

St. Paul Constitution Revisions Requiring 1 Congregational Vote **(Constitution Bylaw Changes)**

NOTE: There are various bylaws of the constitution that had 2 changes recommended by synod – the change from “the congregation” to “this congregation” and the change from “synodical” to “synod” where applicable.

Chapter 10. CONGREGATION MEETINGS

ORIGINAL:

C10.01.02. A preparatory meeting will be held in the month of November. The exact date and time shall be determined by the Congregation Council.

- a. Purpose of the preparatory meeting is to:
 - 1) elect Congregation Council officers for the coming year; and
 - 2) elect members to fill vacancies on commissions and committees; and
 - 3) review this congregation’s financial position for the first ten months of the year; and
 - 4) accept the audit from the previous year; and
 - 5) conduct other business as specified by the Congregation Council.
- b. Publication of the time and date of the preparatory meeting:
 - 1) elect Congregation Council officers for the coming year; and
 - 2) notice shall be written in such publications as this congregation or the pastor may periodically issue, and
 - 3) announcement of the time and place shall be made at worship services for two weekends immediately preceding the meeting; or
 - 4) written notices shall be sent either by mail or by electronic means to the voting members of this congregation.

REVISED:

This bylaw is being removed. The November meeting will function as a financial update as we move toward the close of the year – all voting will occur at the January meeting going forward.

Chapter 11. OFFICERS

This change removes the Financial Secretary as an officer and revises/streamlines officer responsibilities.

ORIGINAL:

C11.01.01. The president shall:

- a. Preside at all meetings of the congregation;
- b. Chair the Congregation Council and preside at its meetings;
- c. Chair the Executive Committee;
- d. Chair the Finance Committee;
- e. Prepare and distribute the agenda for each Congregation Council meeting;
- f. With the pastor(s), oversee the work in the areas charged to the commissions and committees;
- g. With the pastor(s), ensure the general purposes of the Congregation Council are carried out, see that each commissioner and officer is carrying out the duties of their office and offer help and counsel as required;
- h. Have the power to declare a position vacant in the event a commissioner or officer resigns or is not carrying out the duties of their office;
- i. Have the authority and responsibility to designate which commission shall have the responsibility for any items of church activity not currently assigned to a commission;
- j. Sign official documents and correspondence as required; and
- k. Arrange for pastoral services during the sickness or absence of the pastor(s).

C11.01.02. The vice president shall:

- a. Preside at all meetings of in the absence of the president. In the event of a vacancy in the office of the president, the vice president shall assume the presidency for the unexpired term;
- b. Preside at all meetings of this congregation in the absence of the president;
- c. Perform the duties of the secretary if the secretary is absent;
- d. Chair the Personnel Committee; and
- e. Ensure the guidelines of the Personnel Committee and the Employee Handbook are followed.

C11.01.03. The secretary shall:

- a. Prepare accurate minutes of all meetings of this congregation, and of the Congregation Council and permanently maintain copies of the minutes and reports for the archives ;
- b. Distribute and publish the minutes through means determined by the Congregation Council to best make them available;
- c. Maintain a roster of the officers, commissioners, and the members of each commission and committee and any terms of office which may apply;
- d. Sign official documents and correspondence as required; and
- e. Work with the pastor and congregation staff to:
 - 1) maintain copies of this congregation's important documents, including the Articles of Incorporation, constitution, bylaws, continuing resolutions and annual reports;
 - 2) submit required reports and governing documents of this congregation's corporate status to the appropriate DuPage County and Illinois State offices, if required;
 - 3) submit to the Metropolitan Chicago Synod this constitution, bylaws and continuing resolutions and any amendments thereto; and
 - 4) ensure the filing of all required federal and state forms.

C11.01.04. The treasurer shall:

- a. Oversee the financial bookkeeping functions of this congregation;
- b. Verify the processing of bills, payroll, invoices and charges;
- c. Sign checks;
- d. Create monthly financial reports and account balances;
- e. Present monthly financial reports to the Congregation Council;
- f. Ensure the filing of all required federal and state tax forms;
- g. Present an audited annual account of the financial book(s) of this congregation;
- h. Provide this congregation with any requested financial information;
- i. Serve on the Finance Committee; and

- j. Maintain close communication with any staff involved in the financial activities and bookkeeping of this congregation.

C11.01.05. The financial secretary shall:

- a. Receive and record all pledges of this congregation;
- b. Maintain a record of all offerings, while respecting individuals' confidentiality and privacy;
- c. Provide regular statements to all giving members, showing a record of contributions;
- d. Ensure that a complete annual statement of income is prepared;
- e. Nominate counting teams, for approval by the Congregation Council, to facilitate the orderly counting, recording and banking of all contributions;
- f. Be excluded from service on a counting team; and
- g. Serve on the Finance Committee.

REVISED:

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

This change removes commissions and replaces them with council representatives. It also revises/streamlines the duties of council representatives.

ORIGINAL:

C12.02.01. Duties of the Commissioners

- a. Each commissioner shall have overall responsibility for the activities of their designated commission.
- b. Each commissioner shall appoint a commission member to act as secretary for their commission; such secretary shall not be an employee of this congregation.
- c. If a commissioner is unable to attend a meeting of the Congregation Council, the commission secretary shall attend as a voting member of the Congregation Council.
- d. Commissioners shall hold regular meetings of the commission, at least once every two months.
- e. Each commissioner shall endeavor to maintain a commission membership of no less than three members, in addition to the commissioner.
- f. In the event a member of the commission resigns or is unable to carry out their duties, the commissioner shall fill the vacancy with the assistance of the Congregation Council, if necessary.
- g. Commissioners shall oversee and attend as necessary any related standing or subcommittee meetings that fall under their commission.
- h. Commissioners shall work with all commissions to coordinate such activities as fund raising, educational programs, and events.
- i. Commissioners shall submit a summary of commission activities for each year for the annual report.
- j. Commissioners shall submit an annual budget request for their commission and review and authorize expenditures in accordance with approved budgets.
- k. Commissioners shall operate within their commission's financial budget and inform and discuss any financial issues with the Congregation Council.

REVISED:

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.

Chapter 13. CONGREGATION COMMISSIONS AND COMMITTEES

This section change revises commissions to council representatives. It also redefines the council representative positions and standing committees.

ORIGINAL:

C13.02.01. The Commissions of this congregation shall be:

- a. Caring Ministries;
- b. Congregation and Community;
- c. Education;
- d. Property;
- e. Stewardship;
- f. Worship, Music and Arts; and
- g. Youth.

C13.03.01. The Executive Committee shall be the officers of this congregation, the Senior Pastor and the immediate past president, for one year after service. 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 shall be appointed by the president from the outgoing members of the Congregation Council, if possible, and three shall be elected at the November meeting, 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. An Audit Committee member may serve multiple terms. 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 November congregation meeting;

C13.03.05. The Memorial Committee shall:

- a. Have at least three members, one of whom is the Property Commissioner (Chair), and additional 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; by tradition and courtesy, notify the heirs of the monies of the request if possible;
- 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 custodian and manager of the St. Paul Mission Endowment Fund. The administration and management of the fund is set forth in the continuing resolutions.

REVISED:

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.

- C13.03.01. 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 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.
- C13.03.05. 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.