

Constitution for Edgebrook Lutheran Church Chicago, Illinois

***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 Edgebrook Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Edgebrook Lutheran Church is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Illinois.
- C1.12.** The seal of this congregation presents two concentric circles, between which appear the words "Edgebrook Lutheran Church, Chicago, Illinois" and in the center of which appears a cross with the words "Founded 1940".
- C1.13.** The Congregational Council may hereinafter be referred to as either the "Congregational Council" or "Council".

Chapter 2.

CONFESSION OF FAITH

- *C2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- *C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
 - a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
 - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
 - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

- *C2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- *C2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- *C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- *C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- *C2.07. This congregation confesses the Gospel, recorded in the Holy 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:
 - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture,

- preserving and transmitting the Gospel faithfully to future generations.
 - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
 - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
 - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
 - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- *C4.03.** To fulfill these purposes, this congregation shall:
- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
 - b. Provide pastoral care and assist all members to participate in this ministry.
 - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
 - d. Teach the Word of God.
 - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
 - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
 - g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
 - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
 - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- *C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. [Such descriptions shall be contained in continuing resolutions in the section on the Congregation 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:
 - a. call a pastor as provided in Chapter 9;
 - b. terminate the call of a pastor as provided in Chapter 9;
 - c. 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;
 - d. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16;
 - e. approve the annual budget;
 - f. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - g. hold title to and use its property for any and all activities consistent with its purpose;
 - h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - i. 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
 - j. 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.
- C5.05.** The Council shall have the authority to establish and maintain an endowment fund for the congregation. The purpose of the endowment fund is to provide for needs of the congregation not met by its operational budget.
- BL5.05.01** This By-law was adopted after approval by the congregation at the congregational meeting of January 29, 2006:

“The trustees of the endowment fund shall be appointed by, serve at the sufferance of, and follow the direction of, the Council. The funds in the endowment fund shall be invested, unless otherwise directed by the council, in equity or interest bearing instruments in an effort to provide income from the

investments with an acceptable level of risk consistent with the preservation of capital. The trustees have the responsibility to review the investments of endowment fund continuously and are authorized to buy or sell any investments, consistent with the investment objectives of the endowment fund. Gifts or bequests to the endowment fund that are not of cash shall be reviewed by the trustees, balancing the wishes of the donor with the risk levels consistent with the fund investment objectives.”

CR05.05.A06 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated June 14, 2006, and shall remain in effect until it is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members: “Unless the President shall appoint a chairperson, the trustees of the endowment fund shall elect a chairperson. The chairperson of the endowment fund shall be responsible for ensuring that all bank accounts have signature cards filed with the bank that have the current authorized check signers which should consist of the following individuals: the President, the Treasurer, the senior pastor and the trustees of the endowment fund. The chairperson shall ensure that all checks issued by the endowment fund are signed by the required number of check signers. In times of emergency or a disaster, the trustees of the endowment fund are authorized to act at the direction of either the Pastor or the President.”

Chapter 6.

CHURCH AFFILIATION

- ***C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Metropolitan Chicago Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- ***C6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- ***C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
 - a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the 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.
 - d. 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.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- *C6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
- a. This congregation takes action to dissolve.
 - b. This congregation ceases to exist.
 - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
 - d. This congregation follows the procedures outlined in *C6.05.
- *C6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a. A resolution indicating the 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.
 - b. 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.
 - c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
 - d. 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.
 - e. 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.
 - f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
 - g. 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.

Chapter 8.

MEMBERSHIP

- *C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- *C8.02. Members shall be classified as follows:
 - a. *Baptized* members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of

transfer from other Lutheran congregations or by affirmation of faith.

- b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation.
- d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, 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:

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

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

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action by the Congregation Council; or
- e. 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 require 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 by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

***C9.02.** Only a member of the 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,
- a. 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.
 - b. 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.
 - c. 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.** a. 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.
- b. 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.
 - c. 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.
 - d. 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 vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - e. 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.
 - f. 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:
 - a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
 - b. shall submit a summary of such statistics annually to the synod; and
 - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- *C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- C9.21. 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.

BL10.01.01 This By-law was adopted after approval by the congregation at the congregational meeting of January 29, 2006:

“The annual meeting of this congregation shall be held on the fourth Sunday of January, or as soon thereafter as is practicable.”

C10.02. Special Congregation Meetings shall be called as specified in the by-laws.

BL10.02.01 This By-law was adopted after approval by the congregation at the congregational meeting of January 29, 2006:

“A special Congregation Meeting may be called by the pastor, the Council, or the President of this congregation upon the written request of ten percent (10%) 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 at such meeting.”

C10.03. Notice of all meetings of this congregation shall be as specified in the bylaws.

BL10.03.01 This By-law was adopted after approval by the congregation at the congregational meeting of January 29, 2006:

“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. Ten percent (10%) of 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 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 operational officers of this congregation shall be a President, Vice President, and Secretary and all shall be members of the Council. The financial officers of this congregation shall be as specified in the by-laws.

a. Duties of the officers shall be specified in the bylaws and continuing resolutions.

b. The officers shall be voting members of the congregation.

- c. The operational officers of this congregation shall serve similar offices of the Council and shall be voting members of the Council.
- d. The Council shall elect its operational officers, the President, Vice President, and Secretary from the elected membership of the Council.

BL11.01.01 This By-law was adopted after approval by the congregation at the congregational meeting of January 29, 2006:

“The duties of the operational officers shall be as follows:

President – The duties of the President shall be as follows:

- a. The relationship between the President and the senior pastor should be one of mutual confidence and support. In all instances the President shall work closely with the senior pastor to assist him or her in every way
- b. The President shall preside at council and congregational meetings.
- c. The President shall thoroughly familiarize himself or herself with the organizational structure of the congregation (staff and office duties and procedures, congregational officer’s duties, committees, auxiliaries, schools, etc.) in order that he or she may be of greater assistance to the administration of the congregation.
- d. The President shall be an ex-officio member of all committees.
- e. The President shall make the relationship and responsibility of the congregation to the Metropolitan Chicago Synod and the Evangelical Lutheran Church in America a particular concern by attending conference and synod meetings.
- f. The President shall execute such legal documents as must be signed.
- g. In the case of an emergency, the President, after consultation with the senior pastor or the Executive Committee, is authorized to disburse congregational funds to address the emergency.
- h. The President shall undertake other responsibilities as assigned by the council.

Vice President – The duties of the Vice President shall be as follows:

- a. The Vice President shall, in the absence of the President, preside at council and congregational meetings.
- b. The Vice President shall thoroughly familiarize himself or herself with the organizational structure of the congregation (staff and office duties and procedures, congregation officer’s duties, committees, auxiliaries, schools, etc.) in order that he or she may be of greater assistance to the President in the administration of the congregation.
- c. The Vice President shall undertake other responsibilities as assigned by the council or the President.

Secretary - The duties of the Secretary shall be as follows:

- a. The Secretary shall keep accurate minutes of all meetings of the congregation and the council in a volume provided by the congregation, which shall be preserved permanently in its archives.
- b. The Secretary shall be both the recording and corresponding secretary of

the congregation and shall be responsible for all correspondence of the congregation and council. He or she shall consult with the President to clarify the precise delineation of these duties.

- c. The Secretary shall provide to all council persons in a timely fashion, either directly or through the office staff, legible copies of the minutes of all congregation and council meetings.
- d. The Secretary shall maintain copies of all correspondence which shall be kept with the minutes of congregational and council meetings.
- e. The Secretary shall periodically examine the official file and is authorized to execute in ink the various documents demanding his or her signature.
- f. The Secretary shall maintain the Continuing Resolutions approved by the council and shall prepare new written Continuing Resolutions at the direction of council.
- g. The Secretary is responsible for the notification of all council members and ex-officio members of council of all scheduled meetings. Notifications should be disseminated, with sufficient notice, by written or electronic means. Telephonic means of notification should only be utilized in the case of emergency meetings.
- h. The Secretary shall keep records of the attendance of council members at congregational and council meetings.
- i. The Secretary shall undertake such other responsibilities as assigned by the council or the President.”

BL11.01.02 This By-law was adopted after approval by the congregation at the congregational meeting of January 29, 2006:

“The financial officers of this congregation shall be the treasurer, controller and financial secretary. The financial officers shall be elected by the Council from the Voting members of the congregation.”

BL11.01.03 This By-law was adopted after approval by the congregation at the congregational meeting of January 29, 2006:

“The duties of the financial officers shall be as follows:

Comptroller – The duties of the Comptroller shall be as follows:

- a. The Comptroller shall be responsible for maintaining the general accounts of the congregation, preparing monthly statements of report to the council and annual or interim reports for the congregation. He or she may also prepare or assist in the preparation of statistical reports for the Synod or other governing bodies of the Evangelical Lutheran Church in America.
- b. The Comptroller shall receive a report on the collections of each service, together with supporting data for the items shown thereon and enter such data into the records of the congregation.
- c. The Comptroller shall be responsible for the preparation of checks in payment of the congregation’s obligations at the direction of the Treasurer and provide the unsigned checks to the Treasurer for signature. The Comptroller shall record all checks issued by the Treasurer in the records of the congregation

in such detail as is necessary to provide reports to applicable committees on a monthly basis as to the expenditures incurred by each committee. The Comptroller shall maintain files of the supporting documentation for each such expenditure.

d. At the direction of council, the Comptroller shall prepare monthly reports for the congregation records and the council detailing the financial aspects of the congregation's activities to include receipts, disbursements and fund balances with comparisons to the congregation budget. The Comptroller should compare and reconcile any differences between the Comptroller's report and the Financial Secretary's monthly report.

e. The Comptroller shall be familiar with tax withholding requirements and withhold such items from the payroll of the church's staff and pastor(s). The Comptroller shall file required quarterly and annual governmental reports and remit such withholdings made in a timely fashion.

f. The Comptroller shall maintain in the records of the congregation the assets and liabilities of the congregation.

g. The Comptroller shall close the records at the end of each year and prepare an annual report for the council and congregation. Prior to submission of the annual report to the council and congregation, the Comptroller shall provide the annual report to the Audit Committee, providing the Audit Committee with sufficient time to perform its audit.

h. The Comptroller shall be a member of the Finance Committee, or other group designated by council with responsibility for preparation of the congregation's annual budget, and shall assist in the preparation of the annual budget.

i. The Comptroller may delegate some of the Comptroller's responsibilities to others, however, those persons may not be other financial officers.

j. The Comptroller shall undertake such other responsibilities as assigned by the council or the President.

Financial Secretary - The duties of the Financial Secretary shall be as follows:

a. The Financial Secretary shall be responsible for keeping a record of all sources of income for the congregation.

b. He or she shall maintain a record of the giving of each household in the congregation, or when separate pledges are made, for each person (hereinafter referred to as "giving units").

c. The Financial Secretary shall order and distribute offering envelopes to each giving unit of the congregation.

d. The Financial Secretary shall accumulate all offering envelopes and record the offerings received on the member's individual offering record. He or she shall mail quarterly records showing contributions for the quarter and year-to-date of giving to each giving unit. In early December a notice of the amount of any unfulfilled pledge should be provided to all giving units that pledged for the year.

- e. The Financial Secretary shall ensure that each month's offering envelopes are separately stored at the church in a secure manner until May of the following year, when they shall be destroyed.
- f. The Financial Secretary shall prepare a monthly report for the council showing an itemized listing of all receipts for the month with comparison to annual budget figures. The Financial Secretary should compare and reconcile any differences between the Financial Secretary's report and the Comptroller's monthly report.
- g. The Financial Secretary shall receive notice of changes in membership of the congregation.
- h. The Financial Secretary shall prepare an annual report to the congregation. Prior to submission of the annual report to the council and congregation, the Financial Secretary shall provide the annual report to the Audit Committee, providing the Audit Committee with sufficient time to perform its audit.
- i. The Financial Secretary shall reconcile the church's bank account on a monthly basis with the Treasurer's and Comptroller's records.
- j. The Financial Secretary may delegate some of the Financial Secretary's responsibilities to others, however, those persons may not be other financial officers.
- k. The Financial Secretary shall undertake such other responsibilities as assigned by the council or the President.

Treasurer - The duties of the Treasurer shall be as follows:

- a. The Treasurer shall be responsible for ensuring that all bank accounts have signature cards filed with the bank that have the current authorized check signers, which should consist of the following individuals: the President, the Treasurer, the (senior) pastor and additional check signers appointed by council through a Continuing Resolution. He or she shall be responsible for maintaining a safety deposit box for deposit of securities and corporate documents of the church.
- b. The Treasurer shall be responsible for the receipt of all offerings for each service, together with all other cash and checks received by the congregation.
- c. The Treasurer shall be responsible for the deposit of all funds received by the congregation (excluding endowment funds and other organizational funds for which separate bank accounts exist) into the accounts of the congregation (keeping records of the sources of the funds) and secure and retain receipts for each deposit.
- d. He or she shall receive all invoices, bills and statements for payment.
- e. The Treasurer shall check all such invoices for proper approval for payment before making such payment. The Treasurer shall also make payments of such items as staff salaries, Synod Benevolence, Pension deposits, etc. without invoices that are in conformity with the approved budget, unless directed otherwise in writing by the council. The Treasurer shall ensure that all checks issued by the congregation are signed by the required number of check

signers.

f. The Treasurer shall provide reports to council monthly containing information in a format required by the council.

g. The Treasurer may delegate some of the Treasurer's responsibilities to others, however, those persons may not be other financial officers.

h. The Treasurer shall undertake such other responsibilities as assigned by the council or the President."

CR11.01.A06 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated June 14, 2006, and shall remain in effect until it is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members: "An officer nominating committee shall be appointed each year to nominate officers of the congregation. The committee shall consist of the members of council whose terms expire following the annual congregational meeting, and shall be chaired by a members appointed by the President. The function of the committee shall be to propose to the council a slate of eligible candidates willing to serve in those offices, if elected at the next council meeting following the annual congregation meeting."

CR11.01.B06 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated June 14, 2006, and shall remain in effect until it is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members: "Whereas, under By-law BL11.01.03, the current authorized check signers should consist of the President, the Treasurer, the (senior) pastor and additional check signers appointed by the council through a Continuing Resolution. The council hereby appoints the following officers and individuals as current authorized check signers: the President, the Treasurer, the (senior) pastor, the Vice President and Richard Nock."

C11.02. The officers shall be elected by written ballot of the Council and shall serve for one year or until their successors are elected. The election of officers shall be held at the next Council meeting following the annual meeting of the congregation. Their terms shall begin at the beginning of the New Business portion of the Council meeting at which they are elected.

C11.03. No officer shall hold more than one office at a time. No elected operational officer shall be eligible to serve more than two consecutive terms in the same office.

Chapter 12.

CONGREGATION COUNCIL

C12.01. The voting membership of the Council shall consist of the pastor(s) and members of the Council. The size of the Council shall be as specified in the By-laws. Any voting member of the congregation may be elected, subject only to

the limitation on the length of continuous service permitted in that office in the bylaws. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may by-law adopt procedures for the removal of a member of the Council in other circumstances.

BL12.01.01 This By-law was adopted after approval by the congregation at the congregational meeting of January 31, 2010:

“The Council shall consist of 9 members, starting in 2012. Beginning in 2010, there will be a gradual transition from the 15 member council, as 3 members per year will be elected to serve while the terms of 5 members expire. Council will have 13 members in 2010, 11 members in 2011, and 9 members in 2012 and beyond. Council members with expiring terms may not stand for immediate re-election to the council unless they have served less than one-half of a full term.”

C12.02. The members of the Council except the pastor(s) shall be elected by written ballot to serve for three years or until their successors are elected. Procedures for nomination of candidates for election to the Council shall be as presented in the by-laws and continuing resolutions.

CR12.02.A06 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated June 14, 2006, and shall remain in effect until it is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members: “The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for three (3) years or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.”

C12.03. Procedures for filling a vacant Council position shall be as established in the by-laws.

BL12.03.01 This By-law was adopted after approval by the congregation at the congregational meeting of January 29, 2006:

“Should a member's place on the Council be declared vacant, the Council shall elect, by majority vote, a successor until the term expires.”

C12.04. The 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 Council, any or all of which duties may be delegated as provided for in the by-laws and continuing resolutions, shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.

- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

CR12.04.A12 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated May 9, 2012, and shall remain in effect until it is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members: “The Council adopts as Edgebrook Lutheran Church Policy Number 1 the Safe Haven Policy dated May __, 2012.”

CR12.04.B12 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated May 9, 2012, and shall remain in effect until it is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members: “The Council adopts as Edgebrook Lutheran Church Policy Number 2 the Use Of Facilities Policy dated May __, 2012.”

- C12.05.** The Council shall be responsible, any or all of which responsibilities maybe delegated as provided for in the by-laws and continuing resolutions, for the financial and property matters of this congregation.
- a. The Council shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such bodies under the laws of the State of Illinois, except as otherwise provided herein.
 - b. The Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
 - c. The Council may enter into contracts of up to 5% of the annual budget for items not included in the budget.
 - d. The Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance

therewith following its adoption, and may incur obligations of more than 5% in excess of the anticipated receipts only after approval by a Congregation Meeting.

- e. The Council shall ascertain that the financial affairs of this congregation are being conducted efficiently.
- f. The Council shall be responsible for this congregation's investments and its total insurance program.

BL12.05.01 This By-law was adopted after approval by the congregation at the congregational meeting of January 29, 2006:

“The council shall require that all checks issued by the congregation, the endowment fund and the congregation’s organizations that maintain separate bank accounts are signed by two individuals authorized to sign the checks.”

C12.06. The Council shall see that the provisions of this constitution, its bylaws and the continuing resolutions are carried out.

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

C12.08. The Council shall be responsible for coordinating the employment and supervision of the salaried lay workers of this congregation as specified in the by-laws and continuing resolutions.

CR12.08.A06 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated June 14, 2006, and shall remain in effect until it is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members: “The employment and supervision of the lay workers of this congregation, including the office staff, the sexton/custodian and the music/worship employees, shall be delegated to the senior pastor. The appropriate committee and the senior pastor shall perform performance reviews of all staff members, at least annually, and discuss the results of those reviews with the appropriate parties. The appropriate committee chairperson and the senior pastor shall discuss salary reviews with the Finance Committee.”

C12.09. The 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 the pastor or the President, and shall be called by the President at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.12. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

Chapter 13.

CONGREGATION COMMITTEES

C13.01. The operational officers of this congregation and the pastor shall constitute the *Executive Committee*.

CR13.01.A06 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated June 14, 2006, and shall remain in effect until it is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members: “The President shall be chairperson of the Executive Committee. It shall address issues raised by the chairperson and make recommendations to council. The Executive Committee shall conduct a performance review of the senior pastor, at least annually, and report the results of the review to council and provide the Finance Committee with salary recommendations. Before a Call Committee is selected by council, the Executive Committee shall either appoint a special committee to, or shall itself, make recommendations to the council for proposed members of the Call Committee. It may appoint special committees to investigate sensitive or confidential issues and report the results of such investigations to the Executive Committee. It is recommended to meet at the call of the chairperson.”

C13.02. An *Audit Committee* of three voting members shall be elected by the Council. Audit Committee members shall not be: members of the Congregation Council, the financial officers or check signers for the congregation. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection.

CR13.02.A06 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated June 14, 2006, and shall remain in effect until it is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members: “Unless the President shall appoint a chairperson, the members of the Audit Committee shall elect a chairperson. The Audit Committee shall perform annual audits of the records, accounts and reports of the Treasurer, Comptroller, Financial Secretary and accounts of other organizations of the congregation and submit a signed report of its findings for inclusion in the congregation’s annual report. It is recommended to meet at the call of the chairperson.”

C13.03. A *Mutual Ministry Committee* (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the President and the pastor. Term of office shall be two years.

CR13.03.A06 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated June 14, 2006, and shall remain in effect until it is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members: “Unless the President shall appoint a chairperson, the members of the Mutual Ministry Committee

shall elect a chairperson. The Mutual Ministry committee shall be concerned with the administration of the church's personnel. The Mutual Ministry Committee shall be available to counsel staff members to assure a coordinated and cooperative state of affairs with other staff members. Staff members may request assistance from the Committee to deal with any internal or interpersonal issues. The Mutual Ministry Committee shall act as a sounding board for any staff member. It is recommended to meet at the call of the chairperson. The President and senior pastor shall be notified of all committee meetings.”

C13.04. When a pastoral vacancy occurs, a *Call Committee* of seven voting members plus alternate(s) shall be elected by the Council. Term of office will terminate upon installation of the newly called pastor.

CR13.04.A10 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated December 8, 2010 and shall remain in effect until it is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members: “Unless the President shall appoint a chairperson, the members of the Call Committee shall elect a chairperson. The committee shall work with the designated representative of the Chicago Metropolitan Synod (the “Synod”) of the ELCA to search for a pastor of the Synod to be called as pastor for the congregation as specified in Sections 9.01 through 9.04 of the constitution. The committee may also seek qualified candidates on its own from within or without the Chicago Metropolitan Synod, but must comply with any Synod guidelines. Subject to Council oversight, all dealings of the committee shall remain confidential within the committee. The committee shall prayerfully consider all candidates supplied by the Synod for consideration. The committee shall perform multiple interviews and perform background checks of appropriate candidates. The committee shall prayerfully endeavor to reach a consensus on the appropriate candidate that it believes God is providing to be the spiritual leader of the congregation. A consensus is not necessarily a unanimous vote, but a 4 to 3 vote does not indicate a consensus. Keeping in mind confidentiality issues, the committee may draw upon expertise outside the committee, such as a personnel committee, for assistance. Unless specifically directed otherwise by the Council, the committee shall negotiate with the candidate contract terms (within Synod guidelines) that are subject to approval by the Council and the congregation and then present the candidate and contract terms to the council for its consideration. No call of the pastor may be made without congregational approval as required with Section 9.01 of the constitution. It is recommended to meet at the call of the chairperson.”

C13.05. As the need arises, other committees of this congregation may be formed by the Council through Continuing Resolutions or by the Executive Committee. Membership of committees authorized by Continuing Resolutions shall be controlled by Council, although the Council may delegate that authority to the Executive Committee, the President or the (senior) Pastor. Members of any

committee formed by the Executive Committee shall be appointed by the Executive Committee, although the Council retains the right to alter such appointments. The President and the senior Pastor may also appoint members to committees authorized in the Continuing Resolutions, although the Council will still retain the right to alter such appointments.

CR13.05.A06 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated June 14, 2006, and shall remain in effect until it is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members:

“The Congregation Council establishes the following committees for the operation of congregation activities:

- a. Christian Education – Unless the President shall appoint a chairperson, the members of the Committee shall elect a chairperson. The committee shall oversee the promotion and conduct of the Sunday School, the Vacation Bible School and the Adult Education Programs within the congregation. It shall encourage the use of teaching and worship materials of the proper kind, and seek to introduce the Church’s periodical and books of family devotion into the homes of the congregation. It is recommended to meet monthly, at the call of the chairperson. The President and senior pastor shall be notified of all committee meetings.
- b. Church Property – Unless the President shall appoint a chairperson, the members of the Committee shall elect a chairperson. The Committee shall see to the proper maintenance and protection of all property of the congregation and see that it is adequately insured. It shall investigate the proper sources, and secure estimates and bids for additions and changes, or repairs to buildings and equipment of the congregation. Unless the Council directs otherwise, it shall direct and supervise the activities of the sexton or maintenance personnel of the congregation. It is recommended to meet monthly, at the call of the chairperson. The President and senior pastor shall be notified of all committee meetings.
- c. Evangelism – Unless the President shall appoint a chairperson, the members of the Committee shall elect a chairperson. The committee shall stimulate and lead all members of the congregation in continuous endeavors to reawaken the spiritually indifferent, to reach others and attach them to Christ’s Church. The committee shall devote itself to deepening spiritual life and the study of the congregation in relation to the community. It shall communicate with prospective members and do “groundwork” on such prospects for the Pastor. It is recommended to

- meet four to six times a year, at the call of the chairperson. The President and senior pastor shall be notified of all committee meetings.
- d. Finance – Unless the President shall appoint a chairperson, the members of the Committee shall elect a chairperson. The committee shall prepare a draft of current operating expenses and benevolence appropriations. The Comptroller shall be a member of the committee and assist it in the preparation of the annual budget. The committee may solicit recommendations from other committees for suggestions to be included in the budget. The Finance Committee may recommend different staff compensation levels than those recommended by the Mutual Ministry committee however it must so note the differences in the draft budget submitted to council. Such budget to be presented to the council for its action and later submission to an annual congregational meeting for approval. The committee shall oversee the financial affairs of the congregation and see that they are transacted efficiently. They shall recommend congregational investments to the council. It is recommended to meet at the call of the chairperson. The President and senior pastor shall be notified of all committee meetings.
 - e. Social Ministry – Unless the President shall appoint a chairperson, the members of the Committee shall elect a chairperson. The committee shall extend Christian compassion and helpfulness to the ill, aged, and to any persons in need of spiritual and physical aid. In these efforts, the committee shall enlist the help of members of the congregation. It shall study the social conditions in the community and the Chicago area to help solve critical problems through thoughtful discussion of the facts and issues. It is recommended to meet monthly, at the call of the chairperson. The President and senior pastor shall be notified of all committee meetings.
 - f. Stewardship – Unless the President shall appoint a chairperson, the members of the Committee shall elect a chairperson. The committee shall promote the expression of Christian faith in daily life of the congregation and the encouragement of members to give of their talents and treasures to expansion of our faith. It shall diffuse knowledge of the congregation's local, national and worldwide ministries. It shall lead the congregation to higher levels of proportionate giving in the Lord's work. It shall be responsible for the annual program to secure pledges for the ensuing year and other efforts which lead to informed and grateful giving. It is recommended to meet monthly, at the call of the chairperson. The President and senior pastor shall be notified of all committee meetings.
 - g. Worship and Music – Unless the President shall appoint a chairperson, the members of the Committee shall elect a chairperson. The committee shall assist the council in seeing that services are conducted regularly

and in accordance with the liturgy of the Evangelical Lutheran Church of America. It shall recruit and train competent ushers, and provide for the proper care of the hymnals and other devotional material. It shall supervise and advance the effective service of the choirs and musical groups and organizations of the congregation. It shall see to the care of the paraments, vestments and musical instruments and equipment and furnish appropriate musical supplies for use in worship. It is recommended to meet monthly, at the call of the chairperson. The President and senior pastor shall be notified of all committee meetings.

- h. Youth and Young Adults – Unless the President shall appoint a chairperson, the members of the Committee shall elect a chairperson. The committee shall organize and supervise programs and activities for the young people of the congregation, focusing on the junior high school through college age members of the congregation and community. It shall strive to build up their in service to the church and community. It shall seek professional assistance in developing spiritual endeavors for the youth of the congregation and community. It is recommended to meet monthly, at the call of the chairperson. The President and senior pastor shall be notified of all committee meetings.”

CR13.05.A10 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated December 29, 2010 and shall remain in effect until its is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members:

“The Congregation Council establishes the following committee for the operation of congregation activities:

“Personnel Committee - Unless the President shall appoint a chairperson, the members of the Committee shall elect a chairperson. The committee shall be responsible for interviewing and hiring all church employees, exclusive of a pastor which requires the use of a Call Committee. Subject to Council oversight, all dealings of the committee shall remain confidential within the committee. The committee shall analyze the position to be filled, develop a job description and advertise for candidates as appropriate. The committee shall perform multiple interviews and perform background checks of candidates as it feels appropriate. The committee shall prayerfully endeavor to reach a consensus on the appropriate candidate that it believes God is providing to the congregation. A consensus is not necessarily a unanimous vote, but a close vote usually does not indicate a consensus. Keeping in mind confidentiality issues, the committee may draw upon expertise outside the committee, such as the worship and music, youth, or property committees, for assistance. Unless specifically directly otherwise by the Council, the committee shall negotiate with the candidate employment terms that are subject to approval by the Council (and the congregation as may be required by the constitution) and then

present the candidate and employment terms to the council for its consideration. It is recommended to meet at the call of the chairperson.”

C13.06. Duties of committees of this congregation not enumerated in this constitution shall be specified in the bylaws and continuing resolutions.

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:
- a. censure before the council or congregation;
 - b. suspension from membership for a definite period of time; or
 - c. 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 Resolutions 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 ten percent (10%) voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members 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:
 - a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
 - b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
 - c. have the effective date included in the resolution¹ 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

¹ Such an effective date must be stated in relation to the requirements of *C17.03. to allow time for synodical review of the amendment.

amendments, together with the 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.

CR18.01.A06 The following Continuing Resolution was approved by a minimum of two thirds of the council members at its meeting dated June 14, 2006, and shall remain in effect until it is revoked, amended or modified in writing following an affirmative vote of two thirds of the council members: "The Congregation Council, having established continuing resolutions under C18.01, shall annually at its first regularly scheduled meeting review all existing continuing resolutions."

***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.

Chapter 20.

PARISH AUTHORIZATION

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

***C20.01.**This congregation may unite in partnership with one or more other congregations recognized by the synod named in *C6.01. to form a parish. Except as provided in *C20.02. and *C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to a Parish Council.

***C20.02.**Whenever a letter of call is being recommended for extension to an ordained

minister of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended to the congregation by the synodical bishop to serve the congregations of a parish, such letter of call shall be first approved by a two-thirds vote at congregational meetings of each of the congregations forming the parish. If any congregation of the parish should fail to approve extending this call, the other congregation(s) in the same parish shall have the right to terminate the parish arrangement.

***C20.03.** Any one of the congregations of a parish may terminate the call of a pastor as provided in †S14.13.d. of the synodical constitution of the synod named in *C6.01. In such case, the other congregation(s) in the same parish shall have the right to terminate the parish arrangement.