

Listed below are the key changes proposed and now incorporated in our Synod-approved constitution. Thanks to the Working Group who led the effort in this endeavor: Peter Guss, Pastor Jason Huebner, Roger Boettcher, Barbara Grever, John Zurawski, Fran Menard, and Bill Rivero. Congregational Meetings to vote on the constitution will take place at our regular scheduled meetings on 10 December 2023 and January/February 2024.

#### Service recognized as a membership criteria:

**Old:** C8.02.c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.

**New:** **C8.02.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 **or recorded service** 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.

#### Amended by-law providing a timeline for membership review. Also includes Evangelism Committee to help with the review:

**Old:** C8.05.01. Members are considered inactive when they have not participated in the life of the Congregation for at least one year. These members may be removed from the roll upon the recommendation of the pastor following the pastor's reasonable attempt to communicate with or provide pastoral care to them.

**New:** **C8.05.01. Voting** Members are considered inactive when they have not participated in the life of the Congregation (as defined by C8.02). The membership roster will be certified at least annually in January as verified by the pastor, with assistance from the Evangelism Committee, either by a personal contact, written notification from the inactive members, or via a membership transfer request. The pastor will recommend changes to membership roster to the Council at the February Council meeting.

#### The new ELCA model constitution removed proclaiming God's love. Now considered to be a by-law (no visible change to text):

**\*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;

#### The new ELCA model constitution removed proclaiming God's love. Now considered to be a bylaw (no visible change to text):

**\*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;

#### Amended to provide a less rigid timeline for the first meeting of the year, and to provide a little separation from the December meeting. December meeting remains the same:

**Old:** C10.01. The Congregation Council shall schedule the meetings of this congregation. The annual meeting is to be held on a Sunday and must occur within four (4) weeks after the second Sunday in January. Business at the annual meeting shall include the annual report and other business as authorized by the constitution or the Council. The Council also shall schedule a regular meeting on the second Sunday in December (referred to as the December meeting) at which time the business will include the annual budget, election of officers, members of the

Congregation Council, and members of other committees as required by this constitution, and constitutional amendments.

**New: C10.01.** Consistent with the laws of North Carolina, the Congregation Council shall schedule the meetings of this congregation. At least two meetings shall be scheduled each year. One meeting on the second Sunday in December at which time the business will include the annual budget, election of members to the Congregation Council, election of members of other committees as required by this constitution, and constitutional amendments. The other meeting will be held in the first quarter of the year and will include the congregation annual report and other business as authorized by the constitution or the Council.

Amended to provide a requirement for attendance documentation of members.

**Old:** C10.04. Twenty percent of the voting members shall constitute a quorum.

**New: C10.04.** Attendance of voting members shall be taken and recorded for all congregation meetings. Twenty percent of the voting members shall constitute a quorum.

Editorial change

**Old:** C10.05. Voting by proxy shall not be permitted. Voting by absentee ballot may be allowed subject to procedures adopted by the congregation council.

**New: C10.05.** Voting by proxy shall not be permitted. Voting by absentee ballot may be allowed subject to approval by the Congregation Council.

Changes election of officers from directly by the congregation via congregational meeting, to election by council. Consistent with most NC ELCA churches.

**Old:** C11.02. The congregation shall elect the president, vice president, and secretary, who shall be three of the officers of the congregation. These officers shall be elected by written ballot and shall serve for two years or until their successors are elected. Any officer may be elected by affirmation when there is only one nominee for that office. The terms of these officers shall begin immediately following their installation.

**New: C11.02.** The Congregation Council shall elect its officers at its first meeting of the year, and they shall be the officers of this congregation. The officers shall be elected by written ballot and shall serve for a one year term and may serve multiple terms. Their terms shall begin upon election.

Amended to provide council a means to contract for repair or purchase enhancements for the church; more than the \$5,000 now allowed. As costs and inflation have gone up, a needed change to prevent regular congregational meetings.

**Old:** C.12.05.c. The Congregation Council may enter into contracts of up to \$5,000 for items not included in the budget. Each year, the Congregation Council will approve a "Contract Spending Parameters Matrix", describing documentation and authority for various expenditure ranges of contracts; a "Voucher Authority List", designating individuals who may approve payments of budgeted funds from appropriate accounts; and a "Pre-Authorization List" of contracts and vendors who may be paid by the Treasurer.

**C.12.05.c.** The Congregation Council may enter into contracts of up to 3.0% of the yearly budget for items not included in the budget. Each year, the Congregation Council will approve a "Contract Spending Parameters Matrix", describing documentation and authority for various expenditure ranges of contracts; a "Voucher Authority List", designating individuals who may approve payments of budgeted funds from appropriate accounts; and a "Pre-Authorization List" of contracts and vendors who may be paid by the Treasurer.

Gives the authority to the Memorial Fund Committee to recommend continuing education scholarships. Previously this was done by the Executive Committee.

**Old: C.12.05.i.** The Congregation Council, acting upon the recommendations of the Executive Committee, shall award continuing education scholarships from the Charles Moretz Memorial Scholarship on, when possible and with appropriate applicants, an annual basis.

**New: C.12.05.i.** The Congregation Council, acting upon the recommendations of the Memorial Fund Committee, shall award continuing education scholarships from the Charles Moretz Memorial Scholarship on, when possible and with appropriate applicants, an annual basis.

Editorial amendment.

**Old: C12.11.** 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.

**New: C12.11.** The Congregation Council shall meet monthly. 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.

Editorial to include multiple pastors.

**Old: C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the senior pastor or interim pastor, except when the senior 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 senior pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

**New: C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including pastor(s), except when pastor(s) 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 pastor(s) who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

Editorial change.

**Old: C13.01.** The elected officers of this congregation and the senior pastor shall constitute the Executive Committee. The Committee shall meet as needed to plan for Council business and is authorized to act on behalf of Council in exigent circumstances. The treasurer and financial secretary shall serve as advisors to the Executive Committee

**New: C13.01.** The officers of this congregation and pastor(s) shall constitute the Executive Committee. The Committee shall meet as needed to plan for Council business and is authorized to act on behalf of Council in exigent circumstances. The treasurer and financial secretary shall serve as advisors to the Executive Committee.

Defines four ministry areas and a relationship for the nine standing committees. Written to better understand how Saint Peter works to perform its mission. First step in developing a visual of all

Saint Peter ministries, primarily for new members and for those in elected positions:

**Old:** C13.02. The following nine standing committees are established to meet the local and wider concerns of the congregation:

- a. Christian Education
- b. Property
- c. Evangelism
- d. Fellowship
- e. Finance
- f. Outreach
- g. Stewardship
- h. Worship and Music
- i. Health Ministry

These committees shall be composed of confirmed members on the active roll of the congregation and chaired by a member of the Congregation. At its first meeting in each calendar year, the Congregation Council shall assign the nine elected Council members who are not officers to serve as liaisons to each of these nine standing committees. Each Council members shall serve as liaison to only one of these committees.

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- a. Christian Education
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These nine standing committees shall be organized into four ministry areas. These ministry areas and associated nine standing committees are: “Worship” (Worship and Music Committee); “Serving Others” (Outreach Committee); “Member Nurturing and Growth” (Christian Education Committee, Health Ministry Committee, Fellowship Committee, Evangelism Committee); and “Caring for God’s Gifts” (Finance Committee, Property Committee, Stewardship Committee).

These committees shall be composed of confirmed members on the active roll of the congregation and chaired by a member of the Congregation. At its first meeting in each calendar year, the Congregation Council shall assign the nine elected Council members who are not officers to serve as liaisons to each of these nine standing committees. Each Council member shall serve as liaison to only one of these committees.

Defines distribution categories and percentages, per latest guidance in policy documents.

Included in constitution for ease of reference (hence the numbering change):

**Old:** C13.05.A19. Subject to the oversight and approval of the Congregation Council, the purpose of the Mission Endowment Committee is to administer the Mission Endowment Fund and to recommend disbursement of appropriate funds.

**New: C13.14.01.** Subject to the oversight and approval of the Congregation Council, the purpose of the Mission Endowment Committee is to administer the Mission Endowment Fund and to recommend disbursement of appropriate funds. Each year the funds to be distributed are to be split among local (Brunswick County), national, and international categories, with at least 20% of total distribution to each category.

Amended to include Finance Committee members excluded from Audit Committee and duties amended to include memorial Fund Committee Chair:

**Old: C13.06.** The Congregation Council shall appoint an **Audit Committee** of three voting members. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member appointed each year. Members shall be eligible for re-election.

C13.06.A19. The Audit Committee's duties are:

- a. Meet with the Congregation President, Finance Committee Chair, Treasurer, Financial Secretary, Mission Endowment Committee Chair, and other Committee Chair(s) as requested by the Audit Committee prior to beginning the audit. This meeting is to receive guidelines on the scope of the audit, receive files from account holders, and resolve questions regarding the conduct of the audit. This meeting is to occur prior to April 1 of the year following the year to be audited.
- b. Complete all audits prior to September 1 of the year the audit is initiated.
- c. Provide an initial report of findings and meet with the same officers listed in (a.) above to resolve any apparent misinterpretation of transactions.
- d. Provide a final report with findings and recommendations to the Congregation President prior to December 1 of the year the audit is initiated, to be included in the Annual Report.

**New: C13.15.** The Congregation Council shall appoint an **Audit Committee** of three voting members. Audit Committee members shall not be members of the Congregation Council or the Finance Committee. Term of office shall be three years, with one member appointed each year. Members shall be eligible for re-election. The Audit Committee's duties are:

- a. Meet with the Congregation President, Finance Committee Chair, Treasurer, Financial Secretary, Mission Endowment Committee Chair, Memorial Fund Committee Chair, and other Committee Chair(s) as requested by the Audit Committee prior to beginning the audit. This meeting is to receive guidelines on the scope of the audit, receive files from account holders, and resolve questions regarding the conduct of the audit. This meeting is to occur prior to April 1 of the year following the year to be audited.
- b. Complete all audits prior to September 1 of the year the audit is initiated.
- c. Provide an initial report of findings and meet with the same officers listed in (a.) above to resolve any apparent misinterpretation of transactions.
- d. Provide a final report with findings and recommendations to the Congregation President prior to December 1 of the year the audit is initiated, to be included in the Annual Report.

Editorial change, combining a section and subsection into one section.

**Old: C13.10.** Duties of committees of this congregation shall be specified in the continuing resolutions.

**C13.10.A19.** In addition to their specified responsibilities, all committees shall: meet when determined by committee itself or at the direction of the Congregation Council; make written reports, which can consist of meeting minutes, to the Council immediately following each meeting; maintain the confidentiality of personnel information and the private financial and health needs of members; coordinate with other congregation committees; provide input for the annual budget; and submit a written annual report to the congregation secretary no later than December 15 for the current year. The

Congregation Council also may require specific committees to recommend operating procedures that must be approved by the Council.

**New: C13.18.** Duties of committees of this congregation: In addition to their specified responsibilities, all committees shall: meet when determined by committee itself or at the direction of the Congregation Council; make written reports, which can consist of meeting minutes, to the Council immediately following each meeting; maintain the confidentiality of personnel information and the private financial and health needs of members; coordinate with other congregation committees; provide input for the annual budget; and submit a written annual report to the congregation secretary no later than December 15 for the current year. The Congregation Council also may require specific committees to recommend operating procedures that must be approved by the Council.

*Amended to define committee members.*

**Old:** C13.11. The senior pastor of this congregation shall be ex officio a member of all committees and boards of the congregation and the president of this congregation shall be ex officio a member of all committees and boards of the congregation, except the Nominating Committee.

**New: C13.11.** The pastor(s) of this congregation shall be ex officio a member of all committees and boards of the congregation, except a Call Committee calling a Senior Pastor. The president of this congregation shall be ex officio a member of all committees and boards of the congregation, except the Nominating Committee and Call Committee.

*New section defining Mutual Ministry Committee.*

**Old: No section defined.**

**New: C.13.12** There shall be a Mutual Ministry Committee(s) for the rostered ministers(s) consisting of 4-6 voting members jointly appointed by the President of the congregation and the rostered minister(s). Term for each member is two years. The committee's goal is to strengthen the ministry of the professional leadership and thereby strengthen the mission of the congregation.

*Deletes the need for all groups needing to be specified in a continuing resolution.*

**Old:** 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 and specified in a continuing resolution.

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