

CONSTITUTION AND BYLAWS

**Amended by Church Members
June 14, 2015**

**13901 Fairview Drive, Burnsville, MN 55337
(952) 435-8102 phone
(952) 898-9397 fax
www.popmn.org**

PRINCE OF PEACE CONSTITUTION

Effective July 1, 2015

ARTICLE I

NAME

The name of this organization shall be **Prince of Peace Lutheran Church of Burnsville, Minnesota.**

ARTICLE II

STATEMENT OF FAITH

1. **Authority.** This Prince of Peace Congregation (hereafter referred to as The Congregation) accepts all the canonical books of the Old and New Testament as the inspired and revealed Word of God.
2. **Documents.** In further elaboration of its theological foundation this Congregation accepts and confesses:
 - a. The ancient ecumenical creeds: the Apostolic, the Nicene, and the Athanasian: and
 - b. The Unaltered Augsburg Confession and Luther's Small Catechism. Also, the documents in the Book of Concord of 1580: the Apology, Luther's Large Catechism, the Smalcald Articles and the Formula of Concord; and recognizes them as normative for its theology.

ARTICLE III

PURPOSE AND MISSION

Purpose. The object and purpose of this Congregation shall be to proclaim and share the Gospel of Jesus Christ through the Means of Grace, the spiritual growth of its members and the sharing of the Gospel with others.

Mission. The mission of this Congregation is to **Welcome** people to faith in Jesus Christ; **Equip** people with a faith that works in real life; and **Send** people in service into the world in Jesus' name.

ARTICLE IV

CHURCH BODY MEMBER

This Congregation shall belong to the Evangelical Lutheran Church in America and the Synod therein, to which it shall be assigned. Severance of such membership shall require a two-thirds (2/3) majority vote of all members present and voting at a legally called meeting of the Congregation after the Synod has been given at least thirty (30) days' notice of the intent to sever membership. The secretary of the congregation shall submit a copy of the resolution to terminate membership to the bishop. The Congregation and the Synod shall continue in consultation during a period of at least 90 days. If the Congregation, after consultation still wants to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of the Congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting. A copy of the resolution,

attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the Congregation and this church shall be terminated. If the vote fails at the first called meeting, an additional meeting to consider termination cannot be called for at least six (6) months.

ARTICLE V CONGREGATION

1. In all matters not decided by the Word of God and not subject to civil laws, the Congregation itself shall be the ultimate authority.
2. Title to all real and personal property acquired by the Congregation, its organizations, or individuals for use by the Congregation and its organizations, shall be held by the Congregation in its corporate entity.
3. Should the Congregation cease to exist or its assets be abandoned, title to all land and other assets, both real and personal, shall pass to the Evangelical Lutheran Church in America or its successor unless membership in the Evangelical Lutheran Church in America or its successor has been severed.

ARTICLE VI CONGREGATIONAL MEMBERSHIP/DISCIPLESHIP

Membership. Members are those baptized individuals enrolled at the time this Constitution is updated and have been admitted thereafter and maintain their membership in accordance with the provisions of the Constitution and its Bylaws.

ARTICLE VII CONGREGATIONAL MEETING

1. **The power and authority.** The power and authority of this Congregation shall be exercised through the Congregational meeting called and held in conformity with civil laws and the provisions of this Constitution and Bylaws.
2. **The Prince of Peace Church Board.** The Prince of Peace Church Board, hereafter known as Church Board, shall hold a Congregational Meeting each year as set by this Constitution and its Bylaws.
3. **Special meetings.** Special meetings of the Congregation may be called at any time by a majority vote of the Church Board, upon petition to the Church Board of one hundred (100) members of the Congregation stating their purpose in the petition, or by written request to the Church Board by the Lead Pastor or the Financial Director.
4. **Meeting notices.** Notice of the annual meeting shall be by written notice at least 30 days prior to the meeting date. Notice of special meetings shall be by written notice and by announcement at public church meetings held during the 10-day period prior to the meeting date. Such announcements shall state the purpose(s) of the meeting.
5. **Quorum.** To constitute a legally held meeting, a quorum of at least two hundred-fifty (250) bona fide members shall be present in person at any meeting. Proxy and absentee voting is not allowed. If a Congregational meeting is held in conjunction with a worship service the registration requirement may be waived.

6. All actions may be taken by a majority of those present and voting unless specified elsewhere.
7. Roberts Rules of Order shall be the manual of authority for all Congregational meetings.

**ARTICLE VIII
THE CHURCH BOARD OF DIRECTORS**

1. **Church Board.** The Prince of Peace Church Board shall be the governance body of the Congregation and shall be comprised of the Lead Pastor, the Finance Director, nine (9) at-large members who are affirmed by the Congregation, and the Past President who shall serve as an ex-officio member for one year.
2. **Executive Officers.** Executive officers of the Church Board shall include a President, Vice President, Treasurer, and Secretary and shall be elected by the Church Board. The executive officers along with the Lead Pastor and the Financial Director comprise the Executive Ministry Team of the Church Board.
3. **Standing Committees.** The Church Board shall establish two (2) standing committees. The two standing committees shall be a Constitution and Bylaws Committee and a Nominating Committee. The number of members, the appointed membership, and the reporting responsibilities shall be developed by the Church Board in accordance with the Bylaws.
4. **Ministry Teams.** Ministry Teams may be established by the Church Board to serve in such capacities as the Church Board deems appropriate. These Ministry Teams may be comprised of other members of the Church Board, Congregation members and staff.
5. **Other Boards.** The Boards and Officers of all the various operating entities associated with Prince of Peace Lutheran Church (i.e. CDLC, Prince of Peace Foundation, etc.) shall be appointed by the Church Board.
6. **Church Board Vacancies.** Vacancies on the Church Board shall be filled by the Church Board in accordance with the Bylaws.
7. **Duties of the Church Board.** The specific duties of the Church Board shall include:
 - a. **Annually review** the strategies and objectives of the church ministries to accomplish the vision and mission of the church, and be responsible for the operational management of the church.
 - b. **Regularly review and evaluate** the total programmatic scope of the church. The Church Board shall establish, enact and enforce policies and procedures to guide the programs of the church, and may include securing counselors and advisors to review and advise the Church Board as deemed necessary.
 - c. **Annually** appoint an independent financial auditor.
 - d. **Delegate** the spiritual leadership of the Church to the Lead Pastor and to hold the Lead Pastor accountable for such leadership.
 - e. **Delegate** the financial management of the Church to the Financial Director and to hold the Financial Director accountable for the fiscal matters of the church.

- f. **Propose Bylaws** for adoption by the Congregation as the Church Board deems advisable. Such Bylaws may not conflict with this constitution.
- g. **Annually** submit nominations for Church Board membership to the Congregation.

ARTICLE IX ORGANIZATIONAL STRUCTURE

- 1. Requests for Church Board action to create a ministry team or to assess the need for a task force should be directed in writing to the President of the Church Board for consideration by the Church Board.
- 2. The Church Board shall be the sole arbitrator of any conflict among task assignments and shall approve all duties for ministry teams as well as special task forces. The Church Board may start any of these teams or task forces, and upon assignment of tasks determine terms and appointment of members.

ARTICLE X STAFFING

The staff of Prince of Peace Lutheran Church shall be subject to the policies and procedures enacted by the Church Board. The called staff of Prince of Peace shall include the Lead Pastor, other Associate Pastors, Associates in Ministries (AIMs), Diaconal Ministers and Deaconesses (hereafter referred to as Rostered Staff) responsible for ministries as assigned by the Church Board or the Lead Pastor. All called Rostered Staff shall be in good standing with the Evangelical Lutheran Church in America or those who are recommended for a call by the ELCA. He or she shall be one who has pledged fidelity to God's revealed Word and to the symbolic books derived therefrom which are referred to in Article II of this Constitution.

1. Lead Pastor. The Lead Pastor shall be called by the Congregation upon the recommendation of a call committee elected by the Congregation. The Congregation shall designate the Church Board to create a call committee process. The Congregation shall extend a call for a Lead Pastor upon a vote of two-thirds (2/3) of the members present and voting at a legally called meeting with a quorum present.

A. Duties. The specific duties and job expectations shall be set forth at the time of call and from time to time hereafter may be reviewed and revised by consent of the Lead Pastor and Church Board to insure the Congregation carries out its mission in the best possible manner.

B. Authority. The Lead Pastor shall be the chief spiritual leader and have responsibility for the spiritual operations in support of the ministry of the church in accordance with policies and procedures established by the Church Board and are accountable to the Church Board for performance of this responsibility.

C. Termination. The Lead Pastor position may be dissolved by resignation, action by the Bishop of the governing synod in accordance with the ELCA Constitution or by action of the Church Board recommending dissolution of the position through a legally called congregational meeting and a two-thirds (2/3) vote of the members present. The Church Board may, upon unanimous decision of the elected board members, place the Lead Pastor on paid leave of absence for a period not to exceed three months pending review and Congregational action.

2. Rostered Staff. The church board shall appoint a call committee when it has been determined that a Rostered Staff needs to be hired. The Congregation shall extend a call for a Rostered Staff upon a vote of two-thirds (2/3) of the members present and voting at a legally called meeting with a quorum present.

3. Other Staff. The Church Board shall have the authority to call other staff. The Church Board shall hire staff member for the position of Finance Director. The Church Board shall approve job position description, including duties and responsibilities, prior to advertising and filling such position.

ARTICLE XI MEETINGS

1. The Church Board shall meet regularly as needed throughout the year.
2. Ministry teams and special focus task forces shall meet as needed to conduct the services of the ministry assignment. Regularly scheduled meetings should be placed on the church's annual calendar. All reasonable steps to encourage access and participation should be taken.
3. All convened meetings of the Church Board shall be required to record attendance and complete edited minutes to be added to the Church Record.

ARTICLE XII AMENDMENTS

1. **Amendments.** Proposed amendments to the constitution may be submitted to the Church Board in writing with a supporting petition of one hundred (100) members.
2. **Review.** The Church Board must review proposed amendments and determine when and if a special Congregational meeting is to be called to vote on this proposed amendment. Approval requires a two-thirds (2/3) vote of the Church Board members to proceed.
3. **Other Amendments.** The Church Board may also prepare and recommend amendments to the constitution and may schedule a legally called meeting with approval of two-thirds (2/3) of the Church Board.
4. **Church Board** action to proceed with a specially called meeting or notification of a vote on a proposed amendment at the annual meeting of the Congregation will include:
 - a. **Written notification** to the Congregation to convene a meeting to vote on a published proposed amendment. Notice should not be less than 30 days.

- b. **Acceptance and affirmation** of an amendment to the Constitution shall require approval of two-thirds (2/3) of the registered voting members attending the special meeting and voting by written ballot at the legally convened Congregational Meeting. A record of the attending number of voting members and the final vote shall be recorded in the church record.
- c. **Any amendment** shall become effective immediately, subject to review and comment for consistency with the Constitution and Bylaws of the Evangelical Lutheran Church in America and our assigned Synod within one hundred and twenty (120) days of receipt by the reviewing bodies.

BYLAWS

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PRINCE OF PEACE BYLAWS

SECTION 1. WELCOME STATEMENT

Prince of Peace Lutheran Church welcomes **ALL** people to participate fully in the life and ministry of the congregation. God knows each one of us (Psalm 139) and declares that we are hand crafted in Christ Jesus to do good works, which God has prepared in advance for us to do (Ephesians 2:10). God loves each of us and demonstrated that love through the life, death and resurrection of Jesus Christ (1 John 4:9-10). No matter where you are or what season of life you are in, you are welcome at Prince of Peace and we invite you to join us in the journey to love God with all your heart, soul, mind and strength and to love your neighbors as you love yourself.

SECTION 2. COMMUNION PARTICIPATION

Participation. Participation in Holy Communion shall be open to all persons who seek to meet the risen Jesus Christ, who is truly present in the bread and wine. Invitation for children seeking to commune may be given prior to the sacrament by approval of the Lead Pastor, approval of the celebrating pastor or by previously taken instruction in the theology and practice of Holy Communion. Oral announcements shall be so devised as to make prospective participants aware of these requirements.

SECTION 3. CONFLICTING LOYALTIES

- A. Fellowship with Organizations.** This Congregation rejects all formal fellowship with organizations, secret or open, which are avowedly religious or which practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Savior from sin.
- B. Ceremonies Prohibited.** Ceremonies of lodges or other such organizations shall not be permitted in the church or on the church premises of this Congregation, without the approval of the Church Board.
- C. Role of Rostered Staff.** The Rostered Staff of this Congregation shall take no official part in any such ceremonies even if they are conducted outside of the church premises.

SECTION 4. MEMBERSHIP

A. Classification of Members

1. Baptized Members

- a. **Classification.** Baptized members shall be those who have been baptized in the Name of the Triune God and have been received by the Congregation.
- b. **Children of Members.** Children, one or both of whose parents or custodians (as established by affidavit) are members of this Congregation, shall upon receiving Christian baptism, be received as baptized members of this Congregation.
- c. **Children of Non-Members.** Children, neither of whose parents or custodians are members of this Congregation, shall upon Christian baptism duly recorded as a ministerial act performed under the auspices of this Congregation will be received as baptized members of this Congregation. If there is an understanding that, for good reason, they will be enrolled as baptized members of another Congregation, notice of the baptism shall be sent to the Congregation in which the child is enrolled as a baptized member.
- d. **Children Baptized in Other Congregations.** Children baptized in other Congregations shall be received as baptized members of this Congregation upon admission of one or both parents or custodians to membership, or by consent of one or both parents or custodians, or by action of the Church Board.
- e. **Non-baptized Adults.** Non-baptized adults who have received instruction, and have given evidence of having an adequate understanding and acceptance of the teachings of the Word of God, as confessed by the Lutheran Church, shall upon confession of faith and Christian baptism, and duly recorded as a ministerial act performed under the auspices of the Congregation, be received as baptized members of this Congregation.

2. Confirmed Members

- a. **Classification.** Confirmed members shall be the baptized members who have been confirmed in the Lutheran faith.
- b. **Baptized Adults through Rite.** Baptized adults, not previously members of the Congregation, who have received instruction and have given evidence of having adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall be admitted to confirmed membership through the right of Affirmation of Baptism.
- c. **Exclusion of Rite.** However, adults received as baptized members shall be recognized as confirmed members, whether or not, at the discretion of the Lead Pastor, they have participated in the rite of Affirmation of Baptism.

- d. **Children through Rite.** Children who are baptized members of the Congregation shall be admitted to confirmed membership through participation in the rite of Affirmation of Baptism.
- e. **Membership through Letters of Transfer.** Applicants for membership presenting a Letter of Transfer showing them to be members of another Church shall be admitted to confirmed membership upon acceptance of their Letters of Transfer by the church office, and the completion of the New Discipleship Process.
- f. **Other.** Applicants for membership who have not been sufficiently active in a church to be able to request a Letter of Transfer are admitted to the Congregation when they have completed the New Discipleship Process, and when they have made public pronouncement of their faith in Jesus Christ and desire to worship as part of this Congregation.

- 3. **Voting Members Classification.** Voting membership shall be open to confirmed members eighteen (18) years of age or older. The Church Board shall be responsible for determining the voting membership in accordance with the qualifications specified in the Constitution and Bylaws.

B. Discontinuance of Membership

- 1. **Transfer.** Members who move away shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change his or her membership to another Lutheran Congregation shall, upon request, receive a Letter of Transfer.
- 2. **Inactive Confirmed Member.** A confirmed member who in the judgment of the Church Board shows no interest in attending church services and does not partake of Holy Communion; and who does not contribute to the Congregational treasury according to the Congregation's records for a period of two (2) years shall be presumed no longer to desire membership, shall lose the right to vote; and shall not be counted in the membership statistics of the Congregation. Before such action is taken, a letter shall be sent to the member of the change in status.
- 3. **Inactive Children.** Children, neither of whose parents or custodians are active members of the Congregation, shall be dropped from the baptized membership roll if they fail to participate in the Christian education program of the Congregation.

C. Severance of Membership

Members who have been dismissed or who have resigned and members who have transferred to other Lutheran Congregations or who are definitely known to have become members of other Congregations without transfer have, thereby, terminated their membership in the Congregation and have surrendered all membership rights.

**SECTION 5.
THE CONGREGATIONAL MEETING**

- A. Opening and Closing Meetings.** All Congregational meetings shall open with the Word of God and prayer and shall close with prayer.
- B. Meeting Chair.** The President of the Congregation or designee shall preside at the Congregational meeting.
- C. Quorum.** A quorum for the conduct of business at annual and special Congregational meetings shall consist of two hundred fifty (250)-voting members. If a Congregational meeting is held in conjunction with a worship service the registration requirement may be waived.
- D. Membership Roster.** The current roster of voting, confirmed and baptized members shall be determined annually.
- E. Agenda of Annual Meeting.** The order of business at the annual meeting shall be determined by the Church Board.
- F. Vote by Written Ballot.** In the following cases, voting shall be by written ballot:
1. To adopt or amend the Articles of Incorporation, Constitution or Bylaws of the Congregation;
 2. To call a Lead Pastor or to request the Lead Pastor's resignation;
 3. To sever membership in the Evangelical Lutheran Church in America;
 4. To authorize an expenditure of more than \$500,000.00 not in budget;
 5. When requested by twenty five percent (25%) of the voting members present;
 6. To adopt the ministry financial plan of the Congregation;
 7. To affirm the nomination of Church Board Members.

SECTION 6. CHURCH BOARD

A. Church Board.

1. The Congregation in a properly called meeting elects church Board members for a three (3) year term. Church Board members may serve a maximum of three (3) consecutive terms.
2. Church Board Executive Officers shall be elected by the majority of the Church Board members present in a properly called meeting to serve a one year term and may serve a maximum of three consecutive terms in a single office.
3. The Prince of Peace Church Board shall be the governance body of the Congregation and shall include the Lead Pastor, the Finance Director, and the Past President. The Lead Pastor, the Finance Director, and the Past President shall be ex-officio non-voting members of the Church Board.

B. Executive Committee. The Executive Committee shall consist of the four executive officers (President, Vice President, Secretary and Treasurer) and two staff members (Lead Pastor and Finance Director) and shall have the authority to conduct Church Board business in between the meetings of the full Church Board. All actions taken shall be reviewed for final approval by the full Church Board at its next meeting.

C. Filling Vacancies on the Church Board.

1. When a vacancy arises by resignation or expulsion or any other reason that is one year or more in duration, the standing committee for nominations will be used to find candidate(s) to be affirmed by the Congregation at the next annual meeting.
2. When a vacancy arises by resignation or expulsion or any other reason that is less than one year in duration, the standing committee for nominations will be used to find candidate(s) to be appointed by the Church Board. Appointed service of less than one year shall not be counted in term limits.

SECTION 7. DUTIES OF OFFICERS

A. Congregation President.

1. Serve as chair of Church Board for all Church Board and Congregational meetings.
2. Provide leadership to the Church Board and the Congregational members and offer counsel to the Lead Pastor.
3. Serve as a resource to ministry teams, the staff and the Church Board.
4. Annually, along with other members of the Executive Officers of the Church Board will conduct a performance review of the Lead Pastor and the Finance Director.

B. Vice President.

1. Serve as Vice-Chair for the Church Board and act on behalf of the Chair when the President is for any reason unable to participate.
2. Perform such tasks as assigned by the Church Board or the Congregation President.
3. Serve as a resource to ministry teams and the staff.

C. Secretary or Secretarial Delegate.

1. Supervise the reviewing, editing and maintaining of records of all meetings of the Church Board and the Congregation.
2. Be the repository for all records pertaining to the tasks, missions, responsibilities, charters and other records of the ministry teams, temporary ministry teams and task forces created by the Church Board.
3. Perform such tasks as assigned by the Church Board or the Congregation President.
4. Serve as a resource to ministry teams and the staff.

D. Treasurer.

1. Oversee all financial matters and ensure that acceptable accounting methods are used in keeping all books of account.
2. Advise the Church Board of financial status and implications of short and long-term decisions.
3. Submit written reports to all Church Board and Congregation business meetings.
4. Serve as a member of the Finance Advisory Standing Committee.
5. Perform such tasks as assigned by the Church Board or the Congregation President.
6. Serve as a resource to ministry teams and the staff.

E. Filling Vacancies on the Executive Committee.

In the event of a vacancy of a Church Board Member who is also an Executive Officer, (President, Vice President, Secretary or Treasurer) the Church Board shall elect a successor from the current members of the Church Board to fill the remaining term. Appointed service of six months or less shall not be counted in term limits.

SECTION 8. STANDING COMMITTEES

A. Nominating Committee.

The Church Board shall appoint at least a five (5) person Nominating Committee each year. The members shall serve a three year term with a staggering of terms and may serve a maximum of two consecutive terms. Each member must be in good standing, and be an active participant in the life of Prince of Peace Lutheran Church (worship, stewardship, and service). Names may be submitted by the members of the church board. At least one member of the committee shall be a Church Board member appointed on an annual basis, who will chair the committee. Members of the Church Board shall comprise less than 50% of this committee.

Current Board Members, interested in seeking another term, shall indicate their desire to continue on the Board and may not serve on the Nominating Committee.

The nominees must be members in good standing, demonstrate spiritual maturity, and be an active participant in the life of Prince of Peace Lutheran Church (worship, stewardship and service). Candidates will complete an application with the above qualifications verified before the application is given to the Nominating Committee.

The Committee recommendations shall be presented to the Board at the Board's May meeting. Final approval to be presented to the Congregation for affirmation will be made by the Church Board. The final slate shall be publicized in the Congregation's publication prior to the Annual Meeting. Affirmation by the Congregation will be at the Annual Meeting.

- B. Constitution and Bylaws Committee.** The Church Board shall appoint a Constitution and Bylaws Committee when needed. Recommendations for membership on the Committee shall come from the Church Board. The Constitution and Bylaws Committee shall be advisory to the Board. Each member must be in good standing, and be an active participant in the life of Prince of Peace Lutheran Church (worship, stewardship, and service). Members of this committee shall have a one year term and will convene only when requested by the Church Board. The committee will select a chairperson. The chairperson will be chosen either by consensus or by a majority vote.

SECTION 9. MEETINGS

A. Meetings of the Church Board.

1. **Quorum.** The quorum necessary to conduct the business of the Church Board shall be six (6) voting members present. When a quorum is not present, any meeting may be adjourned from time to time for that reason. When a quorum has been present at a meeting and members have withdrawn from the meeting so that less than a quorum remains, the members still present may continue to transact business until adjournment. When a two-thirds (2/3) majority is required it shall

mean of those voting attending members, and a simple majority shall mean fifty per cent (50%) plus one (1) of voting attending members.

2. **Agenda.** Primary responsibility for drafting an agenda for each meeting shall be with the President. The agenda shall always begin with devotions. Any member of the Church Board, the Lead Pastor, and the Finance Director may also place items on the agenda.
3. **Voting.** An act of the majority of the members present at a meeting at which a quorum is present shall be an act of the Church Board. No absentee or proxy voting shall be allowed.
4. **Notice/Open Meeting.** Notice of all meetings shall be given to all members of the Church Board. Any Congregation member may attend a Church Board meeting unless the President indicates that the meeting shall be closed to all non-members of the Church Board.
5. **Attendance.** Each member shall demonstrate his or her desire to serve the Church Board by regular attendance at the meetings. A member who is absent from two consecutive regularly scheduled monthly meetings shall be contacted by the President for an explanation. If, in the opinion of the Church Board, the member no longer desires to retain an active membership, the Church Board may declare the position vacant.
6. **Time and Place.** The Church Board shall set the time and place of each meeting. The Church Board shall meet regularly as needed throughout the year.

B. Meetings of the Standing Committees.

1. The Standing Committees shall meet as needed to conduct the business of the committee.
2. The Director or Board Liaison should provide an update to the Church Board including topics discussed and outcomes of those discussions.

SECTION 10. THE PASTORAL OFFICE

- A. **Status.** The Lead Pastor, as spiritual leader, shall be an ex-officio non-voting member of the Church Board.
- B. **Calling Other Pastors.** Upon recommendation of the Lead Pastor other Rostered Staff may be called. An affirmative vote of at least two-thirds (2/3) of the voting members of a legally called congregational meeting shall be necessary to issue a call.
- C. **Duration of Call.** The call shall normally be for an indefinite time.

- D. Request for Resignation of the Lead Pastor.** If, in the judgment of the Congregation, the Lead Pastor is no longer able to serve satisfactorily, the Lead Pastor shall resign. However, before a resignation is requested, the matter shall first be carefully considered at a meeting of the Church Board and in consultation with the Synod Bishop. A request for the Lead Pastor's resignation shall require a two-thirds (2/3) majority vote of a special meeting of the Congregation. If the Lead Pastor's resignation has been requested in the manner here specified, the Lead Pastor shall vacate the office at the time specified by the Church Board.
- E. Request for Resignation of Other Rostered Staff.** If, in the judgment of the Lead Pastor, a Rostered Staff is no longer able to serve satisfactorily, the Rostered Staff shall resign. However, before a resignation is requested, the matter shall first be carefully considered at a meeting of the Church Board. The Synod Bishop shall be immediately informed upon resignation of a Rostered Staff. A request for a Rostered Staff's resignation shall require a two-thirds (2/3)-majority vote of the Church Board. If a resignation has been requested in the manner here specified, the Rostered Staff shall vacate the office at the time specified by the Church Board.
- F. Pastor Discipline.** Matters of discipline involving a Rostered Staff for alleged defection in doctrine or for alleged conduct unbecoming a Rostered Staff shall be referred by the Lead Pastor to Church Board and, when necessary, to the Synod Bishop for action in accordance with the Constitution and Bylaws of the Evangelical Lutheran Church in America.
- G. Pastor Loyalty.** The Congregation requires that its Pastors and Rostered Staff be loyal to the faith and purpose of the Congregation, as stated in Articles II and III of the Constitution.
- H. Responsibility/Accountability.** The Pastors and Rostered Staff are given the responsibility for giving leadership to the Congregation. They are responsible for seeing that the Gospel of Christ is central in each area of church life, and that the Congregation is moving forward in its witness to this community. The Lead Pastor is responsible for the supervision and direction of all Pastors and Rostered Staff. The Lead Pastor is directly accountable to the Church Board.

SECTION 11. EXECUTIVE STAFF REVIEW PROCESS

- A.** The Prince of Peace Church Board President and Executive Officers shall complete the annual reviews for the Lead Pastor and Finance Director.
- B.** Input from the entire Prince of Peace Church Board shall be solicited as will be input from each of the two position holders on each other's review.
- C.** Each position holder will also be asked to complete a self-assessment based on his/her progress toward his/her annual and long-term strategic goals.
- D.** The review format utilized will be the same as is used with the remaining Prince of Peace Staff.

- C. The definitions of success are agreed upon collaboratively at the beginning of each year by the executive staff, the Prince of Peace Board President and Executive Officers.
- D. The formal review shall be conducted annually during the strategic planning process prior to year-end.
- E. A mid-year informal review, consisting of a written update based on Year to Date progress to goals and a verbal discussion with the Prince of Peace Board President shall be conducted six months into the year.

**SECTION 12.
AMENDMENTS**

- A. Proposed amendments to the Bylaws may be submitted to the Church Board in writing with a supporting petition of one hundred (100) members.
- B. The Church Board shall review proposed Bylaw amendments submitted by petition and determine if the proposal should be approved. Approval requires a simple majority vote of the Church Board to proceed. In the event the Church Board does not approve of the proposed Bylaw amendment, the petitioners shall be notified in writing and an appeal may be allowed in accordance with Robert's Rules of Order.
- C. The Church Board may also prepare and recommend amendments to the Bylaws in accordance with the Constitution.
- D. Approval of any Bylaw amendment except technical changes shall require a simple majority vote at a properly called meeting of the Congregation. Technical change amendments may be approved by the Church Board.
- E. All approved Bylaw amendments shall become effective immediately.

FOR THE CHURCH BOARD:

Daniel Fouberg, President

Date: June 14, 2015

Gene Mickelson, Secretary

Date: June14, 2015