

**Shepherd of the Hills Lutheran Church, LLC.
16150 E El Lago Blvd, Fountain Hills, AZ**

Constitution † Bylaws † Glossary



PREAMBLE

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

In the name of
the Father,
the Son,
and the Holy Spirit.

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Instructions: *Brackets [] are suggested readings for additional information*

Continuing Resolutions are archived in the church records.

SHEPHERD OF THE HILLS LUTHERAN CHURCH
16150 E El Lago Boulevard, Fountain Hills, Arizona
CONSTITUTION

Chapter 1.

NAME AND INCORPORATION

C1.01. The name of this congregation shall be **SHEPHERD OF THE HILLS LUTHERAN CHURCH.**

C1.02. For the purpose of this constitution and the accompanying bylaws, the congregation **SHEPHERD OF THE HILLS LUTHERAN CHURCH** is hereinafter designated as “this congregation.”

C1.03. This congregation shall be incorporated under the laws of the State of Arizona.

Chapter 2.

CONFESSION OF FAITH

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

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

- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God redeems His creation.
- b. The proclamation of God’s message to us as both Law and Gospel is the Word of God, 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, in faith and doctrine.

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.

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.

C2.08 This congregation believes that God wonderfully and immutably creates each person as male or female. [Gen.1:26,27]

C2.09 This congregation affirms that the Biblical definition of marriage is between a man and a woman in a single, exclusive union, as delineated in Scripture (Gen.2:22-24). We believe that marriage is between one man and one woman. Additionally, we believe that God has further identified the bounds of a Godly marriage through the scriptures. [1 Cor.7:2-5, Heb.13:4, Mat.19:4-5]

Chapter 3.

NATURE OF THE CHURCH

C3.01. All power in The Church belongs to our Lord Jesus Christ, its head.

a. All actions of this congregation are to be carried out under His rule and authority.

C3.02. 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.

C3.03. This church exists both as an inclusive fellowship and as a congregation gathered for worship and Christian mission.

Chapter 4.

STATEMENT OF PURPOSE

C4.01. 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, 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 ministries with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all;

- d. serve in response to God’s love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs;
- e. nurture its members in the Word of God to grow in faith, 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 given by the Spirit.

C4.02. 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 this congregation;
- d. teach the Word of God;
- e. witness to the reconciling Word of God in Christ, reaching out to all people;
- f. respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society;
- g. use its many blessings through faithful stewardship to promote its mission;
- h. motivate its members to participate in the mission of the church through their time and talents, and at the same time provide financial support for the congregation’s ministries;
- i. foster and participate in interdependent relationships with other congregations.

C4.03. This congregation shall adopt a mission statement to provide specific direction for its mission. This mission statement shall be reviewed and updated as deemed necessary every five (5) years or sooner.

Chapter 5. POWERS OF THIS CONGREGATION

C5.01. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this document. [Chapter10]

C5.02. The powers of this congregation are those necessary to fulfill its purpose. The congregation is authorized to:

- a. call a senior pastor;
 - 1. At a legally called and conducted congregation meeting, by a two thirds majority vote of voting members present, this congregation shall call a senior pastor that meets the requirements established in Chapter 9 and elsewhere in this document.
- b. terminate the call of a pastor as provided in this document; [Chapter 9]
- c. adopt amendments to the constitution, as provided in Chapter 16, and amendments to the bylaws, as specified in Chapter 17;
- d. approve the annual budget;
- e. acquire real and personal property by gift, devise, purchase, or other lawful means;
- f. hold title to and use its property for any and all activities consistent with its purpose;
- g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- h. elect its officers, Congregation Council, and specified committee members to carry out their duties in accordance with the constitution, bylaws and continuing resolutions. [Chapter 13]

C5.03. All authority not directly exercised by the congregation is delegated to the Congregation Council and any other designated organizational units.

Chapter 6.

AFFILIATIONS and ASSOCIATIONS

C6.01. This congregation shall remain affiliated with the Lutheran Congregations in Mission for Christ (LCMC) until such affiliation is dissolved by either party.

This congregation, in seeking additional means to fulfill its mission, may join other Christian affiliations based upon mutual accountability. Such an affiliation must be approved by a two thirds (2/3) majority vote at a legally called and conducted congregation meeting.

- a. A proposed affiliation must be presented to the congregation by the Congregation Council.
- b. The Congregation Council may present a proposal for affiliation on its own or it may come from a petition brought forth to the Council by twenty-five (25) or more members.
- c. Before a congregation vote is held, the congregation shall have a ninety (90)-day study/discussion period for due consideration.
- d. This congregation may terminate any affiliation by a two-thirds (2/3) majority vote of voting members present at a legally called and conducted congregation meeting.

C6.02. This congregation may enter into associations with other Christian organizations upon approval by a majority vote of the Congregation Council.

- a. A proposal for an association may be presented to the Congregation Council by any member of the congregation.

C6.03. This congregation shall provide for itself, the corporation, the means of indemnification regarding any affiliations or associations with other churches or organizations.

Chapter 7. PROPERTY OWNERSHIP

C7.01. This congregation, by holding title to the property located at 16150 E. El Lago Blvd., Fountain Hills, AZ 85268, has the authority to use and manage it, maintaining all legal requirements as it deems necessary to further its mission. [C12.06.a]

- a. Should this congregation determine to dissolve its existence, then its property shall be disposed of in a manner best suited to leave a legacy of why it existed.
- b. The disposition and transfer of property ownership shall be approved by a two-thirds (2/3) majority vote at a legally called and conducted congregation meeting, and affirmed by a two-thirds (2/3) majority vote at a second legally called meeting.
- c. The Congregation Council shall appoint a trustee to manage this congregation's affairs upon the dissolution of this organization. [BL3.02]

Chapter 8. MEMBERSHIP DEFINED [BL7.0]

C8.01. Members of this congregation shall be those baptized persons on the membership roll of this congregation at the time this constitution is adopted.

Members are those who are baptized and or confirmed within this congregation.

Members are those who are received thereafter and who have declared and maintained their membership in accordance with the provisions of this constitution and its bylaws.

Prospective members shall be received into membership of this congregation after attending a membership class conducted by the senior pastor or designee and by a declaration of being baptized in the name of the Triune God. [C9.02.a.7]

C8.02. Members shall be identified as follows:

- a. Voting Members:

1. shall be 18 years of age or older at the time of voting;

2. shall be in good standing with the congregation;
3. shall satisfy all requirements for membership set forth in the constitution, bylaws and continuing resolutions;
4. shall have the privilege of voice and vote at all congregation meetings;
5. may be eligible for nomination to officially elected positions of the church;
6. may have the privilege of membership on committees, boards and other groups, subject to stipulations of those bodies.

b. Associate Members: (Referred to as members throughout this document)

1. those individuals that hold membership in other Christian congregations but wish to retain such membership while participating in the life and mission of this congregation;
2. those who have all the privileges and duties of membership except voting rights at this congregation's meetings and eligibility for elected offices. [C11.01.b.] [BL.7.01.] [BL7.02.]

c. Inactive members no longer qualify as voting or associate members. [BL7.02.]

d. Non-Members are those previous members that have become non-responsive to one year of attempted restoration or left the membership roster for other reasons. [BL7.02.]

C8.03. 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 confessions of our faith in this document; [C2.]
- c. be supportive and active in the ministry life of this congregation.

C8.04. Membership in this congregation may be questioned or terminated by the Congregation Council as described in BL7. [C15]

Chapter 9. THE PASTOR

C9.01. This congregation shall have a senior pastor. If two pastors have been called to serve this congregation, one shall be designated as the senior pastor by this congregation.

- a. The privileges and responsibilities of each pastor shall be specified in the Letter of Call and any accompanying documents.

- b. Pastors other than the senior pastor shall be brought on staff through the employment contract process used for other ministry staff.
- c. Upon receipt and acceptance of the Letter of Call or employment contract, a pastor shall become a member of this congregation.

C9.02. Pastors shall ascribe to the beliefs of the Lutheran faith and doctrine.

- a. According to each ordained pastor's Letter of Call, or employment contract specified responsibilities, pastors within this congregation shall:
 - 1. preach the Word;
 - 2. administer the sacraments;
 - 3. conduct public worship;
 - 4. provide pastoral care;
 - 5. speak publicly to the world calling for justice and proclaiming God's love for the world;
 - 6. offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 7. receive into fellowship all new members; [C8.01.]
 - 8. install regular and specially elected members of the Congregation Council and specified committee members; [C12.02.a.] [C12.03.c.] [C13.02]
 - 9. administer discipline with the Congregation Council;
 - 10. oversee and delegate, as senior pastor, the supervision of this congregation's schools as circumstances warrant.
- b. Every pastor serving this congregation shall:
 - 1. strive to extend the Kingdom of God into the community, into the nation, and abroad in support of the mission of this congregation as proclaimed in its Mission Statement; [Matthew 28:16-20] [John 21:15 –17]
 - 2. seek out and encourage qualified persons to prepare for the ministry of the Gospel; [1 Timothy 4:12] [C12.04.i]
 - 3. impart knowledge of this church and its wider ministry through distribution of its periodicals, publications, and other media communications;
 - 4. pray for this congregation's leaders, members and mission of the church; [1 Timothy 2:1-2]

5. be diligent in the study of the Scriptures and show themselves approved as a workman of God. [2 Timothy 2:15] [1 Timothy 1:13-14]

C9.03. 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 or employment contract and governed and updated by the Congregation Council. [C5.02.a.1.]

The Senior Pastor shall provide supervisory leadership for all paid staff and contract positions of the congregation under the general oversight of the Congregation Council.

Specifications in the Letter of Call or employment contract shall not be in conflict with this constitution and bylaws.

C9.04. The pastoral call or employment contract of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, may be terminated for the following reasons:

- a. mutual agreement between the pastor and this congregation to terminate the call or the completion of a call for a specific term;
- b. resignation of the pastor which shall become effective, unless otherwise agreed, thirty (30) days after the date on which it was submitted;
- c. inability to conduct the pastoral office effectively within the congregation, without reflection on the competence or the moral and spiritual character of the pastor;
- d. the physical or mental incapacity of the pastor; (In such an event, competent medical testimony shall be obtained and presented to the Congregation Council in a closed confidential session.)
- e. failure to fulfill the pastoral professional standards as defined in the Constitution and Letter of Call in matters of false doctrine, immorality, or continued neglect of duty despite Congregation Council official discipline;
- f. the dissolution of the congregation;
- g. in the event a Congregation Council decision is required:
 1. Pursuant to sub-paragraphs c, d, or e, of C9.04, a closed hearing shall be held before the Congregation Council. Following said hearing, a majority decision of the council shall be required to recommend termination of a pastor.
 2. The senior pastor shall have the right to appeal the decision of the Congregation Council before this congregation. The findings of the Congregation Council will be placed before this congregation at a special meeting where the senior pastor shall have the right to be heard.

3. This congregation will vote on the termination of the senior pastor at this special meeting. Termination of a senior pastor requires a two-thirds (2/3) majority vote of the voting members present at a legally called and conducted special meeting.

C9.05. This congregation shall make satisfactory settlement of all financial obligations due to a former pastor.

C9.06. At a time of senior pastoral vacancy, an interim pastor or pastors shall be appointed by the Congregation Council.

C9.07. During the period of service, any interim senior pastor shall have the rights and duties in this congregation of a regularly called senior pastor. The interim senior pastor and any ordained pastor providing assistance to a Call Committee shall refrain from exerting influence in the selection of a pastor.

C9.08. The parochial records of this congregation shall be overseen by the senior pastor and shall remain the property of this congregation. [BL3.03]

Chapter 10. **CONGREGATION MEETINGS**

C10.01. This congregation shall hold annual, special and emergency congregation meetings as necessary to conduct its affairs. All congregation meetings shall be called and conducted legally according to this constitution and bylaws.

a. Official congregation meetings are those conducted at a specified time and location with a physically present quorum. Proper notification must be given to its members.

C10.02. Annual meetings of this congregation shall be held at a time specified in the bylaws. [BL4.01.a.]

C10.03. Special congregation meetings may be called as deemed necessary by the president, the senior pastor or the Congregation Council.

a. Voting members may request the president to call a special congregation meeting with a petition signed by twenty-five (25) or more voting members.

b. Special congregation meetings shall have a specified purpose. Its specified agenda and date to be held shall be announced together. No other business shall be transacted at the meeting.

C10.04. Emergency congregation meetings may be called by the president, the senior pastor or any two or more members of the Congregation Council.

a. An emergency meeting may be called because of a natural disaster, civil emergency or congregation concern of a critical nature to the operation of the church.

b. The meeting will be conducted by the most senior council member in attendance.

- c. The meeting will be conducted according to the constitution and bylaws. The agenda shall regard only the emergency.
- d. No specified time of notice shall be required to call an emergency meeting. A diligent effort shall be made to give as much notice as possible.
- e. A quorum must be present unless the emergency is so dire this is not possible to conduct the meeting and make its transactions official.
- f. All decisions regarding property, staff, finances, etc. at this emergency meeting must be ratified at a special congregation meeting within two (2) to three (3) weeks following the emergency meeting. [Robert's Rules of Order 10:54]

C10.05. Notice for annual and special congregation meetings shall be:

- a. given during the worship services on the two Sundays prior to the meeting, as well as on the Sunday of the meeting;
- b. given by written notice, including the agenda and names of nominees for elected positions, using the U.S. Postal Service or other electronic communication, and sent to the last known address of all voting and associate members, at least ten (10) calendar days in advance of the date of a congregation meeting; [BL4.01.f.]
- c. posted on all congregation media sources two weeks in advance of the specified date;
- d. the time when membership records of this congregation become static until the scheduled meeting is adjourned.

C10.06. Fifteen percent (15%) of the voting members shall constitute a quorum.

C10.07. Voting by proxy or by absentee ballot shall not be permitted.

C10.08. All actions approved by this congregation shall be by majority vote of those voting members present and voting at a legally called and conducted congregation meeting, except as otherwise provided in this constitution, bylaws, or by state law.

C10.09. *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all congregation meetings of this congregation. A parliamentarian shall be appointed by the Congregation Council and shall be the ruling authority at all congregation meetings concerning any parliamentary disputes.

Chapter 11. **CORPORATION OFFICERS**

C11.01. The Corporation Officers of this congregation shall be a President, Vice President, Recording Secretary, and Treasurer/Director of Finance.

- a. Corporation Officers shall be Executive Officers of the Congregation Council serving in like positions. [C12.01.a.]
- b. Eligibility of Corporation Officers are specified in Chapter 12. [C12.02.a.]
- c. This congregation shall elect its Corporation Officers by paper ballot during the annual congregation meeting. [C12.02.a.]
- d. Any two Corporation Officers shall sign any document required to be executed on behalf of the congregation.
- e. Corporation Officers will assume official responsibilities for their office upon installation on the first Sunday worship service, after their election.

C11.02. No Corporation Officer shall hold more than one office in the Corporation at a time.

Chapter 12. CONGREGATION COUNCIL

C12.01. The Congregation Council shall consist of the following voting member positions:

- a. Executive Officers: President, Vice President, Recording Secretary, Treasurer/Director of Finance [C11.01.c.] [Arizona Corporation Commission]
- b. The Senior Pastor
- c. Members at Large (these are other members of the Congregation Council) [BL1.01] [BL1.01.e.]
- d. The Congregation Council shall not exceed a total of nine (9) members.

C12.02. Congregation Council Eligibility:

- a. Corporation Officers and Members at Large must be a voting member in good standing. [C8.02.a.8.]
- b. Member eligibility to serve consecutive terms are set forth in the bylaws. [BL1.02.]
- c. Individuals that have served more than half of a term shall be considered to have served a full term.

C12.03. Congregation Council Elections:

All nominees eligible to fill the expiring terms of the Congregation Council shall be qualified by the Nominating Committee. [BL2.02.]

- a. Members of the Congregation Council, except the senior pastor, shall be elected at the annual or special congregation meeting by majority vote using paper ballots.
- b. Congregation Council members must be officially installed on the first Sunday worship service after their election in order to assume official responsibilities for their office and have voice and vote for their elected position.

C12.04. Congregation Council Vacancy / Replacements:

- a. A member's place on the Congregation Council shall be declared vacant if the member:
 - 1. ceases to be a voting member of this congregation;
 - 2. is not participating and repeatedly absent from Congregation Council meetings without cause;
 - 3. submits a signed resignation to the Congregation Council with an effective date;
 - 4. is disciplined according to C15.01. of this constitution; [15.01.]
 - 5. has a permanent address change not allowing them to attend on a regular basis.
- b. The Congregation Council shall inform the congregation when an elected position vacancy occurs and again when the vacancy is filled.
- c. All vacancy replacements on the Congregation Council will fill only the term remaining from the original election they are replacing. They may be eligible for election to a new term. [BL1.02.]
- d. Replacements for vacated positions must meet the requirements as stated in C12.02. [C12.02.]
- e. All replacements of elected officials shall be installed at the first Sunday worship service after their appointment before they can assume official responsibilities for their office.

C12.05. The Congregation Council shall have general oversight of the life and activities of this congregation and its worship life to the end that everything is done in accordance with the Word of God. The responsibilities of the Congregation Council shall include, but not be limited to, the following:

- a. lead this congregation in stating its mission, provide long-range planning, set goals and priorities, and evaluate its activities in light of its mission and goals;
- b. seek to involve all members of this congregation in worship, learning, witness, service, and support; [C4.02.]

- c. oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission; [C4.02.]
- d. develop an organization structure based on this constitution;
- e. maintain supportive relationships with the pastor(s) and staff and encourage the fulfillment of their calling or employment through ensuring evaluations and performance reviews occur; [C12.08] [C9.03]
- f. live as examples individually and corporately of the style of life and ministry expected of all baptized followers of Jesus Christ;
- g. promote a congregational climate of peace, welcoming and goodwill. When differences and conflicts arise endeavor to foster mutual understanding and achieve resolution;
- h. arrange for pastoral service during sickness or absence of a pastor if the pastor cannot arrange for the replacement; [C9.06.]
- i. encourage partnering with other Christian congregations in missions; [C6.01]
- j. encourage individuals that believe they are called into a Christian ministry of the Gospel; [C9.02.b.2]
- k. establish congregation communication systems to ensure that membership is made aware, as soon as possible, of important information that affects the congregation as a whole such as Congregation Council decisions, activities of the church, committee activities, etc.

C12.06. The Congregation Council shall see that the provisions of this constitution are adhered to in the dealings and transactions of this congregation.

- a. The Congregation Council shall be responsible for the financial and property matters of this congregation employing faithful Christian stewardship as the primary motivation for all decisions regarding this responsibility. [C4.02.g]
- b. The Congregation Council acting through the Corporation Officers shall comply with this congregation's obligations to the State of Arizona through the Corporation Commission and our Articles of Incorporation, by demonstrating responsibility for the protection of its property and the management of its business and fiscal affairs. [C11]
- c. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a two-thirds (2/3) majority vote of the voting members present at a legally called and conducted congregation meeting.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation.
- e. The Congregation Council shall supervise the expenditure of funds in accordance with the adopted budget.

- f. The Congregation Council may enter into contracts of up to five percent (5%) of total annual budgeted revenues for items or projects not included in the budget without approval of the congregation.
- g. The Congregation Council shall not incur, within one-year, non-budgeted expenses totaling more than ten percent (10%) of the total annual budgeted revenues, without prior approval by majority vote of this congregation at a legally called and conducted congregation meeting.
- h. The Congregation Council shall ensure that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations. [BL1.01.d.]
- i. The Congregation Council shall provide for the review or auditing of this congregation's financial affairs through either:
 - 1. An internal review following standard auditing practices will be conducted by the Finance Committee every two (2) years.
 - 2. In the event this congregation's budget exceeds three million dollars (\$3,000,000) in two consecutive calendar years, a Certified Public Accountant shall be hired by the Congregation Council to conduct an independent audit in accordance with GAAP (generally accepted accounting practices) for the two most recently completed calendar years and to issue an opinion there on. Such audits shall continue to be conducted every two years as long as this congregation's annual budget continues to exceed \$3,000,000.
- j. The Congregation Council shall be responsible for this congregation's investments and its total insurance program. [BL1.01.d.]
- k. The Congregation Council shall have the authority to appoint individuals to perform duties required of the Congregation Council. The duties and terms of appointment shall be specified in the Continuing Resolutions.

C12.07. The Congregation Council shall provide for an annual review of the congregation membership roster. A report shall be given at the annual congregation meeting regarding the membership numbers for the previous year, including the total membership, the number of members removed, and the number of members added. [BL3.03.c.] [BL4.01.c.]

C12.08. The Congregation Council is responsible for the hiring, terminating and ensuring proper supervision of all paid lay and contract staff of this congregation.

- a. The Congregation Council may delegate supervision of paid staff and contractors that allows it to maintain serviceable contact with each person.
- b. The Congregation Council will develop job descriptions for all paid staff and contract personnel.

- c. The Congregation Council will develop a compensation program and benefit package for all qualified paid staff and contract personnel.
- d. The Congregation Council will provide employment handbooks for all paid staff and contract personnel.
- e. The Congregation Council will develop a program for staff and contract personnel reviews.
- f. The Congregation Council is responsible for ensuring all state and federal employer regulations are met.
- g. The Congregation Council will keep all contracts current for contract personnel.

C12.09. The Congregation Council shall submit a comprehensive State of The Congregation Report to this congregation at the annual meeting.

C12.10. Congregation Council Meetings: Regular, Special, Emergency and Executive Session.

All Congregation Council meetings will have a quorum, consisting of at least five (5) council members in attendance. The Senior Pastor may be requested or may request to be absent after agreement on the agenda. The Council President or successor shall preside over each meeting. An agenda shall be established and followed for all meetings. Minutes will be recorded and archived.

a. **REGULAR MEETINGS:**

1. Regular meetings shall be held monthly. The meeting date, time and place shall be scheduled on the church calendar for congregation members' information. These meetings are open only to congregation members and invited guests of the Congregation Council.
2. Regular monthly meetings will have a specified time for congregation members to bring church-related matters of note to the attention of the council. Matters for discussion shall be forwarded to the council president two (2) weeks in advance of the meeting to be placed on the agenda.
3. Each meeting shall have an agenda prepared by the council president or designee. The agenda shall be sent to all council members in advance of the meeting.

b. **SPECIAL MEETINGS:**

1. Special meetings may be scheduled for council members only and invited guests. Special meetings of the Congregation Council may be called by the president or the senior pastor.
2. Special meetings of the Congregation Council may be requested of the president by at least half of the Council.

3. Notice of each special meeting shall be given to all council members. Notice of such meetings should be given seven (7) days in advance, if possible, with a twenty-four (24) hour minimum notification.

c. EMERGENCY MEETINGS:

1. Emergency meetings of the Congregation Council may be called by the president, the senior pastor or two or more members of the council.
2. An emergency meeting may be called because of a natural disaster, civil emergency or congregational concern of a critical nature. The meeting will be conducted by the most senior council member in attendance. The agenda shall pertain to the emergency only. A quorum (simple majority) must be present to conduct official business.

d. EXECUTIVE SESSION MEETINGS:

1. These are closed meetings, accessible only to the Congregation Council members and those invited individuals. [CR July, 2022]
2. Executive Session meetings of the Congregation Council may be called by the president, the senior pastor or two or more members of the council.

Chapter 13.

CONGREGATION COMMITTEES and MINISTRY TEAMS:

C13.01. This congregation and Congregation Council establishes committees and ministry teams to enable and involve congregation members in its mission and ministry. [BL1]

Each Standing Committee is established by the congregation to maintain ongoing effectiveness in accomplishing its missional call. Special Committees and Ministry teams are established (and dissolved) by the Congregational Council for specific needs.

Members of committees and ministry teams must be in good standing as congregation members and associate members.

The Senior Pastor and President of this congregation shall be ex-officio members of all committees and ministry teams except the Nominating and Call Committees. All committees may consult with the Senior Pastor and President.

C13.02. STANDING COMMITTEES:

Standing Committees are those committees:

- a. deemed necessary for this congregation to effectively accomplish its missional call;
- b. established by this congregation at a legally called and conducted meeting;
- c. that will report to this congregation or Congregation Council as described in the following committee descriptions.

C13.03. Committees of this congregation include:

a. Executive Committee:

The Executive Committee shall consist of the Corporation Officers of this congregation and the Senior Pastor. This committee shall be advisory to the Congregation Council and fulfill its duties as required by this document. [1Timothy 3] [C11] [C12.06.] [BL1.01.]

b. Nominating Committee:

The Nominating Committee shall find eligible candidates for Congregation Council (Corporation Officers) and Nominating Committee elected positions, according to Chapters 8, 11, 12 & 15 of this constitution. The Nominating Committee shall consist of six voting members in good standing of this congregation. They shall be elected at the annual meeting by paper ballot for a term of one year. This committee reports to the congregation in collaboration with the Congregation Council. [C5.02.h.] [C8.02.a.8.] [C11.01.c.] [BL2.01.] [BL2.02] [1Timothy 3]

c. Call Committee:

A Call Committee of at least six (6) members shall be recommended to the congregation by the Congregation Council when a senior pastoral vacancy occurs. Eligibility for membership on this committee requires a person to have been a member of this congregation for at least three (3) years. Members of the Call Committee shall be ratified by this congregation at a legally called and conducted congregation meeting. The Call Committee works with the Congregation Council to determine the pastoral needs of the congregation, identifies qualified candidates, and makes appropriate recommendations to the congregation. The call committee shall operate by the procedures and guidelines set forth in the Call Committee “Guidelines and Procedures”. Associate and assistant pastors will be chosen and hired as members of the staff according to C12.08. [BL2.03.]

d. Finance Committee:

The Finance Committee makes recommendations and supports the fiduciary responsibility of the Congregation Council and reports to the Council through the Treasurer. The Finance Committee shall be selected and approved by the Congregation Council. [BL2.04.]

e. Mission Committee:

The Mission Committee exists to facilitate this congregation's mission outreach locally, nationally and globally. The Mission Committee will annually review this congregation's support of the missions, assess new grant requests, and make appropriate recommendations to the Congregation Council. This committee reports to the Congregation Council through a Council Member at Large.

f. Columbarium Committee:

The Columbarium Committee is charged with the perpetual care of the garden area and the fulfillment of legal requirements and record keeping for cremains stored in the niches. They make recommendations to the Congregation Council for alterations and future plans. This committee reports to the Congregation Council through a Council

Member at Large.

g. Memorial Committee:

The Memorial Committee shall oversee the establishment of all memorials and the disbursement of funds related to these memorials. The method of operation has been established by the congregation council in a policy and procedure document. This committee reports to the Congregation Council through a Council Member at Large.

C13.04. MINISTRY AND SPECIAL TEAMS:

These teams may be established by the Congregation Council to carry on various activities, tasks and duties of this congregation.

Ministries and Special Teams shall report to the Congregation Council either directly, through a council member, or as specified in a Continuing Resolution.

The purpose, duties and term for each Ministry or Special Team shall be specified in the Continuing Resolution.

Chapter 14.

ORGANIZATIONS / SPECIAL INTEREST GROUPS

C14.01. All organizations established within this congregation shall be approved by the Congregation Council and exist to fulfill the mission and ministry of this congregation. As outgrowths and expressions of this congregation's life, these organizations are subject to the oversight and direction of the Congregation Council. All organizations shall provide reports of their membership, work, and finances to the Congregation at the Annual Meeting.

C14.02. Special interest groups/organizations not established within this congregation must obtain authorization from the Congregation Council to affiliate with this congregation and/or to use the church's facilities.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

C15.01. This congregation will exercise loving discipline of its members to restore from sin any member acting inappropriately.

- a. Discipline will be appropriate for open denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent disruptive behavior.
- b. This restorative process shall be based upon biblical principles which endeavors to unite the Church family under the authority of the Word of God, honoring the Lordship of Christ, inspiring new levels of spiritual growth, and strengthening the testimony of the Church to the world.

- c. The process for disciplinary action is established by the Congregation Council as a policy and procedure following Matthew 18:15-17. [Policy and Procedure for Discipline/Mediation]

Chapter 16. **AMENDMENTS**

C16.01. Amendments shall be made to this constitution in the following manner:

- a. Amendments shall be proposed by at least one-third (1/3) of the voting members of the congregation or by majority vote of the Congregation Council.
- b. Proposed amendments must be filed in writing to the Congregation Council for formal consideration by this congregation at a congregation meeting scheduled within 60 days of receipt of the proposal.
- c. The Congregation Council shall notify the congregation's members by USPS or electronic mail of the proposed amendment together with the council's recommendations at least thirty (30) days in advance of the scheduled meeting.

C16.02. A constitutional amendment proposed under C16.01. shall become official if adopted by a two-thirds (2/3) vote at a legally called and conducted congregation meeting.

- a. Failure to adopt the original amendment proposal or the Council's recommendation as written will require a new proposal to be considered at a new meeting scheduled in accordance with C16.01.

Chapter 17. **BYLAWS**

C17.01. This congregation shall adopt bylaws. Bylaws may not conflict with any part this constitution.

- a. Bylaws and changes to bylaws must be proposed by at least one-third (1/3) of voting members of the congregation or by majority vote of the Congregation Council.
- b. Proposed bylaws or changes to the bylaws must be filed in writing to the Congregation Council for formal consideration by this congregation at a congregation meeting scheduled within sixty (60) days of receipt of the proposal.
- c. The Congregation Council shall notify the congregation's members by electronic or USPS mail of the proposed bylaw or bylaw change, together with the council's recommendations at least thirty (30) days in advance of the scheduled meeting.
- d. Bylaws may be adopted or amended at any legally called and conducted congregation meeting and become official by a majority vote of those voting members present and voting.

Chapter 18.
CONTINUING RESOLUTIONS

C18.01. Continuing resolutions provide approved policies or procedures for specific purposes which stand as ongoing authority until their expiration, revision, or cancellation.

- a. Such continuing resolutions shall not conflict with the constitution or bylaws of this congregation.
- b. Continuing resolutions may be made by the congregation by majority vote, at a legally called and conducted congregation meeting, or by the Congregation Council.

Chapter 19.
CORPORATION

C19.01. This congregation shall be incorporated under the laws of the State of Arizona and comply with all state laws unless they conflict with this constitution and bylaws. [C1.03.]

- a. Consistent with the provisions of the laws under which this congregation is incorporated, this congregation shall provide directors and officers liability insurance and indemnification for a defense, including indemnification for defense counsel fees and costs, for each person who, by reason of the fact that such person is or was a Congregation Council member, pastor, 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 providing such person is not charged with and convicted of such an offense under the laws of the United States or the State of Arizona. This indemnification is not to run to the benefit of any insurance carrier or third party that is required by contract or law to furnish such defense or indemnification to any of the above persons.

(HERE ENDS THE CONSTITUTION FOR SHEPHERD OF THE HILLS LUTHERAN CHURCH)

SHEPHERD OF THE HILLS LUTHERAN CHURCH
Fountain Hills, Arizona
BYLAWS

BL Chapter 1

DUTIES AND TERMS OF OFFICE FOR CONGREGATION COUNCIL

BL1.01. The Executive Officers of this Congregation Council shall be a President, Vice President, Recording Secretary, and Treasurer/Director of Finance.

There shall be at least three (3) Members at Large. [C12.01.c]

- a. The President shall preside at meetings of the Congregation Council and of congregation meetings.
- b. The Vice President shall preside at the meetings when the President is absent. In the absence of both the President and the Vice President, the Recording Secretary shall preside. If all three other officers are absent the Treasurer/Director of Finance shall preside.
- c. The Recording Secretary shall record the minutes of the Congregation Council and of the congregation meetings. The minutes shall be provided to the Congregation Council and the congregation and placed into the permanent record files.
- d. The Treasurer/Director of Finance shall maintain financial records of the church, prepare annual budgets, and report monthly on the totals of actual versus budget, and other financial matters of this congregation as deemed necessary to fulfill the fiduciary responsibilities of the office.
- e. The Congregation Council Members at Large shall act as a liaison to specified groups. They shall provide communication and support for these groups, as well as sustaining the Congregation Council objectives. Other responsibilities of the Council Members at Large shall be specified in the bylaws and/or continuing resolutions.

BL1.02. As set forth in C12.02.b of the constitution, the terms of office shall be as follows:

- a. The term of the Congregation President shall be one year from installation after the annual meeting. The Congregation President may have the option of being nominated for three (3) consecutive one-year terms.
- b. The term of the congregation Vice President shall be one year from installation after the annual meeting. The congregation Vice President may have the option of being nominated for three (3) consecutive one-year terms.

- c. The term of the congregation Recording Secretary shall be one year from installation after the annual meeting. The congregation Recording Secretary may have the option of being nominated for up to three (3) consecutive one-year terms.
- d. The term of the congregation Treasurer/Director of Finance shall be one year from installation after the annual meeting. The congregation Treasurer/Director of Finance may have the option of being nominated for up to three (3) consecutive one-year terms.
- e. The terms of Council Members at Large shall be two (2) years. The Council Members at Large shall have the option of being reelected for a second two-year term. No Council Member at Large may serve three consecutive two-year terms. The duties of the Council Members at Large shall be described in the Continuing Resolutions.
- f. Congregation Council will establish rotation cycles of council membership that provides for continuity and avoids significant turnover in an election cycle.

BL Chapter 2
DUTIES AND TERMS OF STANDING COMMITTEES

BL2.01. The committees specified in this congregation’s constitution and bylaws, including but not limited to the Executive Committee (C13.03.a.), the Nominating Committee (C13.03.b.), the Call Committee (C13.03.c.), the Finance Committee (C13.03.d.), the Mission Committee (C13.03.e.) the Columbarium Committee (C13.03.f.) or the Memorial Committee (C13.03.g.) shall consist of the number of members and length of terms as set forth in the constitution and bylaws.

BL2.02. The Nominating Committee:

Two of the six (6) members should be outgoing Congregation Council members, if possible. Members of the Nominating Committee are elected for a one-year term and are not eligible for consecutive re-election. This committee reports to this congregation through the Congregation Council. [C13.03.b.]

- a. The Nominating Committee shall nominate one or more candidates for each elected position to be filled on the Congregation Council and Nominating Committee.
- b. Members of the congregation may recommend themselves or others for nomination to any open position on the Congregation Council or Nominating Committee.
- c. The Nominating Committee shall qualify each nominee. 1 Timothy 3 shall be used as guidance.
- d. The Nominating Committee shall secure the consent of each nominee. Candidates, when asked to serve, will be advised of the position, its responsibilities and the length of term for which they are being nominated.
- e. The Nominating Committee shall recommend candidates to fill elected mid-term vacancies. These will require approval by majority vote of the Congregation Council.

- f. All vacancy replacements on the Nominating Committee will fill only the term remaining from the original election they are replacing. [C8.02.] [BL2.02.b.]
- g. The Nominating Committee shall be installed at the first Sunday worship service after their election in order to assume official responsibilities for their office.

BL2.03. The Call Committee:

- a. This committee shall be recommended by the Congregation Council when a pastoral vacancy or need occurs. The Call Committee, with a minimum of six (6) members, shall be ratified by this congregation at a legally called and conducted congregation meeting. Eligibility for membership on this committee requires a person to have been a member of this congregation for at least three (3) years. The Call Committee shall operate by the procedures and guidelines set forth in the Call Committee “Guidelines and Procedures”. [C5.02.a] [C13.03.c.] [Chapter 9]
- b. The Call Committee shall be installed at the first Sunday worship service after their ratification in order to assume official responsibilities for their office.

BL2.04. The Finance Committee:

- a. These committee members should reflect specific expertise related to accounting and finances and shall have been a member of Shepherd of the Hills for at least one year. Meeting minutes must be kept and archived from all meetings. This committee should meet periodically but not less than once every calendar quarter. This committee oversees and reports to the Congregation Council on the congregation’s investments and its total insurance program. This committee will consist of 4 or more members and chaired by the Congregation Council Treasurer/Director.
 - 1. Member terms will begin with the following order in January 2024.
 - (a) Two members appointed for three years;
 - (b) Two members appointed for two years;
 - (c) Thereafter, members will be appointed for three-year terms. [C13.02.d]

BL Chapter 3

THIS CONGREGATION’S RECORDS

BL3.01. The records of this congregation shall be and remain the property of this congregation.

BL3.02. Should this congregation be dissolved, the official records and documents of this congregation shall remain with a trustee appointed by this congregation's Council before dissolution. [C7.01c]

BL3.03. The senior pastor oversees the maintenance of the parochial records, except as otherwise provided herein. Upon the termination of his/her service to this congregation, these records shall be brought up to date prior to departure. [C9.08.]

The parochial records shall consist of:

- a. the roster of baptized, confirmed, and voting members;
- b. baptisms, confirmations, marriages, deaths, memorial services, communicants, members received, members dismissed or members excluded from the congregation.
- c. The Senior Pastor along with the Congregation Council shall be responsible for maintaining and reviewing the membership of this congregation. The Senior Pastor shall provide an annual report to the congregation of the membership for the previous year; number of total members along with number of members removed and added. [C12.07.]

BL3.04. The Congregation Council shall oversee and maintain all non-parochial records and documents not managed by the senior pastor as follows:

- a. minutes of the meetings of this congregation and the Congregation Council, for which the Recording Secretary of this congregation shall be responsible;
- b. financial records of this congregation, for which the Treasurer / Director of Finance shall be responsible;
- c. records of receipts and disbursements of funds maintained by the finance office;
- d. records of all financial contributions shall be maintained by the finance office. This information will be dispersed according to Congregation Council direction;
- e. this congregation and its organization's necessary documents, i.e., written procedures, projects, agreements, and all legal papers shall be archived;
- f. the best archival method and place of storage shall be determined by the Congregation Council and administered accordingly;
- g. all documentation for reconstructing this organization must be archived outside of the facility's property. This information should be kept within a twenty-five (25)-mile radius of this congregation's facility.

BL Chapter 4

ANNUAL MEETING

BL4.01. Chapter 10 of the constitution states "The annual meeting of this congregation shall be held at a time specified in the bylaws." [C10.01]

- a. The annual meeting of the congregation shall be held at a date, time and location determined by the Congregation Council.
- b. Notice for this meeting shall be in accordance with this constitution. [C10.05]
- c. The current roster of voting members shall be available at each meeting of this congregation for the purpose of determining a quorum and those eligible to vote. [C10.04]

- d. All congregation organizations shall furnish annual reports to be available for the annual meeting of the congregation. Such reports, including a financial statement, shall be submitted in writing to the Senior Pastor and Congregation Council President as soon as practical before such meeting.
- e. The slate of candidates, their position and term, shall be announced to the congregation at the meeting when the elections are to take place. [C10.05.b] [C10.05c]
- f. The annual budget shall be approved by a majority vote of those voting members present and voting. (C10.08.)
- g. Proposed budget information shall be made available to the congregation by the Congregation Council ten (10) days prior to the annual meeting, if possible.

BL Chapter 5

VOTES / VOTING AT CONGREGATION MEETINGS

BL5.01. Tellers:

- a. The President of this congregation shall appoint tellers for each congregation meeting. The President shall designate one of the tellers as Head Teller.
- b. Should assistance be needed in voice, rising, or show of hands voting, the chair shall call on the teller's assistance.

BL5.02. Paper Ballot Procedure:

- a. Paper ballot preparation:
 - 1. Paper ballots will be used when voting for individuals.
 - 2. Paper ballots may be used for other voting as the chair determines or the assembly moves and approves.
 - 3. Paper ballots will be prepared ahead of the meeting.
 - 4. Each candidate's name shall appear next to the position for which they are nominated.
- b. Ballot distribution:
 - 1. Ballots shall be distributed at registration to voting members only.
 - 2. Voting instructions shall be given by the chair or a designee.
 - 3. When all have voted, by declaration of the chair, the ballots will be collected and the poles will be announced closed by the chair.
- c. Recording the votes:
 - 1. Paper ballot distribution, collection and counting will be handled only by the appointed tellers for that meeting.
 - 2. Blank ballots and those with no preference are treated as abstentions and are not counted in the total.
 - 3. Unintelligible ballots are treated as illegal but are counted in the total.

d. Reporting the vote:

1. The Head Teller shall prepare the Teller's Report of the voting and report it to the meeting's chair.
2. The chair will report the outcome of the vote to the assembly.
3. After declaring the elections final, all ballots are transferred to the secretary of the meeting.

BL5.03. Voting Procedures:

- a. No interruptions from the floor may be made during the voting. Once the motion is settled or the polls are closed, floor activity may resume.
- b. A majority vote is necessary for motions to be passed with exceptions noted within the constitution requiring a two-thirds (2/3) majority vote. [C6.01.d., C17.01., C18.02.]
- c. Unanimous consent may be used at appropriate times in conducting this congregation's business.
- d. Only recognized voting members may vote on official motions put to the vote.
- e. Proxy votes are not allowed. [Roberts Rules Of Order]

BL Chapter 6

COLUMBARIUM / PRAYER GARDEN

BL6.01 The "Rules and Regulations" and "Policy and Procedures" pertaining to the Prayer Garden and Columbarium and the laws of the state of Arizona shall govern the management and maintenance of the Columbarium and Prayer Garden. [Columbarium / Prayer Garden Policy and Procedure] [Columbarium / Prayer Garden Rules and Regulations]

BL Chapter 7

MEMBERSHIP IN QUESTION

BL7.01. Membership in this congregation may be questioned or terminated by the Congregation Council. [C8.04.]:

- a. Inactivity of a member for a period of six (6) or more months will initiate an inquiry as to why the inactivity has taken place.
- b. Contact with the member must be made to determine the reason for the inactivity.
- c. If pastoral care or other church related need is required, the appropriate party shall be made aware in order to help restore the member to an active role.
- d. If the inactive member's membership is unable to be restored because of a valid reason to an active role, yet they wish to remain a member, they should be placed on the associate membership list. Periodic contact shall be maintained to determine the status of future membership.

- e. If there is no response to the initial inquiry of three (3) attempts, then after another six (6) months the member will be placed on the inactive member list.
- f. Congregation Council may choose to waive item B7.01.d. if, in their discretion, there is good cause to do so. Such reasons may include, but are not limited to, college students, military personnel, shut-ins, missionaries or others who are legitimately unable to regularly attend services or participate in the life of this congregation.

BL7.02. Members may be removed from active membership for the following reasons:

- a. death of the member;
- b. resignation request of the member;
- c. transfer or release of membership to another church;
- d. disciplinary action;
- e. inactivity for a period of one year; [BL7.01.]
- f. regular attendance at a local church other than Shepherd of the Hills for a time of approximately six (6) months. Lack of attendance and nonparticipation will trigger an inquiry as described in BL7.01.
- g. Such persons who have been moved to inactive membership shall remain persons for whom the Church has a continuing pastoral concern.

(HERE ENDS THE BYLAWS FOR SHEPHERD OF THE HILLS LUTHERAN CHURCH)

SHEPHERD OF THE HILLS LUTHERAN CHURCH

Constitution † Bylaws † Continuing Resolutions

GLOSSARY

Active: Active membership is defined in Chapter 8.01. of this Constitution. This means an individual will participate in the activities of the church through one or more of the following: attending worship services; contributing to the support of the church and its mission through finances or time spent; or by receiving Holy Communion at least quarterly throughout the year.

Affiliation: To be connected to another organization that operates with similar ideals as ours, but in a more than casual way. Attach or connect with another organization. i.e., affiliation with LCMC

Association: To relate to another organization with similar concerns but not to be a part of the it. To join as a partner or ally. i.e., Fountain Hills Ministerial Association

Call: To propose the hiring of a senior pastor in the church.

Congregation Meeting: The gathering of congregation members at a specified time, date and location to conduct official business. A presiding officer and quorum must be present.

Contribution: Offering of one's time, gifts (talents), financial support or some other acknowledgeable means of contributing to the support of the congregation.

Council Meetings: The gathering of the Congregation Council to hold a meeting.

Critical Nature: An event or situation that appears to have a significant negative impact upon the mission of this congregation.

Documents: The constitution, bylaws, continuing resolutions, policies, procedures and any other formal and approved written articles of the church, including all necessary records.

Employer Regulations: Regulations required by the state of Arizona and the Federal Government for employers.

General Oversight: To observe the function of an organization for proper decorum, operating processes, procedures, and governance in which to achieve its purpose and mission.

Governed and Updated: The council shall monitor the service being provided by the pastor according to the letter of call and the governing statutes of this congregation and update any necessary church ordinances and concerns lacking in the pastor's service.

In Good Standing: A member that has satisfied all statutes, regulations and expectations of this congregation and is not in an active disciplinary condition.

Inactive Membership: Inactive membership is defined in Chapter 8.02. of this constitution. Inactive members are not participating in worship services, not contributing to the mission of the church financially or with time, and not partaking of Holy Communion.

Indemnification: To secure against anticipated loss.

Letter of Call: Putting forth a written proposal with details of the hiring a senior pastor in the church.

Life and Activities: Referring to the general climate of the congregation and how it goes about the activities of its purpose.

Mail: United States Postal Service or electronic communication

Majority: One more than half of the total counted

Member, Associate: Associate Members are defined in this constitution in Chapter 8.02.b.2. This person has all rights and privileges of membership except voting and serving in an elected position as stated in this constitution in Chapter 11.01.

Member, Inactive: Inactive membership is defined in Chapter 8.02.c. of this Constitution. An inactive member has not attended worship, not contributed financially or with time, and has not partaken of Holy Communion.

Member, Voting: The voting member definition can be found in Chapter 8.02.a.. of this Constitution. Active members eighteen (18) or older in good standing have voting rights and privileges at congregation meetings.

Ministry Team: May be established (and dissolved) by the Congregation Council to carry on various activities, tasks and duties of this congregation.

Non-member: Non-membership is defined in Chapter 8.02.d. in this constitution. A member that is non-responsive after one year of attempted reconciliation by SOTH or has left membership for other reasons becomes a non-member.

Parochial Records: These records consist of the of the following: roster of baptized, confirmed and voting members, baptisms, confirmations, marriages, memorial services, communicants, members received and removed.

Pastoral Care: Spiritual comfort, understanding, and guidance.

Qualify: Specific criteria must be met in order to qualify (see nominating committee)

Records: Documentation from meetings (minutes), statistics, finances, events and other written information valuable for historical purposes.

Special Committees: May be established (and dissolved) by the Congregation Council for specified tasks or projects that may involve one or more ministries of the congregation.

Standing Committees: Exist to perform essential duties to maintain the ongoing mission of this congregation.

The Church: The Church Universal consisting of all Christian Churches throughout the world.

Two-thirds: Two-thirds (2/3) of the total counted (66.6%)

Valid Reason: A commonsense understanding of the individual's situation that explains the result for the concern; to be approved "Valid" by the Congregation Council.

Year: A time of one calendar year, from the initiation of a time period to the end of the period, approximately 365 days later. This church starts its fiscal year on January 1.