
4. Shelves In Food Closet
5. Working On Outside Cameras
6. Heat Is All Gas Now, No Oil
7. Had Heater Checked
8. Moved Items Off Stage To 3rd Floor And Food Closet
9. Pricing New Mat For Outside Entrance/ Replaced
10. Purchased New Artwork For Church And New Table For Ladies Room
11. Have 3 New Freezer For Food Closet (2 Down Stairs 1 Up On Stage}
12. Did Some Painting 2nd Floor Wood Work
13. Painted Booker Room Door And Steps
14. Installed More Fire Alarms In The Building
15. Installed More Lighting For Fire Inspection
16. Installed 2 Signs Out Front Curb Your Dog
17. Installed New Exit Sign One Remaining
18. Hung New Bulletin Board
19. Finished Painting Second Floor Office
20. Moved Goodwill Collection Box To Different Place On Parking Lot
21. Installed Floor Lock For Front Door
22. Repaired The Lift \$1,300.00
23. Fixed Light Switch In Booker Room
24. Repaired Window In Chapel
25. Installed Signs For No Dumping
26. Moved Recycle Bin
27. Replaced A Few Locks In Building
28. Fixed Handle Off Ritter Room Exit Door
29. Started Work On Lighting
30. Removed Trash On Parking Lot And Remaining Items In The Church No Longer Of Use
31. Girls From Sacred Heart Academy Volunteered And Were Able To Complete:
 - a. Paint The Fire Tower Off The Kitchen
 - b. Paint One Wall In Ritter Room
 - c. Paint 2 Small Walls In Wagner Hall
 - d. Paint Woodwork Around Windows To 3rd Floor
 - e. Shampoo Rugs In Gathering Place & Hallway

- f. Cleaned Window Woodwork In Ritter Room And Chapel
32. Transferred Items From UDCOC To Church For ESL, Food Ministry Clients And The Church
33. Worked With The Finance Committee On The Building Budget For 2023
34. Striped And Re Polished Slate Floors
35. Decorated For Christmas
36. Cleaned Up Parking Lot
37. Installed Plastic On Bathroom Windows
38. Started Removing Old Paint From Storage Room
39. Replaced Shelving Outside Food Closet
40. Clean 3rd Floor Front Room At Top Of Steps
41. Found A New Electrician
42. Hired Handyman
43. Replaced Batteries In Smoke Alarms

Tom Algeo

COMMUNICATIONS REPORT

The communications team is not responsible for leading worship, participating in Church Council decisions, or planning and implementing community outreach programs, but it is an important aspect of each of these.

In preparation for worship, the communications team works with the pastor and music director to gather the information such as the seasonal texts, the hymns, psalm, and scripture to be used on Sunday or in special worship services such as Holy Week and Christmas. This information is used to create a comprehensive bulletin which allows members of the congregation attending in person to follow the worship service. A leader's guide to worship is created which has more detailed information for individuals participating in leadership of worship. This includes the prompts for those individuals handling the zoom meeting portion of worship to ensure that those worshiping on line are integrated in the worship experience in the sanctuary. Although they are often not visible, the audio-visual team responsible for recording the worship is key to our ability to share worship with the greater community. After worship, the recording of the service is posted to YouTube enabling individuals to access and view the worship at any time. In addition, worship information is updated weekly on the website inviting others to join us in worship.

Our Church Council is engaged in many activities and decisions that are important to communicate to the congregation. The communication teams aides in the dissemination of this information through the announcements during worship, the weekly e-newsletter and

hard copy newsletters. If needed, surveys are created to gather information at the request of the Church Council.

Our church provides programs that minister to the needs of the community. The communications team assists by creating flyers to publicize these programs, setting up surveys and sign-up opportunities so that those wishing to help know how to do so and those in the community know how to access the programs.

The tools used for communication include the bulletin board at the church, electronic weekly newsletter, hard copy newsletters and the website. The weekly e-newsletter provides information about upcoming worship, Bible Study programs, food ministry programs, special programs like Movie Night and collaborative efforts with organizations in the community. Seasonal hardcopy newsletters and mailings are sent out to ensure that everyone has access to the information even if they do not have access to electronic communications.

A special acknowledgment is given to Susan Pursch, Cynthia Moultrie, Alice Kaplan, John Moore and Aaron Williams who assist with the zoom and technology on Sunday mornings, Penny Algeo who edits the weekly e-newsletter and Lisa Ellis who serves as a resource, especially with the website. The communications team is also grateful to members of the congregation and the leadership of this church for working with us to ensure that our church community is informed.

Respectfully,

Eunice Jadlocki

SHARING GOD'S LOVE

1. FOOD MINISTRIES

Food Closet

The Food Closet started a little over a year ago. This program was started to provide free food for people who are working and cannot access the various food banks because they are at work. The Closet is open the third Thursday of every month from 4-6:00 pm. No questions are asked other than do people have ID. They can shop from the supply that is on the shelves. Most of what is available comes to us for free from Philabundance*. We do purchase some items that Philabundance does not provide. This past year **501 families (1,795 family members)** utilized the Food Closet. We also offer an emergency food pantry which is available to anyone who comes to us in need of food.

Emergency Food Cupboard

As CLC has done for the past couple of decades, emergency food was available and given to anyone who was in the middle of a food crisis and needed food to tide them over until they could get to a food bank. Families with children, senior citizens, people who had recently become unemployed, are some of the people who came to our doors not knowing where

their next meal would come from. In the Pantry we have items that can be easily heated up and are nutritious. This program is available whenever people come to our doors and request food.

Senior Boxes

Senior Boxes (those 60 years or older) are distributed the first Wednesday of each month to older adults. They are distributed at 9:30 am. Any older adult can come and request a box which has shelf-stable food items to last a month. Each box contains approximately 30 pounds of canned and boxed food. This past year **840 people** received one of our Senior Boxes. The food in these boxes are provided to us free of charge from Philabundance.

Fresh For All

Every Friday morning for a few hours (except if the weather is really cold or super hot) in the church parking lot, Philabundance provides fresh produce free to anyone who wants it. The items change each week. The food items are all fresh and anyone can come and get fresh produce. Invariably the line is very long, but moves along quite quickly. This past year **6,577 people** received fresh produce.

Feast Incarnate Meals

Feast Incarnate is a year-round food outreach and hospitality ministry for the food insecure including those affected by HIV/AIDS. This program is run out of University Lutheran Church of the Incarnation. It is provided every Tuesday evening at 5:00 pm. Volunteers from across the region provide a cooked meal. Christ Lutheran Community Church provides the meal quarterly. This program is coordinated by Reggie Johnson. Volunteers are secured to assist with the preparation and delivery of the meal to University Lutheran Church. This past year our congregation provided meals to **405 people**.

Thanksgiving Ministry

Because of Covid, our tradition of providing Thanksgiving meals to the community was modified again this year. We did not do a sit-down dinner, but still distributed Thanksgiving baskets and hot meals.

- 160 Thanksgiving Dinner Baskets were given out to local families thanks to volunteers who helped with sign-ups, donating food and turkeys, and assembling and distributing baskets. 45 of the baskets, complete with turkeys, were donated to us by the youth soccer teams from Steel Sports.
- Volunteers cooked and served 250 Thanksgiving dinners, which were given out as Grab & Go meals on the lawn and delivered to shut-ins. Leftover meals were taken to 69th St. and distributed to the homeless.

You can see that food ministries at Christ Lutheran Community Church are a vital part of who we are as a congregation and remind our neighbors in the Upper Darby community that we are a service center, especially for those who need food. These programs continue to remind us that providing food for ourselves and our neighbors represents a core value for our congregation.

Thanks for your ongoing support.

Denise MacAllister, Tom Algeo and Alice Kaplan

*Philabundance was started in 1984. It is an innovative, impactful and collaborative non-profit organization distributing millions of pounds of food a year to those in need.

2. ENGLISH AS A SECOND LANGUAGE PROGRAM

Surprises can be wonderful, and surprises can be daunting. The adoption of UDCOC's English Language Program into the ministries of CLCC in 2022 was a wonderful (yet logical) surprise. After a trial period of July through December 2021 under Pastor Steve Keiser, CLCC decided that this ministry/service was a viable one for both the church and the Upper Darby community. As of January 1, 2022, CLCC officially brought the program into the church's ministry fold. With the support of the Church Council and congregation, and with the guidance of the Director, Melinda Swanson, and 4-5 fine teachers, the ministry has thrived this year.

ESL Program Enrollment Has Doubled - The number of students enrolled in our program has doubled during 2022, from a range of 50-70 to 100-140. I attribute this growth to many things: the increased influx of Hispanic immigrants into the Upper Darby community; the high quality of our administrative program, curriculum, and teaching staff; and the strong support of the CLCC community. We run 10-week programs (20 classes) 4 times a year, on Basic Beginner, High Beginner, Intermediate, Advanced, and Basic Literacy levels – usually 6 or 7 classes every session. Fiscally we have met our budget and are able at this time to offer a significant discount to students who decide to continue past their first course to higher levels of instruction in the program. This has helped increase our enrollment and is a cause for great thanksgiving.

CLCC Provides A Melting Pot - Every morning and evening of the week, our church doors open to provide English classes to people from many lands across four continents: Algeria, Bangladesh, Benin, Colombia, Congo, the Dominican Republic, Ecuador, Egypt, El Salvador, Guatemala, Guinea Conakry, Ethiopia, Haiti, Honduras, India, Indonesia, Ivory Coast, Liberia, Mali, Mexico, Morocco, Pakistan, Peru, Senegal, Sierra Leone, Sudan, Togo, Turkey, Venezuela, Vietnam. In our classes, students learn to respect and befriend people from all over the world – a small place where understanding and love for others who are “different” can emerge and be nurtured.

Our Community Is Served - Immigrants entering our community are not here for an academic exercise. They come seeking many things: job opportunities and money; escape from danger, poverty and corruption in their countries of origin; the opportunity for a better life for themselves and their children. Many of them leave their families behind in their home countries, enduring long separations to make these basic goals possible. They are courageous people, determined, and very vulnerable. They need to learn English in order to survive well in their new home. That's where we come in...!

Everyone Wins - Our ESL program has become a place where everyone wins. CLCC wins as it bravely offers this essential service to its community. The ESL staff win as it does its work with excellence and love for the students. The students themselves win as they acquire the ability to find jobs, housing, friends, respect, and their place in our community. Ultimately, and gladly, our ESL program plays a part in the win for the Kingdom of God – CLCC is a place where people from the margins can find help, hope, solace, skills, confidence, and love.

I praise the Lord for his goodness in blessing this program, and all the ministries of CLCC, and I am personally grateful for your continuing confidence, prayers and support.

Respectfully submitted,
Melinda Swanson, Director

3. COLLABORATING WITH AND REACHING OUT TO THE COMMUNITY REPORT

Covid Vaccine Clinics

In January, February, and May, Christ Lutheran worked with the new Delaware County Department of Health and Puentes de Salud to hold 3 Covid Vaccination Clinics for underserved populations. Everyone was thrilled at the turnout – the first clinic vaccinated 150 people, 100 more than they'd hoped for!

Flu Shot Clinic

In October, we held our annual community flu shot clinic in partnership with Lankenau Hospital.

Toy Drive

We provided toys to families who needed help having something to give their children for Christmas. Thank you to Ron Grace for again collecting toys through a toy drive in his neighborhood.

Gifts to Fair Acres Residents

Members of the congregation provided Christmas gifts to seniors at Fair Acres Nursing Home.

Clothing Giveaways

Two free women's clothing giveaways were held in the chapel, providing clothing, accessories, and other necessities.

Respectfully,
Alice Kaplan

NOMINATING COMMITTEE REPORT

The Church Council has 6 positions to be elected:

3 people to serve their second and final two year term concluding in 2025

Nominated are:

Stewart Mahan
John Moore, Jr.
Ryan Savitz

3 people to serve their first two year term ending in 2025

Nominated are:

Lois Johnston
Sherrell Mickens
Carolyn Phipps
OTHERS nominated from the floor

Provided by John Moore and Stephen Korvah

THANKSGIVING AT THE RETIREMENT OF A DEBT

Leader:

Sisters and brothers: With joy and thanksgiving I announce to you the retirement of this congregation's debt for the Into the Second Century Campaign.

On this occasion we celebrate both the completion of a significant goal and the beginning of new ventures in faith. Let us give thanks for God's gifts and pray for God's continuing wisdom and guidance in the mission of Christ that we share.

Eternal God, you have brought us to a day of celebration in the life of this congregation.

You have accompanied us in times of excitement and discouragement; you have guided us in our visions and plans;

and you have given us the joy of working together for the sake of the gospel.

We rejoice in the completion of a task that was begun with trust in your promise, and we give thanks for all whose courage, energy, and resources have contributed to its fulfillment.

In the days ahead, use us and our gifts in new ways.

Send us forth renewed in the life of baptism,

so that we continue to live together as your faithful people,

carry out the ministry of word and sacrament,

proclaim Christ in word and deed,

serve all people in his name,

and strive for justice and peace in all the earth;

through the same Jesus Christ, our Savior and Lord,

who lives and reigns with you and the Holy Spirit, one God, now and forever.

Congregation: Amen.

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APPENDIX

Constitution of Christ Lutheran Church

***PREAMBLE**

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

Chapter 1. NAME AND INCORPORATION

- C1.01.** The name of this congregation shall be Christ Lutheran Church
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Christ Lutheran Church 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. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- *C3.03. 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.
- *C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.
- *C3.05. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

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, 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.
- c. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- d. Motivate its members to provide financial support for this congregation's ministry and the ministry of the other expressions of the Evangelical Lutheran Church in America.
- e. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- f. 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 Committees.]

***C4.05.** This congregation shall adopt and periodically review a mission statement which will provide specific direction for its programs.

***C4.06.** References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

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 this congregation. This 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 a minister of Word and Service;
- d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;

- e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
- f. approve the annual budget;
- g. acquire real and personal property by gift, devise, purchase, or other lawful means;
- h. hold title to and use its property for any and all activities consistent with its purpose;
- i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- j. elect its Congregation Council and require them to carry out their duties in accordance with the constitution, bylaws and continuing resolutions; and
- k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

***C5.04.** This congregation shall elect 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 this congregation and other qualifications shall be as prescribed in guidelines established by the Southeastern Pennsylvania Synod of the Evangelical 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 Southeastern 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 roster of Ministers of Word and Sacrament 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. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
- d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in this 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 is 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, or in accordance with provision 9.23 of the constitution and bylaws of the Evangelical Lutheran Church in America.
- d. The Southeastern Pennsylvania Synod takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to S13.24 of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
- e. 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 intent to terminate its relationship must be adopted at two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time this congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the first meeting.
- b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to voting members of this congregation.
- c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified in paragraph b. above.
- d. If this congregation, after such consultation, is still considering termination of its relationship with this church, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the second meeting shall be sent to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the second meeting.
- e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the second special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to the voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting members present at the second meeting, the relationship between the congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g. below.
- f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another Lutheran denomination, this congregation shall be deemed an

independent or non-Lutheran church, in which case *C7.04. shall apply.

- g. This congregation shall abide by these covenants by and among the three expressions of this church:
 - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
 - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to receive synod approval before terminating their membership in this church.
 - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- h. If this congregation fails to achieve the required two-thirds vote of voting members present this congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds vote of voting members present at this congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05. and may begin no sooner than six months after the meeting at which the two-thirds vote was not achieved.

***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 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 taken.

***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 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 Southeastern 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 or pursuant to 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.

***C7.03.** If a 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, provided the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Southeastern Pennsylvania Synod.

***C7.04.** If a 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 and have followed the process for termination of relationship in

*C6.05., 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 process established by the synod, 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. In neither case does title to this congregation's property transfer to the synod.

- *C7.05. Notwithstanding the provisions of *C7.02. and *C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:
- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
 - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Southeastern Pennsylvania Synod—reconvey and transfer all right, title, and interest in the property to the synod.

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 this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
 - d. Associate members are persons holding membership in other Lutheran or Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
 - e. Seasonal members are voting members of other congregations of this church who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved

seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:

- 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
- 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
- 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with this church;
- 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
- 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
- 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.

***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;
- c. disciplinary action in accordance with Chapter 20 of the constitution and bylaws of the Evangelical Lutheran Church in America; or
- d. removal from the roll due to inactivity in accordance with the provisions of this constitution and its 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. ROSTERED MINISTER

***C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds vote of voting 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 roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for this congregation by the synod 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 minister of Word and Sacrament shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care;
 - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 6) impart knowledge of this church and its wider ministry through available channels of effective communication;
 - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
 - 8) 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 pastor with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) relate to all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council;
 - 4) with the council, administer discipline;
 - 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the Southeastern Pennsylvania Synod; and
 - 6) encourage adherence to covenantal relationship with this church as expressed in the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

***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.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:

- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the pastor's death or, following consultation with the synod bishop, 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, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the pastor;
 - 5) suspension of the pastor through discipline for more than three months;
 - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or

- 2) 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 this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament with disability status. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to this congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, this congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

***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 this 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 rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.

***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.

***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, this 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 this 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 this 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 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 this 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 call or approval of a request for change in roster status.
- C9.15.** Under special circumstances, subject to the approval of the synod bishop and the concurrence of this congregation, a minister of Word and Sacrament 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 this congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.
- *C9.21.** Authority to call a deacon shall be in this congregation by at least a two-thirds vote of voting 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.
- *C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synod bishop may be called as a deacon of this congregation.
- *C9.23.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
- a. Be rooted in the Word of God, for proclamation and service;

- b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
- c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
- d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
- e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
- f. Practice stewardship that respects God's gift of time, talents, and resources;
- g. Be grounded in a gathered community for ongoing diaconal formation;
- h. Share knowledge of this church and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
- i. Identify and encourage qualified persons to prepare for ministry of the gospel.

***C9.24.** The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.

***C9.25.** The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:

- a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod bishop, 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 deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the deacon;
 - 5) suspension of the deacon through discipline for more than three months;
 - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) 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 this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the

committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.

- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

***C9.26.** This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon 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.

***C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

***C9.28.** With the approval of the bishop of the synod, this congregation may depart from *C9.25.a. and call a deacon 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 deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.25.a.

***C9.29.** The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.

***C9.31.** The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10. CONGREGATION MEETING

- C10.01.** This congregation shall have at least one regular meeting per year. The regular meeting(s) of the congregation shall be held at the time(s) specified in the bylaws. Consistent with the laws of the State of Pennsylvania, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.
- C10.01.01** The following shall constitute the Order of Business at regular Council meetings.
- Devotions
 - Roll Call
 - Reading of minutes
 - Reports of officers of committees and of the Pastor
 - Unfinished Business
 - New Business
 - Adjournment with prayer
- C10.01.02** The Congregation shall meet annually during the month of January.
- C10.01.03** At the January meeting, the pastor, the treasurer, and the officers of the various organizations within the congregation shall submit reports in writing.
- C10.01.04** At the January meeting, the Church Council shall present the budget for the current year for approval.
- C10.01.05** Each item of the new business to be presented to either of the annual Congregation Meetings shall be submitted to the secretary of the Church Council in the form of a motion at least three weeks before the meeting. The Congregation shall receive a list of all such motions in accordance with the required notice set forth in the constitution (C10.03). No other new business may be considered at the annual meetings except after the adoption of a specific motion approving its consideration.
- C10.01.06** The President or the Pastor shall preside at all meetings of the Congregation. In the absence of either of the above persons, the Vice President of the Church council shall preside.
- C10.01.07** At all Congregation meetings a majority of the votes cast shall be necessary for an election or for a decision on the subject under consideration, provided this stipulation does not conflict with other special reference in the constitution or bylaws pertaining to methods of voting.
- C10.01.08** One nominee shall be presented for each Council vacancy to be filled. Additional nominations may be made from the floor of the Congregation Meeting. A majority of the votes cast shall be necessary for election.
- C10.01.09** All contested elections of laypersons to the Council shall be by written ballot and the result recorded in full by the secretary.
- 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 this congregation upon the written request of 20 percent of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synod bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.

- C10.02.01** The Council shall meet regularly on the day of the month stated in the appropriate continuing resolution. Special meetings may be called by the Pastor. Special meetings shall be called if requested in writing by six members of the Council.
- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.
- C10.04** 12 % of Voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by this 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.
- C10.08.** This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication. To the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 11. OFFICERS

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer.
- a. Duties of the officers shall be specified in the bylaws.
 - b. The officers shall be voting members of this congregation.
 - c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
 - d. If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. 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 this congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected
- C11.03.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

Chapter 12. CONGREGATION COUNCIL

- C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation and not more than 10 members of this congregation with at least one of whom shall be a youth or young adult. Any voting member of this 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 state in which this congregation is incorporated, this 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 by written ballot to serve for two years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.
- C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.
- C12.04.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:
- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
 - b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
 - c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - d. To maintain supportive relationships with the rostered minister(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 support of 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.
 - f. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
 - g. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- C12.05.** The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregation Council shall be the directors of this congregation, and as such shall be responsible for maintaining and protecting its property and 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 State 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 this congregation.
 - c. The Congregation Council may enter into contracts of up to an amount equal to

fifteen percent of the annual budget for items not included in the budget.

- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than fifteen percent of the annual budget *only* after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in collaboration 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 mission support monies to the synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

C12.07. The Congregation Council shall provide for an annual review of the membership roster.

C12.08. The Congregation Council shall be responsible for the employment and supervision of the staff of this congregation. Nothing in this provision shall be deemed to affect this congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.

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.

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 synod bishop.

C12.12. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference and, to the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 13. CONGREGATION COMMITTEES

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

C13.02. Each year a **Nominating Committee** of 3 voting members of this congregation, two of whom, if possible, shall 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 re-election.

- C13.03.** 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 shall be three years, with one member elected each year. Members shall be eligible for reelection.
- C13.04.** A **Mutual Ministry Committee(s)** (in the absence of a Mutual Ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the rostered minister. Term of office shall be two years, with three members to be appointed each successive year.
- C13.05.** When a vacancy occurs in a position for which this congregation calls a rostered minister, a **Call Committee** of six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called-rostered minister.
- 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.
- C13.08.** The pastor of this congregation shall be *ex officio* a member of all committees and boards of this congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of this congregation, except the Nominating Committee.

Chapter 14. ORGANIZATIONS WITHIN THIS 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.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of this congregation, or willful and repeated harassment or defamation of member(s) of this congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.

- *C15.02.** The process for discipline of a member of this 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 the counseling, censure, and admonitions pursuant to *C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.
- *C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.
- *C15.04.** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C15.05.** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
- a. suspension from the privileges of congregation membership for a designated period of time;
 - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - c. termination of membership in this congregation; or
 - d. termination of membership in this congregation and exclusion from the church property and from all congregation activities.
- *C15.06.** The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
- *C15.07.** No member of this congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.
- *C15.10. Adjudication**

- *C15.11.** When there is disagreement between or among factions within this congregation on a substantive issue which cannot be resolved by the parties, members of this congregation may petition the synod bishop for consultation after informing the president of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the Council deems necessary. The Synod Council's decision shall be final.

Chapter 16. - AMENDMENTS

- *C16.01.** Unless provision *C16.04. 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 five 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 this congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C16.02.** An amendment to this constitution, proposed under *C16.01., shall:
- a. be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting;
 - b. be ratified without change at the next regular meeting of this congregation held pursuant to C10.01. by a two-thirds vote of those voting members present and voting; and
 - c. have the effective date included in the resolution² and noted in the constitution.
- *C16.03.** Any amendments to this constitution that result from the processes provided in *C16.01. and *C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify this congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
- *C16.04.** 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. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of this congregation without presentation at a prior meeting of this congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to this 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 at least two (2) voting members of this congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

² Such an effective date must be stated in relation to the requirements of *C16.03. to allow time for synodical review of the amendment.

Chapter 17. BYLAWS

- *C17.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C17.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
- *C17.03. Changes to the bylaws may be proposed by any voting member provided, 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. The Congregation Council shall notify this congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means as permitted by state law.
- *C17.04. Adopted or amended bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 18. - CONTINUING RESOLUTIONS

- *C18.01. This 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 this congregation or a two-thirds vote of all voting members of the Congregation Council.
- *C18.03. Adopted or amended continuing resolutions shall be sent by the secretary of this congregation to the synod.

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.

**BYLAWS TO THE CONSTITUTION
OF
CHRIST LUTHERAN COMMUNITY CHURCH
Upper Darby, Pennsylvania**

Adopted January __, 2023

OF CONGREGATION MEETINGS

- C10.01.01 The Congregation shall meet annually during the months of January and November at times determined by the Church Council.
- C10.01.02 At the January meeting, the pastor, the treasurer, and the officers of the various organizations

within the congregation shall submit reports in writing.

- C12.05.01 At the November meeting, the Church Council shall present the budget for the coming year for approval.
- C10.01.03 Each item of the new business to be presented to either of the annual Congregation Meetings shall be submitted to the secretary of the Church Council in the form of a motion at least three weeks before the meeting. The Congregation shall receive a list of all such motions in accordance with the required notice set forth in the constitution (C10.03). No other new business may be considered at the annual meetings except after the adoption of a specific motion approving its consideration.
- C10.01.04 The President or the Pastor shall preside at all meetings of the Congregation. In the absence of either of the above persons, the Vice President of the Church council shall preside.
- C10.01.05 At all Congregation meetings a majority of the votes cast shall be necessary for an election or for a decision on the subject under consideration, provided this stipulation does not conflict with other special reference in the constitution or bylaws pertaining to methods of voting.
- C10.01.06 One nominee shall be presented for each Council vacancy to be filled. Additional nominations may be made from the floor of the Congregation Meeting. A majority of the votes cast shall be necessary for election.
- C10.01.07 All contested elections of laypersons to the Council shall be by written ballot and the result recorded in full by the secretary.

OF THE CONGREGATION COUNCIL

- C10.01.08 The Council shall meet regularly on the day of the month stated in the appropriate Continuing Resolution. Special meetings may be called by the Pastor. Special meetings shall be called if requested in writing by six members of the Council.
- C10.01.09 The following shall constitute the Order of Business at regular Council meetings.
- Devotions
 - Roll Call
 - Reading of minutes
 - Reports of officers of committees and of the Pastor
 - Unfinished Business
 - New Business
 - Adjournment with prayer
- C9.12.01 A Sunday School Superintendent shall be appointed by the Pastor and shall serve as long as is mutually agreeable.

Christ Lutheran Church – Upper Darby, PA
Congregation Council