**(Insert Name) Lutheran Church**

**Council/Congregation Covenant of Conduct**

**(Adopted: Insert Date)**

For the congregation and the church council to effectively address concerns and consider new ideas, the following guidelines are agreed upon:

1. All members affirm their right to express their opinions about the life and ministry of the congregation.
2. The church encourages members to share their opinions directly with the pastor, church council, and others in leadership and at congregational meetings.
3. When members of the congregation express an opinion to a member in a leadership position, the person shall ask, - “What would you like me to do with this information?”
4. If the member desires to have the opinion transmitted to the council, the member shall be invited to bring the opinion to the next council meeting.
5. If the member does not wish to appear in person, the person in leadership shall ask the member for permission to use their name in reporting. If permission is not given, the person in leadership shall say, “I’m sorry, but I will not be able to report this to the council since the council does not deal with anonymous opinions.”
6. If permission is given, the person in leadership shall report the opinion to the council and use the member’s name.
7. Each issue shall be placed on the agenda and written in the minutes along with the action taken by the council.
8. Opinions may be shared in writing with the council and shall be handled in the above-mentioned manner if the letter or statement is signed.

**MEETING GROUND RULES**

* Start the meeting on time.
* Have a prepared agenda.
* End the meeting in a timely manner.
* No after meeting parking lot business discussions.
* Complete action items as committed.
* One person speaks at a time.
* Listen actively.
* Address conflict by dealing with the issue.
* Silence cell phones.
* Notify the council in advance if you will be absent.
* Be a participant.
* What’s said in the room, stays in the room (confidentiality, not secrecy).