

October 16, 2018

Dear Members of Kent:

The Annual Meeting of Kent Memorial Lutheran Church will be held in the Fellowship Hall on Sunday, November 11, 2018 immediately following the worship service. A potluck lunch/brunch will precede the meeting.

**What:** Annual Meeting of the Congregation

**When:** Sunday, November 11, 2018, immediately after the worship service

**Where:** Fellowship Hall

**Lunch/Brunch:** Potluck meal preceding the meeting

**Agenda:**

1. Call to Order
2. Confirmation of a Quorum
3. Approval of the Previous Meeting's Minutes
4. Pastor's Report
5. Congregation Council President's Report
6. Approval of the 2019 Budget
7. Election of New Council Members
8. Ratification Vote on Resolution One – Proposed Amendments to the Constitution
9. Vote on Resolution Two – Proposed Amendments to the Bylaws
10. Vote on Resolution Three – Proposed Amendments to the Continuing Resolutions
11. Other Business
12. Adjournment

As listed in the agenda above, there will be votes on three resolutions (attached) needed to update information on the standing committees of the congregation:

1. The second required vote, ratification by a 2/3 majority of the voting members present to pass, on Resolution One – two constitutional amendments needed to enable us to bring our standing committees' information up to date. This is the same resolution that received its required initial simple majority approval vote at the August 19 special meeting of the congregation.
2. Resolution Two – bylaws amendments removing standing committees' information from the bylaws. This resolution requires approval by a 2/3 majority of the voting members present to pass.
3. Resolution Three – continuing resolutions amendments adding and updating standing committee's information to the continuing resolutions.

When written in 1991, Kent's governing documents placed the committee descriptions in the bylaws. At that time such placement was legitimate. In the years since, the ELCA has made mandatory a paragraph in the ELCA Model Constitution for Congregations (C4.04 p. 11) that requires those descriptions be placed in continuing resolutions. To make our updates to committee information detailed in Resolution Three, we must now conform to that paragraph. To do so will require the passage of all three resolutions.

In closing we would like to highlight the ELCA's rationale behind requiring committee information be placed in continuing resolutions. When committee information is housed in the bylaws, per paragraph

C17.03\* of our constitution, even the simplest update requires a meeting of the congregation to vote on the amendment; a significant effort for what are usually very small changes. Placing the committee information in the continuing resolutions provides the options described in paragraph C18.02\* of our constitution. Per that paragraph, continuing resolutions are enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of all voting members of the Congregation Council. Per our constitution, the council has oversight responsibilities for standing committees, so placing those descriptions where the council has the flexibility to apply minor updates as part of their ongoing business or bring major changes to the congregation for a vote appropriately aligns authority to make updates with the responsibility given to the council.

Also enclosed is the 2018 Recommended Updates to the Kent Constitution, Bylaws and Continuing Resolutions document.

Please read these two documents prior to the meeting on November 11<sup>th</sup>.

Peace,

A handwritten signature in cursive script that reads "Melba Bangert". The signature is written in black ink on a light blue background.

Your Congregation Council

Melba Bangert, President

Enclosures: 2 (Paper copies of these enclosures are available in the Gathering Place at the church.)

# Proposed AMENDMENTS TO THE KENT MEMORIAL LUTHERAN CHURCH CONSTITUTION, BYLAWS AND CONTINUING RESOLUTIONS

(LAST REVISED ON SEPTEMBER 1, 2018)

Prepared by the Constitution, Bylaws and Continuing Resolutions Task Force  
(Bill Work – Chair, Dan Garrett, and Melba Bangert)

Presented to the Kent Memorial Lutheran Church Congregation Council on September 18, 2018

## **Resolution One**

*As that Kent Memorial Lutheran Church is a congregation within the churchwide body of the Evangelical Lutheran Church in America (ELCA), the ELCA provides congregations the ability to adopt amendments to optional constitutional provisions with unique wording to meet the needs of Kent Memorial Lutheran Church provided these provisions do not conflict with the Constitution, Bylaws and Continuing Resolutions of the ELCA or the Central States Synod of the ELCA.*

**Summary:** These amendments below to C13.03 and C13.07 of the Constitution of Kent Memorial Lutheran Church are made to enable the updating of committee duty descriptions, to align Kent with ELCA audit guidance, and streamline future updating of standing committee descriptions and duties.

**Resolution Procedure:** Given that these amendments to C13.03 and C13.07 are to optional language within the ELCA Model Constitution for Congregations, per paragraph \*C16.02 of the Kent Constitution, these amendments will require approval at a legally called congregation meeting by a majority vote of those voting members present and voting; and ratification without change at the next annual meeting by a two-thirds vote of those voting members present and voting.

**Resolution Question:** As a *voting member* of the congregation of Kent Memorial Lutheran Church, do you approve adoption of Resolution One amending C13.03 and C13.07?

**Resolution Effective Date:** Whichever is earlier, January 1, 2019 or receipt date of approval from the Central States Synod of changes contained within Resolution One.

## **Resolution One – Constitutional Amendments**

**C13.03.** The Audit Committee ~~will shall~~ consist of ~~the members of the Finance & Stewardship committee at least three voting members.~~ Audit Committee members shall not be members of the Congregation Council or members of the Budget and Finance Committee.

**C13.07.** Duties of congregation committees shall be specified in the ~~bylaws~~ continuing resolutions.

## **Resolution Two**

*As that Kent Memorial Lutheran Church is a congregation within the churchwide body of the Evangelical Lutheran Church in America (ELCA), the ELCA provides congregations the ability to adopt and amend bylaws to meet the needs of Kent Memorial Lutheran Church provided these provisions do not conflict with the Constitution, Bylaws and Continuing Resolutions of the ELCA or the Central States Synod of the ELCA.*

**Summary:** These amendments below to C13.07.01 of the Bylaws of Kent Memorial Lutheran Church are made to bring the bylaws into compliance with \*C4.04 and enable the updating of committee duty descriptions, to align Kent with ELCA audit guidance, and streamline future updating of standing committee descriptions and duties.

**Resolution Procedure:** Per paragraph \*C17.02 of the Kent Constitution, bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.

**Resolution Question:** As a *voting member* of the congregation of Kent Memorial Lutheran Church, do you approve adoption of Resolution Two amending C13.07.01?

**Resolution Effective Date:** Whichever is earlier, January 1, 2019 or receipt date of approval from the Central States Synod of changes contained within Resolution Two.

## **Resolution Two – Bylaws Amendments**

**C13.07.01** To better fulfill the congregations' responsibilities as outlined in this constitution (C12.04) the following standing committees shall be organized by and be responsible to the Congregation Council: of this congregation.

- a. Audit Committee
- b. Budget and Finance Committee
- c. Christian Education Committee
- d. Church Property Committee
- e. Evangelism Committee
- f. Long Range Planning Committee
- g. Mutual Ministry
- h. Social Ministry Committee
- i. Stewardship Committee
- j. Worship and Music Committee

The responsibilities of these committees ~~are outlined as follows:~~ shall be described in the Continuing Resolutions (\*C4.04 and C13.07).

- a. ~~The **Worship and Music Committee** shall assist the church council in assuring that the worship services are conducted regularly and in accordance with the liturgy of the ELCA. They shall be responsible for the provision and maintenance of musical instruments, for the recruiting and training of ushers, greeters, lectors and cantors, and be certain that hymnals and other devotional materials are provided and properly cared for. The Altar Guild shall be responsible to this committee for the care of paraments, vestments, and other worship appointments such as Altar flowers, and shall provide for the means and supplies of the sacraments (i.e. wafers and wine) and the certificates necessary for weddings, baptisms and other functions as directed. In consultation with the pastor, choir directors, and organists they shall provide music supplies appropriate for use in~~

## Proposed Amendments to the Kent Memorial Lutheran Church Constitution, Bylaws and CRs

---

the worship services. This committee shall supervise and strive to advance the welfare and effective service of the choirs and the congregation.

- b. The ***Christian Education Committee*** (including a youth group) shall be responsible for the recruiting of qualified teachers for Sunday Church School and for other learning opportunities for youth groups and adults. They shall provide suitable teaching and worship materials, encouraging the use of such material published or approved the ELCA. This committee shall seek to introduce the churches periodicals and books of family devotion into the homes of the congregation. One of the primary aims of the committee shall be to bring the call to the ministry of the Gospel and to other full time church vocations to the attention of qualified youth of the congregation. The Christian Education Committee may organize a subcommittee of at least (3) members on youth ministry, approximately one half of its membership being youth between the ages of 14 and 21 at the time of their appointments. The youth ministry subcommittee would be responsible for developing programs of study and activity of special interest to the youth.
- c. The ***Evangelism Committee*** shall be responsible for the implementation of a program to see that this congregation, relying on the Holy Spirit, shall proclaim the Gospel by example and by programs to invite all people to repent and share the Lord's kingdom. The congregation shall motivate its members to witness to their Faith at every opportunity in daily life. It shall try to restore those who have lapsed from active membership, bring new members into the fellowship of the church, and recruit, equip, and support new members of the congregation for these activities. It shall provide for the communication of the Gospel through fellowship in the wider Christian community. It shall make certain that other functions witness to the faith of the church.
- d. The ***Social Ministry Committee*** shall be responsible for the implementation of a program to see that this congregation shall live by faith active in love. It shall motivate, equip, and support its members to visit the sick, the infirm, and the imprisoned, and to minister to the poor and the distressed; to serve as Christians in all the institutions and structures of society of which they are a part; and individually and corporately to foster justice, overcome oppression, alleviate suffering and care for the earth. In these efforts the congregation shall cooperate with the synod and the church wide agencies of the ELCA, other Christian churches and other groups in society. It shall make certain that its other functions strengthen the motivation and ability for service.
- e. The ***Finance and Stewardship Committee***: Jesus warned his followers about money the servant becoming money the master, "No servant can serve two masters, for either he/she will hate the one and love the other, or he/she will be devoted to the one and despise the other. You cannot serve God and Mammon." (Luke 12:13) This committee shall:
  - 1) Have the task of holding this ideal before the congregation; reminding us that giving of our time, talents, and treasures is our way of returning thanks for God's blessings to us. This thank offering we give to God is to be used to support the mission of the Church locally as well as throughout the world.
  - 2) Be responsible for preparing a draft budget for the year including this congregation's share in the support of the mission of the ELCA and the Central States Synod. They shall submit this draft budget to the Congregation Council for its action and later presentation to a congregational meeting. This committee shall

## Proposed Amendments to the Kent Memorial Lutheran Church Constitution, Bylaws and CRs

---

~~exercise oversight of all financial affairs of the congregation to make sure they are being conducted efficiently, giving particular attention to the prompt payment of all obligations. It shall, subject to approval of the Congregation Council, be responsible for the congregation's investments. It shall also provide for annual audits of the treasurer (and financial secretary) as well as the accounts of the church school and other organizations within the congregation.~~

f. ~~The **Church Property Committee**:~~

- ~~1) May seek the required volunteers to accomplish their purpose, which is to oversee the care, protection, repair, maintenance, decoration and replacement of all church property and equipment.~~
- ~~2) Maintains records of all plans, specifications, guarantees, insurance coverage, inventories, contracts and agreement forms.~~
- ~~3) Recommends to the church council the budgetary needs for repairs, maintenance, replacement, protection and care of the property and equipment for the congregation. These recommendations should be prioritized based on the need and the projected plans of the congregation.~~

g. ~~A **Mutual Ministry Committee** of six (6) members, 3 chosen by the council and 3 by the pastor, shall serve the function of keeping the pastor and council advised about the conditions within the congregation and to interpret to the congregation the ministry of the professional leaders. This committee shall meet with the pastor at least quarterly.~~

h. ~~The **Long Range Planning Committee** shall be a visionary committee to project and coordinate the needs and programs of the Congregation. This committee shall be responsible for continuing to update a master plan for the Congregation. The plan shall include church building and property, as well as staff and program needs. They shall review all gifts to the Congregation to insure that they are consistent with the needs and programs of the Congregation, working in consultation with the property and other appropriate committees.~~

i. ~~A Kent Memorial **Ministry Fund Committee** of six voting members of this congregation shall be elected at the Congregational Annual Meeting. The Congregation Council shall provide a list of candidates for this office annually and this list shall be published two weeks before the election. The term of office will be three years with the first slate of members serving staggered terms. Each year following the initial election, two members will be elected. At all times at least one member of the committee shall serve on the Congregation Council. The treasurer of the congregation shall maintain a separate account of the Kent Memorial Ministry Fund. The pastor of the congregation shall be an *ex officio*, with voting privileges, member of the committee. The purpose of the committee shall be to implement the guidelines of the Kent Memorial Ministry Fund.~~

j. ~~The **Youth Ministry Committee** shall be responsible for developing programs and activities of special interest to the youth of elementary and high school age, including spiritual growth, service of others, and social fellowship. It shall promote the attendance of our youth at Bible Camp. It shall encourage and enlist the youth of the congregation for full time service in the larger church.~~

## **Resolution Three**

*As that Kent Memorial Lutheran Church is a congregation within the churchwide body of the Evangelical Lutheran Church in America (ELCA), the ELCA provides congregations the ability to adopt and amend continuing resolutions to meet the needs of Kent Memorial Lutheran Church provided these provisions do not conflict with the Constitution, Bylaws and Continuing Resolutions of the ELCA or the Central States Synod of the ELCA.*

**Summary:** These amendments to C13.07.C01 and additions of C12.01.A18 and C13.07.A18 below of the Continuing Resolutions of Kent Memorial Lutheran Church are made to bring the continuing resolutions into compliance with \*C4.04 and the continuing resolution codification prescribed in the 2016 Model Constitution for Congregations, and update committee duty descriptions to meet Kent’s current and foreseeable requirements and align Kent with ELCA audit guidance.

**Resolution Procedure:** Per paragraph \*C18.02 of the Kent Constitution, 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 Congregation Council.

**Resolution Question:** As a **voting member** of the congregation of Kent Memorial Lutheran Church, do you approve adoption of Resolution Three amending C13.07.C01 and adopting C12.01.A18 and C13.07.A18?

**Resolution Effective Date:** Whichever is earlier, January 1, 2019 or receipt date of approval from the Central States Synod of changes contained within Resolution Three.

## **Resolution Three – Continuing Resolution Amendments**

~~C13.07.C01 Standing committee structure and function:~~

- a. ~~Number of members on each committee shall be:~~
  - 1. ~~Christian Education: 5 to 7~~
  - 2. ~~Evangelism: 8~~
  - 3. ~~Finance and Stewardship: 5~~
  - 4. ~~Mutual Ministry: 6~~
  - 5. ~~Property: 8~~
  - 6. ~~Social Ministry: 8 to 10~~
  - 7. ~~Worship and Music: 6~~
  - 8. ~~Long Range Planning: 6~~
- b. ~~When vacancies appear on a committee, the Council shall coordinate the replacement of such members.~~
- c. ~~Except for the Finance and Stewardship Committee, committee membership shall be for a three (3) year term. Committee member terms shall be staggered. Except for the Finance and Stewardship Committee, terms will begin January 1st and end December 31st. The term for the Finance and Stewardship Committee shall begin January 1st and end February 1st after the three year term because of the preparation time needed for yearend financial reports and financial audits.~~
- d. ~~Each committee shall elect its own chairperson.~~

## Proposed Amendments to the Kent Memorial Lutheran Church Constitution, Bylaws and CRs

- e. ~~Church members shall serve on only one standing committee at a time. This does not preclude volunteer work for any other committee's projects or serving on Council, Mutual Ministry Committee, or as hoc/special committees.~~
- f. ~~Music Coordinator and Organist are ex officio members of Worship & Music committee.~~
- g. ~~Council President shall not be a member of any committee, but shall serve as a non-voting, ex officio member of all standing committees.~~
- h. ~~Council membership shall be limited to only one member of an immediate family at the same time.~~
- i. ~~The treasurer shall be the fifth member of the Finance and Stewardship Committee.~~

### **~~C13.07.C02~~ Ministry Fund Committee Guidelines**

- a. ~~This fund is established to help our members show their Christian stewardship by donating to the ongoing and future mission and ministry of Kent Memorial Lutheran Church in ways that are not normally included in the annual budget. These donations may be directed by the member to fund specific causes as long as they meet the mission and needs of the church. Money or property can be given to this fund in a variety of ways such as:
  - 1. ~~Bequest in a will~~
  - 2. ~~Assign to the fund life insurance benefits or certificates of deposit~~
  - 3. ~~Transfer to the fund property such as cash, stocks, bonds, and real estate~~
  - 4. ~~Donate memorial gifts~~
  - 5. ~~Arrange for trusts, etc., that help members make provision for the ministries of the church, while also meeting their personal and family financial goals~~
  - 6. ~~Establish endowment gifts and funds~~~~
- b. ~~Whereas, whole life Christian stewardship involves management of all the gifts God has given us, including abilities, time, money and property; and~~
- c. ~~Whereas, members of this congregation can fulfill their privilege and duty to support the work of this church through, for example, bequests in a will, assigning life insurance benefits or certificates of deposit, transferring property such as cash, stocks, bonds and real estate, donating memorial gifts, arranging for trusts, etc., that provide life time income to the donor and a gift to the fund, establishing endowment gifts, etc.; and~~
- d. ~~Whereas, this congregation would like to encourage and receive these gifts to be administered or utilized for ministry through its Kent Memorial Ministry Fund;~~
- e. ~~Therefore, be it resolved that the Congregation Council of Kent Memorial Lutheran Church states the ongoing responsibilities of the Kent Memorial Lutheran Church Ministry Fund Committee (also called the Committee) are as follows:
  - 1. ~~The purpose of the Kent Memorial Lutheran Church Ministry Fund (also called the Fund) is to provide distributions of gifts according to the wishes of the donor which are beyond the operating budget of this congregation. These distributions will be overseen by the Committee of six (6) members plus the Pastor and will be made to causes the Committee deems worthwhile. The distributions may not conflict with the mission and needs of the church or the goals of the Long Range Planning committee.~~
  - 2. ~~The Committee shall provide education to the Congregation about the Fund and encourage members to donate to the Fund.~~
  - 3. ~~Donations may be given to the Fund through any of the vehicles mentioned in the bylaws, (wills, etc.,) and any others deemed appropriate. Members may discuss possible~~~~

## Proposed Amendments to the Kent Memorial Lutheran Church Constitution, Bylaws and CRs

- ~~donations with the ELCA Regional Gift Planner and their attorney to find out which mode of giving may be best for them and the legal outcomes of that decision.~~
- ~~4. The Committee shall recommend to Council for approval, by a two-thirds (2/3) majority vote of the *entire* Committee, the handling of donations using the following methods:
    - ~~A. Distribute donations immediately.~~
    - ~~B. Place donation in certificate of deposit for short term distribution.~~
    - ~~C. Invest the donation in the ELCA Foundation for a later distribution. No committee member shall invest the assets in a way that would bring private gain to that individual.~~~~
  - ~~5. Major gifts to the church such as bequests, life insurance proceeds, etc., that are undesignated shall be automatically placed in the Kent Memorial Ministry Fund.~~
  - ~~6. The congregation will own all of the Fund assets and the Fund will be operated under local, state and federal requirements.~~
  - ~~7. Should the Committee determine that the congregation is in dire need of the assets in the Fund, or has an emergency of such a nature that the future of the congregation is at stake, and the only recourse is to use the Fund assets, the Committee may, upon a two-thirds (2/3) majority vote of the entire Committee, recommend such authorizing action to the Congregation Council for recommendation to the congregation. Upon recommendation from the Council, the congregation must then approve such use by a two-thirds (2/3) majority vote of members present at a properly called congregational meeting. Assets may not be borrowed from the Fund except by using this same dire need provision.~~
  - ~~8. An annual report with current balance, additions, distributions and any other activity shall be given at the congregational meeting in February. Monthly newsletter reports will also update the congregation on the current activities of the Fund. The Congregation Council will appoint an audit committee to audit the Fund on an annual basis. This audit should be prepared so its findings can be reported at the congregational meeting in February.~~

**C12.01.A18** Congregation Council membership shall be limited to only one member of an immediate family at the same time.

**C13.07.A18** Standing Congregation Committees

- a. Unless a statement to the contrary is provided in a committee's description in section c. below, the following shall apply to all standing Congregation Committees:
  1. The Council President shall not be a member of any committee, but shall serve as a non-voting, *ex officio* member of all standing committees.
  2. When vacancies appear on a standing committee, the Council shall coordinate the replacement of such members.
  3. Committee membership shall be for a three (3) year term. Committee member terms shall be staggered. Committee member terms may be extended.
  4. Except for the Audit and Budget and Finance Committees, terms will begin January 1st and end December 31st. The terms for the Audit and Budget and Finance Committees shall begin January 1st and end February 1st after the three-year term because of the preparation time needed for yearend financial reports and financial audits.

## Proposed Amendments to the Kent Memorial Lutheran Church Constitution, Bylaws and CRs

5. Each committee shall elect its own chairperson. No person shall serve as chairperson of more than one standing committee at a time.
- b. Recommended membership numbers for each standing committee:
  1. Audit Committee – minimum of three (3).
  2. Budget and Finance Committee – minimum of three (3) plus the Treasurer and Financial Secretary.
  3. Christian Education Committee – five (5) to seven (7).
  4. Church Property Committee – eight (8) to ten (10).
  5. Evangelism Committee – eight (8).
  6. Long Range Planning Committee – six (6).
  7. Mutual Ministry – six (6).
  8. Social Ministry Committee – eight (8) to ten (10).
  9. Stewardship Committee – three (3).
  10. Worship and Music Committee – six (6).
- c. The responsibilities of these standing committees are outlined as follows:
  1. The **Audit Committee** (C13.03) shall provide an independent evaluation of the financial records and the internal controls of the congregation for the purposes of providing an opinion on the reasonableness of the congregation’s financial statements and recommending improvements to its internal controls. It shall provide for annual audits of the Treasurer and Financial Secretary as well as the accounts of the church, its committees, and other organizations within the congregation.
  2. The **Budget and Finance Committee** shall exercise oversight of all financial affairs of the congregation to ensure they are conducted efficiently and in accordance with the constitution, bylaws and continuing resolutions of this congregation. This committee shall:
    - a. Ensure prompt payment of all obligations.
    - b. Subject to approval of the Congregation Council, be responsible for the congregation’s investments.
    - c. Be responsible for preparing a draft budget for the year including this congregation’s share in the support of the mission of the ELCA and the Central States Synod. This draft budget shall be submitted to the Congregation Council for its action and later presentation at the Annual Meeting of the Congregation.The Treasurer and Financial Secretary are *ex officio* members of the Budget and Finance Committee.
  3. The **Christian Education Committee** shall be responsible for the recruiting of qualified teachers for Sunday Church School and for other learning opportunities for youth and adults. They shall provide suitable teaching and worship materials, encouraging the use of such material published or approved the ELCA. This committee shall seek to introduce the churches periodicals and books of family devotion into the homes of the congregation. One of the primary aims of the committee shall be to bring the call to the ministry of the Gospel and to other full-time church vocations to the attention of qualified youth of the congregation. As needed, the committee may organize a subcommittee on youth ministry consisting of at least three (3) members. The youth ministry subcommittee shall be responsible for developing programs of study and activity of special interest to the youth, including spiritual growth, service of others, and social fellowship. It shall promote the attendance of our youth at Bible Camp.

## Proposed Amendments to the Kent Memorial Lutheran Church Constitution, Bylaws and CRs

4. The **Church Property Committee** shall:
  - a. Seek the required volunteers to accomplish their purpose, which is to oversee the care, protection, repair, maintenance, decoration and replacement of all church property and equipment.
  - b. Maintain records of all plans, specifications, guarantees, insurance coverage, inventories, contracts and agreement forms.
  - c. Recommend to the church council the budgetary needs for repairs, maintenance, replacement, protection and care of the property and equipment for the congregation. These recommendations should be prioritized based on the need and the projected plans of the congregation.
5. The **Evangelism Committee** shall be responsible for the implementation of a program to see that this congregation, relying on the Holy Spirit, shall proclaim the Gospel by example and by programs to invite all people to repent and share the Lord's kingdom. The congregation shall motivate its members to witness to their Faith at every opportunity in daily life. It shall try to restore those who have lapsed from active membership, bring new members into the fellowship of the church, and recruit, equip, and support new members of the congregation for these activities. It shall provide for the communication of the Gospel through fellowship in the wider Christian community. It shall make certain that other functions witness to the faith of the church.
6. The **Long Range Planning Committee** shall be a visionary committee to project and coordinate the needs and programs of the Congregation. This committee shall:
  - a. Maintain a master plan for the Congregation. The plan shall include church building and property, as well as staff and program needs.
  - b. Review all gifts to the Congregation to ensure they are consistent with the needs and programs of the Congregation.
  - c. Consult with the Budget and Finance, Church Property and other committees, as appropriate.
  - d. Oversee the operations of the Scholarship Subcommittee.
7. The **Scholarship Subcommittee** shall be responsible for the administration of scholarship programs bequeathed to Kent Memorial Lutheran Church.
8. A **Mutual Ministry Committee** (C13.04) of six (6) members, three (3) chosen by the council and three (3) by the pastor, shall serve the function of keeping the pastor and council advised about the conditions within the congregation and to interpret to the congregation the ministry of the professional leaders. This committee shall meet with the pastor at least quarterly.
9. The **Social Ministry Committee** shall be responsible for the implementation of a program to see that this congregation shall live by faith active in love. It shall motivate, equip, and support its members to visit the sick, the infirm, and the imprisoned, and to minister to the poor and the distressed; to serve as Christians in all the institutions and structures of society of which they are a part; and individually and corporately to foster justice, overcome oppression, alleviate suffering and care for the earth. In these efforts the congregation shall cooperate with the synod and the church wide agencies of the ELCA, other Christian churches and other groups in society. It shall make certain that its other functions strengthen the motivation and ability for service.

10. The ***Stewardship Committee*** shall have the task of reminding us that giving of our *time, talents, and treasures* is our way of returning thanks for God's blessings to us. This thanks-offering we give to God is to be used to support the mission of the Church locally as well as throughout the world.
11. The ***Worship and Music Committee*** shall assist the church council in assuring that the worship services are conducted regularly and in accordance with the liturgy of the ELCA. They shall be responsible for the provision and maintenance of musical instruments, for the recruiting and training of ushers, greeters, lectors and cantors, and be certain that hymnals and other devotional materials are provided and properly cared for. In consultation with the pastor, choir directors, and organists they shall provide music supplies appropriate for use in the worship services. This committee shall supervise and strive to advance the welfare and effective service of the choirs and the congregation. The Music Coordinator and Organist are *ex officio* members of the committee.
12. The ***Altar Guild*** shall be responsible to Worship and Music Committee. Those responsibilities are for all things having to do with the liturgical space and its furnishings. The Altar Guild duties include the care of all paraments and vestments; communion supply ordering, set-up of the altar, and serving; altar flowers for each service and special occasions; and care of the baptismal font.

# 2018 Recommended Updates to the Kent Constitution, Bylaws and Continuing Resolutions

## The Need

As a member church of the ELCA, the congregation of Kent Memorial Lutheran Church is obligated to periodically review and update our church constitution, bylaws and continuing resolutions (our governing documents) to keep them in compliance with the member church requirements stipulated in the ELCA and Central States Synod constitutions and aligned with the needs of Kent.

In April, the Council appointed a task force consisting of Bill Work, Don Peterson, Dan Garrett and Melba Bangert to address the topic. The task force found several issues regarding committees that needed to be addressed.

The original committee information in Kent's governing documents date to 1991 and the last updates occurred in 2003. Not surprisingly, in the ensuing 15 years the duties and activities of some committees have evolved and the ELCA has updated its guidance for some committees and its governing documents structural requirements for all committees. Because of the latter, we cannot make a single update to committee information without first adopting two simple constitutional amendments, the text of which can be found at the bottom of the attached Resolution One. Once adopted, these amendments unlock our ability to bring our bylaws and continuing resolutions into compliance with ELCA structural requirements which then finally allows us to complete our original goal of updating our committee information. To help you better understand these amendments in the context of the overall process, a summary of the committee updates needed, and a timeline of actions needed to accomplish the updates follow.

## Summary of Recommended Updates

The following changes to the Constitution, Bylaws and Continuing Resolutions have been recommended by the Task Force and approved by the Congregation Council:

1. Separate the Audit Committee (C13.03, page 34) from the Finance and Stewardship Committee to align Kent with GAAP (Generally Accepted Accounting Principles) and ELCA audit guidelines. This includes developing an Audit Committee responsibilities description based on the ELCA guidelines.
2. Separate the Finance and Stewardship Committee (C13.07.01e. p. 46) into the Budget and Finance Committee and the Stewardship Committee. Included in this process is the division and updating, as appropriate, of each committee's responsibilities description.
3. Define the Scholarship Committee as a sub-committee of Long Range Planning. As part of this process, we recommend reviewing and updating, where needed, the responsibilities description of the Long Range Planning Committee.
4. Fold the Youth Committee (C13.07.01j. p. 49) into the Christian Education Committee (C13.07.01b. p. 45). This work will include the updating of the Christian Education Committee's responsibilities.

## **Proposed Amendments to the Kent Memorial Lutheran Church Constitution, Bylaws and CRs**

5. Remove the Ministry Fund Committee (C13.07.01i. p. 48) from the governing documents since the work defined for this committee is performed by the Congregation Council.
6. Currently, there are no explicit committee membership term limits in our governing documents. We recommend adding language to make it clear there are no limits to the time a member can serve on a committee.
7. Replace the sentence in the continuing resolution which limits membership to only one standing committee at a time (C13.07.C01.e p. 50) with a sentence that limits a member to being chairperson of only one standing committee at a time.
8. Several standing committees lack a documented procedure to become a member (election, appointment, invitation, etc.). We recommend adding a brief explanation where missing.

### **Explanation of Required Structural Changes**

When written, Kent's governing documents placed the committee descriptions in the bylaws. At that time such placement was legitimate. In the years since, the ELCA has made mandatory a paragraph in the ELCA Model Constitution for Congregations (C4.04 p. 11) that requires those descriptions be placed in continuing resolutions. Because we must now conform to that paragraph when changing anything regarding committees, to make any changes listed above will require an amendment to the Kent Constitution; a simple one, but still a constitutional amendment (C13.07 p. 34). And to separate the Audit Committee from Finance will require a second simple amendment (C13.03 p. 34). Per our constitution, enactment of those constitutional amendments (Chapter 16 pp. 37 – 39) will require congregation approval votes at two separate congregational meetings. Provided the amendment(s) pass in the first meeting, at the second meeting resolutions regarding updates to the bylaws (Chapter 17 p. 39) and continuing resolutions (Chapter 18 p. 39) to implement the committee changes listed above will be presented for congregation vote. With all constitution, bylaws and continuing resolution amendments approved, the changes can then go into effect on their specified date pending final synod approval.

### **Why Make These Changes Now?**

The interim pastoral period is the right time to complete this work. These changes will:

1. Align our governing documents with the reality of our current committee operations.
2. Provide our future pastor with a clear understanding of the duties of each committee as they function today and into the foreseeable future.
3. With the shifting of committee descriptions from the bylaws to continuing resolutions, streamline the process of updating committee duties since continuing resolutions may be adopted by the council, while bylaw changes require congregation approval.