

**Gloria Dei Evangelical Lutheran Church
of Downers Grove, Illinois**

Constitution

Bylaws

Continuing Resolutions

Current as of January 2011

**Gloria Dei Evangelical Lutheran Church
of Downers Grove, Illinois**

Constitution

CODIFICATION EXPLANATION

The provisions of the constitution, the Bylaws, and the Continuing Resolutions that pertain to the same matter have been placed together. This arrangement requires that the three types of material be identified by means other than physical separation.

The three types of provisions are identified by the following devices:

- a. All constitutional provisions are printed in **bold** face type.
- b. All bylaw provisions are printed in light face type.
- c. All continuing resolutions are printed in *italic* type.

A numerical codification indicates general subject, constitutional provision, bylaw provisions, and continuing resolutions.

***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 Gloria Dei Evangelical Lutheran Church of Downers Grove, Illinois.**
- C1.02. For the purpose of this Constitution and the accompanying Bylaws, the congregation of Gloria Dei Evangelical Lutheran Church of Downers Grove, Illinois is hereinafter designated as "this congregation."**
- C1.11. This congregation shall be incorporated under the laws of the State of Illinois.**

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.**
 - 1. 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.**
 - 2. 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.**
 - 3. 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 Scriptures 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. 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.

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:
 1. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 2. 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.
 3. 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.
 4. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
 5. 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.
 6. 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:

1. Provide services of worship at which the Word of God is preached and the sacraments are administered.

2. Provide pastoral care and assist all members to participate in this ministry.
3. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
4. Teach the Word of God.
5. Witness to the reconciling Word of God in Christ, reaching out to all people.
6. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
7. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
8. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
9. Foster and participate in ecumenical relationships consistent with churchwide policy.

***C4.04.** This congregation shall develop an organizational structure to be described in the Bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. Such descriptions shall be contained in Continuing Resolutions in the section on the Congregation Council.

***C4.05.** This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

Chapter 5.

POWERS OF THE CONGREGATION

***C5.01.** The powers of this congregation are those necessary to fulfill its purpose.

***C5.02.** The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this Constitution and Bylaws.

***C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

1. call a pastor as provided in Chapter 9;
2. terminate the call of a pastor as provided in Chapter 9;
3. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
4. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16;
5. approve the annual budget;
6. acquire real and personal property by gift, devise, purchase, or other lawful means;
7. hold title to and use its property for any and all activities consistent with its purpose;
8. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
9. elect its Congregation Council, and require the members of the council to carry out their duties in accordance with the Constitution, Bylaws, and Continuing Resolutions; and
10. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

***C5.04. This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Metropolitan Chicago Synod of the Evangelical Lutheran Church in America.**

C5.04.01 Voting members election and expenses The Congregation Council shall elect confirmed lay members of the congregation to serve as Voting Members to the Assemblies of the Metropolitan Chicago Synod, as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member in accordance with Synod guidelines.. The expenses incurred by voting members or representatives in connection with their attendance at Assemblies of the Metropolitan Chicago Synod and the Regional Conference, as well as meetings of any cluster, coalition, or other area subdivision of which this congregation is a member shall be paid by the congregation.

***C5.05. This congregation shall have a mission endowment fund that will operate as specified in this congregation's bylaws and continuing resolutions. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation.**

C5.05.01 Endowment Fund

1. The Committee

The committee shall be established and operate in accordance with by-law C13.07.01 of the Constitution of Gloria Dei Lutheran Church of Downers Grove, Illinois.

The committee shall meet at least quarterly, or more frequently as deemed by it in the best interest of the fund.

The committee shall elect from its membership a chairperson, financial secretary and recording secretary. The chairperson, or member designated by the chairperson, shall preside at all committee meetings.

The recording secretary shall maintain complete and accurate minutes of all meetings of the committee and supply a copy thereof to each member of the committee. Each member shall keep a complete copy of minutes to be delivered to his or her successor. The secretary shall also supply a copy of the minutes to the secretary of the Congregation Council.

The financial secretary shall maintain complete and accurate books of accounts for the fund, shall establish a separate bank account for the fund and shall sign checks and all other necessary documents on behalf of the congregation in furtherance of the purposes of the fund. The books shall be audited annually by a certified public accountant or other appropriate person(s) appointed by the Congregation Council who is not a member of the committee. The committee shall report to the Congregation Council upon request and at each Annual Meeting of the congregation, and shall render a full and complete audited account of the administration of the fund during the preceding year.

The committee may request other members of the congregation to serve as advisory members and, at the expense of the Endowment Fund, may retain one or more investment managers and/or legal counsel as it deems to be in the best interest of the fund.

No member shall be personally liable as long as they act in good faith and with ordinary prudence.

Each member shall be liable only for their own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self dealing or transaction with the fund in which the member has direct or indirect financial

interest and shall at all times refrain from any conduct in which their personal interests would conflict with the interest of the fund.

All assets are to be held in the name of the Gloria Dei Endowment Fund.

Decisions to receive, hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and, in all other aspects, to manage and control the assets of the fund, including stocks, bonds, debentures, mortgages, notes, or other securities, as in their judgment and discretion they deem wise and prudent, are to be made and executed by the committee.

2. Distribution of Earnings

Distributions from the fund shall be made from earnings and will normally be distributed annually or at such times as deemed necessary and/or feasible by the committee to accomplish the following purposes:

One-fourth (1/4) for capital improvements (including reserves for anticipated future improvements), debt reduction, or building fund of Gloria Dei;

One-fourth (1/4) for enabling recipients to grow in Christian faith and services to God's people through scholarships, training, conferences, or grants;

One-fourth (1/4) for outreach into the community including, but not limited to, ELCA colleges, seminaries, social service agencies, institutions and agencies to which this congregation relates, and to qualified 501(c)(3) programs designed for those persons in our parish area who are in spiritual and/or economic need;

One-fourth (1/4) for missions of the Evangelical Lutheran Church in America at home and overseas, including, but not limited to, grants to the Evangelical Lutheran Church in America for new mission development in North America, professional leadership, educational ministries, world mission and ecumenism.

Programs for support shall be determined by the committee and approved by the Congregation Council only when the annual distribution to a single recipient shall be in excess of 10,000 dollars.

In any one year, at the discretion of the committee, allocations among the four purposes may be unequal. However, it is the intent that over a ten (10) year rolling period all four purposes receive approximately the same amount.

3. Amending the By-Law

Any amendment to this fund by-law, which will change, alter or amend the purpose for which the fund is established shall be adopted by a two-thirds (2/3) vote of the members present at an annual meeting of the congregation or at a special meeting of the congregation called specifically for the purpose of amending this resolution.

4. Disposition or Transfer of Fund

In the event Gloria Dei ceases to exist either through merger or dissolution, disposition or Transfer. The fund shall be disposed or transferred in conformity with the approved congregational constitution and in consultation with the Bishop of the Synod to which this congregation belongs at the time.

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:**

- 1. This congregation agrees to be responsible for its life as a Christian community.**
- 2. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.**
- 3. This congregation agrees to call pastoral leadership from the clergy roster 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.**
- 4. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.**
- 5. This congregation agrees to file this Constitution and any subsequent changes to this Constitution with the synod for review to ascertain that all of its provisions are in agreement with the Constitution and Bylaws of the Evangelical Lutheran Church in America and with the Constitution of the synod.**

***C6.04. Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:**

- 1. This congregation takes action to dissolve.**
- 2. This congregation ceases to exist.**
- 3. 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.**
- 4. 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:**

- 1. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.**
- 2. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.**
- 3. The bishop of the synod shall consult with this congregation during a period of at least 90 days.**
- 4. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.**

5. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
6. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
7. Since this congregation was a member of the Lutheran Church in America, it shall be required, in addition to the foregoing provisions in *C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.

***C6.06.** If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

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, title to property shall continue to reside in this congregation.
- *C7.03.** If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. 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 a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.
- *C7.05.** Notwithstanding the provisions of *C7.02. and *C.7.03. 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 Constituion, bylaws, and continuin Resolutions of the Evangelical Lutheran Church in America, this congregation accepts such restrictions and:
1. 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.
 2. Shall – upon written demand by the Synod Council, pursuant to †S13.23. of the constituion of the Metropolitan Chicago Synod – reconvey and transffer 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:

- 1. 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.**
- 2. 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.**
- 3. 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.**
- 4. 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, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.**

***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:

- 1. make regular use of the means of grace, both Word and sacraments;**
- 2. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and**
- 3. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.**

***C8.05.** Membership in this congregation shall be terminated by any of the following:

- 1. death;**
- 2. resignation;**
- 3. transfer or release;**
- 4. disciplinary action by the Congregation Council; or**
- 5. removal from the roll due to inactivity as defined in the Bylaws.**

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

Chapter 9.

THE PASTOR

***C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected 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 clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.

***C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,

1. Every ordained minister shall:

- 1) preach the Word;**
- 2) administer the sacraments;**
- 3) conduct public worship;**
- 4) provide pastoral care; and**
- 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.**

2. Each ordained minister with a congregational call shall, within the congregation:

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;**
- 2) supervise all schools and organizations of this congregation;**
- 3) install regularly elected members of the Congregation Council; and**
- 4) with the council, administer discipline.**

3. Every pastor shall:

- 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;**
- 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;**
- 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and**
- 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Metropolitan Chicago Synod of the ELCA.**

***C9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.

***C9.05.** 1. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:

- 1) mutual agreement to terminate the call or the completion of a call for a specific term;**
- 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;**
- 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;**
- 4) the physical or mental incapacity of the pastor;**
- 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;**
- 6) the dissolution of the congregation; or**

- 7) suspension of the congregation as a result of discipline proceedings.
2. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
 3. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
 4. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in *C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop either (a) by a two-thirds majority 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 simple majority of the voting member present and voting where the bishop and the committee did recommend termination of the call.
 5. If, in the course of proceedings described in *C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the Constitution and Bylaws of the Evangelical Lutheran Church in America and the Constitution of this synod.
 6. If, following the appointment of the committee described in *C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).
- *C9.06. At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- *C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.
- *C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call

and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

***C9.11.** With the approval of the bishop of the synod, the congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.

***C9.12.** The pastor of this congregation:

1. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
2. shall submit a summary of such statistics annually to the synod; and
3. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.

***C9.13.** The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

***C9.14.** The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

C9.20. Ecumenical pastoral ministry

The pastor shall be encouraged by the Congregation and Congregation Council to participate in the activities of ecumenical groups especially those of a local community nature.

C9.21. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

Chapter 10.

CONGREGATION MEETING

C10.01. The annual meeting of this congregation shall be held at a time specified in the Bylaws.

C10.01.01 Annual Business Meeting. The Annual Business Meeting of the congregation shall be held during the month of January on a date to be determined by the Congregation Council.

C10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of 10 percent of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

C10.04. Seven 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 the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this Constitution or by state law.

C10.07. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11.

OFFICERS

C11.01. The officers of this congregation shall be a President, Vice President, Secretary, Treasurer, and Financial Secretary.

- 1. Duties of the officers shall be specified in the Bylaws and Continuing Resolutions.**
- 2. The officers shall be voting members of the congregation. If an officer ceases to be a voting member of the congregation the office immediately shall be declared vacant by the Congregation Council which shall fill the vacancy for the remainder of the term.**
- 3. The Congregation Council elects the officers of the Congregation. The President, Vice President, and Secretary shall be elected from the elected membership of the Congregation Council and shall serve similar offices of the Congregation Council.**
- 4. The other officers, if not members of the Congregation Council, shall be accorded the privilege of voice without vote at its meetings**

C11.01.01 Principal Duties of the CONGREGATION OFFICERS

- 1. The President shall preside over all meetings of the Congregation and the Congregation Council and provide services and perform other duties as delegated by the Congregation Council.**
- 2. The Vice President shall, in the event of the President's inability to preside at meetings, serve as presiding officer and provide services and perform other duties as delegated by the Congregation Council.**
- 3. The Secretary shall maintain the Minutes of the Congregation meetings and the Congregation Council meetings, preserve those minutes in the congregation Archives, and provide services and duties as delegated by the Congregation Council.**
- 4. The Treasurer shall maintain the accounts and disburse monies in accordance with the budget and directives of the Congregation or the Congregation Council.**
- 5. The Financial Secretary shall receive and maintain records of all income from contributing members and all other sources in accordance with the directives of the Congregation Council.**
- 6. The Financial Secretary and Treasurer shall report monthly to the Congregation Council. These officers shall prepare an annual audited report of income and disbursements to be presented to the Congregation at the Congregational Annual Meeting.**

C11.02. The officers shall be elected by the Congregation Council by written ballot, and they shall serve for one year. The term of an officer commences upon election and continues until resignation or a successor is elected at a scheduled meeting of the Congregation Council.

C11.03. No officer shall hold more than one office at a time. No person elected President, Vice President, or Secretary shall be eligible to serve more than two consecutive full terms in the same office. No person elected Treasurer or Financial Secretary shall be eligible to serve more than six consecutive full terms in the same office.

Chapter 12.

CONGREGATION COUNCIL

- C12.01.** The voting membership of the Congregation Council shall consist of the pastors and twelve members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of Illinois, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.
- C12.02.** The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for three years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Terms of office for regularly elected members of the Congregation Council shall begin at the first scheduled meeting of the Congregation Council following the annual meeting at which they are elected. Terms of office shall be arranged so that one third of the terms expire annually.
- C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full 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:
- 1. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.**
 - 2. To seek to involve all members of this congregation in worship, learning, witness, service, and support.**
 - 3. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.**
 - 4. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.**
 - 5. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.**
 - 6. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.**
 - 7. To arrange for pastoral service during the sickness or absence of the pastor.**
 - 8. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.**
 - 9. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.**
 - 10. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.**

C12.04.A10 Safe Church Policy.

This policy seeks to assure that Gloria Dei Lutheran Church is continually working toward providing an environment safe from physical, emotional and sexual abuse for those participating in, receiving and providing its ministries.

If anyone who participates in the ministries of Gloria Dei Lutheran Church (either paid or unpaid personnel) engages in sexual abuse, exploitation, or harassment of minors and/or vulnerable adults, then he/she violates the terms of his/her employment or voluntary service.

- a. The goals of the Safe Church Policy are:*
- 1. to provide a safe environment: safe for those in our care; safe for those who work with them; safe for Gloria Dei, protecting the congregation from liability.*
 - 2. to keep adults from being completely alone with minors and vulnerable adults. This is accomplished through the "two adult/open door" rule*
 - 3. to provide training for all in providing a safe, positive environment as well as preventing and reporting abuse.*
 - 4. to provide guidance on reporting.*

- b. All staff and volunteers are expected to use guidance (discipline) methods that support development of self esteem and positive interaction skills.*

In planning for guidance, it is important that people who work with children:

- 1. are patient and kind to children at all times;*
- 2. model positive behaviors*
- 3. organize the day to include a variety of well planned, interesting activities;*
- 4. are realistic in their expectations and expect children to make mistakes;*
- 5. watch for signs that children are tired, hungry, bored or upset and step in before problems occur;*
- 6. redirect children to positive choices when needed;*
- 7. help children learn to use words to surface emotions and to address challenges;*
- 8. contact program leader or senior pastor if they observe unacceptable guidance methods being used;*
- 9. ask for help in any situation in which there is confusion about ways to create a positive environment.*

- c. The following behaviors are never appropriate or permitted:*

- 1. Corporal or physical punishments*

Use of any physical punishments spanking, pinching, biting, slapping, etc. are strictly forbidden. Use of these behaviors as a reaction to a child's behavior is inappropriate. Equally inappropriate is using these behaviors to demonstrate to children how it feels to be the victim of such actions.

- 2. Verbal or emotional harassment or abuse*

Behaviors that embarrass, tease, frighten, or ridicule children are unacceptable and are prohibited from use. Negative comments about a child's race, gender, physical attributes or abilities are also unacceptable.

- 3. Withholding basic needs*

Caregivers may not withhold, or threaten to withhold, food, warmth, light, clothing or other basic services from children. For example, removing a child from the lunch table as a consequence of behavior is unacceptable.

4. Physical restraint

Use of physical restraint is unacceptable except when required to protect the child or others from harm. The use of physical restraint is to be reserved for only the most extreme situations and should happen rarely, if ever, in classroom settings.

5. Any behavior that results in any type of physical or sexual abuse or neglect.

Such behaviors are defined by the Illinois Criminal Sexual Assault Act, and include but are not limited to: child abuse, child neglect, emotional abuse, public indecency, stalking, sexual exploitation, sexual harassment, sexual abuse and assault.

d. Practices that Protect Those Who Work with Children and Vulnerable Adults

1. Supervision

Children are not left alone (unsupervised) at any time, for any reason. Caregivers make careful headcounts: "How many came, how many are here, how many leave?" The caregiver maintains in his or her possession a written list of the children present, and is able to match the names on the list with faces of the children at all times. Children are introduced to any staff members or adults who may be working in the classroom or area.

2. Open Door

Parents are always welcome to enter and observe. Superintendents, staff members and others will observe regularly. Nothing is placed on doors or windows that obstructs the view into classrooms. Rooms may not be locked when children are being cared for, nor is entry/exit to the room to be obstructed.

On occasions when only one teacher/staff member is in any room alone with a child or children, the door must be open. This applies to offices, storage rooms, etc. as well as areas where children might normally be expected to be.

Schoolagers are allowed privacy when using the bathroom. Only one school age child should be in a single bathroom or stall at any one time, and a responsible staff member or other caregiver must know when they enter and when they return.

3. Not Being Alone

Our policy is that an adult working with minors and vulnerable adults is either accompanied by an adult partner or ensures that other adults have visual access to the room. There are occasional times when it is neither possible nor practicable for two adults to be present. The adult is to do everything possible to minimize those times, without sacrificing the health or safety of children.

Any time when a staff member or other adult is alone, and especially out of sight, with children is to be reduced to the shortest time possible..

In impromptu situations in which adults find themselves alone with a child or vulnerable adult, every reasonable effort should be made by the adult to avoid a potentially compromising situation.

There are some circumstances (such as overnight trips) in which a certain amount of single supervision is necessary. Prior to each such occasion, parents will be apprised of the situation and asked to sign a written form of consent.

4. Bathroom supervision

Children should be allowed to use the bathroom when needed. Responsible adults should be notified about bathroom usage. Children under 5 should be supervised by sight and sound. Children over 5 should be supervised by sound.

e. Reporting of Offenses

- 1. Illinois law requires that members of the clergy are required to immediately report to the Department of Child and Family Services (or cause a report to be made) if he or she has reasonable cause to believe that a minor known to that member of the clergy in his or her professional capacity is being neglected or abused, including sexual abuse.*
- 2. There may be persons involved in ministries at Gloria Dei who are, by virtue of their profession outside the church, legally mandated reporters. Their obligation continues while they are involved in the church, either in a staff or volunteer role.*
- 3. As an internal matter, Gloria Dei regards selected staff positions to be viewed as mandatory reporters (even if not so required by law). These are: Director of Music, Director of Youth Ministry, Director of Christian Education, and coordinators for Sunday School, Vacation Bible School and Confirmation.*

Staff members shall prepare or cause to have prepared a written incident report for all alleged offenses, which shall be provided to the senior pastor.

- 4. Any person who has knowledge or reasonable belief of the abuse of minors or vulnerable adults is encouraged to report to the Illinois Department for Child and Family Service Hotline (1-800-252-2873). Reports may also be made to local police.*
- 5. It is helpful to the church if persons who make such reports to the authorities do so with the knowledge of the senior pastor.*
- 6. In the event that a DCFS or police report is made or contemplated, under no circumstances shall any person in charge of or representing Gloria Dei Lutheran Church exercise any control, restraint, modification or other change in the report or the forwarding of such report to the Department of Child and Family Services.*
- 7. In cases where inappropriate conduct has been observed, but where in the mind of the observer it does not rise to the level of neglect or abuse reportable to the legal authorities, a report should be made to the leader of the ministry involved, or it may be made directly to the senior pastor.*
 - a) In the education program, reports may be made to the Director for Christian Education, who will then promptly report to the senior pastor.*
 - b) In the youth program, reports may be made to the Director for Youth Ministries, who will then promptly report to the senior pastor.*
 - c) In the music program, reports should be made directly to the senior pastor.*

d) In the absence of the senior pastor, the following order of reporting is to be used, until one of these is informed: associate pastor, council president, council vice-president, council secretary.

e) If the inappropriate conduct has been committed by the senior pastor, the report should be made to the council president, who will then promptly report to the Bishop of the synod, or his or her designee.

8. Reports of alleged misconduct or abuse are to be kept confidential by the reporter. It should be discussed only with the person (or agency) to whom the report is being given. All states provide immunity from liability to reporters of suspected child abuse when the report is made in "good faith" even when the report of abuse is subsequently found to be unsubstantiated. No state requires that the person reporting have proof that abuse has occurred prior to making the report, only that it is suspected.

9. The signed, dated report should include:

a) What allegedly happened

b) To whom it allegedly happened

c) Where it allegedly happened

d) Who was allegedly responsible

f. Reporting Alleged Violations of Illinois Abused and Neglected Child Report Act to the Metropolitan Chicago Synod of the Evangelical Lutheran Church in America.

When the Senior Pastor (or the person designated to receive the report in the absence of the senior pastor) receives a report of the abuse or neglect of a minor or vulnerable adult, or is informed that a report has been made to the Department of Children and Family Services or other authorities, he or she shall report the allegations to the Bishop of the synod, or to his or her designee.

g. Procedures following a report of abuse or neglect

1. Pastoral support is to be offered to all persons involved (victim, family of victim, alleged abuser, family of alleged abuser, etc.).

2. If a DCFS/police investigation is conducted, the Senior Pastor and the congregation council will decide if the service of the staff member or volunteer working with minors and/or vulnerable adults should be suspended while the DCFS/police investigation is conducted. In the case of a paid employee, if such suspension requires that they are not able to engage in their normal work at Gloria Dei, the person shall receive full pay and benefits while the investigation is conducted.

3. After receiving the results of the DCFS investigation (whether the allegations are founded or unfounded), the Senior Pastor may recommend disciplinary action to the congregation council. The congregation council will determine appropriate action, and may consult with legal counsel.

4. If a volunteer or staff person is convicted of sexual, physical or emotional abuse, he/she will not be allowed to work with minors or vulnerable adults at Gloria Dei Lutheran Church.

h. Procedures for Implementing the Safe Church Policies

1. Background checks may be conducted by the church for any persons, paid or volunteer, who are involved in ministries to minors and vulnerable adults. Such background checks may be conducted in accordance with established procedures in the ELCA, and would normally be confined to a criminal history record check.

2. *Background checks will normally be conducted by the church for staff positions with primary responsibility for minors, such as the directors for youth ministry or Christian education.*
3. *Every attempt shall be made to ensure that all staff and volunteers attend a Safe Church Policy training session provided by Gloria Dei Lutheran Church before working with minors and vulnerable adults.*
4. *A "Consent for Single Supervision" form will be provided to parents or guardians of minors or vulnerable adults to be signed and returned to the church office prior to an occasion upon which single supervision is anticipated.*
5. *On overnight trips, to the extent possible and practicable, every reasonable effort will be made to have two adults per room/unit with minors, with shared rooms/units accommodating only persons of the same gender.*
6. *Every effort will be made to provide for two adults to be present for all activities, events, or programs. Events or programs may be cancelled for lack of insufficient supervision.*

C12.05. The Congregation Council shall be responsible the financial and property matters of this congregation.

1. **The Congregation Council shall be the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and 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.**
2. **The Congregation Council shall prepare an annual budget for adoption by this congregation and shall supervise the expenditure of funds in accordance therewith following its adoption and in accordance with the funds received. 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.**
3. **The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.**
4. **The Congregation Council shall be responsible for this congregation's total insurance program and its investments except for the Endowment Fund.**
5. **The Congregation Council shall have the authority to buy, sell, or encumber real property only when specifically authorized to do so by a meeting of the congregation.**
6. **The Congregation Council may enter into contracts of up to \$10,000 or 1.5% of the Annual Budget, whichever is greater, for items not included in the budget. The Congregation Council may appoint a designated agent(s) authorized to negotiate and execute an agreement subject to terms determined by the Council.**

C12.06. The Congregation Council shall see that the provisions of this Constitution, Bylaws, and the Continuing Resolutions are carried out.

C12.07. The Congregation Council shall provide for an annual review of the membership roster.

C12.08. The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.

C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

- C12.11.** The Congregation Council shall normally meet once a month. Special meetings may be called by a pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor(s) or interim pastor, except when the pastor(s) or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.
- C12.13** The Congregation Council shall cause the Minutes of all Congregational Meetings and meetings of the Congregation Council, and records of all income and disbursements to be maintained in a permanent archive.

Chapter 13.

CONGREGATION COMMITTEES

- C13.01.** The Executive Committee shall consist of the President, Vice President, Secretary, Pastors, and two At-Large members of the Congregation Council elected at its first meeting.
- C13.01.A09* The executive committee prepares the agenda for meetings of the Congregation Council. If Mutual Ministry committees (C13.04) or a Human Resource committee (C13.07.01 (7)) are not formed, the executive committee may carry out their functions and advise the Congregation Council on personnel matters.
- C13.02.** A Nominating Committee of not less than three nor more than six voting members of this Congregation shall be elected by the Congregation at the annual meeting for a term of one year. The Congregation Council shall elect one member to serve on the Nominating Committee. No member of the Nominating Committee shall serve more than three consecutive terms.
- C13.03.** An Audit Committee of three (3) voting members shall be elected by the Congregation at its Annual Meeting. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection. The Treasurer and Financial Secretary shall be ex officio members of this committee with voice but not vote.
- C13.04.** Each Pastor and Lay Professional staff member shall have a Mutual Ministry Committee. The Support Staff may have a Mutual Ministry Committee. All Mutual Ministry Committees shall function in accordance with the provisions of the appropriate Human Resources Manual.
- C13.05.** When a pastoral vacancy occurs, a Call Committee of not less than six nor more than twelve voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.
- C13.06.** Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.
- C13.07.** Duties of committees of this congregation shall be specified in the Bylaws and Continuing Resolutions.
- C13.07.A09* Committees normally meet monthly on the second Tuesday of the month. The membership of each committee should normally be at least six but not more than ten persons, and is reported to the Congregation Council each February. Each committee shall have a chair, appointed annually by the Congregation Council upon the committee's recommendation. The committee shall make a written summary report to the Congregation Council each month. Committees may receive a spending authorization from the Congregation Council in accordance with the church budget, and shall include in their report the purpose of all expenditures. Committees should normally take formal action, such as approving expenditures, only when a majority of their members are in attendance.

- C13.07.01 Committees. The duties of all committees shall be assigned by the Congregation Council along with such instructions as in its judgment are in the best interests of the congregation. All actions of committees shall be subject to review by the Congregation Council.
- C13.07.01 (1) There shall be a **Christian Education Committee**. This committee shall develop, implement and evaluate the educational programming of the congregation.
- C13.07.B09 (1) The **Christian Education** Committee works with the Director of Christian Education to support learning for all ages. Subcommittees include Preschool (including the church nursery), Confirmation, Vacation Bible School, Sunday School, and Adult Education.*
- C13.07.01 (1)(a) There shall be a **Nursery Committee**, which shall be a subcommittee of the Christian Education Committee. This committee shall assure that the Nursery equipment is proper, that necessary maintenance needs are communicated to the Property Committee, and that paid or volunteer staff is available subject to the policies and manuals of the Human Resources Committee.
- C13.07.01 (2) There shall be a **Communication Committee**.
- C13.07.B09 (2).The **Communication** Committee assists with internal communication such as newsletters and displays, and with external public relations. Subcommittees include those who develop and maintain the congregation's website.*
- C13.07.01 (3) There shall be an **ENDOWMENT FUND Committee**. This committee shall act as Custodian of the Endowment Fund and take action in accord with the Endowment Fund by-law adopted January 30, 2005. There shall be five (5) members of the Committee, who shall all be voting members of the congregation. Members of the Endowment Committee shall be elected at the Annual Meeting for a term of office of three (3) years. No member may serve more than two (2) consecutive terms. In the event of a vacancy on the Committee, the Congregation Council shall elect a successor to complete the term.
- C13.07.01 (4) There shall be an **Evangelism Committee**. The committee shall be responsible for planning, organizing and supervising specific parish ministries which witness to God's love in Jesus Christ. The committee shall work with other Christians to witness to the community and to all Christians at large.
- C13.07.B09 (4).The **Evangelism** Committee provides invitation, hospitality to prospective members. Subcommittees include providing greeters at worship services and special events.*
- C13.07.01 (5) There shall be a **Fellowship Committee**.
- C13.07.B09 (5) The **Fellowship** Committee supports social activities and special celebrations of the congregation. Subcommittees include the Kitchen Committee, Leisure Group, and Church Night Suppers.*
- C13.07.01 (5)(a) There shall be a **Church-Night Supper Committee**, which shall be a subcommittee of the Fellowship Committee. This committee shall be responsible for congregational suppers held in conjunction with certain programs and functions planned by the Pastors, the Christian Education Committee, the Worship and Music committee, the Youth Committee, and other similar organizations as directed by the Senior Pastor or his/her designee.
- C13.07.B09 (5)(a)(i).The **Church-Night Supper Committee** shall (a) arrange for purchase, preparation, and serving of the dinner including cleanup, and (b) determine and make an appropriate charge to those partaking of the meal to assure that the expenses of the program throughout the year are met by the income.*
- C13.07.01 (6) There shall be a **Finance Committee**. This committee shall advise the Congregation Council on all financial affairs of the church.
- C13.07.B09 (6).The **Finance** Committee provides support and oversight for the Treasurer and Financial Secretary, and advises the Congregation Council on matters such as the annual budget, audit procedures, and insurance matters. Subcommittees include Stewardship and Memorials.*
- C13.07.01 (6)(a) There shall be a **Stewardship Committee**, which shall be a subcommittee of the Finance Committee. This committee shall function to evoke and promote the expression of Christian faith in daily living; to teach the Christian use of money; to diffuse knowledge of the congregation's local, national, and world-wide ministries; and to lead all its members to higher levels of proportionate giving for the Lord's work.

C13.07.B09 (6)(a). *The **Stewardship Committee** shall be responsible for conducting the annual Every Member Response program and other congregational efforts which lead to informed and grateful giving.*

C13.07.B09 (6)(b). *The **Memorials and Special Gifts Committee** assists the Treasurer and Financial Secretary of the congregation in accounting for funds received through memorials and special gift donations. Such assistance shall be provided under the direction and supervision of those officers.*

1. *Funds received for memorials and special gifts are counted, deposited and recorded to those individuals' contributor records under the same procedures as all other income to the church.*
2. *The Committee develops and maintains a Project List for which special gifts are solicited. This Project List is developed in coordination with the congregational council, various organizations and committees, the pastors and other program staff. Undesignated contributions will be applied at the discretion of the congregational council to the Committee's Project List.*
3. *When memorial gifts are received, they are automatically set aside into a memorial fund. Memorial contributions that are designated by the donor for a specific fund will be held in that fund and solely for that purpose. Undesignated contributions will be applied at the discretion of the congregational council.*
4. *The Committee acknowledges all gifts received to show the appreciation of the congregation as well as to provide a record to donors for tax purposes. In addition, the Committee provides to the family a list of donors who have contributed memorials (without the contributed amounts).*
5. *The Committee shall meet at a minimum of twice a year (preferably in January and August) to revise the Project List, solicit new projects and allocate undesignated funds. The Committee may be convened at any time of the year to consider special requests.*

C13.07.01 (7) There shall be a **Human Resources Committee**. This advisory committee shall develop and maintain all Human Resource policies and staff manuals for the Congregation Council. All policies shall be in accord with Federal and State of Illinois laws and mandates and the approved policies of the Evangelical Lutheran Church in America

C13.07.01 (8) There shall be a **Mission and Justice Committee**. This committee shall have as its purpose to extend Christian compassion and helpfulness to the ill, the aged, the orphaned, the underprivileged, the imprisoned and to persons of all ages in need of aid in body or soul.

C13.07.B09 (8). *The **Mission & Justice Committee** coordinates financial and volunteer support for service to community and global agencies serving the needy. This Committee makes recommendations to the Congregation Council on budgeted funds to be expended for such purposes. Subcommittees include the **Bridge Community** program.*

C13.07.01 (9) There shall be a **Property Committee**. This committee shall see to the proper maintenance and protection of all property of the congregation, and shall take care that the same is kept in good repair.

C13.07.B09 (9). *The **Property Committee** advises the Congregation Council on maintenance issues. Subcommittees include a **Technology** committee.*

C13.07.01 (10) There shall be a **Wellness Cabinet**.

C13.07.B09 (10). *The **Wellness Cabinet** supports programs that promote Health in the congregation and community, and relates to the **Parish Nurse** program.*

C13.07.01 (11) There shall be a **Worship and Music Committee**. The committee shall assist the Congregation Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America.

*C13.07.B09 (11).The **Worship and Music** Committee works with the Music Director and Senior Pastor in support of the congregation's worship life. Subcommittees include the **Altar Guild, Ushers, Readers, and Communion Assistants.***

C13.07.01 (12) There shall be a **Youth Ministry Committee**. This committee, in association with the Director of Youth Ministry, shall oversee the conduct and promotion of youth programs and organizations within the congregation.

*C13.07.B09 (12).The **Youth** Committee works with the Youth Director in the planning and supervision of youth programs.*

*C13.07.B09 (13). There shall be a **Library committee**, which shall select, organize, and display for circulation books, audiovisual material and other resources which*

(a) relate to the history and work of the church at large;

(b) relate to the Lutheran Church and its work;

(c) expand and enrich the educational work of the church; and

(d) nurture personal growth and understanding in Christian life.

With an annual budget from the General Fund and designated gifts, the committee selects, processes and circulates the resources of the library, and promotes the use of the library by all members of the congregation.

C13.08. The senior pastor of this congregation shall be ex officio a member of all committees and boards of the congregation.

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

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

C14.02. 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. Denial of the Christian faith as described in this Constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps:**
a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.

***C15.02. The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America. If discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregation Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before the Congregation Council after having received a written citation, at least ten days prior to the meeting. If the member**

charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.

***C15.03.** Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

1. censure before the council or congregation;
2. suspension from membership for a definite period of time; or
3. exclusion from membership in this congregation.

Disciplinary actions b. and c. shall be delivered to the member in writing.

***C15.04.** The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

***C15.05.** Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done, or b) evidence of repentance and amendment.

***C15.06** For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.04 in the *Constitution, Bylaws, and Continuing Resolution of the Evangelical Lutheran Church in America*.

C15.07 No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.

***C15.10.** Adjudication

***C15.11.** When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16.

BYLAWS

***C16.01.** This congregation may adopt Bylaws. No bylaw may conflict with this Constitution.

***C16.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

***C16.03.** Changes to the Bylaws may be proposed by any voting member provided, however, 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 and that the Congregation Council notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting.

***C16.04.** Approved changes to the Bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17.

AMENDMENTS

- *C17.01.** 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 twenty-five (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 its regular or special congregation meeting called for that purpose. The Congregation Council shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.
- *C17.02.** An amendment to this Constitution, proposed under *C17.01., shall:
1. be approved at a legally called congregation meeting according to this Constitution by a majority vote of those present and voting;
 2. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 3. have the effective date included in the resolution and noted in the Constitution.
- *C17.03.** Any amendments to this constitution that result from the processes provided in *C17.01. and *C17.02. shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the Constitution and Bylaws of the Evangelical Lutheran Church in America or the Constitution of the Metropolitan Chicago Synod of the ELCA.
- *C17.04.** Whenever the *Model Constitution for Congregations* is amended by the Churchwide Assembly, this Constitution may be amended to incorporate any such amendment by a simple majority vote of those voting members present and voting at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments, together with council's recommendations, at least 30 days prior to the meeting. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18.

CONTINUING RESOLUTIONS

- *C18.01.** 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 two-thirds vote of all voting members of the Congregation Council.

Chapter 19.

INDEMNIFICATION

- *C19.01.** Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding.
- C19.01.01 Indemnification** The Congregation Council shall purchase Directors and Officers Liability insurance for Congregation Council members, Officers, employees, agents, and members of committees of this congregation in accordance with C19.01.