



Evangelical
Lutheran Church
in America

Constitution
ZION LUTHERAN CHURCH
HOLLIDAYSBURG, PENNSYLVANIA

Adopted, 1991

Amended, 1992

Amended, 2001

Amended, 2005

Amended, 2025

CONSTITUTION Zion Lutheran Church
Hollidaysburg, Pennsylvania

*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 Zion Evangelical Lutheran Church.
- C1.02. For the purpose of this constitution and the accompanying bylaws, the congregation of Zion Evangelical Lutheran Church is hereinafter designated as "this congregation."
- C1.11. This congregation shall be incorporated under the laws of the Commonwealth of Pennsylvania.
- C1.12. The seal of this congregation presents the inscription "Beginnings 1789, Organized 1803, Frankstown 1813, Chartered 1865, Re-chartered 1965" encircled by "Zion Evangelical Lutheran Church, Hollidaysburg, PA."

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, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, embracing and welcoming racially and ethnically diverse populations, and standing in solidarity with the poor and oppressed, 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.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. 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.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. 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.

C4.05.01 *Statement of Mission:* We are a congregation called by God and empowered by the Holy Spirit to proclaim Jesus Christ to each other and all the world. Therefore, we are a community of faith, gathered around the Word and Sacraments to worship our Lord, and live our faith in prayer, witness, and service to others.

*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 officers, Congregation Council, boards, and committees, and require the members of the council 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.
- C5.03A25 Zion Lutheran Church, in keeping with its Biblical and charitable goals, will maintain a Helping Hands Fund with the primary objective of providing financial help to those in need. Details about the Helping Hands Fund can be found in Appendix B.
- *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 Allegheny Synod of the Evangelical Lutheran Church in America.
- C5.04.01 The Congregation Council shall nominate one candidate for each position. The candidates shall be active members of the congregation who meet whatever further requirements are

provided by the Synod. The list of these candidates shall be made known to the congregation at least three months prior to the Synod Assembly.

- i) Any active member of the congregation may provide further nominations. These nominees shall be active members of the congregation who meet whatever further requirements are provided by the Synod. These nominations should be submitted to the Congregation Council within two weeks after the publication of the Congregation Council's nominations.
- ii) The election of Synod Assembly delegates will take place one month after the publication of the Congregation Council's nominations. Election shall be by a plurality of the active members voting. If there are no nominations beyond those provided by the Congregation Council, an election will be deemed unnecessary, and the slate of nominees will be appointed.
- iii) In the event that it becomes impossible for a delegate to attend the Synod Assembly, the Congregation Council shall have the authority to appoint an alternate.

C5.05. This congregation shall have a legacy fund that will operate as specified in the Legacy Fund documentation, available upon request. The purpose of the legacy fund is to provide for mission work beyond the operational budget of this congregation.

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 Allegheny 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 Allegheny 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 the bishop and/or the bishop's designees are voting members of this congregation, they 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 the bishop and/or the bishop's designees are voting members of this congregation, they 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 at 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 Allegheny 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 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 Allegheny Synod.
- *C7.04. If 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 Allegheny 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 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;
- d. disciplinary action in accordance with Chapter 20 of the constitution and bylaws of the Evangelical Lutheran Church in America; or
- e. 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.

C8.05.01 When members have failed to receive Holy Communion and to make a contribution of record for a period of two consecutive calendar years, they may be removed from the roll of members by the Congregation Council.

C8.05.02 This procedure will take place only when there is a pastor under call to serve this congregation or with the approval of the Bishop of the Synod, and after such members have been notified and counseled about the matter, if possible. Such persons who have been removed from the role of members shall remain persons for whom this congregation 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, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations.
 - 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 Allegheny 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 any of 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) inability to conduct the pastoral office effectively in view of disability or 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 disability or 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, who has 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 disability or 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 resumption of the ability to conduct the office effectively, 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 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 the 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 ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14. The 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 the secretary's 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.
- C9.16. The lead pastor will serve as the head of staff and immediate supervisor of all staff members.
- a. The lead pastor will be responsible for overseeing staff on a day-to-day basis.
 - b. The lead pastor will be responsible for conducting a formal evaluation of each of the staff members on an annual basis.
 - c. The lead pastor will engage all staff who are directly involved in ministry (e.g., Director of Faith Formation and Outreach, Organist) in annual goal setting.
 - d. The Congregation Council will retain authority over hiring and firing of staff.
 - e. The Finance committee will serve as a board of appeal for all staff and will meet with each staff member on an annual basis about performance and working conditions.
- *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, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations;
 - 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 any of 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) inability to conduct the office effectively in view of disability or 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 disability or 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, who has 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 disability or 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 resumption of the ability to conduct the office effectively, 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 ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

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 Commonwealth of Pennsylvania, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.
- C10.01.01 A congregational meeting will be held in May for the purpose of elections and/or adoption of the budget and other business, as necessary. Additional general congregational meetings may be held as called by the Congregation Council.
- 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 10% 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.
- C10.03. 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. Attending 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, or its equivalent. To the extent permitted by state law, notice of all meetings may be provided electronically.
- C10.09. "EX OFFICIO" as used herein means membership with full rights of voice and vote unless otherwise expressly limited.

Chapter 11.

OFFICERS

- C11.01. The officers of this congregation shall be a president, vice president, secretary, and treasurer.
- Duties of the officers shall be specified in the bylaws.
 - The officers shall be voting members of this congregation.
 - Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- C11.01.01 The President is responsible for enforcing the Constitution and Bylaws of the congregation; chairing the Congregational Planning Council; presiding at all

congregational meetings; helping to achieve Zion's ministry objectives by providing guidance and supervision to the Board Directors.

C11.01.02 The Vice President is responsible for acting for and in the stead of the President, in his/her absence; performing other duties as may be assigned by the President.

C11.01.03 The Treasurer is responsible for directing the development of Zion's annual financial plan; monitoring the financial condition of the church; making certain that all accountings are fair and accurate; providing various financial reports.

C11.01.04 The Secretary is responsible for recording the minutes of all congregational meetings and council meetings.

C11.02 The president and the treasurer shall be elected by written ballot of the congregation and shall serve for terms as specified in the bylaws or until their successors are elected. The vice-president and secretary shall be elected by the Congregation Council from its membership and shall serve for terms as specified in the by-laws or until their successors are elected.

Terms of the officers of the congregation shall coincide with the congregational program year as defined in the bylaws.

C11.02.01 Board Members shall be elected bi-annually at the May meeting of the congregation and shall serve for a term of two (2) years.

C11.02.02 The terms of the Board Members shall coincide with the program year. The program year will begin July 1 and end June 30.

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 (known at Zion Lutheran as the 'Congregational Planning Council' but referred to as the 'Congregation Council in ELCA documentation) shall consist of the officers and members of the council, not more than 15 nor fewer than 10 members of this congregation.

Zion will strive to have at least one of whom shall be a youth (between ages 12 and 17) and at least one of whom shall be a young adult (between 18 and 35) on the Congregation Council. Toward that end, one at-large seat on the Congregation Council will be reserved for a youth member, who would have full voting rights and responsibilities as other members of the council. That seat shall remain vacant unless a youth member is available. If vacant, this seat can be filled at any congregational meeting, scheduled or called, provided that the congregation is notified of the nomination 3 weeks prior to the meeting.

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.

- C12.01.01 The Congregational Planning Council members will be the President of the congregation, the Treasurer, the directors of the administrative boards, and two or three at-large members, depending on whether the youth spot is filled.
- C12.01.02 The Congregational Planning Council shall be elected bi-annually at the May meeting of the congregation and shall serve for a term of two (2) years.
- C12.01.03 The terms of the Congregational Planning Council shall coincide with the program year. The program year will begin July 1 and end June 30.
- C12.02. The members of the Congregation Council except the pastor(s) shall be elected at a legally called meeting of this congregation during the month of May. Their term of office shall be for 2 years, with the term of office beginning on July 1 and ending on June 30. Newly elected Congregation Council members shall be installed at a Sunday worship service following the congregational meeting and prior to the next Congregation Council meeting.
- C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor from the existing Board members until the next congregational meeting when elections normally take place.
- C12.03.01 Vacancies in the offices of President or Treasurer shall be filled by appointment of the Congregation Council from the voting members of the congregation.
- C12.03.02 Vacancies in the offices of Secretary or Vice President shall be filled by appointment of the Congregation Council from the membership of the existing Congregation Council.
- C12.03.03 Vacancy of a Board Director may be filled by appointment of the President from any Board member, or, if no board member can/will fill the role of director, the President will nominate a director from the voting members of the congregation, and the nomination will be approved by majority vote of the Congregation Council.
- C12.03.04 Vacancy of a Board member shall be filled by appointment of the Director of the Board in which the vacancy exists from voting members of the congregation and approved by majority vote of the Congregation Council.
- 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.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

C12.04A23 There shall be nine boards of this congregation responsible for carrying out the ministry of the Church.

C12.04B23 Each board shall create or revise a charter that defines its goals (definition of what it wants to accomplish), strategies (mechanisms by which it will accomplish those goals), and governance (how it operates) every two (2) years.

- i) The charter will be revised, approved by members of the board, and shared with the entire Congregation Council by October of each year that does not include regularly scheduled congregational officer elections (i.e., even years).

C12.04C23 *Children, Youth, and Family Board*

- i) The Children, Youth, and Family Board shall consist of an elected Director and five (5) to ten (10) elected board members.
- ii) The Children, Youth, and Family Board supports Zion's unifying purpose of "proclaiming Jesus Christ to each other and all the world" by promoting the development of the faith lives of youth and families at Zion and engaging youth and families in the life of the church.
- iii) Board members design and implement various strategies and actions, each of which serves as an "invitation to participate in a life in Jesus Christ" while focusing to promote spiritual development and Christian fellowship.
- iv) The board works to support youth and children group meetings, youth Sunday school, camping ministry programs, and family ministry programs.

C12.04D23 *Adult Board*

- i) The Adult Board shall consist of an elected Director and six (6) to ten (10) elected board members.
- ii) The Adult Board supports Zion's unifying purpose of "proclaiming Jesus Christ to each other and all the world" by focusing on the faith lives of adults.
- iii) Board Members design and implement various strategies and actions, each of which serves as an "invitation to participate in a life of Jesus Christ" by living, serving, and ministering to each other and those in our community.
- iv) The Board works to ensure that each element of Zion's "offer" to this Ministry segment matches our purpose and that this "invitation to a life in Christ" is extended to adults who are members of our congregation, in our community, and in all the world.

v) This Board is responsible for the following functional areas. Tasks include, but are not limited to:

- a. Christmas Giving Tree Project,
- b. Valentine Giving Project,
- c. blood drive,
- d. Soup-er Bowl/Chili Cookoff,
- e. flowers to shut-ins,
- g. maintaining Church Library,
- g. men's fellowship (e.g., Men's breakfast),
- h. women's fellowship (e.g., Ruth Circle),
- i. coordinating with Stitch & Sew group,
- j. coordinating with Faith Riders group,
- k. coordinating with the Activities group,
- l. Book Club,
- j. Retreat Ministries, and
- m. coordinating with Stephens Ministry.

C12.04E23 *Worship Board*

- i) The Worship Board shall consist of an elected Director and six to nine elected board positions.
- ii) The Worship Board supports Zion's unifying purpose of "proclaiming Jesus Christ to each other and all the world" by focusing on the worship life of the congregation.
- iii) Board members design and implement various strategies and actions to assist the ministry boards by providing opportunities that allow broad and mixed groups of individuals to gather together for worship.
- iv) The Board works to support regular and special worship services that are liturgical, Jesus and sacrament centered, participatory and lively, musically blended, and inviting.
- v) The board oversees ministries such as:
 - a. development and maintenance of the choirs,
 - b. Altar Guild,
 - c. decorating/un-decorating for special services,
 - d. scheduling, training, and recruiting ushers, greeters, readers, and communion assistants, and
 - e. care and maintenance of items used in worship.

C12.04F23 *Finance and Human Resources Board*

- i) The Finance and Human Resources Board (Referred to throughout the constitution as the Finance Board) shall consist of an elected Director and four (4) to ten (10) elected board positions.
- ii) The Finance and Human Resources Board supports Zion's unifying purpose of "proclaiming Jesus Christ to each other and all the world" by focusing on the effectiveness of the congregation in providing opportunities and means for individuals to be faithful stewards of their financial resources, implementing effective hiring and evaluation processes, and providing Christian support to all of Zion's staff so that Zion continues to grow and flourish now and in the future.

- iii) Board members design and implement various strategies and actions to assist the members of Zion to give financially to the ministry of the Church as it is undertaken by Zion, the Allegheny Synod and partner agencies, the Evangelical Lutheran Church, and the wider Christian Church. They also meet annually with staff members, participate in the Pastor's annual evaluation, and oversee the Pastor's evaluation of other staff.
- iv) The goal of the Board is to help achieve the financial stability and growth of Zion's congregational needs and also to put into place effective practices and policies for recruiting, hiring, evaluating, and supporting current and future staff.
- v) The Board also works to ensure that Zion's financial procedures and records are in good order, proper budgeting is done, and that Zion's staff function effectively and efficiently.
- vi) This Board is responsible for
 - a. developing the budget,
 - b. overseeing the church's financial stewardship,
 - c. monitoring receipt accounting,
 - d. auditing the church,
 - e. developing procedures related to staff hiring and annual reviews, and
 - f. providing compensation recommendations during the budget cycle.

C12.04G23 *Time and Talent Stewardship Support Board*

- i) The Time and Talent Stewardship Support Board shall consist of an elected Director and four C12.0G23 (4) to six (6) elected board members.
- ii) The Time and Talent Stewardship Support Board supports Zion's unifying purpose of "proclaiming Jesus Christ to each other and all the world" by focusing on the effectiveness of the congregation in providing opportunities and means for individuals to become involved in ministry and the life of the congregation.
- iii) Board members design and implement various strategies and actions to assist the ministry boards in involving individuals in a life in Jesus Christ. This life includes witness, fellowship, and social activities.
- iv) The Board works to ensure that new members find the means to become involved in ministry, that volunteers are recruited, involvement levels of current members are monitored, and the current membership list is maintained.
- v) This board is responsible for the following functional areas. Tasks include, but are not limited to:
 - a. overseeing the annual time and talent appeal,
 - b. recruiting synod delegate nominees,
 - c. new member integration, and
 - d. new member dinners.

C12.04H23 *Communication Board*

- i) The Communication Board shall consist of an elected Director and three (3) to six (6) elected board positions.
- ii) The Communication Board supports Zion's unifying purpose of "proclaiming Jesus Christ to each other and all the world" by focusing on our means of communication within the congregation and to the wider community.

iii) Members of the Communication Board work directly with all stakeholders throughout the church, including clergy, staff, and ministry board directors. Board members design and implement various strategies to assist the ministry boards of Zion by providing ways to communicate an invitation to participate in ministry activities. Additionally, board members work to provide publicity about Zion's congregational life and mission to the community.

iv) As a ministry board of the congregation, the Communication Board is responsible for the internal and external communications of Zion. This includes all media, especially print and electronic. The board also oversees advertising in both print and social media platforms. Additionally, Zion's website and member directory are maintained by the Communication Board.

C12.04I23 Property Board

i) The Property Board shall consist of an elected Director and five (5) to nine (9) elected board positions.

ii) The Property Board supports Zion's unifying purpose of "proclaiming Jesus Christ to each other and all the world" by focusing on maintaining the physical resources of the congregation to comfortably serve as the facility to support all of Zion's members and guests. The goal of this work is to enable the church to grow and flourish now and in the future.

iii) The Board formulates and implements various maintenance and improvement strategies to support the ministry boards and members through oversight of both the space and physical resources needed to carry out their programs and by maintaining the church properties in such a manner as to provide an attractive witness to the community.

iv) The Board works to facilitate improvement and maintenance of the congregation's buildings, office machines, landscaping, cemetery, and other physical assets.

v) This board is responsible for the following functional areas. Tasks include, but are not limited to:

- a. repair and maintenance of physical resources,
- b. security,
- c. insurance,
- d. inventory control of property related items,
- e. physical resource planning, and
- f. the properties budget.

C12.04J23 Continuous Church Improvement Board

i) The Continuous Church Improvement Board (referred to as CCI) shall consist of an elected Director and four (4) to six (6) elected board positions. The Continuous Church Improvement Board develops and facilitates a process to ensure Zion's future. The CCI will work to establish short term [one (1) to two (2) year], medium term [two (2) to four (4) years] and longer term [five (5) + years] plans and objectives for Zion.

ii) The CCI will work within the existing framework of the Congregational Planning Council, its Boards, the Mutual Ministry committee, and the Congregation to define and implement strategic initiatives. The multi-year church strategic plan that results from the process will be subject to annual review, revision, and extension.

- iii) The CCI will work to establish strategic plans to meet the Spirituality, Community, and Care and Service components of our ministry.

C12.04K23 *Outreach Board*

i) The Outreach Board shall consist of an elected Director and three (3) to ten (10) elected board positions.

ii) The Outreach Board supports Zion's unifying purpose of "proclaiming Jesus Christ to each other and all the world" by assisting God's people and all of creation through service to the community, nation, and planet in ways that are not expected to return any direct benefit to Zion Lutheran Church.

iii) Board members design and implement various service projects, sponsorships, and/or relationships with outside agencies that improve quality and quantity of life for people, animals, or plants outside of the Zion Lutheran Church community.

iv) The Board works to provide and coordinate regular and special service opportunities for the congregation that meaningfully enrich the lives of participants by allowing them to serve, so that Zion's members can live out the words of the Apostle, "In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, 'It is more blessed to give than to receive.'" (Acts 20:35)

v) This board is responsible for the following functional areas. Tasks include, but are not limited to:

- a. identification and support of Zion's current outreach efforts,
- b. development and maintenance of new, ongoing or long-term service projects,
- c. identification and initiation of special needs or urgent service opportunities (e.g., a fundraiser for a family whose house burns down),
- d. development and maintenance of relationships with outside service agencies, and
- e. development of a service-oriented mindset among Zion's members.

C12.05. The Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the board of 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 Commonwealth 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 5% of current expenses of the General Fund 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 5% of current expenses of the general fund budget in excess of the anticipated receipts 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 synod.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

C12.06. The Congregation Council shall see that the provisions of this constitution, its bylaws and the continuing resolutions are carried out.

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

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

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.

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 synod bishop.

C12.13. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication or its equivalent. 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. A Nominating Committee of six voting members of this congregation, two of whom, if possible, shall be 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.

C13.02.01 At the February meeting of the Congregation Council in an election year, the Congregation Council shall announce its selection of six (6) qualified voting members who, together with the Pastor(s), shall serve as the Nominating Committee.

C13.02.02 The Nominating Committee, as soon after the February meeting as possible, shall prepare a list of candidates, one per position, drawn from members of the congregation who meet the following requirements:

- i) Must be a communing member of the congregation.
- ii) Demonstrate a commitment to the Christian faith by actively participating in the ministry of Christ's church.

C13.02.03 This list shall then be made available to members of the congregation at least three weeks prior to the May meeting.

Following the publication of the Nominating Committee's list, any voting member of the congregation may submit to the Committee additional names for inclusion on the list, and such names shall be placed in nomination by the committee along with the candidates already chosen, provided:

- i) That such names shall be submitted at least ten days before the date of the May meeting of the congregation, and
- ii) That the Nominating Committee shall have investigated the status of the proposed candidates and found them eligible and willing to serve.

C13.02.04 The Nominating Committee, at least one week before the date of the May meeting, shall post conspicuously on the church bulletin board the list of candidates for the following offices:

- i) President, Treasurer, Directors of the various Boards, Board members, at-large Congregation Council members, and Synod Assembly Delegates.

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 Council. The Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.

C13.04. Mutual Ministry Committee(s) (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the rostered minister. The term of office shall be two years, with three members to be appointed each successive year.

C13.04.01 Persons serving on this committee will be active members of the congregation who demonstrate a commitment to Jesus Christ and His Church, who command the respect and trust of the Congregation Council and congregation, who are prepared to maintain confidentiality, aware of and understand the role of the parish pastor, and who are willing and available to serve with regularity.

C13.04.02 The committee shall be selected through the mutual agreement of the pastor(s) and the Congregation Council.

C13.04.03 The Mutual Ministry Committee shall consist of seven (7) to ten (10) members. If possible, the Committee should include no less than two (2) members of the Congregation Council and a representative sampling of the congregation.

C13.04.04 Members shall be appointed for two (2) years and may be re-appointed for additional two-year terms without limitations.

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. The duties of committees of this congregation shall be specified in the continuing resolutions.
- C13.08. The senior 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.
- C14.02A25 Facilities usage - Zion Lutheran Church, Hollidaysburg, makes their facilities available to groups or organizations for meetings or other events, whenever possible.

The Facilities Usage Agreement, which includes the responsibilities of groups using the facilities and must be signed by all groups or organizations using Zion facilities on an ongoing basis, is available in Appendix A.

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 Congregational Planning 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 rostered ministers). 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:
- suspension from the privileges of congregation membership for a designated period of time;
 - suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - termination of membership in this congregation; or
 - 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 30 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; and
- b. be ratified without change at the next regular meeting of this congregation by a two-thirds vote of those voting members present and voting.

*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 the congregation's vote of approval.

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.

Chapter 20.

PARISH AUTHORIZATION

[* Required provisions when congregation is part of a parish]

- *C20.01. This congregation may unite with one or more other congregations recognized by the synod named in *C6.01. to form a parish. Except as provided in *C20.02. and *C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.
- *C20.02. One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregation meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- *C20.03. One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregation meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- *C20.04. Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synod constitution of the synod named in *C6.01. In such a case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- *C20.05. Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synod constitution of the synod named in *C6.01. In such a case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- *C20.06. Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.

ZION LUTHERAN CHURCH, HOLLIDAYSBURG, PA FACILITIES USAGE POLICY

Zion Lutheran Church, Hollidaysburg makes their facilities available to groups or organizations for meetings or other events, whenever possible.

General Guidelines and Requirements:

1. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
2. Every group or organization is required to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities.
3. Users of the church facilities agree to use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition.
4. All requests for usage of the church facilities are subject to approval by the Congregational Planning Council of Zion Lutheran Church, Hollidaysburg, PA.
5. Each outside group or organization is required to complete and deliver to the church office a signed agreement.
6. The church reserves the right to schedule other activities and events in other parts of the church facilities.

Insurance:

If deemed necessary by the Congregational Planning Council, each outside group or organization must furnish to Zion Lutheran Church, Hollidaysburg, PA a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 naming the church as an additional insured.

GENERAL USER RESPONSIBILITY:**Additional Requirements and Restrictions**

1. Those using Zion Lutheran Church, Hollidaysburg, PA facilities agree to release, protect, defend, indemnify and hold harmless Zion Lutheran Church, Hollidaysburg, PA and its Congregational Planning Council, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any Zion Lutheran Church, Hollidaysburg, PA facilities.
2. In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Congregational Planning Council or their designee and shall pay the church for such repair and replacement costs upon demand.
3. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage, and proof of legal clearances for supervision of minors upon request.

4. The transfer or passing on by any group or organization of permission to use church facilities to any other persons or organizations is strictly prohibited.
5. Those using church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
6. Users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the church facilities.
7. The use of tobacco products, alcoholic beverages or drugs is strictly prohibited on church premises.
8. No group or organization (whether or not a church member is affiliated with such organization) shall use any church facilities in any manner or for any purpose that is in conflict with or contradicts the mission or principles of the church.
9. In the event of regular meetings, this agreement shall continue as specified until notification of termination or change is given by the Congregational Planning Council or notification of termination or request of change is given by the individual/group.

This policy is applicable to use of the church facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of church facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval.

Zion Lutheran Church, Hollidaysburg, PA

FACILITIES USAGE AGREEMENT

Name of Group/Organization _____

Address _____

Phone Number(s) _____

Contact Person _____

Email Address _____

Date(s) and time(s) of meeting or other event _____

Nature of meeting or other event _____

Room(s) being reserved _____

Facility Usage Fee _____

The above-named group or organization (1) acknowledges receipt, from Zion Lutheran Church, Hollidaysburg, PA, of Facilities Usage Policy, and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, which are incorporated herein by reference, (2) requests usage of church facilities as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with Zion Lutheran Church, Hollidaysburg, PA Facilities Usage Policy in connection with such usage, including all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, and such additional requirements and restrictions as may be communicated on behalf of Zion Lutheran Church, Hollidaysburg, PA to the above-named group or organization prior to or in the course of such usage.

Date _____ Signature _____

Print Name _____

Title _____

Authorized Representative

Accepted by Zion Lutheran Church, Hollidaysburg, PA:

Date _____ Signature _____

Title _____

Helping Hands Policy

Zion Lutheran Church, in keeping with its Biblical and charitable goals, will maintain a Helping Hands Fund with the primary objective of providing financial help to those in need.

The administration of the Fund, including all disbursements, is subject to the exclusive control and discretion of the Congregation. The Congregational Planning Council (CPC) will oversee the administration of the fund, which will be administered by the Head Pastor and Administrative Assistant. The Outreach Board will support the Helping Hands program by restocking supplies as need is expressed by the Administrative Assistant and Pastor.

Any checks for the Fund should be made payable to Zion Lutheran Church, with a notation that the funds are to be placed in the Congregation's Helping Hands Fund. Donors may suggest beneficiaries of the Fund, but such suggestions shall be deemed advisory rather than mandatory in nature. All gifts to the Fund are gifts to the Congregation and can be distributed as the Congregation or CPC sees fit.

In the event of a specific congregational or community need (e.g., house fire, injury, car accident, loss of family breadwinner), Zion Lutheran Church may collect a Love Offering to distribute specifically to the person or people in need.

Scope of aid provided

The Administrative Assistant and Head Pastor may distribute funds at their discretion, and the following terms should be considered guidelines.

1. When a genuine need is identified and funds are available, Helping Hands monies can be used for
 - a. Provision of food (in the form of food, gift cards or vouchers for a piece of pizza)
 - b. Provision of fuel (in the form of gift cards or direct purchases)
 - c. Provision of transportation (in the form of bus tokens or rides)
 - d. Temporary housing (in the form of purchasing hotel rooms)
2. Due to the limited nature of the fund, the Helping Hands monies will not typically be used for
 - a. Rent
 - b. Utilities
3. Per person, we typically cap gifts at \$100 per month.
4. Per person, we typically provide funding no more than one time per month.
5. Along with support, we also provide referrals to relevant agencies, typically,
 - a. Blair Community Action,
 - b. American Rescue Workers,
 - c. and St. Vincent dePaul.
6. If the following items are available, Zion will provide a packet to individuals recently released from the Blair County Jail, consisting of
 - a. Bus tokens

- b. pizza voucher
- c. bus schedule
- d. warmer clothing (as needed)

Distribution of funds

1. To protect people battling substance misuse, funds should be distributed directly to a vendor or in a non-fungible form. We do not give cash directly to people unless this is unavoidable.

Larger scale requests

At times, a genuine need for larger problems is identified. In those cases, the Administrative Assistant and Pastor will refer people to the following organization as appropriate.

1. Saint Vincent DePaul Food Pantry
2. American Rescue Workers
3. Blair County Center for Community Action

Other actions or needs should be referred to the Outreach Board or the CPC as appropriate.