

CONSTITUTION, BYLAWS, AND CONTINUING RESOLUTIONS
for THE GOOD HOPE LUTHERAN CHURCH
of the
EVANGELICAL LUTHERAN CHURCH IN AMERICA*
May 2019

***PREAMBLE**

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

Chapter 1.

NAME AND INCORPORATION

- C1.01.** The name of this congregation shall be The Good Hope Lutheran Church.
C1.02. For the purpose of this constitution and the accompanying bylaws, the congregation of The Good Hope Lutheran Church is hereinafter designated as "this congregation."
C1.11. This congregation shall be incorporated under the laws of the Commonwealth of Pennsylvania.

Chapter 2.

CONFESSION OF FAITH

- *C2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.
***C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
 a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
 b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
 c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
***C2.03.** This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
***C2.04.** This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
***C2.05.** This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
***C2.06.** This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
***C2.07.** This congregation confesses the Gospel, recorded in the Holy Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

* Required provision

Chapter 3.

NATURE OF THE CHURCH

- *C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- *C3.02. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- *C3.03. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.
- *C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.
- *C3.05. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

Chapter 4.

STATEMENT OF PURPOSE

- *C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- *C4.02. To participate in God's mission, this congregation as a part of the Church shall:
 - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
 - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
 - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, 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 Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. [Such descriptions shall be contained in continuing resolutions in the section on the Congregation Committees.]
- C4.04.01 The organizational structure of this congregation is described by the diagram provided in Appendix A which is attached to the Constitution, Bylaws, and Continuing Resolutions.
- *C4.05. This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.
- *C4.06. References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God’s mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

Chapter 5.

POWERS OF THE CONGREGATION

- *C5.01. The powers of this congregation are those necessary to fulfill its purpose.
- *C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- *C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation’s governing documents is recognized. All remaining authority is retained by 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 a minister of Word and Service;
 - d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
 - e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
 - f. approve the annual budget;
 - g. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - h. hold title to and use its property for any and all activities consistent with its purpose;
 - i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - j. elect its officers, Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
 - k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- *C5.04. 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 Northwestern Pennsylvania Synod of the Evangelical Lutheran Church in America.

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 Northwestern Pennsylvania Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02. This congregation accepts the Confession of Faith and agrees to the purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
 - a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.

- c. This congregation agrees to call pastoral leadership from the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
 - d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in 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 intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless 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.
 - b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
 - c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.
 - d. If the congregation, after such consultation, still seeks 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.
 - e. 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 subject to paragraph g. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.
 - f. Notice of termination shall be forwarded by the bishop to the secretary of the ELCA, who shall report the termination to the Churchwide Assembly.
 - g. This congregation shall abide by these covenants by and among the three expressions of this church:
 - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
 - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to receive synodical approval before terminating their membership in this church.

- 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- h. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05. and may begin no sooner than six months after that second meeting.
- *C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is affected.
- *C6.07.** If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

Chapter 7.

PROPERTY OWNERSHIP

- *C7.01.** If this congregation ceases to exist, title to undisposed property shall pass to the Northwestern Pennsylvania 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 two-thirds 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, provided the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Northwestern Pennsylvania Synod.
- *C7.04.** If two-thirds 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 and have followed the process for termination of relationship in *C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the 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.
- C7.05.** Notwithstanding the provisions of *C7.02. and *C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:
- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
 - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Northwestern Pennsylvania Synod of the ELCA—reconvey and transfer all right, title, and interest in the property to the synod

Chapter 8.

MEMBERSHIP

- *C8.01.** Members of this congregation shall be those baptized persons on the roster of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- *C8.02.** Members shall be classified as follows:
- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
 - d. **Associate** members are persons holding membership in other Lutheran congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
 - e. **Seasonal** members are voting members of other ELCA congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
 - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
 - 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
 - 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with the ELCA;
 - 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
 - 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
 - 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.
- *C8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.
- *C8.04.** It shall be the privilege and duty of members of this congregation to:
- a. make regular use of the means of grace, both Word and sacraments;
 - b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
 - c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- *C8.05.** Membership in this congregation shall be terminated by any of the following:
- a. death;
 - b. resignation;
 - c. transfer or release;
 - d. disciplinary action in accordance with ELCA constitutional provision 20.41. and the accompanying bylaws; or
 - e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.

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

C8.05A19 The congregation will continue to minister to inactive persons remaining in the neighborhood of the congregation. A Responsibility List shall be maintained as part of the ministry plan to restore such members to active membership in the congregation.

Chapter 9.

ROSTERED MINISTER

- ***C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- ***C9.02.** Only a member of the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for 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 minister of Word and Sacrament shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care;
 - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 6) impart knowledge of this church and its wider ministry through distribution of its communications and publications;
 - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
 - 8) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - b. Each pastor with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) relate to all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council;
 - 4) with the council, administer discipline; and
 - 5) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of the Northwestern Pennsylvania 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.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:
 - a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, 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, no later than 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;
 - 4) physical disability or mental incapacity of the pastor;
 - 5) suspension of the pastor through discipline for more than three months;
 - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
 - 7) termination of the relationship between this church and the congregation;
 - 8) dissolution of the congregation or the termination of a parish arrangement; or
 - 9) suspension of the congregation through discipline for more than six months.
 - b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,

- 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament as disabled. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07.** During the period of service, an interim pastor shall have the rights and duties in 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 Congregation Council. The interim pastor and any rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.
- *C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting 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.
- C9.15.** Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the pastor in a form proposed by the synodical bishop and approved by the congregation.
- *C9.21.** Authority to call a minister of Word and Service shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- *C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synodical bishop may be called as a deacon of this congregation.
- *C9.23.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
- a. Be rooted in the Word of God, for proclamation and service;
 - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
 - c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
 - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
 - e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
 - f. Practice stewardship that respects God's gift of time, talents, and resources;
 - g. Be grounded in a gathered community for ongoing diaconal formation;
 - h. Share knowledge of the ELCA and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
 - i. Identify and encourage qualified persons to prepare for ministry of the gospel.
- *C9.24.** The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.25.** The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:
- a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, 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 deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the deacon;
 - 5) suspension of the deacon through discipline for more than three months;
 - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.

- b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
 - c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service as disabled. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *C9.26.** The deacon shall make satisfactory settlement of all financial obligations to a former congregation before:
- a. installation in another field of labor, or
 - b. the issuance of a certificate of dismissal or transfer.
- *C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.28.** With the approval of the bishop of the synod, this congregation may depart from *C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.25.a.
- *C9.29.** The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- *C9.31.** The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10.

CONGREGATION MEETING

- C10.01.** The semi-annual meetings of this congregation shall be held at a time specified in the continuing resolutions.

- C10.01A01** The semi-annual meetings shall normally be held on the third Sundays in May and November.
- C10.02.** A special Congregation Meeting may be called by the pastor(s), the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of twelve of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.
- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least ten days in advance of the date of the meeting.
- C10.04.** Twenty voting members present 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.
- Duties of the officers shall be specified in the continuing resolutions.
 - The president and vice-president shall be voting members of the congregation. The secretary and treasurer will have voice but no vote unless they are members of the congregation.
 - Officers of this congregation shall serve similar offices of the Congregation Council.
- C11.01A19** The president shall--
- preside at all meetings of the congregation, council, and executive committee,
 - prepare an agenda for the previously listed meetings in collaboration with the pastor(s), and
 - plan for an annual council retreat in collaboration with the pastor(s).
- C11.01B19** The vice-president shall fulfill the duties of the president in the absence of the president.
- C11.01C19** The secretary shall –
- provide minutes of all meetings of the congregation and council, and
 - receive and respond to all correspondence of the congregation and council.
- C11.01D19** The treasurer shall—
- manage all accounts of the congregation according to the direction of the congregation council
 - pay all invoices received, and
 - report to council and congregation at regularly scheduled meetings
- C11.02.** The congregation shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin after installation in January following their election,
- C11.03.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

Chapter 12. CONGREGATION COUNCIL

- C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation, and chairpersons of the committees. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.
- C12.02.** The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for one year or until their successors are elected. Their terms shall begin upon installation in January following the semi-annual meeting.
- C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall appoint a successor until the next semi-annual meeting at which elections are held.

- C12.04.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:
- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
 - b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
 - c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - d. To maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
 - e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
 - f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
 - g. To arrange for pastoral service during the sickness or absence of the pastor.
 - h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
 - i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
 - j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- C12.05.** The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregation Council shall be the board of trustees of this congregation and, as such, shall be responsible for maintaining and protecting its property and managing its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the Commonwealth of Pennsylvania, except as otherwise provided herein.
 - b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
 - c. The Congregation Council may enter into contracts of up to \$5000 for items not included in the budget.
 - d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than \$5000 in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
 - e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
 - f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- C12.06.** The Congregation Council shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.
- C12.07.** The Congregation Council shall provide for an annual review of the membership roster.
- C12.08.** The Congregation Council shall be responsible for the employment and supervision of the staff of this congregation. Nothing in this provision shall be deemed to affect the congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.
- C12.09.** The Congregation Council shall submit a comprehensive report to this congregation at the semi-annual meeting.
- C12.11.** The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting,

which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

C12.13. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference and, to the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 13.

CONGREGATION COMMITTEES

C13.01. The Executive Committee shall be comprised of the president, vice-president and the pastor(s).

C13.01A19 The Executive Committee shall—

- a. provide organizational oversight
- b. prioritize issues coming before the Congregational Council
- c. emphasize communication and council development,
- d. administer human resource issues with staff,
- e. work with pastor(s) in an advisory capacity, and
- f. in emergency situations, act on behalf of the full Council.

C13.02. A Nominating Committee of five voting members shall be appointed, two of whom shall be outgoing members of the Congregation Council, and shall serve for a term of one year. The vice-president shall serve as chairperson of the Nominating Committee. Members of the Nominating Committee are not eligible to serve a second consecutive term.

C13.02A19 The Nominating Committee shall—

- a. Review elections necessary for officers, committee members and committee chairpersons, and
- b. Provide a slate of candidates for necessary elections.

C13.03. An Audit Committee of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.

C13.03A19 The Audit Committee shall—

- a. confirm account balances
- b. examine payments
- c. review bank reconciliations, and
- d. examine documents supporting transactions.

C13.04. The Shared Ministry Advisory Council of the Good Hope/Zion Lutheran Ministry of Oil City shall be the Mutual Ministry Committee.

C13.04A19 The Mutual Ministry Committee shall—

- a. listen to concerns of the congregation and rostered ministers,
- b. clarify the expectations of the congregation and rostered ministers,
- c. share joys and concerns in life and ministry,
- d. communicate effectively with council and congregation, and
- e. review ministry performance of congregation and rostered ministers.

C13.05. When a pastoral vacancy occurs, a *Call Committee* of six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.

C13.06. The Committees of this congregation shall consist of missions, property, faith formation, finance, and worship. Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.

C13.06A01 The Missions, Property, Faith Formation, Finance and Worship Committees shall have three members, one of whom shall be the chairperson and a member of the Congregation Council.

C13.06A19 Members of the previous committees shall serve three year terms. Members shall be eligible to serve no more than two consecutive terms on one committee. Other persons may be added to the committee at any time as resource persons or to provide assistance for committee tasks. Additional persons have voice but not vote at meetings of the committee.

C13.06B19 Should a committee member's place be declared vacant, the congregation council shall appoint a successor until the next semi-annual congregational meeting at which elections are held. Upon election, the successor shall be eligible to serve the remaining term.

C13.07. The pastor(s) of this congregation shall be *ex officio* member(s) of all committees and boards of the congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of the congregation, except the Nominating Committee. Only one *ex officio* vote may be cast at a meeting.

C13.07A19 The Faith Formation Committee shall be--

- a. responsible for the Christian nurturing of children, youth, and adults in our congregation,
- b. responsible for establishing and reviewing objectives, setting policies, approving curriculum, and supervising the total educational programs of the congregation (Sunday School, Vacation Bible School, Catechism Process, Bible Studies, etc.), in agreement with Pastors,
- c. responsible for recruiting and supporting teachers and other personnel for all education programs.
- d. maintaining accurate records of volunteer and staff clearances,
- e. responsible for maintaining accurate record of participation in each program,
- f. responsible for the annual review of staff reporting to the Faith Formation Committee and for making recommendations to the Executive Committee concerning salary and pay raises,
- g. responsible for recognition of faithful service for those persons involved in the educational task of the congregation
- h. Responsible, along with the Youth Director, for planning all activities and outings for the youth and children of the congregation, including recreational events, social service projects, and worship experiences,
- i. responsible for maintaining an activity schedule/calendar and participation level of all youth events for future use,
- j. responsible for establishing and maintaining an up-to-date file of all children and youth in the congregation by age and grade level,
- k. responsible for preparing and submitting an annual budget for the Finance Committee, then control expenditures to stay within budget,
- l. responsible for providing and /or promoting the study of church literature,
- m. responsible for providing access to and study of churchwide and synodical resources, and
- n. responsible for establishing task groups to assist the Faith Formation Committee with fulfilling its responsibilities.
- o. responsible for adhering to the General Policies as stated in the church Document Manual.

C13.07B19 The Property Committee shall--

- a. inspect church properties and equipment on a regular basis and supervise their maintenance,
- b. provide a monthly report to Council on action taken or planned,
- c. implement resolutions made by Council on purchases, repairs or replacement of church property and equipment,
- d. supervise, control and recommend storage facilities for all church property, equipment and supplies,
- e. check all property continuously for fire and safety hazards,
- f. request approval of Council on any action requiring their vote,
- g. maintain an inventory of all church properties and equipment, including acquisition date and approximate value of each item,
- h. determine scope of custodial care needed and recommend hiring of custodial support to Council. The Property Committee will meet with custodian(s) periodically to communicate changing needs or emergent issues, and will oversee all custodial work,
- i. establish and monitor service contracts for church equipment or property,
- j. monitor expenditures to ensure they remain within the guidelines of the Property Committee budget,
- k. annually review staff reporting to the Property Committee and make recommendations with regard to salary and pay raises to the Council, and
- l. submit annual budget request as directed by Finance Committee.

C13.07C19 The Worship Committee shall--

- a. provide oversight of organist and other music leaders of the congregation,
- b. communicate/plan with Pastor(s) about assistants, substitute pastors, guest speakers and worship volunteers as needed,

- c. schedule worship volunteers; provide guidance, training, materials and outreach as needed:
 - 1. Ushers 2. Altar Guild 3. Children's Sermon 4. Acolytes 5. Lectors
 - 6. Communion Assistants and Altar Assistants 7. Greeters 8. Sound System Team,
- d. participate in Shared Ministry Advisory Council to schedule times and number of worship services under the guidance of the Pastor(s) and Congregational Council,
- e. plan and publicize the regular and special worship services of the year under the guidance of the pastor(s) and Congregational Council,
- f. provide guidance on forms of worship, liturgies, hymns and artistic appointments (paraments, seasonal decorations, banners, etc.) for use in public worship,
- g. submit an annual budget request in form and time as required by the Finance Committee.
- h. oversee budgeted allotment for selection and procurement of music or other materials pertinent to worship,
- j. arrange for regular maintenance and repairs as needed for organ, piano(s), carillon, other musical instruments and equipment,
- k. provide and maintain liturgical dress for worship participants:
 - Choir robes, confirmation robes, worship assistants' robes, vestments for Pastor(s) as needed,
- l. annually review staff reporting to the Worship Committee and make recommendations concerning salary and pay raises to the Executive Committee,
- m. establish task teams if needed to effect Worship Committee functions, and
- n. adhere to the general policies as stated in the Document Manual.

C13.07D19 The Finance Committee shall be--

- a. responsible for providing the financial management system in the congregation, including bookkeeping, banking and investing,
- b. be responsible to ensure that financial affairs of the congregation are being conducted efficiently, giving particular attention to promptly paying all obligations and regularly forwarding the budget share of congregational income to the synodical treasurer,
- c. responsible for regularly analyzing and reporting to the Congregational Council trends in income and expenses, giving special attention to unanticipated fluctuations,
- d. responsible for annually developing a draft of a budget for the coming fiscal year and submit it to the Congregational Council for its submission to the congregation, (The budget development process should include opportunities for staff, committees, and other groups to request support for their programs, and should reflect annual consultation between the synod and the congregation.)
- e. responsible for developing and maintaining a system of long-term financial planning for the congregation,
- f. responsible for managing the memorial and endowment funds,
- g. responsible for establishing ad-hoc committees as deemed appropriate to assist the Finance committee,
- h. responsible for expediting, safe deposit, and keeping of all funds,
- i. responsible for the requisition and distribution of offering envelopes,
- j. responsible for maintaining an annual inventory of official documents,
- k. responsible for providing a quarterly report to Council with publication in the Herald of Hope the activity in the unified and memorial accounts,
- l. responsible for overseeing the maintenance of a congregational talent file,
- m. responsible for adhering to the general policies as stated in the Document Manual,
- n. responsible for maintaining a schedule for addressing items in this list where deemed appropriate,
- o. responsible for monitoring and controlling expenditures of the committee and areas reporting to the committee to ensure they remain within the guidelines established by the budget,
- p. responsible for notifying all committees if any spending rate adjustments are needed,
- q. responsible for lifting up the general stewardship responsibilities of all members, and
- r. authorize the chairperson to sign church checks after obtaining appropriate bank approval.

C13.07E19 The Mission Committee shall--

- a. maintain the congregation's social media presence,

- b. see that events at Good Hope are globally advertised in public media and maintain a contact list for said public media,
- c. facilitate participation by pastors, staff, and members in public forums on behalf of Good Hope,
- d. contribute to the Herald of Hope,
- e. assist with preparation and maintenance of church directory and church bulletin boards,
- f. assist with production of news releases and flyers for congregation events as requested,
- g. report on activities at congregational meetings,
- h. develop a program for potential new members,
- i. assist in the organization of fellowship events,
- j. facilitate participation in Synod and worldwide church/charitable activities,
- k. facilitate participation in community ecumenical activities,
- l. facilitate participation in community social service projects,
- m. submit an annual budget to the Finance Committee and work to stay within that budget,
- n. recruit as many people as needed to accomplish its approved goals, and
- o. use time and talent sheets to recruit members for service opportunities.

C13.07F19 All committees are empowered to take action to address their listed responsibilities without needing approval by the Congregational Council provided the action does not affect any other committee or the action is acceptable to those affected.

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 the congregation's oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

C14.01.01 Leaders of the organizations within this congregation are encouraged to exercise their voice without vote at any or all council meetings.

C14.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

C14.02A01 The Pre-School is an authorized special interest group. The bylaws of the Pre-School are attached to the Constitution, Bylaws, and Continuing Resolutions as Appendix B.

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

***C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.

***C15.02.** The process for discipline of a member of 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 the counseling, censure, and admonitions pursuant to *C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to

the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.

- *C15.03. If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.
- *C15.04. The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C15.05. By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
 - a. suspension from the privileges of congregation membership for a designated period of time;
 - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - c. termination of membership in the congregation; or
 - d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.
- *C15.06. The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
- *C15.07. No member of the congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.
- *C15.10. **Adjudication**
- *C15.11. When there is disagreement 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 Congregation Council 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.

AMENDMENTS

- *C16.01. Unless provision *C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by fifteen of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C16.02. An amendment to this constitution, proposed under *C16.01., shall:
 - a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those voting members present and voting;
 - b. be ratified without change at the next semi-annual meeting by a two-thirds vote of those voting members present and voting; and

- c. have the effective date included in the resolution² and noted in the constitution.
- *C16.03.** Any amendments to this constitution that result from the processes provided in *C16.01. and *C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
- *C16.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, 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 at least two voting members of the congregation, the Congregation Council 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 17.

BYLAWS

- *C17.01.** This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C17.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
- *C17.03.** Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C17.04.** Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 18.

CONTINUING RESOLUTIONS

- *C18.01.** The congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- *C18.02.** Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of all voting members of the Congregation Council.

Chapter 19.

INDEMNIFICATION

- *C19.01.** Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding.

Chapter 20.

PARISH AUTHORIZATION

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

- *C20.01.** This congregation may unite in partnership with one or more other congregations recognized by the synod named in *C6.01. to form a parish. Except as provided in *C20.02. and *C20.03., a written agreement,

² Such an effective date must be stated in relation to the requirements of *C16.03. to allow time for synodical review of the amendment.

developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.

C20.01A19 The Articles of Agreement for the Good Hope/Zion Lutheran Ministry of Oil City are attached to the Constitution, Bylaws, and Continuing Resolutions as Appendix C.

C20.01B19 Additional organizations of the Good Hope/Zion Lutheran Ministry of Oil City include the Community/Cooperative Ministry Committee (CMC), the Stay and Play Task Force, and the Venango Youth Choir. The purpose and scope of each group is outlined in Appendix D which is attached to the Constitution, Bylaws, and Continuing Resolutions.

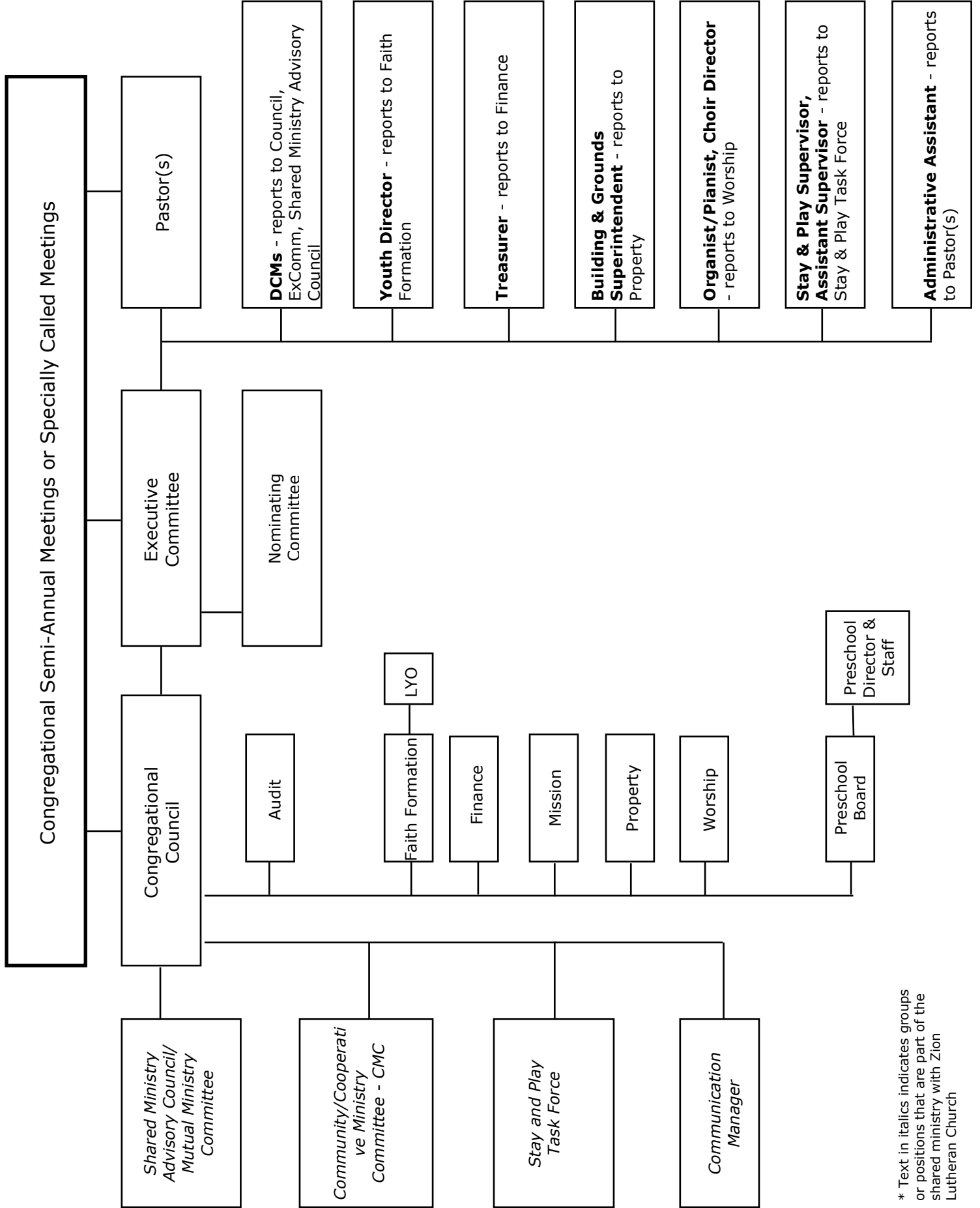
***C20.02.** One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.

***C20.03.** One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.

***C20.04.** Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synodical constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.

***C20.05.** Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synodical constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.

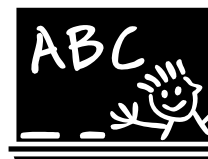
***C20.06.** Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.



* Text in italics indicates groups or positions that are part of the shared ministry with Zion Lutheran Church

APPENDIX B

GOOD HOPE CHRISTIAN PRESCHOOL



Policy & Procedure Manual

Last updated
July 2018

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CHAPTER I BYLAWS

NAME

The group shall be known as the Good Hope Christian Preschool and Good Hope Christian Toddler Time program at Good Hope Lutheran Church, 800 Moran Street, Oil City, Pennsylvania. The term “preschool” will be used throughout this booklet to represent both programs.

PURPOSE STATEMENT

We believe that our congregation’s life and mission include assisting parents in the development of their children. The preschool offers young children a Christian setting in which to grow, to learn, and to develop physically, intellectually, and socially.

We believe that the preschool can expand the child’s perception of God, of other people, and of the physical world in which God has placed them.

We believe that the preschool offers children one of the best opportunities for achieving the goals of Christian education outside the home. It can help them develop healthy personalities, form values, and develop conscience, feelings, and attitudes which form the foundation for a positive self image and good relationships.

EDUCATIONAL PROGRAM

Good Hope Christian Preschool will provide an educational program that fulfills our school’s purpose in line with current trends and research in early childhood education.

SCHOOL POLICIES

The Good Hope Christian Preschool board will establish school policies that will guide and direct the staff in the daily management and operation of the preschool.

DIRECTOR

The Good Hope Christian Preschool Board will prepare and annually review the director’s job description which lists the major responsibilities of that administrator.

The Preschool Board will work with, support, and supervise the preschool director who is responsible for the daily management of all aspects of the preschool’s operation.

The Preschool board will be responsible, according to provisions made by the church council, for calling or engaging the director to ensure excellence in education, and achieving the preschool’s stated purpose. The director will be responsible for assisting the preschool board in

all personnel matters.

MANAGEMENT

The Preschool Board shall be responsible, according to the provisions of the church council, for the funding and financial management of the school.

The Board will prepare, and the chairman will present, regular reports and plans for the preschool's future along with recommendations to the executive committee and to church council.

CHAPTER II BOARD OF DIRECTORS

RESPONSIBILITIES

The responsibility of the Good Hope Preschool board is to provide for the efficient management, operation, and staffing of the Good Hope Christian Preschool and Toddler Time programs so that it achieves its stated purposes.

SIZE OF BOARD

The Good Hope Christian Preschool Board shall consist of:

- One church member appointed by the executive committee and approved by church council. The length of term is three years and can be consecutive.
- Two parents. The length of term is three years and can be consecutive.
- The director of the Preschool
- At least one of the Pastors of Good Hope Lutheran Church.

The church representative shall act as chairperson of the board. A secretary shall be chosen from among the remaining board members.

In the event of a vacancy, the director shall suggest replacement/appointment for the parent position, and the executive committee will approve the selections. The executive committee will be responsible for replacement/appointment of the chairperson position.

Good Hope Preschool staff is encouraged to attend and participate in board meetings. However, with the exception of the Director, none of the staff will have voting privileges.

QUALIFICATIONS

The chairperson should:

- Be ready to give the time for the tasks required.

- Be able to motivate people.
- Be a positive person.
- Have stature in the congregation and/or preschool.
- Have leadership and organizational skills.
- Work closely with the director.
- Be able to chair meetings.
- Conduct director's annual evaluation.

The parents should:

- Have a child enrolled in either Toddler Time or Preschool.
- Be ready to give time for the tasks required.

CHAPTER III BOARD MEETINGS

MEETINGS

The board will meet two times per year. An organizational meeting shall be held before the school begins. The date for the next meeting will be scheduled at the organizational meeting. Additional meetings may be scheduled as needed.

RELATIONSHIP BETWEEN PRESCHOOL BOARD AND CHURCH COUNCIL

The chairperson of the preschool board shall report to the executive committee and to church council if so directed. Reports should be made a minimum of two times during the school year. Reports should include information about enrollment, special activities, programs and new policies.

AGENDA

The agenda will include:

- Setting annual goals
- Program evaluations and planning.
- Budget planning, salaries and benefits, and tuition.
- Evaluation of facilities.
- Review of school's purposes.
- Planning of recruitment programs.
- Evaluation of board's performance
- Evaluation of student life/discipline.
- Long range planning.
- Evaluation and planning of funding the preschool.

- Review policies and bylaws.

An agenda and minutes from the previous meeting will be distributed to board members at the start of each meeting. The board meeting will be opened with short devotions and closed with prayer.

The agenda should contain opening devotions, an overview of the agenda, approval of minutes, major topics, items for board action, reports to the board, and closing prayer. A quorum for the transaction of any business shall be the majority of the total Preschool Board.

CHAPTER IV FUNDING THE PRESCHOOL

Funding the preschool for the school year may come from the following sources:

- Registration fees
- Tuition fees
- Scholarship fund
- Memorial/Gift income

CHAPTER V BUDGETING

BUDGET PLANNING

The budget shall be prepared by the director and submitted at the first preschool board meeting of the school year for approval. The board chairperson will then present the budget to the executive committee and the church council. The director will present the budget to the treasurer.

FINANCIAL MANAGEMENT

The church treasurer will maintain all financial aspects of the preschool.

RECEIVING MONEY

The parents will be provided with tuition payment coupon booklets and payments are to be paid on the first school day of each month. Exceptions can be made on a case by case basis, but only if the director is notified in advance. Reminder slips will be issued when a payment is late. If the payment has not been made by the end of the month, the student may be dropped from the roll until the outstanding balance is paid.

Tuition fees will remain fixed for the year. Payments by check should be made payable to "Good Hope Lutheran Church". Person making cash payments will be given a receipt.

Accounts which are not paid by the middle of the month will be charge an additional \$5.00. Severely delinquent accounts may be taken to the magistrate for further action. The director is responsible for billing.

SPENDING MONEY

- All disbursements will be made by check.
- The director is responsible for placing orders
- Salaries will be paid on the 15th and 30th of each month by the church treasurer.
- The director is responsible for submitting expense reimbursement forms to the church treasurer for any money spent for supplies.
- The church treasurer will submit appropriate tax forms for the preschool and its employees.

TAX EXEMPTION

The Good Hope Christian Preschool and Toddler Time Program, being part of the Good Hope Lutheran Church's ministry, will use the congregation's tax exempt number.

The director must submit IRS Form-5578 Annual Certification of Racial Nondiscrimination for a Private School Exempt form Federal Income Tax. Deadline is May 15th of each year. Failure of the school to meet the requirements of Revenue Procedure 75-50 may result in the loss of federal tax exempt status of the school and the congregation which operates the school.

CHAPTER VI PRESCHOOL FACILITY

LOCATION

The preschool will be conducted in the Good Hope Lutheran Church located at 800 Moran Street in Oil City, PA. The lower level Sunday School rooms, play room, kitchen, fellowship hall, and lower lobby access will be utilized for various aspects of the preschool curriculum. Outdoor activities will be conducted on the adjoining area outside. Restrooms located in the aforementioned areas will also be used. The hallway encompassing the preschool rooms will be securely locked during preschool hours and visitors will need to be let in by a staff member.

The preschool shall have exclusive use of the walk-in closet located at the end of the preschool hall on the front of the building.

The Preschool rooms are equipped with telephones for use by preschool staff and a used copier is in the closet at the end of the hallway.

The Preschool shall have use of office and audio-visual equipment within the building as needed.

EQUIPMENT

The Preschool will be responsible for replacing or repairing equipment damaged during their use.

Improvements such as adding, replacing, or repairing furniture and equipment to maintain an attractive learning center are the responsibility of the church. Appearances and maintenance are imperative. Repair of broken equipment should be taken care of expeditiously for the safety and welfare of the students and staff.

Building keys will be distributed to the director and teachers of the preschool.

Play equipment and materials shall be applicable to the following area of development:

- Affective
- Cognitive
- Communicative
- Perceptual motor
- Physical
- Social

Toys, play equipment, and any other equipment used by the children shall be of substantial construction and free from rough edges, sharp corners, pinch and crush points, splinters, and exposed bolts.

All floors, walls, ceilings, and other surfaces shall be kept clean and in good repair.

Poisonous plants shall not be permitted in the facility in the preschool areas.

All fire extinguishers, alarms, AED unit, and fire exit maps will be checked annually for effectiveness in the event of an emergency.

There will be no smoking in the facility.

CHAPTER VII RECRUITMENT AND ADMISSIONS

PUBLICITY AND INFORMATION

The Preschool Board may obtain information from Good Hope Christian Preschool and Toddler time Programs and prepare advertising materials for the following sources:

- Local newspapers
- Herald of Hope
- Good Hope Church Sunday bulletin

- Posters

The Preschool will begin registration each spring for the following year. Registration will continue until the classes are full.

ADMISSION POLICIES

Children who have turned four years old by August 1st and have achieved toilet training are eligible to enroll in the Preschool class.

Children who have turned three years old by August 1st and have achieved toilet training are eligible to enroll in the Toddler Time class.

Parents must provide a record of up-to-date immunizations in order for their child to attend class.

The Good Hope Christian Preschool shall not accept more than 24 students in one class.

The Good Hope Toddler Time program shall not accept more than 15 students in one class.

A waiting list shall be kept and students will be called in the order they registered to fill any openings, if the occur.

Parents enrolling their children will be provided with a registration form and a letter of specifics (tuition costs, dates and times of classes, etc.). An orientation letter will be mailed in August to parents of children already enrolled. Separate orientation letters will be mailed to Preschool and Toddler Time students.

The following items will be mailed with the orientation letter and parents will return all forms on orientation night:

- Emergency Medical Release form
- Student Personal Profile paper
- Student Release form
- Permission to Photograph form
- Yearly calendar
-

The following items will be handed out to the parents at orientation:

- Parent handbook
- Tuition coupon book
- Scholarship forms if applicable

CHAPTER VIII TEACHING/LEARNING PROCESS

CALENDAR

The preparation of a calendar is necessary for the efficient operation of the preschool. The director will determine annually the days and hours that the classes will be in session. The director reserves the right to alter the calendar when it is in the best interest of the preschool.

The Oil City School District calendar will be followed as closely as possible as it is the school district in which Good Hope Preschool resides.

The Good Hope Preschool Program will offer classes on Monday, Tuesday, and Wednesday in both the morning and afternoon, dependent on enrollment.

The Good Hope Toddler Time will offer classes on Tuesday and Wednesday in both morning and afternoon, dependent on enrollment.

The days and/or times classes meet can be changed at the discretion of the director with the approval of the preschool board.

Orientation Day is to be held during Labor Day week. Regular classes will commence the following week. The last day of preschool is the Wednesday prior to Memorial Day.

In case of inclement weather, Good Hope Preschool follows the decisions of the local school districts. The director will notify local radio stations as well as television stations and social media when a delay or cancellation occurs. If the public schools delay, preschool is cancelled for the day.

CURRICULUM

Good Hope Christian Preschool's emphasis is on socialization, readiness, and Christian awareness. We do not intend to replace kindergarten, but help children prepare for it. The curriculum represents a multi-sensory approach to development for children ages 3-5. The activities presented stimulate the five senses, while being appropriate to the children's stages of development. The following subjects are covered in the curriculum: Language Arts, Science, Art, Music, Math, Thinking, and Fine and Gross motor skills.

A written plan of daily activities and routines, in addition to free play will be established. The plan will be flexible to accommodate the needs of individual children and the group as a whole.

Daily activities shall promote the development of skills, social competence, self-esteem, and positive self-identity. Daily experiences shall recognize the child as an individual and give

some choice of activities that respect personal privacy, lifestyle, and cultural background.

DISCIPLINE

It is the policy of the program to utilize positive reinforcement to lessen discipline problems. A time-out approach is utilized in more extreme situations. At no time will corporal punishment (physical) be used. In cases of serious on-going disciplinary problems, in which the child has not responded to a variety of behavior management techniques, a conference will be scheduled. If serious problems cannot be resolved, termination may be necessary. Serious problems are defined as those in which a child is hampering the smooth flow of the program by requiring constant one-on-one attention, inflicting physical or emotional harm on other children or staff, or being otherwise unable to conform to the rules and guidelines of the program.

Disciplinary methods shall not humiliate, shame, or frighten the child.

CHAPTER IX PRESCHOOL DIRECTOR

QUALIFICATIONS

The director shall have the following qualifications:

- Master's degree from an accredited college or university in one of the following fields:
 - Early Childhood Education
 - Child Development
 - Special Education
 - Elementary Education
 - Human Services Field
- Appropriate clearances including criminal, child abuse and FBI fingerprinting.
- Christian by faith and example and a member of a Christian church

OR

- An undergraduate Degree from an accredited college or university in one of the following fields:
 - Early Childhood Education
 - Child Development
 - Special Education
 - Elementary Education
 - Human Services Field

- Two years work experience related to the care and development of children.
- Christian by faith and example and a member of a Christian church.
- Appropriate clearances including criminal, child abuse and FBI fingerprinting.

RESPONSIBILITIES

Leadership

Responsibilities as a spiritual leader:

- Provide opportunities for spiritual growth for staff.
- Provide avenues for incorporation of school families into the church, and church members into the school.

Responsibilities for preschool environment:

- Plan for equipping indoor and outdoor areas to reflect Christian environment.
- Plan for and aid in providing an environment appropriate for young children.
- Maintain positive relationships among students, teachers, parents congregation, and family.

Program Management

Responsibilities to carry out mission and purpose of preschool:

- Recommend policies in accordance with the purpose for the preschool.
- Serve as a member of the Preschool Board.
- Represent the preschool program to the congregation utilizing the Herald of Hope etc.
- Responsible for public relations and communications
- Maintain an active system of parent/school relationships.
- Prepare parent monthly newsletters
- Keep parents informed of progress and special needs of their children.

Responsibilities for recruitment and admissions:

- Promote the preschool in the congregation and community.
- Provide enrollment materials to prospective students
- Provide promotional brochures and activities
- Plan orientation of newly enrolled students

Responsibilities for administration:

- Handle all issues relating to administration of the school
- Prepare and retain all records
- Supervise class schedules, use of space and equipment, responsibilities of staff, and the

calendar.

- Arrange for necessary repairs and maintenance
- Order and manage supplies and equipment
- Prepare parent handbook and policy manual

Finances

- Responsible for the preparation of the annual budget.
- Operate within the budget.
- Prepare annual budget report and present to the preschool board and to church treasurer.
- Distribute tuition coupon booklets, arrange for fee collection, and maintain records.

Education Leader

Responsibilities for curriculum development:

- Plan a curriculum that is age appropriate
- Plan for the management of children's programs and routines
- Plan for speakers to come in lieu of field trips
- Plan for the evaluation of the students in relation to their school progress, abilities and special needs.

Responsibilities for staff development:

- Participate in professional organizations
- Arrange for and participate in interview of potential staff members
- Conduct staff meetings
- Conduct yearly evaluations of all staff members

CHAPTER X STAFFING

STAFF/CHILD RATIO

The ratio in the Preschool Class will not be less than one staff person per eight children.

The Toddler Time ratio will not be less than one staff person per six children.

QUALIFICATIONS OF TEACHERS

The teachers at Good Hope Preschool are encouraged to have but not limited to the following qualifications:

- Completion of an undergraduate program from an accredited college or university with a Bachelor's Degree in one of the following fields:
 - Early Childhood Education
 - Child Development
 - Special Education
 - Elementary Education
 - Human Services Field
- Christian by faith and example and a member of a Christian church.
- Appropriate clearances including criminal, child abuse and FBI fingerprinting.

OR

- Completion of an undergraduate program from an accredited college or university with a Bachelor's degree, Associates degree, or equivalent degree in another field and two years work experience related to the care and development of children.
- Christian by faith and example and a member of a Christian church
- Appropriate clearances including criminal, child abuse and FBI fingerprinting.

RESPONSIBILITIES OF TEACHERS

A teacher will have the following responsibilities:

- Plan and teach an appropriate preschool curriculum
- Keep up to date development records of children in class
- Report to parents about children's progress
- Be available for parent conferences
- Plan, implement, and keep a written plan of class activities in accordance with the policies and philosophy of the preschool
- Give guidance and direction to educational assistants and volunteers
- Be aware of, and comply with, all personnel policies
- Work together with staff members in curriculum planning
- Attend all staff meetings
- Attend all school related functions
- Assist in public relation events sponsored by the preschool
- Set up and maintain appropriate classroom environment for children
- Be responsible for the orderliness and cleanliness of the classroom

QUALIFICATIONS OF EDUCATIONAL ASSISTANTS

The educational assistant shall have the following qualifications:

- A high school diploma or GED
- At least 18 years of age

- Experience working with children preferred
- Christian by faith and example and member of a Christian church
- Appropriate clearances including criminal, child abuse and FBI fingerprinting.

RESPONSIBILITIES OF THE EDUCATIONAL ASSISTANT

The responsibilities of the educational assistant include:

- Assisting in preparing the learning environment
- Preparing needed materials and supplies
- Prepare juice and insure all supplies are ready for daily snacks
- Help with general housekeeping tasks
- Attend to children needing individual attention
- Assist teacher in the supervision of the children
- Attend required staff meetings
- Assist the teacher in any other way needed

STAFF DUTIES

- All staff is to report promptly and be prepared to serve the children in their care.
- No child shall be left unattended at any time.
- At least two staff members will be present when children are present at the preschool.

DRESS CODE

- Be neat and well groomed.
- Dress in a comfortable but professional manner (NO short shorts, tight restrictive clothing, or loose and baggy clothing).
- Jeans and more casual clothing may be worn on days when activities warrant them. Example: Messy craft project, theme days, etc.

SICK DAYS/PERSONAL DAYS

All staff will be given sick days/personal days each school year. Days will be granted as follows:

- Toddler Time teacher and aides will receive two days per semester each year.
- Preschool teacher and aides will receive three days per semester each year.

Only one of the days may be used as a personal day. Any days missed above those given will result in the loss of one day's pay for each day absent.

Sick days/personal days cannot be accumulated from one year to the next.

CHAPTER XI LEGAL ISSUES

COPYRIGHT MATERIAL

The Preschool recognizes that the United States Code makes it illegal for anyone to duplicate copyrighted material without permission. The Preschool further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of “Fair Use” doctrine.

Under the “Fair Use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, new reporting, teaching, scholarship, and research.

If duplicating or changing a product is to fall within the bounds of “Fair Use”, these four standards must be met for any of the foregoing purposes:

THE PURPOSE AND CHARACTER OF THE USE

The use must be for such purposes as teaching or scholarship and much be non-profit.

THE NATURE OF COPYRIGHTED WORK

Staff may make single copies of:

- Book chapters for use in research, instruction, or preparation for teaching.
- Articles from periodicals or newspapers.
- Short stories, essays, or poems.
- Charts, graphs, diagrams, drawings, cartoons, or pictures from books, periodicals, or newspapers in accordance with the following guidelines:

The amount and substantiality of the portion used

Copying the whole of a work cannot be considered “Fair Use”; copying a small portion may be acceptable if these guidelines are followed:

The effect of the use upon the potential market for the value of the copyrighted work

If the resulting economic loss to the copyright holder can be shown, even making single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Preschool staff may make copies of materials that fall within the following guidelines. When

there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained by the director.

Preschool staff members who fail to follow this policy may be held personally liable for copyright infringement.

PERMITTED COPIES

Multiple copies, not exceeding more than one per pupil, may be made for classroom use or discussion if the copying meets the tests of “brevity, spontaneity, and cumulative effect” set by the following guidelines. Each copy must include a notice of copyright.

BREVITY

A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.

Complete articles, stories, or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied.

“Special” works cannot be reproduced in full; this includes children’s books combining poetry, prose, and poetic prose.

Spontaneity—should be at the “instance and inspiration” of the individual teacher.
 Cumulative Effect—Teachers are limited to no more than one short poem, article, story, or two excerpts from the same author, and no more than three works can be copied from a collective work or periodical column during one class year. Copies of materials for “face-to-face” teaching activities involving performances without commercial advantage, and the use of instructional broadcasts are permitted.

PROHIBITED COPIES

The act prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. “Consumable” works include: workbooks, exercises, standardized tests, test booklets, and answer sheets.

Teachers cannot substitute copies for the purchase of books, publisher’s reprints, or periodicals; nor can the repeatedly copy the same item from year to year.

NONDISCRIMINATION POLICY

The Good Hope Christian Preschool has adopted the following policy in order to comply with the Revenue Procedure 78-50 as required by the Internal Revenue Service.

The Good Hope Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs or athletic programs.

PUBLICATION OF POLICY

Any brochures, handbooks, and catalogs dealing with student admissions and programs should include the nondiscriminatory policy. Publication of this notice must occur annually during the period of the school's registration.

The notice must appear in the section of a newspaper likely to be read by prospective students and their families, and it must occupy at least 3 column inches. It must be captioned in at least 12 point bold-face type as a notice of non-discriminatory policy as to students, and its text must be printed in at least 6 point type.

RECORD KEEPING REQUIREMENT

- Records indicating the racial composition of the student body, faculty, and administrative staff for each academic year.
- Records sufficient to document that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis.
- Copies of all brochures, catalogs, and advertising dealing with student admissions, programs, and scholarships.
- Copies of all materials used by or on behalf of the school to solicit contributions.

FILING FORM

Every year each school must file Form 5578 with the Internal Revenue Service at the end of the fiscal period of the sponsoring congregation.

CHAPTER XII HEALTH & SAFETY ISSUES

SAFETY ISSUES

The preschool's system of emergency preparedness shall ensure that the health and welfare of students and staff are safeguarded. All staff shall be familiar with emergency exists and fire drill procedures. Upon notification of danger from severe weather, fire, bomb threats, or any other catastrophe, the church secretary will ring the appropriate bells or otherwise alert teachers to the situation.

- A communication system will be designed and implemented to alert parents of an evacuation.

- The preschool staff shall cooperate with local agencies such as the police department, fire department, etc.
- Staff members shall be instructed in the techniques of handling emergencies.

Early arrivals must wait in the lobby area with their parents, as adequate supervision may not be available before opening time.

Children will be released one at a time at dismissal only to persons listed on the student release form as authorized by the parents. If another party is required to pick a child up, a written notice must be given to the staff in advance and must be signed by the parent. Parties may be required to show identification.

If at any time a staff member suspects that a parent or other party is incapable of transporting a child from the center safely, these guidelines shall be followed:

- If the situation involves a parent, the child will not be immediately released until the director can contact the spouse or other designated emergency contact to arrange alternate transportation for the child
- If the situation involves a person other than the parent, the child will not be released until the director can contact a parent and alert them to the situation and potential danger to the child.

The following actions by persons visiting the center will not be condoned and persons involved will be liable for appropriate actions:

- Smoking in any area of the center
- Being under the influence or in possession of intoxicating beverages or illegal non-prescription drugs.
- Stealing
- Willfully defacing or destroying property

HEALTH ISSUES

All students shall be immunized against diseases in accordance with Pennsylvania statutes, unless specifically exempt for religious reasons.

No student shall be admitted to the Good Hope Christian Preschool who has not been immunized against such diseases as are enumerated by the Advisory Health board and in the manner directed by the Secretary of Health.

The implementation of this policy shall be the responsibility of the director who shall annually review the State standards for immunization of students. The director shall inform parents of children, prior to their entry to school for the first time, regarding the requirements of immunization. The director is required by law to report all students with communicable diseases to the appropriate agency.

Students who have been diagnosed by a physician as being absent due to a communicable disease not specifically listed by the Department of Health or who have been diagnosed as a carrier of such disease may be excluded for the protection of the school community under the following procedures:

- A qualified physician shall make a preliminary recommendation to the Preschool Board as to the health risks associated with the disease.
- On the advice of the physician, a determination regarding the admission or continued attendance of the student will be made by the Preschool Board.
- The Board or parents may request a second opinion.

The Preschool staff will make every effort possible to protect the health and safety of the students. Children should remain home when the following signs occur:

- Vomiting
- Diarrhea
- Sore throat
- Skin rash
- Inflamed or “goopy” eyes or ears
- Swollen glands
- Fever

If illness arises at the center, the parents shall be notified and requested to take the child home. Parents are urged to report communicable disease to the Preschool so their parents may be alerted to watch for symptoms

Children and staff are required to wash hands before eating and after using the toilet. Staff shall assist with hand washing if necessary.

Emergency information and supplies shall be easily accessible at all times, including when children are away from the center.

When emergency medical/surgical care is needed for a child, the parents will be notified. If the parents cannot be reached by telephone, persons listed on the registration form will be contacted. The director shall make a record of attempts made to inform the parents and those others listed on the registration form. All parents will complete an emergency medical form that will be on file at the Preschool.

A staff member who accompanies a child to a source of emergency care shall remain with the child until parents or appropriate others assume responsibility for the child's care.

The Preschool shall have a first aid kit readily accessible at all times. The kit should be equipped with:

- Wipes
- Band-aids of assorted sizes

- Sterile gauze pads
- Tweezers
- Tape
- Scissors

.CHILD ABUSE

Teachers are mandated by law to report suspected child abuse to the proper agencies.

The staff is given guidelines that help them identify sexual and physical abuse as well as other forms such as emotional, mental, etc.

PROCEDURE FOR ADDRESSING & REPORTING SUSPECTED ABUSE

When a staff member suspects abuse, she/he will report suspicion to the director. The director will then, in turn, take the appropriate action and report to the appropriate authorities.

CHAPTER XIII AMENDMENTS

These bylaws and policies may be amended at any regular meeting of the Good Hope Preschool Board by a majority vote of the Board.

APPENDIX C

ARTICLES OF AGREEMENT
 between Good Hope Lutheran Church, Oil City
 and Zion Lutheran Church, Oil City
 2019

I. Name

By these Articles the congregations of Good Hope Lutheran Church and Zion Lutheran Church commit themselves to a cooperative relationship for ministry and mission to be known as the **Good Hope/Zion Lutheran Ministry of Oil City**.

II. Purpose of Relationship

Zion Lutheran and Good Hope Lutheran, member congregations of the Northwestern Pennsylvania Synod, agree to join in this shared ministry relationship for the purposes of providing pastoral ministry to the congregations, providing for an ongoing Lutheran witness in the area, enhancing communication and cooperation between the congregations, and providing an organization for shared ministry.

III. Administrative Organization

To provide an organization by which the relationship between the two congregations may be administered and shared ministry obligations fulfilled there shall be an Advisory Council.

- A. The Advisory Council shall include the pastor(s) and three representatives from each congregation, including one or two members of the congregational council and one or two non-council members.
- B. The pastor(s) shall have voice, but not a vote at the Advisory Council meetings.
- C. Other staff members of the two congregations may attend Advisory Council meetings as non-voting members.
- D. Members of the Advisory Council shall be appointed annually by each congregational council for not more than three successive years. There shall not be more than two new representatives from each congregation in any given year. Terms of service shall be for one year, beginning one month following the call of a pastor and every year thereafter.
- E. The Advisory Council shall meet quarterly, alternating the location of meetings between the two churches or at a neutral location decided on by the members.
- F. The committee may meet more frequently as it determines or as requested by either of the congregational councils. Two week notice is to be given to each member for special meetings.
- G. The Advisory Council shall annually elect its own chairperson and secretary. The chairperson shall preside at all meetings of the Advisory Council. The secretary shall exercise the customary duties of that office.
- H. The general responsibilities of the Advisory Council shall include at least the following:

- a. To consider and make recommendations on all matters which concern the relationship and shared ministry of the two congregations; including worship schedules, pastoral compensation including housing and benefits, joint worship services, joint fellowship events, and joint ventures and proposals for shared ministry, and
- b. To advise and assist the pastor(s) in ministry, to provide a forum for sharing of pastoral concerns and for communications of concerns between the congregational members and the pastor(s), and
- c. To annually review and adjust the proportionate sharing percentage before each congregation prepares a budget for the next year.
- d. The Advisory Council shall be the Mutual Ministry Committee for Good Hope and Zion congregations as described in the congregational constitutions in section C13.04 and C13.04A19.

IV. Pastoral Ministry

The pastor(s) and any other staff called, appointed or employed by the Shared Ministry shall serve the congregations as one Shared Ministry and shall minister to all the people according to their needs and their participation in the development of their congregational ministries and programs

V. Worship Schedules

Worship schedules will be negotiated.

VI. Financial Support

- A. All financial obligations in this Shared Ministry relationship shall be divided between the congregations proportionately according to the annual average weekly worship attendance of each congregation. A yearly evaluation of this proportion shall be completed prior to each year's budget review in November. Adjustments in the percentages may not exceed a 5% increment of increase or decrease per year and may not exceed a 70/30% ratio between the congregations.
- B. The costs of moving a pastor to the shared ministry will be divided 50/50 at a negotiated price with the pastor.
- C. Mileage will be reimbursed by the individual congregations.
- D. A Shared Ministry budget will be submitted for congregational approval by an affirmative vote before beginning the Shared Ministry.
- E. The Good Hope Treasurer, as a paid position, will compensate the pastor(s). The Good Hope Treasurer shall receive from the Zion Treasurer a monthly payment for one-twelfth of the congregation's annual commitment to the Shared Ministry budget. These monthly payments shall be submitted by the first of each month. The Good Hope Treasurer shall pay all pastoral expenses of the Shared Ministry according to the Shared Ministry budget.
- F. Pastoral salary, benefits and expenses will be in accordance with synodical guidelines.

VII. Authority and Accountability of Congregational Councils

- A. Recommendations of the Advisory Council shall be referred to each congregational council for ratification or suggestions for revision and reconsideration by the Advisory Council.
- B. A majority vote of both congregational councils shall be necessary to adopt and recommendations of the Advisory Council.
- C. Each congregational constitution remains in effect.
- D. The Advisory Council shall receive or initiate consideration on all matters concerning the relationship between Good Hope and Zion Lutheran churches.

VIII. Entry into Agreement

These Articles of Agreement shall be in effect upon the affirmative vote of each congregation and the call of a pastor.

IX. Additions or Changes in the Agreement

Additions or changes in these Articles of Agreement may be recommended by the Advisory Council and adopted by a majority vote of both congregational councils.

X. Termination of Agreement

These Articles of Agreement may be terminated by a majority vote of either congregation with a one year written notice following consultation with a representative of the Bishop's Office.

XI. Evaluation

These Articles of Agreement shall be evaluated annually by the Advisory Council and a representative of the Bishop's Office.

Articles of Agreement adopted at conception of Good Hope/Zion Lutheran Ministry of Oil City.
Updated on March 18, 2019.

[Current signed copies are held at each church office and the NWPA Synod Office.]

Representative of Zion Lutheran	Date
Representative of Good Hope Lutheran	Date
Representative of the Bishop	Date

APPENDIX D

Good Hope/Zion Lutheran Ministry of Oil City
Shared Ministry Groups – purpose, activities, and staff

Shared Ministry Advisory Council	Community Ministry Committee (CMC)	Stay and Play Task Force	Venango Youth Choir
<u>Inter-Congregational Matters</u>	<u>Outreach to the community</u>	<u>Program and Staff Support</u>	<u>Music & Arts Enrichment for Youth</u>
Staffing issues	Monthly community meals	Policies and procedures	Organized by the Choir Director
Governance	Thanksgiving community meal	Program/curriculum development	Open for youth in Venango Co.
Finance	Shrove Tuesday Pancake meal	Staffing issues	Weekly learning & rehearsals at GH
Worship	Coffee Break	Planning for the future	Two concerts/events during the school year
Special Events	Bags of Love		Arts related field trip

Directors of Community Ministries (4):
 Leadership Development, Program Development, Community Wellness, and Outreach & Resource Development. (A shared/multi-person position)

Stay and Play: Supervisor, Assistant Supervisor, and AmeriCorp support staff (2-3)

Venango Youth Choir: Director, three adult assistants, two student assistants.

04/26/19