

CONSTITUTION
BYLAWS AND CONTINUING RESOLUTIONS
of
ST. PAUL LUTHERAN CHURCH
545 S ARDMORE AVENUE
VILLA PARK, ILLINOIS 60181

Adopted on MONTH DAY, 2025

Constitution sections are numbered with two numbers in the form of Ca.bb., where a. is the chapter number, and bb. is the section number within the chapter. For example: **C1.01.** or **C10.01.** Sections of this constitution marked by an asterisk (*) are those that are required to be used by congregations in their constitutions by the ELCA without alteration or amendment of the text in any manner. Revisions to sections require 2 congregational votes.
Constitution sections are in bold font.

Bylaws of this congregation appear immediately after the section of the constitution to which they relate. Bylaws are numbered in the form Ca.bb.cc where a. is the chapter number, bb. is the section number, and cc. is the bylaw number within that section. For example: C10.01.01. is the first bylaw listed under chapter 10, section 1 of the constitution and C10.01.02. is the second. Revisions to bylaws require 1 congregational vote.
Bylaws are in normal font.

Continuing Resolutions of this congregation appear after the section of the constitution and bylaw, if any, to which they relate. Continuing resolutions are numbered in the form *CRa.bb.cc.Cyy.*, where a.bb is the chapter and section numbers of the constitution to which they relate, *CR* are the continuing resolution letters within that section and *yy* is the year the resolution was adopted. For example, *CR11.01.04.A17.* is the first continuing resolution listed under chapter 11, section 1 of the constitution. Note it follows the bylaws number C11.01.04. Revisions to continuing resolutions require 1 council vote.
Continuing resolutions are in italics.

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***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 St. Paul Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of St. Paul Lutheran Church is hereinafter designated as "this congregation."
- C1.11.** This congregation has been incorporated under the laws of the State of Illinois since April 11, 1941.

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.

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.

* Required provision

- *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, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, embracing and welcoming racially and ethnically diverse populations, and standing in solidarity with the poor and oppressed, 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 this congregation’s ministry and the ministry of the other expressions 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 bylaws or continuing resolutions in the section on the Congregation Committees.
- *C4.05. This congregation shall adopt and periodically review 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 this congregation. This 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 Congregation Council and require the members of the Congregation Council 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 elect 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 this congregation and other qualifications shall be as prescribed in guidelines established by the Metropolitan Chicago Synod of the Evangelical Lutheran Church in America.
- C5.05.** This congregation shall maintain the St Paul Mission Endowment Fund of St. Paul Lutheran Church that shall operate as specified in this congregation's bylaws (see C13.03.06.) as approved by this congregation at the meeting on January 24, 1993. The purpose of the Mission Endowment Fund is to provide for mission work beyond the operational budget of this congregation.

Chapter 6. CHURCH AFFILIATION

- *C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Metropolitan Chicago 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 this 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 is 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 or in accordance with provision 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.

- d. The Metropolitan Chicago Synod takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to †S13.24. of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
 - e. 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 two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first 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 this 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 the bishop and/or the bishop's designees are voting members of this congregation, they shall have voice but not vote at the first meeting.
 - b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this 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 send copies of the resolution and certification to voting members of this congregation.
 - c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified in paragraph b. above.
 - d. If this congregation, after such consultation, is still considering termination of its relationship with this church, 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 second meeting shall be sent to all voting members and to the bishop at least 10 days in advance of the meeting. Unless the bishop and/or the bishop's designees are voting members of this congregation, they shall have voice but not vote at the second meeting.
 - e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the second special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to the voting members of this congregation. If the resolution was adopted by a two-thirds vote of the voting members present at the second meeting, the relationship between this congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g. below.
 - f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another Lutheran denomination, this congregation shall be deemed an independent or non-Lutheran church, in which case *C7.04. shall apply.
 - 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 on 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 synod approval before termination 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 termination their membership in this church.
 - h. If this congregation fails to achieve the required two-thirds vote of voting members present at this congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds vote of voting members present at this 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 the meeting at which the two-thirds vote was not achieved.
- *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 taken.
- *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 Metropolitan Chicago 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 or pursuant to 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.
- *C7.03. If 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 Metropolitan Chicago Synod.
- *C7.04. If 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 process established by the synod, 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. In neither case does title to this congregation's property transfer to the synod.
- *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 Metropolitan Chicago Synod — 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 roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- *C8.02. Members shall be classified as follows:
 - a. *Baptized* members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - b. *Confirmed* members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - 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 this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
 - d. *Associate* members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. 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 congregations of this church 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 membership on its territory. Such seasonal members shall have all the privileges and duties of voting members excepting that:

- 1) they shall not be eligible for elected office in, or 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 to this church;
- 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.

C8.04.01. This congregation shall be an affirming congregation.

- a. As a community of the people of God, this congregation is called to minister to all people, knowing that the world is often an unloving place. Christ calls us to reconciliation and wholeness. Christ has made us one. We celebrate together our unity as God's people.
- b. This congregation welcomes people of every age and size, color and culture, sexual orientation and gender identity, socio-economic circumstance, marital status, ability and challenge.

C8.04.01.A17 In May of 2015, this congregation became an officially recognized Reconciling in Christ congregation.

***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 Chapter 20 of the constitution and bylaws of the Evangelical Lutheran Church in America; 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 roll of members shall remain persons for whom the Church has a continuing pastoral concern.

C8.05.01. Discontinuation of Membership.

- a. Members who have moved shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
- b. A confirmed member, who in the judgment of the Congregation Council shows no interest over a period of two years in attending church services shall be presumed to no longer desire membership unless said member shall have indicated their interest by participation in Holy Communion or by financial support. However, the names and record of such person shall be kept in an inactive file. Such person shall be encouraged to take part in congregational life, or to transfer. If activity is resumed within three years, restoration to the active membership list shall occur; if not, dismissal from this congregation shall occur with, if possible, notification of such action given.
- c. Children over the age of seven, neither of whose parents or guardians are active members of this congregation, shall be removed from baptized membership roll if they fail to participate in the Christian education program of this 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 this congregation by the synod 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 available channels of effective communication;
 - 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, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations.
 - b. Each pastor with a congregational call shall, within this 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;
 - 5) endeavor to increase the support given by this congregation to the work of the churchwide organization and of the Metropolitan Chicago Synod ELCA; and
 - 6) encourage adherence to covenantal relationship with this church as expressed in the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *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 the pastor's death or, following consultation with the synod bishop, for any of 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 this congregation in view of local conditions;
 - 4) inability to conduct the pastoral office effectively in view of disability or 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 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 disability or 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, who has 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 disability or 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 with disability status. Upon resumption of the ability to conduct the office effectively 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 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 pastor and then to this 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 this 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, this 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 this 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.
- *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, this 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 this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12. The pastor of this congregation:
- a. Shall keep accurate records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from this 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 ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14. The records of this congregation shall be maintained by the pastor and shall remain the property of this congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in the secretary's hands in good order by a departing pastor before the installation of that pastor in another call or approval of a request for change in roster status.
- *C9.15. Under special circumstances, subject to the approval of the synod 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 this congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.

- *C9.21. Authority to call a deacon 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 the 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 synod 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, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations;
 - 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, talent and resources;
 - g. Be grounded in a gathered community for ongoing diaconal formation;
 - h. Share knowledge of this church 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 this congregation shall be as follows:
 - a. The call of a congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod bishop, for any of 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 the 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) inability to conduct the office effectively in view of disability or 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 disability or 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, who has sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one lay person, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of the 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 the case of alleged disability or 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 with disability status. Upon resumption of the ability to conduct the office effectively, 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 imperative 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 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 majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in course of the 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. This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon 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.
 - *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 the representatives of this congregation for a review of the call. Such 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 ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10. CONGREGATION MEETINGS

- C10.01. This congregation shall have at least one regular meeting per year. The regular meeting of this congregation shall be held at the time specified in the bylaws. Consistent with the laws of the State of Illinois, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.
 - C10.01.01. The annual meeting of this congregation shall be held in the month of January. The exact date and time shall be determined by the Congregation Council;
 - a. Notice shall be written in such publications as this congregation or the pastor may periodically issue; and
 - b. Announcement of the time and place shall be made at worship services for two weekends immediately preceding the meeting; or
 - c. Written notices shall be sent either by mail or by electronic means to the voting members of this congregation.
- C10.02. **A Special Congregation Meeting**
 - a. May be called by:
 - 1) the Senior Pastor, or
 - 2) the Congregation Council, or
 - 3) the President of this congregation;
 - b. Shall be called by:
 - 1) the President of this congregation upon request of the Synod Bishop, or
 - 2) the President of this congregation upon the written request of 10% of the voting members of this congregation; or
 - 3) the President of this congregation upon special action of this congregation at an officially convened meeting.

- c. **The call for each special meeting shall specify the purpose for which it is held, and no other business shall be transacted.**
- C10.02.01. Official notice of a special meeting of this congregation shall:
 - a. Be in writing; and
 - b. State the time, place and purpose of the meeting; and
 - c. Be signed by the president and secretary of this congregation or by the person or persons who have called the meeting, as authorized by this constitution and bylaws.
- C10.02.02. The special meeting shall be announced to this congregation as follows:
 - a. The notice shall be posted conspicuously in the building where this congregation customarily worships and
 - b. Notice shall be written in such publications as this congregation or the pastor may periodically issue and
 - c. Announcement of the time and place shall be read at all worship services for two weeks immediately preceding the meeting.
 - d. If the meeting is held sooner than two weeks from the initial notice, written notices shall be sent either by mail or by electronic means to the voting members of this congregation.
 - e. The pastor shall be notified of the time and place at which a special meeting of this congregation is to be held.
- C10.03. A list of the voting members of this congregation shall be submitted by the Senior Pastor to the Congregation Council prior to each Congregation Meeting.**
- C10.04. Ten percent of the voting members shall constitute a quorum.**
- C10.05. Voting by proxy or by absentee ballot shall not be permitted.**
- C10.06. All actions approved by this congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.**
- C10.06.01. Voting on matters relating to the acquisition and disposition of real property and contracts of money shall be by the majority vote of congregation members over the age of 18 present and voting.
- C10.07. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.**
- C10.08. This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication or its equivalent. To the extent permitted by state law, notice of all meetings may be provided electronically.**

Chapter 11. OFFICERS

- C11.01. The officers of this congregation shall be a President, Vice President, Secretary, and Treasurer.**
 - a. **The duties of the officers shall be specified in the bylaws.**
 - b. **The officers shall be voting members of this congregation.**
 - c. **The officers of this congregation shall serve in similar offices of the Congregation Council and shall be voting members of the Congregation Council.**
- C11.01.01. The president leads this congregation and the Congregation Council by supporting the work of elected leaders, volunteers and staff as they serve on behalf of this congregation's mission. The president shall:
 - a. Preside at all meetings of this congregation;
 - b. Preside at Executive Committee meetings;
 - c. Oversee the Financial Committee;
 - d. Prepare agenda and preside at Congregational Council meetings;
 - e. May declare a position vacant in the event a Council Representative or officer resigns or is not carrying out the duties of their office; and
 - f. Sign checks, official documents and correspondence as required.
- C11.01.02. The vice president supports the president, the Congregation Council and the work of elected leaders, volunteers and staff as they serve on behalf of this congregation's mission. The vice president shall:
 - a. Preside in the event of the president's absence, or inability to serve;
 - b. Chair the Personnel Committee;
 - c. Serve as a member of the Executive Committee; and
 - d. Sign checks, official documents and correspondence as require.
- C11.01.03. The secretary maintains accurate record of congregational life and decisions. The secretary shall:
 - a. Prepare and maintain minutes of all meetings of this congregation, and of the Congregation Council for the archives;
 - b. Maintain a roster of elected officers, Congregation Council members, and the Standing Committee members and any terms of office which may apply;
 - c. Serve on the Executive Committee; and

- d. Sign checks, official documents and correspondence as needed
- C11.01.04. The treasurer shall:
- a. Oversee the financial activities and bookkeeping functions of this congregation, in coordination with staff;
 - b. Sign checks, official documents and correspondence as required;
 - c. Present monthly financial reports to the Congregation Council;
 - d. Present an audited annual account of the financial book(s) of this congregation;
 - e. Serve on the Finance Committee;
 - f. Serve on the Executive Committee; and
 - g. Oversee the recruitment, scheduling and support of the counters.

Chapter 12. CONGREGATION COUNCIL

- C12.01. The voting membership of the Congregation Council shall consist of the Officers and the Council Representatives of this congregation. The Senior Pastor shall participate as a non-voting member of the Congregation Council. Any voting member of this congregation, except an employee of this congregation, may be an Officer or Council Representative, subject 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 three successive regular meetings of the Congregation Council without cause. Consistent with the laws of the State of Illinois, this congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.**
- C12.02. The Congregation Council shall have Officers and Council Representatives as its members.**
- a. Officers**
This congregation shall elect its officers. The officers shall be elected by written ballot at an annual Congregation Meeting. Their term of office shall be for one year, with the term of office beginning on February 1st and ending on January 31st. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than three consecutive terms in the same office, until they have been out of said office for one year. Newly elected Congregation Council officers shall be installed at a worship service.
 - b. Council Representatives**
This congregation shall elect its Council Representatives. The Council Representatives shall be elected by written ballot at an annual Congregation Meeting. Their term of office shall be for two years, with the term of office beginning on February 1st and ending on January 31st. No Council Representative shall hold more than one office at a time. No elected Council Representative shall be eligible to serve more than two consecutive terms in the same office, until they have been out of said office for one year. Newly elected Council Representatives shall be installed at a worship service.
- C12.02.01. Duties of the Council Representatives
- a. Shall be a member of this congregation in good standing, regularly attending worship services and being involved in congregation life;
 - b. Attend monthly and special Congregation Council meetings faithfully to the best of their ability;
 - c. Serve as a liaison among applicable staff, Congregation Council, volunteers, and congregation;
 - d. Act as a resource to discuss format, ideas, issues, or other items relating to this congregation;
 - e. Coordinate with other Congregation Council members on congregational matters;
 - f. Maintain records concerning events, activities and ministries for which they are responsible, submitting a summary of activities for the prior year for the annual report;
 - g. Submit and operate within an annual budget for their planned expenditures in collaboration with appropriate staff. Any operational budget variations shall be brought to the Congregation Council; and
 - h. Council Representatives shall operate within their financial budget and inform and discuss any financial issues with the Congregation Council.
- C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect a successor for the unexpired term.**
- 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. Lead this congregation in stating its mission, set goals and priorities, monitor and evaluate its activities in light of its mission and goals;**
 - b. Formulate long-range plans, communicate them to this congregation and see that they are regularly reviewed and updated;**

- c. Seek to involve all members of this congregation in worship, learning, witness, service and support;
 - d. Oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission;
 - e. Serve individually and corporately as examples of the style of life and ministry expected of all baptized persons;
 - f. Promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, endeavor to foster mutual understanding;
 - g. Emphasize partnership with the organizations 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;
 - h. Recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America;
 - i. Seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - j. Facilitate accurate and complete communications among all Council Representatives;
 - k. Provide regular communication to this congregation regarding the activities of the Congregation Council;
 - l. Coordinate the work of the Council Representatives;
 - m. Name representatives of this congregation for attendance at synod, conference and other meeting, assuring that the representatives report necessary information back to the Congregation Council and this congregation; and
 - n. Promote healthy working relationships with citizens, businesses, village groups and other governmental bodies with whom there is common purpose.
- C12.05.** The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregation Council shall be responsible for maintaining and protecting its property and the management of 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 State of Illinois except as otherwise provided herein.
 - b. The Congregation Council shall work to maintain the appropriate balance between the purposes, activities and budgets of the Council Representatives.
 - c. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by an officially called meeting of this congregation.
 - d. The Congregation Council shall regularly monitor this congregation's financial situation. In the event that it appears that the total actual annual expenditures are likely to exceed budgeted expenditures by 5% or more, the Congregation Council shall communicate such to this congregation and ask for assistance in favorably resolving the situation. In the event that actual expenditures seem likely to exceed budgeted expenditures by 10% or more, the Congregation Council shall call a Congregation Meeting to discuss and resolve the situation.
- C12.05.01.** The Congregation Council with the Finance Committee shall prepare a proposed budget for this congregation's approval. Each Council Representative shall submit their budget needs and recommendations to the Finance Committee.
- C12.05.02.** 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.
- a. The Congregation Council shall recommend policy regarding special appeals as requested.
 - b. 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 payment of benevolences.
 - c. The Congregation Council shall be responsible for this congregation's investments and its insurance program which shall include blanket bonding coverage for employees and volunteers.
- C12.06.** The Congregation Council shall see that the provisions of this constitution, and its bylaws, and the continuing resolutions are carried out.
- C12.07.** The Congregation Council shall provide for an annual review of the membership roster with consultation of the pastor(s) and staff consistent with Chapter 8.
- C12.08.** The Congregation Council shall have ultimate responsibility for the employment of the staff of this congregation in accordance with the provisions of the Employee Handbook, as updated from time to time. Nothing in this provision shall be deemed to affect this congregation's responsibility for the call, terms of call, or termination of call of any ministerial employees who are on a roster of this church.
- C12.09.** The Congregation Council shall submit a comprehensive report from all Council Representatives, committees and organizations to this congregation at the annual meeting.

- C12.11. The Congregation Council shall normally meet once a month. Special meetings may be called by the Senior 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 of which three must be Council Representatives and two must be Officers.
- C12.13. Unless provided otherwise, the Congregation Council may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication or its equivalent, to the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 13. CONGREGATION COUNCIL REPRESENTATIVES AND COMMITTEES

- C13.01. This congregation acts through its members, Officers, Council Representatives, Committees, pastor(s) and staff. The Congregation Council, comprised of Officers and Council Representatives, oversees all Committees.
 - a. Council Representatives (C13.02.) are represented on the Congregation Council and are elected to be members of Congregation Council by this congregation. Council Representative membership is open to this congregation.
 - b. Standing Committees (C13.03.) generally are permanent and govern an on-going and recurring activity or subject of church life. Unless otherwise provided herein or in bylaws, standing committee chairs and members are appointed by the Congregation Council or president.
 - c. Special committees are authorized by constitution or bylaws or appointed by Congregation Council to serve a particular and temporal task or event. Membership is elected or appointed.
 - d. Duties of the Council Representatives and Committees of this congregation shall be specified in the bylaws or continuing resolutions as the case may be.
- C13.02. The Council Representatives of this congregation are set forth in the bylaws and their duties in continuing resolutions.
 - C13.02.01. The Council Representatives of this congregation shall be:
 - a. Community Engagement;
 - b. Faith Formation;
 - c. Property;
 - d. Stewardship;
 - e. Worship, Music and Arts;
 - f. Youth and Family; and
 - g. (2) At-Large Members.
 - C13.03.04.A25 *Duties of the Community Engagement Council Representative*
 - a. Guide this congregation to actively care for both its members and the local community to help them achieve optimal mental, physical, and spiritual well-being;
 - b. Assist to recruit, nurture, manage, and recognize congregation volunteers for the caring programs and ministries within the church and the community;
 - c. Coordinate ministries to connect with the sick and homebound or members otherwise unable to attend worship and community events;
 - d. Coordinate fellowship gatherings that support the life and events of the church community and its members; and
 - e. Encourage community involvement which welcomes and engages visitors, new members, and the wider community, expressing hospitality to all.
 - C13.03.04.B25 *Duties of the Faith Formation Council Representative*
 - a. Provide the opportunity to develop and grow a solid faith foundation in life;
 - b. Support and encourage participation in this congregation's organized education programs;
 - c. Support and assist the pastor(s), staff and volunteers in curriculum selection and development;
 - d. Assist in planning special events, activities and speakers that foster educational development;
 - e. Support the recruitment of volunteer teaching staff;
 - f. Raise awareness of societal issues and inform this congregation of ELCA social statements and societal needs, identifying appropriate responses, encouraging engagement and advocacy; and
 - g. Encourage awareness and participation in programs outside of this congregation that are consistent with our mission.
 - C13.03.04.C25 *Duties of the Property Council Representative*
 - a. Coordinate responsibilities for the care and maintenance of all buildings and grounds;

- b. *Coordinate with appropriate staff regarding the management and maintenance of property-related service and equipment contracts;*
- c. *Assist to recruit and supervise volunteers for special jobs including coordination of periodic work days for cleanup and maintenance;*
- d. *Coordinate with appropriate staff to maintain a log of required inspections;*
- e. *Maintain log of capital improvements and substantial maintenance activities;*
- f. *Provide a budget annually including expenses related to capital expenses, utilities, maintenance for real property and campus upkeep; and*
- g. *Serve as a voting member of the Finance Committee, advising regarding long-term maintenance projections and capital improvements.*

C13.03.04.D25 Duties of the Stewardship Council Representative

- a. *Support efforts to communicate and integrate faithful stewardship practices throughout the year, including the development of annual financial campaign;*
- b. *Work to create an expansive understanding of stewardship as it relates to sharing one's time, passions and abilities as well as faithful care for creation and natural resources;*
- c. *Coordinate with staff to ensure timely distribution of financial giving statements;*
- d. *Coordinate Standing Committees related to stewardship including Memorials, Mission Endowment and Benevolences; and*
- e. *Serve as a liaison to the Finance Committee and participate in the annual budget process.*

C13.03.04.E25 Duties of the Worship, Music and Arts Council Representative

- a. *Meet quarterly or as needed, with pastor(s), staff and volunteer leaders to plan, review and discuss the life of worship in this congregation and any needs therein;*
- b. *Encourage regular reviews of worship related policies, supplements and documents;*
- c. *Collaborate with pastor(s), Altar Guild and volunteers regarding the seasonally appropriate appearance of the sanctuary and worship areas;*
- d. *Coordinate and support the efforts of Altar Guild to ensure the availability of all necessary worship needs;*
- e. *Ensure the coordination of lay participants for worship including assistant ministers, communion assistants, acolytes and greeters;*
- f. *Collaborate with volunteers to catalog historical documents and artwork; and*
- g. *Assist in creating a budget for all worship services and related activities.*

C13.03.04.F25 Duties of the Youth and Family Council Representative

- a. *Work with the appropriate staff to determine the needs and interests of children, youth, young adults and families in this congregation and community;*
- b. *Collaborate alongside of the pastor(s) and appropriate staff in the development of programs, events and trips for youth and families;*
- c. *Ensure opportunities for instruction and recognition of faith milestones for children and youth;*
- d. *Encourage youth and family participation in all areas of congregational life;*
- e. *Assist in recruiting leadership, volunteers and participants for youth and family programs, events and trips; and*
- f. *Assist with planning and developing fundraising events for youth and family programs, events and trips.*

C13.03.04.G25 Duties of the At Large Council Representatives, of which two shall serve on the Congregation Council at any given time

- a. *Collaborate with other Council Representatives to mutually support one another in carrying out the mission of this congregation;*
- b. *Explore creative ways and opportunities to further engage with others in their faith life, including encouraging members to become active participants in the various ministries and events of this congregation; and*
- c. *Explore the various committees in order to better understand the way leadership supports the mission of this congregation.*

C13.03. The Standing Committees of this congregation are set forth in the bylaws.

C13.03.01. The Executive Committee shall be the officers of this congregation and the Senior Pastor. The president shall chair the Executive Committee. The Executive Committee may act between meetings of the Congregation Council to attend to urgent matters and consider matters in preparation for meetings. It cannot take action reserved for the Congregation Council except in urgent or extreme circumstances.

C13.03.02. The Nominating Committee consists of five voting members of this congregation, of which two may be appointed by the president from the outgoing members of the Congregation Council, and three shall be appointed by the Congregation Council, to serve for one year. The Senior Pastor shall serve as convener and as an advisory member.

C13.03.03. The Audit Committee of two voting members shall be appointed by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. The term of office shall be one year, with renewable

terms for up to three years. An Audit Committee member may serve multiple terms. It is discouraged for an Audit Committee member to concurrently serve as a counter. The Audit Committee shall perform an annual audit of the financial book(s) of this congregation:

- a. The annual audit shall be completed by the end of the first quarter of the subsequent year;
- b. It shall be presented to the Congregation Council for approval; and
- c. It shall be reported on during the annual Congregation Meeting;

C13.03.04. The Finance Committee

The operation and duties of the Finance Committee are set forth in the following continuing resolutions:

C13.03.04.A25 *The composition of the committee:*

- a. *The voting members shall be the president, who shall chair the meeting; the treasurer; the Property Council Representative and up to two additional individuals appointed by the Congregation Council.*
- b. *The non-voting members shall be the Senior Pastor, the Parish Administrator, the Stewardship Council Representative and the Staff Accountant. These individuals are invited to attend the meeting, recognizing the importance of their knowledge of the day-to-day working of this congregation in informing financial decisions.*

C13.03.04.B25 *The duties of the committee are:*

- a. *The preparation of the proposed annual budget for this congregation, following these steps:*
 - 1) *solicit requests from the Council Representatives, and*
 - 2) *review the pledged amounts for the coming year, and*
 - 3) *create the proposed budget for the coming year, and*
 - 4) *present the proposed budget to the Congregation Council for their approval and*
 - 5) *present the Congregation Council's approved, proposed budget at the annual meeting for congregation approval;*
- b. *Establish and recommend financial policies for approval by the Congregation Council;*
- c. *Review the annual audit;*
- d. *Review and recommend to the Congregation Council insurance coverage (property, liability and worker's compensation);*
- e. *Review and recommend to the Congregation Council any loans, bonds, mortgages and capital campaigns;*
- f. *Oversee the activities of the Memorial Committee;*
- g. *Oversee the management of all investments made on behalf of this congregation and report activities to the Congregation Council;*
- h. *Oversee the management of all financial assets, including general and special funds, such as memorial, endowment and special benevolences; and*
- i. *Determine and recommend to Congregation Council the annual disbursement allotment to the Endowment Committee.*

C13.03.04.C25 *Meetings of the committee*

- a. *The Finance Committee shall meet at least quarterly and advise the Congregation Council regarding financial matters;*

C13.03.05. The Memorial Committee shall:

- a. Have at least three members appointed by the Congregation Council for renewable three-year terms;
- b. Meet as needed to receive requests and make recommendations for distribution of memorial funds;
- c. Choose the individual fund(s) to be used to fund requests and present the request and funds to be used to the Congregation Council for approval; notifying heirs as deemed appropriate;
- d. Report to the Finance Committee; and
- e. Provide a written report to this congregation at its annual meeting.

C13.03.06. The Mission Endowment Committee shall act as the disbursement manager of the St. Paul Mission Endowment Fund. The disbursement of the fund is set forth in the continuing resolutions.

C13.03.06.A25 *Composition of the Committee*

- a. *The committee shall be comprised of three voting members, one of which is the Stewardship Council Representative, and two additional members appointed by the Congregation Council to serve staggered three-year terms and no more than two consecutive terms without one or more years off of the committee. The Senior Pastor and an appointee of the President shall serve as non-voting advisory members. A quorum shall consist of two voting members. Any elected membership vacancy shall be filled by the Congregation Council for the remainder of the existing term.*
- b. *The committee shall select a chair and secretary, who will maintain a record of meetings and financial transactions. The committee shall meet at least annually and provide a written annual report to the Congregation Council and this congregation.*

C13.03.06.B25 *Duties of the Committee*

The Committee shall:

- a. Educate this congregation on the purpose, use and benefits of the Fund;
- b. Promote giving to the Fund and explain gift alternatives, such as bequests in wills/trusts, charitable gift annuities, assignment of life insurance and transfer of property (cash, stock, bonds, realty);
- c. Create policies for the acceptance of gifts, including donor recognition and the exclusion of prohibited stipulations;
- d. Develop procedures for grant applications and receive grant requests from members of this congregation, the public and organizations; and
- e. Direct donors who wish to make restricted gifts to the Congregation Council.

C13.03.06.C25 Distribution of the Fund

- a. The committee shall annually distribute funds from disbursement allotment determined by the Finance Committee and approved by the Congregation Council.
- b. Distributions from the Fund shall be made consistent with the following purposes:
 - 1) outreach and ministry into the community;
 - 2) special programs of this congregation, including support for members in their mission work;
 - 3) missions of the ELCA and other organizations worldwide;
 - 4) capital improvements or a building program of this congregation; and
 - 5) reinvestment into the principal of the Fund.
- c. The committee shall recommend recipients and amounts to the Congregation Council, which shall decide each distribution.
- d. Distributions shall be made annually, unless the Congregation Council determines that a distribution be made more or less frequently.
- e. No portion of the principal of this Fund shall be used for the operating budget of this congregation except as provided for in *CRI3.03.06.D17*.

C13.03.06.D25 Principal Distribution

If financial circumstances are of such a nature that the survival of this congregation is at stake, and the only recourse appears to be the use of the Fund principal, the Committee shall recommend such use of the Fund Principal to the Congregation Council. The Congregation Council may, upon a two-thirds majority vote, recommend that such action be taken by this congregation at a meeting in which the measure is approved by a two-thirds majority vote.

C13.03.07. The Personnel Committee

a. Role of the Committee

The Personnel Committee exists to support the ministry and mission of this congregation. It has specific responsibility to help fulfill this congregation's obligation to be a fair and equitable employer to those engaged in its employ;

b. Responsibilities of the Committee

The Personnel Committee assists the Congregation Council in the administration of paid staff. The Committee reviews and makes recommendations to the Congregation Council concerning:

- 1) personnel policies;
- 2) staffing requirements;
- 3) job descriptions;
- 4) compensation; and
- 5) unresolved employee grievances.

C13.03.07.A17 The composition of the Personnel Committee:

- a. The committee chair shall be the Congregation Council vice president;
- b. Members shall be chosen by the committee chair, subject to the approval of the Congregation Council;
- c. The committee shall consist ideally of not less than five members;
- d. Committee members shall serve staggered three-year terms and may serve an additional term only after a gap of at least one year of service;
- e. Committee members may be reappointed;
- f. The committee chair shall serve as a liaison to the Finance Committee and Executive Committee; and
- g. Regular reports are to be made to the Congregation Council and an annual written report is to be made to this congregation.

C13.03.07.B17 The duties of the Personnel Committee:

- a. Serve as an advisory committee to the Senior Pastor and Executive Committee regarding personnel matters;
- b. Assure that a personnel file for each employee is maintained, in accordance with the Employee Handbook;
- c. Assure that written performance reviews are conducted for all employees on a regular basis;
- d. Receive regular reports from the Senior Pastor regarding completed administrative tasks concerning personnel matters;

- e. *In the event grievances between employees and their supervisor arise, it is to be brought to the Personnel Committee, in accordance with the Employee Handbook;*
- f. *Make recommendations to the Congregation Council when consideration is being given to adding, abolishing or altering a staff position;*
- g. *Review the Employee Handbook annually and update it as necessary;*
- h. *Together with the Senior Pastor and other appropriate staff, create or review job descriptions; and*
- i. *Assure appropriate staff are kept abreast of laws affecting personnel practices and policies.*

C13.03.07.C17 *The Committee shall meet at least quarterly.*

C13.03.08. The Benevolence Committee will evaluate and communicate the impact of designated financial benevolences to the Congregation Council and this congregation and assist in making recommendations for recipients of designated financial benevolences. The Benevolence Committee shall:

- a. Consist of no fewer than three members appointed by the Congregation Council, which shall include the Stewardship Council Representative;
- b. Meet as needed in collaboration with the Senior Pastor;
- c. Solicit and review applications from non-synodical organizations wishing to receive monies from this congregation's annual designated benevolence funds, making recommendations to the Congregation Council regarding appropriate recipients based on need, impact and shared mission;
- d. Work within the guidelines at this congregation's annual synod congregational report, and determine suggested annual synod support;
- e. Maintain ongoing communication with all beneficiaries of designated benevolences, including the collection and review of annual impact statements; and
- f. Submit an annual report to the Congregation Council and this congregation.

C13.03.09. The Mutual Ministry Committee will provide mutual support for a Rostered Leader in their ministry encouraging the Rostered Leader's need for spiritual self-care, compensation, maternity/paternity leave, sabbaticals and continuing education. The Mutual Ministry Committee shall:

- a. Have at least three members, which are jointly appointed by the correlating Rostered Leader in consultation with the President, disbanding at the conclusion of a call;
- b. Be fulfilled by the Call Committee during the first year of a new Rostered Leader's call until a new Committee may be appointed as per the above;
- c. Serve a three-year term, renewable indefinitely;
- d. Meet quarterly or as needed;
- e. Serve as the exit interviewer when a pastor or other rostered leader announces their departure from this congregation;
- f. Provide annual reviews or reflections of the Rostered Leader(s), evaluating how effectively the goals of this congregation are being met for both ministry within this congregation and to the world; and
- g. Maintain strict confidentiality with no written or verbal reports required beyond notice of a meeting.

C13.03.10. When a vacancy occurs in a position for which this congregation calls a rostered minister, a Call Committee of six voting members shall be appointed by the Congregation Council. Term of office will terminate upon installation of the newly called rostered minister.

C13.04. Other special committees of this congregation may be formed, as the need arises, by decision of the Congregation Council or this congregation.

C13.05. The Senior Pastor of this congregation may be an advisory member of all committees and boards of this congregation. The officers of this congregation may be advisory members of all committees and boards of this congregation, except the Nominating Committee.

Chapter 14. ORGANIZATIONS WITHIN THIS CONGREGATION

C14.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting may determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

C19.01.01. Hands and Feet Outreach

Hands and Feet Outreach is a ministry of this congregation, whose purpose is to provide residents of DuPage County with personal care items, paper products, cleaning supplies and other items that are not available for purchase with Supplemental Nutrition Assistance Program (SNAP), but are vital to human dignity. Hands and Feet shall also collect and distribute gently worn shoes and boots. Hands and Feet was established by special resolution adopted by this congregation on November 23, 2008.

C14.01.01.A17 Administration of Hands and Feet Outreach

- a. *Hands and Feet Outreach is governed by the Hands and Feet Board of Directors. The board shall ideally consist of seven voting members, the majority of whom shall be members of this congregation. The Board members will be chosen by the Board and serve for three-year terms, which may be consecutive. The Senior Pastor and the president of the Congregation Council shall be non-voting members of the Board.*
 - b. *The Board shall meet quarterly. A quorum shall consist of four members, but when only four members are present, any action requires a unanimous vote.*
 - c. *From its membership, the Board shall elect a chair who shall preside at all meetings, a secretary who shall keep records of the meetings and prepare the annual report and a treasurer who shall work with the Parish Administrator and Staff Accountant and inform the board of monies, received, spent and available.*
 - d. *The Community Engagement Council Representative shall serve as the liaison to the Congregation Council.*
- C14.01.01.B17 *Financial Responsibility of Hands and Feet Outreach*
- a. *All monies designated for or spent by Hands and Feet shall follow the standard accounting procedures of this congregation. The Staff Accountant shall designate and maintain separate income and expenditure accounts within this congregation's accounting system. These accounts shall be included in the monthly and annual Treasurer's reports.*
 - b. *All appropriate items donated in kind to Hands and Feet shall be added to the Hands and Feet supplies.*
- C14.01.01.C17 *Policies and Procedures of Hands and Feet Outreach*
- a. *The Board shall develop and regularly review and update policies and procedures to achieve regular and convenient accessibility for distribution to the residents of DuPage County.*
- 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.**

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 this congregation, or willful and repeated harassment or defamation of member(s) of this 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 this 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 lay persons and two rostered ministers). 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 this congregation; or
 - d. termination of membership in this 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 this 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 between or among factions within this congregation on a substantive issue which cannot be resolved by the parties, members of this congregation may petition the synod bishop for consultation after informing the president of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the Council deems necessary. The Synod Council's 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 at least 25 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 this 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 *C17.01., shall:
 - a. be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting; and
 - b. be ratified without change at the next regular meeting of this congregation by a two-thirds vote of those voting members present and voting.
- *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 this 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 this congregation without presentation at a prior meeting of this congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to this 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 25 voting members of this congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following this congregation's 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 majority 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 this 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.** Adopted or amended bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 18. CONTINUING RESOLUTIONS

- *C18.01.** This 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 this congregation or a two-thirds vote of all voting members of the Congregation Council.
- *C18.03.** Adopted or amended continuing resolutions shall be sent by the secretary of this congregation to the synod.

Chapter 19. INDEMNIFICATION

- *C20.01.** 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.
- C19.01.01. This congregation shall maintain liability insurance on behalf on any and all persons who are or were an employee, volunteer, Congregation Council member, officer, agent or member of this congregation for the purpose of protecting such persons from covered loss resulting in liability asserted against these individuals in connection with their activities on behalf of this congregation.
- C19.01.02. Should any of these individuals incur any liability as a result of their affiliation with or service to this congregation that is not covered by the above insurance policy, then such individual may request indemnification. The granting of full or partial indemnification shall be at the discretion of the Congregation Council.
- C19.01.03. If such a request is made by an individual, then the indemnification decision (whether to indemnify the requesting individual, and the dollar amount of such indemnification) shall be made by the Congregation Council. The Congregation Council shall excuse from voting any member who is not a disinterested party in the outcome.

Chapter 20. PARISH AUTHORIZATION

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

- *C20.01.** This congregation may unite 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, 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 a Parish Council. The Parish Agreement shall identify which congregation of the parish issues call on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.
- *C20.02.** One congregation of the 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 synod bishop to serve this congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a Congregation 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 have the right to terminate the Parish Agreement.
- *C20.03.** One congregation of the 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 Minsters of Word and Service who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to the issuance by a two-thirds vote at a Congregation Meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations have the right to terminate the Parish Agreement.

- *C20.04. Any one of the congregations of the parish may terminate the call of a pastor as provided in †S14.18.d. of the synod constitution of the synod named in *C6.01. In such case, the other congregation(s) in the same parish shall have the right to terminate the parish arrangement.**
- *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 synod constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish have the right to terminate the parish agreement.**
- *C20.06. Whenever a parish arrangement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that formerly was part of the parish arrangement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.**