

REDEEMER LUTHERAN CHURCH

CONSTITUTION,

BY LAWS AND CONTINUING RESOLUTIONS

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REDEEMER LUTHERAN CHURCH

CONSTITUTION

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 legal name of this congregation shall be The Evangelical Lutheran Church of the Redeemer, also commonly known as Redeemer Lutheran Church.

C1.02. For the purpose of this constitution and the accompanying bylaws, Redeemer Lutheran Church is hereinafter designated as "this congregation."

C1.11. This congregation shall be incorporated under the laws of the State of Minnesota.

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 Scriptures 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.** 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.

Chapter 4.
STATEMENT OF PURPOSE

C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.

C4.02. To participate in God's mission, this congregation as a part of the Church shall:

- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

C4.03. To fulfill these purposes, this congregation shall:

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.

- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- 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 the congregation's ministry and the ministry of other parts 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 Council of Ministers 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 Council of Ministers or in the minutes of the Council of Ministers.

C4.05. This congregation shall, from time to time, adopt a mission statement, which will provide specific direction for its programs.

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 Council of Ministers or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The 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 or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in

America;

- d. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16.
- e. approve the annual budget;
- f. acquire real and personal property by gift, devise, purchase, or other lawful means;
- g. hold title to and use its property for any and all activities consistent with its purpose.
- h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- i. elect its officers and Council of Ministers, as well as other board and committee members as specified in the ByLaws or Continuing Resolutions, and require the members of the Council to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- k. With respect to the Redeemer Center for Life (RCFL), approve:
 - a. any conveyance of title to any RCFL real estate;
 - b. transfer of all or substantially all of the personal property of RCFL;
 - c. merger of RCFL with another corporation or entity
 - d. in the event of dissolution of RCFL, receive all assets of RCFL.

C5.04. This congregation shall choose 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 the congregation and other qualifications shall be as prescribed in guidelines established by the Minneapolis Area Synod of the Evangelical Lutheran Church in America.

C5.05. This congregation may have a mission endowment fund that will operate as specified in this congregation's bylaws and continuing resolutions. The purpose of the mission endowment 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 Minneapolis Area 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 clergy roster 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.
 - d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the 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 may be 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.
 - d. 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 desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
- d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
- e. A certified copy of the resolution to terminate its relationship shall be sent to the bishop of the synod, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
- f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church, and published in the periodical of this church.
- g. Since this congregation was a member of the Lutheran Church in America, it shall be required, in addition to the foregoing provisions in *C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.

C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

Chapter 7.

PROPERTY OWNERSHIP

- C7.01.** If this congregation ceases to exist, title to undisposed property shall pass to the Minneapolis Area 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, title to property shall continue to reside in this congregation.
- C7.03.** If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Minneapolis Area Synod.
- C7.04.** If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, 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 established synodical process, 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.

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.

- d. VOTING members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.

- 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, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Council of Ministers of this congregation.

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 by the Council of Ministers; or
- e. removal from the roll due to inactivity as defined in the bylaws.

Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

Chapter 9.
THE PASTOR

C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop of the synod.

C9.02 Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical 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 ordained minister shall:

- 1) preach the Word;
- 2) administer the sacraments;
- 3) conduct public worship;
- 4) provide pastoral care; and
- 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

b. Each ordained minister with a congregational call shall, within the congregation:

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- 2) supervise all schools and organizations of this congregation;
- 3) install regularly elected members of the Council of Ministers; and
- 4) with the council, administer discipline.

c. Every pastor shall:

- 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
- 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
- 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
- 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Minneapolis Area Synod of the ELCA.

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. a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:

- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
- 2) resignation of the pastor which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
- 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
- 4) the physical or mental incapacity of the pastor;
- 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
- 6) the dissolution of the congregation; or
- 7) suspension of the congregation as a result of discipline proceedings.

b. when allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Council of Ministers or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall investigate such conditions personally in company with a committee of two ordained ministers and one layperson.

c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry; either in the congregation last served or in another field of labor.

d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod

together with the committee described in C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority 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 simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

- e. If in the course of proceedings described in *C9.05.d, the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
- f. If, following the appointment of the committee described in *C9.05.b, or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).

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 Council of Ministers.

C9.07. During the period of service, an interim pastor shall have the rights and duties in the 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 Council-of Ministers. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

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 related to the Evangelical Lutheran Church in America.

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, the 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 the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a..

C9.12. The pastor of this congregation

a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the 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 his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

C9.20. Ecumenical pastoral ministry. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister 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 the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

Chapter 10.

CONGREGATION MEETING

C10.01. The annual meeting of this congregation shall be held at a time specified in the bylaws.

C10.02. A special Congregation Meeting may be called by the pastor, the Council of Ministers, or the president of this congregation, and shall be called by the president of the congregation upon the written request of 15 voting members. 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 to all [voting] members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

C10.04. Twenty five (25) voting members shall constitute a quorum.

C10.05. Voting by proxy or by absentee ballot shall not be permitted.

C10.06. All actions approved by the 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.

Chapter 11. OFFICERS

C11.01. The officers of this congregation shall be a president, vice-president, secretary, and treasurer.

a. Duties of the officers shall be specified in the continuing resolutions.

b. Only voting members of the congregation may be officers.

c. Officers of this congregation shall serve similar offices of the Council of Ministers and shall be voting members of the Council of Ministers.

C11.02. The Congregation shall elect its officers and they shall be officers of the Council of Ministers. The officers shall be elected by written ballot (or by voice vote upon consent of the congregation) and shall serve for term specified in the bylaws or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected - (Refer to bylaws for terms of office).

Chapter 12. COUNCIL OF MINISTERS

C12.01. All members of the Council of Ministers including the pastor/s shall have a vote. Any voting member of the congregation may be elected to the Council of Ministers. A member's place on the Council of Ministers shall be declared vacant if the member:

a. ceases to be a voting member of this congregation;

- b. is absent from three successive regular meetings of the Council of Ministers without cause.

C12.02. The members of the Council of Ministers shall be elected by written ballot. The term shall begin at the close of the annual congregational meeting at which they are elected. Refer to the bylaws for terms of office.

C12.03. Should a member's place on the Council of Ministers be declared vacant, the Council of Ministers shall elect, by majority vote, a successor until the next annual meeting.

C12.04. The Council of Ministers shall have the 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 Council of Ministers 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 pastor(s) and staff; and help them annually to evaluate the fulfillment of their calling, appointment, 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 partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran.
- 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.

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

a. The Council of Ministers shall not have the authority to buy, sell or encumber real property unless specifically authorized to do so by a meeting of the congregation.

b. The Council of Ministers shall prepare an annual budget for adoption by this congregation.

c. The Council of Ministers shall be responsible for this congregation's investments and its total insurance program.

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

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

C12.08. The Council of Ministers shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.

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

C12.10. The Council of Ministers shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.11. A quorum for the transaction of business shall consist of a majority of the members of the Council of Ministers, and the pastor(s), except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters, which shall be the only business of the meeting.

Chapter 13.

CONGREGATIONAL COMMITTEES

C13.01. The officers of this congregation and the senior Pastor shall constitute the Executive Committee.

C13.02. The Nominating Committee is elected by the Council of Ministers and may include outgoing members of the Council of Ministers.

C13.03. An Audit Committee of at least two voting members shall be elected by the Council of Ministers. Audit Committee members shall not be members of the Council of Ministers.

C13.04. A Staff Support Committee shall be elected by the Council of Ministers and shall include the current Council of Ministers President.

C13.05. When a pastoral vacancy occurs, a Call Committee of at least six voting members shall be appointed by the Council of Ministers. Term of office will terminate at installation of the newly called pastor.

C13.06. Other congregational committees may be formed as the need arises, by decision of the Council of Ministers.

C13.07. Duties of congregational committees shall be specified in the continuing resolutions.

Chapter 14.

ORGANIZATIONS WITHIN THE 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. Unless otherwise specified in the Continuing Resolutions, the Council of Ministers shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

C14.02. Special interest groups are subject to the oversight of the Council of Ministers.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

C15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Council of Ministers. If, for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions,

C15.02. The process for discipline of a member of the 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 discipline against a

member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Council of Ministers of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before the Congregation Council after having received a written citation at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.

C15.03. Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Council of Ministers who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the Council of Ministers shall impose one of the following disciplinary actions:

- a. censure before the Council of Ministers or congregation;
- b. suspension from membership for a definite period of time; or
- c. exclusion from membership in this congregation.

Disciplinary actions b. and c. shall be delivered to the member in writing.

C15.04. The member against whom disciplinary action has been taken by the Council of Ministers shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

C15.05. Disciplinary actions may be reconsidered and revoked by the Council of Ministers upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

C15.06 For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.04 in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

C15.07. No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.

C15.10. Adjudication. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Council of Ministers of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council whose decision shall be final.

Chapter 16 BYLAWS

C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.

C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

C16.03. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Council of Ministers at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Council of Ministers notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting.

C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17. AMENDMENTS

C17.01. Unless provision *C17.04 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 10% of the voting members or by the Council of Ministers. Proposals must be filed in writing with the Council of Ministers 60 days before formal consideration by this congregation at its regular or special Congregation Meeting called for that purpose. The Council of Ministers shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.

C17.02. An amendment to this constitution, proposed under *C17.01 shall:

- a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;

b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and

c. have the effective date included in the resolution and noted in the constitution.

C17.03 Any amendments to this constitution that result from the processes provided in *C17.01. and *C17.02. shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the Minneapolis Synod of the ELCA.

C17.04. 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 by a simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Council of Ministers has submitted by mail notice to the 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 20 voting members of the congregation, the Council of Ministers shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18.

CONTINUING RESOLUTIONS

C18.01. The congregation in a legally called meeting or the Council of Ministers 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 the congregation or a two-thirds vote of all voting members of the Council of Ministers

C18.03. Any changes in a continuing resolution shall be made known to the congregation in the next issue of the congregational newsletter.

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 Council of Ministers 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.

REDEEMER LUTHERAN CHURCH

BYLAWS

I. Structure.

A. Governing body will be called the Council of Ministers. It consists of:

1. Pastor, ex officio.
2. Officers.
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
3. The following **Ministers**:
 - a. Education
 - b. Stewardship
 - c. Evangelism and Outreach
 - d. Properties
 - e. Worship, Music, and the Arts
 - f. Fellowship
 - g. Youth
 - h. Service & Advocacy

B. Terms of Office

1. The president and vice president shall serve one-year terms.
2. Secretary, treasurer, and all ministers shall serve two-year terms.

3. No member of the Council of Ministers shall hold more than one position at a time.
4. No member of the Council of Ministers with the exception of the treasurer shall serve more than four consecutive years.

II. The **annual meeting** will be held in the month of January, the date to be chosen by the Council of Ministers.

REDEEMER LUTHERAN CHURCH

CONTINUING RESOLUTIONS

I. Mission, Values and Goals

A. Our mission is to be a beacon of hope to residents of the Harrison Neighborhood, to the people of North Minneapolis, and for the greater church around the world.

B. We seek to be a faithful witness to the love of Jesus Christ for all people, and to be recognized by the community as a safe and caring place for area residents, especially youth and children.

C. Our core value is to maintain a dynamic and impactful ministry through the development of authentic, transformational relationships.

D. In partnership with Redeemer Center for Life and other mission partners, we seek to serve the physical, mental and spiritual needs of the community through youth programming, affordable housing, educational programs and faith-based activities.

II. Officers. In addition to the other duties identified in the Constitution and bylaws:

A. The **Pastor**:

1. Is an ex officio member of all committees.
2. Has authority to dispense funds within the budget.
3. Selects and supervises interns and staff, subject to oversight by the Council of Ministers.
4. Creates paid staff positions, through prior consultation with the Executive Committee, and subsequent notice to the entire Council.
5. Provides opportunities for adult education.
6. May serve as ex officio member of the Redeemer Center for Life Board.
7. Maintains relationships with other mission partners.
8. Where appropriate, may represent the congregation in public forums.

- B. The **President** shall:
1. Preside at all meetings of the congregation, the Council of Ministers, and Executive Committee.
 2. Deliver an annual report to the congregation.
 3. In the event of a pastoral vacancy, contact the synodical bishop.
 4. Be the convener of the Staff Support Committee.
 5. Be the convener of the Pastoral Support Committee.
 6. Serve as liaison (or designate from among the Council of Ministers a liaison) to the Women of the ELCA (WELCA) within the Congregation
- C. The **Vice President** shall:
1. Perform the duties of the president in the president's absence, incapacity, or at the president's request.
 2. Chair special task forces as appointed.
 3. Chair the Finance Committee.

D. The **Secretary** shall:

1. Record proceedings of the meetings of the congregation and Council of Ministers and make them available to the congregation.
2. Arrange for secretarial records to be filed permanently in the church office; arrange for duplicate set of records to be kept off site.
3. Keep attendance records of each council meeting.
4. In cooperation with the office administrator, announce all congregational and council meetings and arrange for meeting places.
5. Attest in writing to the bishop of this synod the parochial records, maintained by the pastor, have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.
6. Send to the synod any approved changes to the bylaws and/or amendments to the constitution.

E. The **Treasurer** will:

1. Supervise the financial procedures, records, and investments of the congregation.
2. Provide to the Council of Ministers a monthly statement of income and expenses compared to the budget.
3. Be responsible for the payment of financial obligations of the church.
4. Deliver an annual financial report to the congregation.
5. Be responsible for the counting, depositing, and recording of contributions in the absence of a Financial Secretary.
6. Actively participate on the Finance Committee.

III. Council of Ministers

A. Minister of Education

1. Responsible for seeking new ways to enhance the spiritual life of the congregation through education, and for sustaining and/or coordinating the work of existing educational programs for all ages.
2. Specific duties:
 - a. Create a committee to assist in the ministry.
 - b. Submit an Education budget request to the Finance Committee each year.
 - c. Have authority to dispense funds within the Education budget.
 - d. Continually evaluate the educational program of the congregation, including consultation with the pastor regarding the confirmation program.
 - e. Oversee the congregational library, including books, tapes, audio/visual materials, etc.
 - f. Provide for a Vacation Bible School each year.
 - g. Select a Sunday School staff, and provide training and encouragement.
 - h. Choose curricula for Sunday School and Vacation Bible School, in consultation with the Pastor.
 - i. Seek ways to encourage adults to participate in Bible studies, seminars, etc.
 - j. Choose a committee to select and coordinate a Christmas program.
 - k. Submit to the President agenda items for each Council of Ministers meeting. Items should be submitted a week before the meeting.

B. Minister of Stewardship

1. Has the responsibility of increasing the congregation's awareness of the gifts God has given us, and to encourage members to use their time, talent, and treasure in the service of God's kingdom.
2. Specific duties:
 - a. Create a committee to assist in the ministry.

- b. Have authority to dispense funds within the Stewardship budget.
- c. Submit a Stewardship budget request to the Finance Committee each year.
- d. Increase the congregation's sense of biblical stewardship and conduct a stewardship program each year.
- e. Interpret the program of the ELCA, the Minneapolis Area Synod, and other Council approved programs to the congregation.
- f. Oversee all special fund raising appeals.
- g. Encourage memorial gifts.
- h. Establish a Finance Committee, when needed, which will be responsible for making recommendations to the Council of Ministers regarding endowments.
- i. Submit to the President agenda items for each Council of Ministers meeting. Items should be submitted a week before the meeting.

C. Minister of Evangelism and Outreach

- 1. Serves as a link with the pastor in ministering to the spiritual, social, and personal needs of the congregation, and as the layperson responsible for promoting the Kingdom of God in the community.
- 2. Specific duties:
 - a. Create a committee to assist in the ministry.
 - b. Submit an Evangelism and Outreach budget request to the Finance Committee each year.
 - c. Have authority to dispense funds within the Evangelism and Outreach budget.
 - d. Be responsible for finding ways to share the Gospel with the community.
 - e. Facilitate attendance at worship and other congregational functions for persons with special needs.
 - f. Have a special concern for inactive members of the congregation.
 - g. Coordinate the reception of new members.

- h. Encourage the formation and growth of congregational prayer groups.
- i. Look for ways to minister to people who are grieving because of loss; to help people in celebrating times of joy.
- j. Be responsible for publicity needs of the congregation.
- k. Submit to the President agenda items for each Council of Ministers meeting. Submit items a week before each meeting.

D. Minister of Properties

- 1. Responsible for the upkeep of the buildings, grounds, equipment and other property of the congregation, except those items specifically assigned to another ministry.
- 2. Specific duties:
 - a. Create a committee to assist in the ministry.
 - b. Submit a Property budget request to the Finance Committee each year.
 - c. Have authority to dispense funds within the Property budget.
 - d. Serve as custodian of blueprints, drawings, warranties, operating instructions and other documents relating to property.
 - e. Organize and coordinate special workdays for repair and maintenance of church property.
 - f. Recommend improvements to the Council.
 - g. Nominate custodian for Pastor and Council approval.
 - h. Communicate and coordinate property matters with the Custodian.
 - i. Submit to the President agenda items for each Council of Ministers meeting. Items should be submitted a week before the meeting.

E. Minister of Worship, Music and the Arts

- 1. Under the overall direction of the Pastor and with the assistance of worship, music and arts staff, have lay responsibility for the worship life of the congregation.
- 2. Specific duties:

- a. Create a committee to assist in the ministry, which would normally include the pastor, and, as applicable, the pastoral intern and the worship, music and arts staff.
- b. Submit a Worship, Music and the Arts budget to the Finance Committee each year.
- c. Have authority to dispense funds within the Worship, Music and the Arts budget.
- d. Be responsible for recommending worship, music and arts staff to the Pastor and Council. Encourage and assist these staff in pursuing continuing education.
- e. Communicate and coordinate with worship, music and arts staff and where appropriate delegate responsibilities to such staff.
- f. Seek ways to enhance worship in coordination with the Pastor.
- g. Be responsible for acquiring, approving and placing permanent and seasonal works of art in the sanctuary.
- h. Coordinate with pastor and worship, music and arts staff on regular and alternative worship services and materials.
- i. Maintain communion and worship supplies and appropriate worship paraments and decorations.
- j. Be responsible for maintenance of, and make recommendations for replacement of, sanctuary sound systems and musical instruments.
- k. Organize worship, music and arts volunteers, including, in conjunction with the pastor, obtaining readers, greeters, ushers, communion assistants, acolytes, etc.
- l. Submit to the President agenda items for each Council of Ministers meetings. Submit items a week before each meeting.

F. Minister of Fellowship

1. To maintain a ministry of hospitality, nourishing a sense of mutual love, trust, and care.
2. Specific duties:
 - a. Create a committee to assist in the ministry.
 - b. Submit a Fellowship budget request to the Finance Committee each year.

- c. Have authority to dispense funds within the Fellowship budget.
- d. Create opportunities for social activities for the congregation.
- e. Coordinate with the committee on Evangelism and Outreach to invite people into the life of the congregation.
- f. Submit to the President agenda items for each Council of Ministers meeting. Submit items a week before each meeting.
- g. Organize and coordinate community meals and Sunday morning fellowship time, including associated volunteers.
- h. Maintain and organize kitchen supplies and equipment.

G. Minister of Youth

- 1. To develop a ministry for and with the youth of the congregation.
- 2. Specific duties:
 - a. Create a committee to assist in the ministry.
 - b. Submit a Youth budget request to the Finance Committee each year.
 - c. Have authority to dispense funds within the Youth budget.
 - d. Encourage and create activities and events which promote the spiritual growth, understanding of ministry, and recreation for our youth. These activities and events may involve other organizations and groups within or outside the congregation.
 - e. Be responsible for recommending a staff person for youth work if the need arises.
 - f. Submit to the President agenda items for each Council meeting. Submit items a week before each meeting.
 - g. In consultation with the Pastor and the Minister of Education, provide for a program of youth confirmation instruction.

H. **Minister of Service and Advocacy**

1. Is responsible for seeking out, and enabling the congregation to enter into, ministry in the community, the nation and the world, and increasing accessibility for those with special needs.
2. Specific duties:
 - a. Create a committee to assist in the ministry.
 - b. Submit a Service and Advocacy budget request to the Finance Committee each year.
 - c. Have authority to dispense funds within the Service and Advocacy budget.
 - d. Coordinate congregational involvement in community advocacy organizations, international sister congregations, and other community service functions.
 - e. Help interpret the needs of the community, the nation and the world to the congregation so that they may assist in meeting those needs.
 - f. Be responsible for coordinating services within the congregation for those with special needs, such as nursery, transportation, etc.
 - g. Submit to the President agenda items for each Council of Ministers meeting. Items should be submitted a week before the meeting.
 - h. Encourage the formation and growth of congregational prayer groups.

I. **Other Task Forces and Organizational Groups of the Congregation**

1. Women of the ELCA [TBD]
2. Task forces or other organizational groups of limited scope and duration may be designated by applicable Ministers or by the Council of Ministers as needed and recorded in the Minutes of the Council of Ministers.
3. Campus Development Leadership Team [TBD]

II. **Committees**

A. The **Executive Committee** shall:

1. Prepare the agenda for special congregational meetings.
2. Perform other tasks as specified by the Council of Ministers.

B. The **Nominating Committee** shall:

1. Be convened by the pastor as advisor; elect a chairperson from their midst who will call and preside at subsequent meetings.
2. Nominate one or more candidates for each office to be filled.
3. Ask candidates to serve the full term of office if elected, and present each candidate with a written job description.
4. Announce the nominees to the congregation with the notices of the regular or special congregational meeting.
5. Accept nominations from the floor providing that the nominee is present and consents to serve.
6. Provide nominations for:
 - a. Officers and Council of Ministers
 - b. delegate(s) to Synod and/or other conventions
 - c. other offices, which may be specified in the bylaws or continuing resolutions.
 - d. vacancies that occur between annual meetings.

C. The **Finance Committee** shall:

1. Audit the financial books and procedures of records prior to the January congregational meeting.
2. Report their findings to the congregation.
3. Shall provide for an audit to be done each year prior to the Annual Meeting. The Treasure, Finance Committee Chair, and four volunteer voting members from the congregation shall complete this audit.
4. Designate a Financial Secretary who is responsible for counting, depositing, and recording of contributions.

5. Submit a budget proposal for congregation to the Council each year.
 6. Establish a Memorial Committee of at least three people to encourage and record memorial gifts, evaluate and make recommendations for gifts, review, accept, or decline gifts to the congregation.
- D. The **Staff Support Committee** shall:
1. Meet on notice of the President of Council of Ministers.
 2. Not elect a chairperson or secretary, there being no reports or minutes maintained.
 3. Provide support for all congregational staff.
 4. Serve as liaison between staff, Council of Ministers, and the congregation.
 5. Meet at least once each year with the entire staff.
- E. The **Call Committee** shall:
1. Consult with the synodical bishop in case of pastoral vacancy.
 2. Elect its own chairperson and recording secretary.
 3. Do a self-study to share with synodical bishop and pastoral candidate(s).
 4. Evaluate pastoral candidate(s) and make recommendation(s) to the congregation. Any recommendation must receive a two-thirds vote of the call committee. Voting shall be by written ballot.
 5. This committee shall prepare a Letter of Call for the approval of the synodical bishop and the congregation.

- F. The **Endowment Committee** shall:
1. Establish and meet on notice of the President of Council of Ministers.
 2. Elect it's own chairperson and recording secretary.
 3. Identify specific mission work beyond the operational budget of the congregation to achieve a proper balance between present and future needs of the congregation.
 4. Identify congregations spending rule and rate, to guarantee the preservation of the endowment fund.
 5. Work closely with Stewardship Minister and chairperson of the Finance Committee.
 6. Submit a written report for congregation to the Council once a year.
- G. The **Technology Committee** shall:
1. Facilitate appropriate access to Redeemer's website for congregation members to submit updates, additions and changes.
 2. Maintain the computer lab:
 - a. Apply software updates
 - b. Manage internet and email security
 - c. Clean and maintain hardware
 3. Communicate with the Service Committee, RCFL, HNA and Sumner Library on efforts to provide technology services and resources for our community and students.
 4. Provide first tier technical support, and maintain contact information for advanced support, for the church administration systems and staff including but not limited to the following:
 - a. Salesforce.com
 - b. Microsoft Office
 - c. Google Apps
 5. Work with the WMA on technology solutions required to record the audio and/or video of church services, and make these recordings available to the congregation.
 6. Work with the Stewardship Committee to establish and promote the "online giving" system.

7. Survey the congregation and community on their use and access to technology to determine key areas of growth.
8. Document best practices of communication through email and phone systems and implement those practices with administration staff.
9. Plan for the recycling, refurbishment, and replacement of church technology hardware in a manner that is respectful to the community.
10. Advise other council ministers and committees on the proper technological investment of church funds.
11. Maintain a relationship with other partner congregations for advice and guidance on technology trends and best practices within the church.

H. The **News Notes Committee** shall:

1. Consist of three volunteer members each of whom is responsible for collecting items for publication in the News Notes mailer.
 - a. One individual is responsible for composing and printing the document.
 - b. Two other individuals are responsible for folding printed document for mailing and executing the mailing process.
2. Collect from the church members, staff and activities sufficient articles and items to be included in the News Notes publication on a monthly basis.
 - a. Decide upon a deadline for submission of articles and items.
 - b. Communicate to the church when they have chosen a deadline
 - c. Items regularly included in the News Notes mailing:
 - (1) Senior Pastor's Message
 - (2) Vicar's Message
 - (3) Youth Minister's Message
 - (4) Worship Assistant Schedule
 - (5) Did You Know?
 - (6) Birthdays, Announcements, Thank You's, other notes submitted by the congregation
 - (7) Announcements from Mission Partners, Neighborhood Partners, RCFL, Synod Office and Church Wide Offices.
 - (8) Lists of Redeemer Staff and Council Members
 - (9) Weekly Redeemer Schedule
3. Compose the News Notes document using Microsoft Publisher or equivalent document creation tool.

4. Print sufficient copies of the News Notes document to enable the following activities:
 - a. Mail a copy of the News Notes to each church member household
 - b. Retain copies of documentation and records
 - c. Supply copies for individuals visiting the church any time during the month
5. Fold, order, and organize all copies of the News Notes prior to mailing, retaining, and distributing.
6. Print mailing labels, attach mailing labels, and sort by zip codes.
7. Fill in mailing form, deliver to required bulk mailing site and arrange for bulk mail distribution.
 - a. Fridley is the nearest bulk mail location currently.