

**THE BYLAWS OF
CHRIST THE KING LUTHERAN CHURCH
GREAT FALLS, VIRGINIA**

**SECTION I
STATEMENT OF MISSION**

The mission of Christ The King Lutheran Church is to establish a family of Christian believers within the community, which seeks to share the love of Christ in a dynamic and open ministry.

We are a family coming together for spiritual renewal and growth through commitment to Christ and each other. Working together - caring, sharing and reaching out, we can accomplish more than individuals working alone.

As a congregation, we shall provide worship, Christian education, witness of the word, fellowship and service. We will offer opportunities for all to openly express their faith in the Triune God.

Stewards of God's creation, we will serve all who need spiritual or physical help.

**SECTION II
THE PASTOR**

1. When the congregation finds it necessary to call a pastor to serve at Christ the King, the call shall be transmitted in writing and shall be signed by a majority of the Congregation Council (council), including the names of the president or vice-president, and at least one other officer of the congregation.
2. The congregation shall receive the pastor in accordance with the word of God, regard the pastor as its spiritual advisor, and accord the pastor the respect that is due that office. It shall supply the pastor's temporal wants so that the pastor may devote time and talents to the performance of pastoral duties.
3. In the event of a temporary or permanent disability of a pastor, as defined in the ELCA Pension Plan, to the extent that a pastor is unable to perform the duties of the ministerial office, that pastor shall continue to receive payments of base salary, housing allowance and pension plan for a period of at least 90 days, beginning with the first day of disability.
4. The term pastor as used in these bylaws shall be deemed to mean all pastors called by the congregation, if there be more than one.

**SECTION III
MEMBERSHIP**

1. Anyone wishing to be received into membership in the congregation shall make his or her desire known to the pastor, who shall make recommendation to the Congregation Council.
2. Upon approval of the council, new members shall be supplied with a copy of the constitution and bylaws of the congregation. They shall be presented to the congregation by public profession of faith (if physically possible) in a regular worship service and welcomed into membership in the congregation by the pastor.
3. A person wishing to be released from this congregation by transfer of membership to another Christian congregation, shall make his or her desire known to the pastor, who shall bring the matter to the attention of the Congregation Council. The council shall convince itself, so far as it can, of the standing of the person desiring such transfer in the congregation, and on the basis of its findings shall take appropriate action on such request.

4. Confirmed members shall be subject to annual listing by the council as active or inactive members. Active members are those who have received the Sacrament of the Lords Supper at least once within the year and have attended worship, and in the judgment of the pastor and the council, have reasonably fulfilled the duties defined in Section 8.04 of the constitution, unless hindered by sickness or other circumstances beyond their control. Such active members shall be defined as members in good standing. Inactive members are those who, resident or non-resident, have not fulfilled the requirements for active members unless hindered by circumstances beyond their control. Such inactive members shall be defined as members not in good standing. The listing of a member as inactive, shall be automatically discontinued when the person fulfills the duties of Section 8.04.
5. If at the end of one year's duration on the inactive list, all efforts by the pastor and Congregation Council to regain the inactive member have failed, that person shall be subject to removal by the Congregation Council from the membership list of the congregation, and placed on the Congregation's responsibility list. The responsibility list is assigned to the Witness Committee for follow-up. Each person so removed from membership shall be duly notified in writing of the above action.

SECTION IV
BUSINESS MEETINGS OF THE CONGREGATION

1. The semi-annual business meetings of the congregation shall be held as follows:
 - a. During the month of June, on a day chosen by the Congregation Council.
 - b. In late January or early February, on a day chosen by the Congregation Council.
2. At these semi-annual meetings the following business shall be transacted:
 - At the June meeting the following business shall be conducted:
 - a. The election of council members.
 - b. The conduct of such other business as the Congregation Council or the Congregation may decide.
 - At the late January or early February meeting the following business shall be conducted:
 - a. A review of the Congregation's Annual Report for the year just past.
 - b. Approval of the Budget for the current calendar year, as recommended by the Congregation Council.
 - c. The conduct of such other business as the Congregation Council or the Congregation may decide.
3. The Congregation Council shall publish a detailed budget at least two (2) weeks prior to the regularly scheduled meeting at which the budget is to be voted upon. Such budget shall include, without limitation, the amounts and sources of income to the congregation (including such items headings as Offerings and Interest Income) and records of expenditures in such line item detail as the accounting records of the treasurer are kept.
4. Voting members of the congregation not able to be in attendance at a regular or special congregational meeting may request an absentee ballot or empower another voting member of the congregation to represent them by completing a written proxy.

SECTION V
THE COUNCIL AND APPOINTEES

1. The Congregation Council shall consist of the pastor, the officers and not more than 20 members duly elected by the congregation at its June semi-annual meeting to serve for three years. In the event of an unplanned vacancy a term of less than three years may be authorized by council to ensure that one-third of all members' terms shall expire annually. Vacancies occurring during the year shall be filled by action of the council, based upon the recommendations of the Nominating Committee; this action to be ratified at the next annual meeting of the congregation. A council member may be re-elected after being off the council for at least one year. Individuals who have served less than a full 3 year term are eligible for nomination and possible election to a full term on the Congregation Council.

2. A council member or any appointed person may be removed from office by a three-fourths (3/4) majority vote of the council members present at a duly-constituted council meeting, if the member is deemed guilty of conduct unbecoming the dignity of the office, neglect of duty, or otherwise violating the oath of office.
3. A member of the council, who is absent from two consecutive regular meetings, shall be consulted by the president of the congregation. If the member is absent without a reasonable excuse for the next regular meeting after consultation with the president of the congregation, the member may be removed from office for neglect of duty in accordance with Section V Paragraph 2 of the bylaws.
4. The council shall be responsible for appointing the following positions: The Treasurer, the Financial Secretary, and all paid lay staff of the congregation. The council may also provide for assistants for these appointees. They shall be appointed for a term of one year, unless they are paid lay staff in which case their contract shall determine their term of office. These appointees may serve in an advisory capacity to the council if they are not members of the council.
5. Additionally, the council shall ratify the following: the selection of Mothers Day Out (MDO) Board Members and all paid MDO Staff, the appointment of Sunday school superintendent(s), and the appointment of other key non-paid lay staff positions.

SECTION VI
NOMINATIONS AND ELECTIONS

1. The Nominating Committee, as appointed by the council, shall present to the council, at least one month prior to the date of the June semi-annual meeting, a slate of nominees for each council vacancy to be filled. At least one qualified nominee shall be proposed for each vacancy to be filled. The process used, shall assure that all voting members of the congregation have an opportunity to express their interest in serving in an elected position of the Congregation. Nominations for election to any position shall also be accepted from the floor.
2. All elections shall be by written ballot at a duly convened business meeting of the congregation. Tellers shall be appointed by the chairperson to assist in the tabulation of the votes.
3. All elections of members of the Council shall be written ballot and the results recorded in full by the secretary. All candidates shall be listed on one ballot and each voting member shall cast a vote for as many candidates as there are vacancies to be filled. The votes shall be tabulated by candidates in descending order of votes received. Those candidates receiving the largest number of votes shall be considered elected; i.e., if there are three vacancies to be filled, the three candidates receiving the largest number of votes shall be elected. If there is a tie that would affect the determination of who was elected, there shall be a run-off between those candidates directly involved. Members voting by proxy shall provide a copy of that proxy to the secretary.
4. As soon as possible after the election, pursuant to Section 11.01 of the Constitution, the council-elect shall meet for the purpose of (a) electing a president, vice-president, secretary for the next fiscal year, which three officers together with the pastor shall comprise the executive committee of the council, (b) allocating among the remaining council members the responsibility of sponsoring/chairing the various standing committees, and (c) appointing two voting members of the congregation to serve in the officer level positions of treasurer and financial secretary.
5. Newly elected, re-elected and continuing council members and appointees shall be publicly installed by a pastor as soon as practicable after election; such council members and any appointees shall assume their new responsibilities and duties on the first of July following the election.

SECTION VII
DUTIES OF OFFICERS AND APPOINTEES

1. General duties - the officers and appointees of this congregation shall be Christian examples to the other members of the congregation, by regularly participating in divine service, by hearing and doing God's Word, and by frequently partaking of the Lord's Supper.
2. The president shall preside at all business meetings of the council and congregation and assume general leadership of the congregation in its secular affairs. The president together with the pastor shall appoint members to fill vacancies on the Staff Relations (Mutual Ministry) Committee.
3. The vice president shall act for the president in the president's absence or other inability to act. The vice president shall actively support and assist the president in all council activities.
4. The secretary shall see that accurate minutes of the council and of the congregation are kept, and see that all records other than those under the control of the pastor, treasurer, or financial secretary shall be organized, preserved and safeguarded. The secretary shall consult with the president and pastor to co-ordinate the various activities associated with the orderly conduct of the church's business. The secretary shall keep a current record of all policy statements established by council in a policy manual.
5. The treasurer shall have charge of and maintain the official accounting records of the congregation. The treasurer shall disburse such funds only upon order of the congregation or of the council. All checks for less than \$1,000.00 shall be signed by the treasurer, the assistant treasurer or the chairperson of the Finance & Insurance Committee, and checks for \$1,000.00 or more (other than budgeted items) shall be signed by (i) the treasurer, assistant treasurer or the chairperson of the Finance & Insurance Committee, and (ii) one other member of the council, who is an authorized signatory on the account. The treasurer shall promptly record all receipts, disbursements and reimbursements in the proper accounts in the accounting records.
6. The financial secretary or his or her designee shall receive all offerings of the congregation and shall accurately keep a record of the contributions from individual members. The financial secretary or counter designees shall timely and accurately count the offerings of the congregation and see to the proper and timely deposit of such offerings into a designated account of the congregation. The financial secretary or counter designee shall provide the treasurer, or his or her designated assistant a summarization of all receipts in sufficient detail to facilitate the treasurer's preparation of accurate financial reports for the congregation. The financial secretary shall be responsible for the recruiting, training and scheduling of counters as well as assuring that related procedures are kept up to date. The financial secretary shall periodically assure that accurate giving records are given or mailed to all members of the congregation. The financial secretary shall perform such other related duties as the congregation or council may direct.
7. The financial secretary's and treasurer's accounts shall be audited annually or upon a change in either position. An audit committee will be appointed by the Executive Committee, or the council may, at its option, elect to contract for an outside audit of such books and records.
8. The sponsors/chairpersons of the committees provided for in Section VIII of the bylaws, shall call and conduct meetings of their respective standing committees as needed, and report significant actions and recommendations to the council at its regular meeting.

SECTION VIII
COMMITTEES

1. Each standing committee will be convened by the responsible Congregation Council member. The council member, in consultation with the executive committee and the pastor, will appoint personnel to staff their respective committees. Membership on all standing committees is subject to the advice and consent of the council. The pastor and all members of the Executive Committee will be ex-officio members of all committees. All chairpersons may appoint, from the membership of their committees, an assistant who can act for such chairperson in his or her absence.
2. The assigned Council member will have the responsibility for bringing pertinent information and recommendations from each committee to the council and for conveying tasks and advice from the council to the committee.
3. Ad-hoc committees may be appointed by the president as necessary.
4. The standing committees of the congregation shall be the following:
 - a. Audit Committee
This committee, which is appointed annually by the Executive Committee, is responsible for annually auditing the books and records as maintained by the Treasurer and the Financial Secretary. This committee's annual report shall be included in the congregation's annual report as published. This committee is also responsible for the performance of a mini-audit should the Treasurer or Financial Secretary resign during the calendar year and it be necessary for someone else to assume their duties.
 - b. Congregational Life Committee
The mission of the Congregational Life Committee shall be to serve as a catalyst for starting and maintaining activities such as Meals on Wheels, establishment of a "Singles" organization, and such other activities that will enhance the service Christ the King Lutheran Church provides to its membership. Also, the Congregational Life Committee shall coordinate these efforts with the other standing committees to carry out this mission.
 - c. Executive Committee
This committee, which consists of the elected officers of the congregation and the pastor, is authorized to conduct urgent business of the congregation when there is not time or it is not feasible to wait for a regularly scheduled meeting of the congregation council. This committee also has special appointive powers as defined elsewhere in these bylaws.
 - d. Fellowship Committee
This committee will oversee the planning and execution of adult and family fellowship activities within the congregation. It will have the primary responsibility for assimilation of new members into the church, its auxiliary organizations and its programs.
 - e. Finance & Insurance Committee
This committee shall be responsible for overseeing the financial activities of the church and maintaining expenditures within the limits prescribed by the approved budget and the funds actually available. It shall prepare a budget recommendation to the Church Council for the succeeding calendar year, and see that adequate insurance coverage is in effect. The treasurer and the financial secretary are, by reason of their positions, members of this committee.
 - f. Learning Committee
It shall be the responsibility of this committee to oversee the Christian education programs, staff and resources of the congregation. This committee shall have oversight of the following educational programs: kindergarten through 2nd grade, 3rd through 6th grade, confirmation, high school, adult education and vacation church school (VCS). The council member assigned to this committee shall automatically be a member of the Mothers Day Out Board.

- g. Long Range Planning Committee
This committee will be responsible for reviewing, on a continuing basis, the plans and programs of the entire congregation and its auxiliary organizations in order to identify unmet needs and beneficial areas of new ministry. It will orchestrate long-range goal setting and, with the assistance of planning boards and congregational surveys, periodically update a list of priorities for mission support, staff augmentation, and facilities/equipment upgrading.
- h. Nominating Committee
This committee, which is appointed by the council, is responsible for preparing the slate of nominees to fill terms of the congregation council that are expiring June 30th. This slate shall be presented to the congregation council at least 30 days prior to the announced date of the June semi-annual congregation meeting. The slate as presented shall include at least one qualified nominee for each vacancy. The nominating committee shall also timely make recommendations to the council regarding the filling of any vacancies resulting from the resignation or removal of any elected officer or council member.
- i. Property Committee
The Property Committee shall have primary responsibility for the care and management of the physical property of the congregation. It will be responsible for maintenance, custodial and security services. It will annually, in cooperation with the Endowment and Special Gifts Subcommittee, update an inventory of all property and equipment and will ensure that a record of that inventory is securely held in a location remote from the church. The Committee on property will promptly bring to the council's attention any needed improvements or repairs.
- j. Service Committee
The Service Committee will serve as the link between the community and the congregation, particularly in the area of social concerns. It will interact with local community social service organizations and other channels for community ministry, and will provide information, training and recruiting service to fulfill the mission. It will be the mechanism through which the community can make known its needs to the congregation.
- k. Staff Relations (Mutual Ministry) Committee
This committee will be convened by a council representative, and its membership shall consist of the chairman and 6 members appointed by the president and pastor to serve staggered 2 year terms. Its primary responsibility shall be to administer the Annual Review Program for the pastor(s) and other salaried staff of the congregation. The committee will additionally be responsible for the maintenance and development of staff position descriptions. The committee chairperson shall make recommendations to the Finance & Insurance Committee regarding salary adjustments and levels for salaried staff members, as described in the Annual Review Program.
- l. Stewardship Committee
This committee shall be responsible for fostering good stewardship of time, talents and possessions so that the total program of the church, its synod and the ELCA may be accomplished and so that every member may experience growth in faith through commitment to the Lord.
- m. Witness/Evangelism Committee
The Witness Committee will be responsible for bringing a witness of Christ to those in Christ the King's geographic area of responsibility who are not members of His church. It will be responsible for stimulation of attendance at worship services, Holy Communion, Sunday School and other church functions.

n. Worship & Music Committee

This committee will be responsible for maintaining a worshipful, uplifting and edifying atmosphere in the corporate worship services of the church. This committee is also responsible for the oversight of the musical program of the congregation. Additionally this committee is responsible for the scheduling of lay service assistants.

o. Youth Committee

This committee shall be responsible for the development of the Christian ethics, social responsibility and leadership among the young members of Christ the King. It will initiate and coordinate youth fellowship programs and will carefully choose and oversee the sponsors of youth activities. To the maximum degree possible, the committee will involve the youth in its work.

SECTION IX
CHRIST THE KING ENDOWMENT FUND

A. CHRIST THE KING ENDOWMENT FUND

1. The congregation hereby establishes a CHRIST THE KING ENDOWMENT FUND (hereafter called the "FUND"). The Endowment and Special Gifts SUBCOMMITTEE (hereinafter called the "SUBCOMMITTEE") shall be the custodian of the FUND. The SUBCOMMITTEE shall be a subcommittee of the Stewardship Committee.
2. The SUBCOMMITTEE shall consist of five members, all of whom shall be voting members of CHRIST THE KING LUTHERAN CHURCH. Except as herein limited, the term of each member shall be three (3) years. Upon adoption of this resolution by the congregation, it shall elect five (5) members to the SUBCOMMITTEE: two (2) for a term of three (3) years; two (2) for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter, at each annual meeting, the congregation shall elect the necessary number for a term of three (3) years. No member shall serve more than six consecutive years. After a lapse of one (1) year, former SUBCOMMITTEE members may be re-elected. The senior pastor and the president of the Congregation Council shall be advisory members of the SUBCOMMITTEE. The Congregation Council of the congregation shall nominate for the SUBCOMMITTEE and report at the annual congregational meeting in the same manner as for other offices and Committees. In the event of a vacancy on the SUBCOMMITTEE, the Congregation Council shall appoint a member to fill the vacancy until the next regular congregational meeting at which time the congregation shall elect a member to fulfill the term of the vacancy.
3. The SUBCOMMITTEE shall meet at least quarterly, or more frequently as deemed by it in the best interest of the FUND.
4. A quorum shall consist of three (3) members. When only three (3) members are present a unanimous vote shall be required to carry any motion or resolution.
5. The SUBCOMMITTEE shall elect from its membership a chairperson, recording secretary and financial secretary. The chairperson, or member designated by the chairperson, shall preside at all SUBCOMMITTEE meetings.
6. The recording secretary of the SUBCOMMITTEE shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member of the SUBCOMMITTEE. Each member shall keep a complete copy of minutes to be delivered to his or her successor. The recording secretary shall also supply a copy of the minutes to the Congregation Council and be responsible for all correspondence.
7. The financial secretary of the SUBCOMMITTEE shall work with the congregation's treasurer in maintaining and coordinating complete and accurate accounts for the FUND and shall sign checks and all other necessary documents on behalf of the congregation in furtherance of the purposes of the FUND. The books shall be audited annually by a certified public accountant or other appropriate person who is not a member of the SUBCOMMITTEE.

8. The SUBCOMMITTEE shall report on a quarterly basis to the Congregation Council and, at each annual or duly called special meeting of the congregation, shall render a full and complete audited account of the administration of the FUND during the preceding year.
9. The SUBCOMMITTEE may request other members of the congregation to serve as advisory members and, at the expense of FUND income, may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the FUND.
10. Members of the SUBCOMMITTEE shall not be liable for any losses which may be incurred upon the investments of the assets of the FUND except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self dealing or transactions with the FUND in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the FUND.
11. All assets are to be held in the name of the CHRIST THE KING LUTHERAN CHURCH Endowment Fund. Said FUND shall consist of at least two accounts to be called the "CHRIST THE KING LUTHERAN CHURCH Endowment Fund Account" and "CHRIST THE KING LUTHERAN CHURCH Memorial and Gifts Fund Account".
12. Recommendations to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the FUND, including stocks, bonds, debentures, mortgages, notes, or other securities, as in their judgment and discretion they deem wise and prudent, are to be made by the SUBCOMMITTEE for approval by the Congregation Council, with subsequent execution by the delegated member of the SUBCOMMITTEE.

B. DISTRIBUTION OF INCOME

1. The SUBCOMMITTEE shall determine what is principal and income according to accepted accounting procedures. Gifts and bequests to the fund shall accumulate until principal amount of \$10,000 is achieved, after which the income generated from the investment of the principal shall be expended.
2. Income from the FUND shall be distributed annually and at such other times as deemed necessary and/or feasible to accomplish the following purposes:
 - a. Minimum of 20% for outreach into the community and synod, including, but not limited to, grants to ELCA seminaries, colleges, or students attending such schools, social service agencies, institutions and agencies to which this congregation relates, and to special programs designed for those persons in our parish area who are in spiritual and/or economic need.
 - b. Minimum of 20% for missions of the Evangelical Lutheran Church in America in this continent and worldwide, including, but not limited to, grants to the Evangelical Lutheran Church in America for new congregational development in North America, professional leadership, educational ministries, global mission, ecumenism, evangelism, social ministries, and capital financing.
 - c. Minimum of 20% for capital improvements, debt reduction, or a building program of CHRIST THE KING LUTHERAN CHURCH.
 - d. Up to 40% for any one or all of the above designated areas in any proportion as determined by the SUBCOMMITTEE, or for causes and programs, which at the discretion of the SUBCOMMITTEE are consistent with the FUND purpose of enhancing the mission outreach of CHRIST THE KING LUTHERAN CHURCH.

3. Programs for support shall be recommended by the SUBCOMMITTEE and approved by the Congregation Council for funding according to the guidelines established by the congregation.
4. Disbursement of income from the FUND need not occur annually in the event causes and programs have not been approved by the SUBCOMMITTEE sufficient to utilize total income available, or if in the judgment of the SUBCOMMITTEE total annual disbursement of income is not recommended.
5. When, in the opinion of the SUBCOMMITTEE circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of the FUND income, the SUBCOMMITTEE may, upon a two-thirds majority vote, recommend such authorizing action to the congregation.
6. The provisions of this Section B apply to the CHRIST THE KING Endowment Account and not the CHRIST THE KING Memorial and Gifts Fund Account.

C. DISTRIBUTION OF PRINCIPAL

When, in the opinion of the SUBCOMMITTEE circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of the FUND principal, the SUBCOMMITTEE may, upon a two-thirds majority vote, recommend such authorizing action to the congregation.

D. AMENDMENT

Any amendment to the BYLAWS which will change, alter or amend the purpose for which the FUND is established shall be adopted by a two-thirds vote of the members present at an annual meeting of the congregation or at a special meeting called specifically for the purpose of so amending the BYLAWS.

E. DISPOSITION OR TRANSFER OF FUND

In the event CHRIST THE KING LUTHERAN CHURCH ceases to exist either through merger or dissolution, disposition or transfer of the FUND shall be at the discretion of the Congregation Council in conformity with the approved congregational constitution and in consultation with the bishop of the synod to which this congregation belongs at such time. Consultation with the Evangelical Lutheran Church in America or its successor may be desirable for continuation of FUND obligations.

SECTION X
ORGANIZATIONS

1. Such organizations as are deemed necessary or desirable to carry out the purpose of the congregation shall be approved by the Congregation Council and the congregation. The directors of such organizations (e.g. MDO) shall make periodic reports to the congregation council.
2. All constitutions, actions, activities and resolutions of the organizations shall be subject to regulation and approval by the council and the congregation.
3. All accounts shall be subject to annual audit by the council and the congregation.

SECTION XI
THE SUNDAY SCHOOL

1. The Sunday School and all its departments shall be under the supervision of the pastor and the Committee on Learning. The Learning Committee shall establish the management structure of the Sunday School program.

2. The program of the Sunday School shall be carried out by the appointed Superintendent(s) and the teaching staff.

SECTION XII
THE MOTHER'S DAY OUT PROGRAM

1. The Director of the Mothers Day Out Program shall be under the direct supervision of the Executive Committee of the Council.

SECTION XIII
DELEGATES

1. The delegate(s) and the alternate(s) to the Annual Assembly of the synod of the ELCA to which the congregation belongs, shall be elected by the Congregation.
2. All reasonable expenses of delegates and pastors incident to the convention shall be paid by the congregation.

SECTION XIV
CONGREGATION RECORDS

1. The records of the congregations shall be and remain the property of the congregation. The pastor shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon the termination of a pastor's service to the congregation, the records shall have been brought up to date prior to departure. The records shall consist of:
 - a. the roster of baptized, confirmed and voting members;
 - b. the ministerial acts performed by the pastor;
 - c. the minutes and reports of the synod and the Handbook of the ELCA;
 - d. the minutes of the meetings of the congregation and the Congregation Council, for which the secretary of the congregation shall be responsible;
 - e. the financial records of the congregation, for which the treasurer of the congregation shall be responsible;
 - f. communion participation records.
2. The pastor shall submit to the synodical office of the ELCA such reports and statistics as may be requested, and shall annually report to the congregation a summary of ministerial acts.
3. Should the congregation be dissolved, the official records of the congregation shall be deposited in the archives of the ELCA or its successor.

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