

CONSTITUTION of ST. JOHN'S EVANGELICAL LUTHERAN CHURCH, SPRINGFIELD,  
ILLINOIS Effective - February 1, 2015

\*PREAMBLE

We, baptized member-disciples of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

Chapter 1.

NAME AND INCORPORATION

C1.01. The name of this congregation shall be St. John's Evangelical Lutheran Church

C1.02. For the purpose of this constitution and the accompanying bylaws, the congregation of St. John's Evangelical Lutheran Church is hereinafter designated as "this congregation."

C.1.11. This congregation shall be incorporated under the laws of the State of Illinois.

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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 teaching 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 Treaties, 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.

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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.

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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 member-disciples 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 member-disciples to participate in this ministry.
- c. Challenge, equip, and support all member-disciples 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 member-disciples 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 church wide organization of the Evangelical Lutheran Church in America.

i. Foster and participate in ecumenical relationships consistent with church wide policy.

\*C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Leadership Board (commonly known as the Congregation Council), shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their

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actions. Such descriptions shall be contained in continuing resolutions in the section on the Leadership Board.

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

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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 Leadership Board 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. approve the annual budget;

e. acquire real and personal property by gift, devise, purchase, or other lawful means;

f. hold title to and use its property for any and all activities consistent with its purpose;

g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful

means; h. elect its Leadership Board, boards, and committees, and require them to carry out their

duties in accordance with the constitution, bylaws and continuing resolutions; and

i. 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 member-disciples, 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 Central/Southern Illinois Synod of the Evangelical Lutheran Church in America.

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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 Central/Southern Illinois 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 outline 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 member-disciples 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 member-disciples 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 member-disciples present, at which meeting the bishop of the synod or an authorized representative

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shall be present. Notice of the meeting shall be mailed to all voting member-disciples 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.
  - h. Since this congregation was established by the Evangelical 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.

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#### Chapter 7.

##### PROPERTY OWNERSHIP

- \*C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Central/Southern Illinois 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 member-disciples 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 Central/Southern Illinois Synod.
- \*C7.04. If a two-third majority of the voting member-disciples 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 member-disciples who desire to continue as a congregation of the Evangelical Lutheran Church in America.

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#### Chapter 8.

##### MEMBERSHIP

- \*C8.01. Member-disciples 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. Member-disciples shall be classified as follows:
- a. Baptized member-disciples 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 member-disciples are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed member-disciples from other Lutheran congregations, or baptized persons received by affirmation of faith.

c. Voting member-disciples are confirmed member-disciples. Such confirmed member-disciples, 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 member-disciples are persons holding membership in other Lutheran 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 member-disciples of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Leadership Board of this congregation. \*C8.03. All applications for confirmed member-discipleship shall be submitted to and shall require the approval of the Leadership Board.

\*C8.04. It shall be the privilege and duty of member-disciples 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 church wide organization of the

Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

\*C8.05. Member-discipleship in this congregation shall be terminated by any of the following:

a. death;

b. resignation;

c. transfer or release;

d. disciplinary action by the Leadership Board; or

e. removal from the roll due to inactivity as defined in the bylaws. Such persons who have been

removed from the roll of member-disciples shall remain persons for whom the Church has a continuing pastoral concern.

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Chapter 9.

THE PASTOR

\*C9.01. Authority to call a pastor shall be in this congregation by a least a two-thirds majority ballot vote of member-disciples present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation 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 have 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 practices 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 Leadership Board; and
- 4) with the Leadership Board, 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 church

wide organization of the Evangelical Lutheran Church in America (ELCA) and the Central/Southern Illinois 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 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;

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- 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 Leadership Board or by a petition signed by at least one-third of the voting member-disciples 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 member-disciples 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 member-disciples 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 actions 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 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 without prejudice and with pay provided through a joint synodical and church wide fund and with housing provided by the congregation.

\*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 Leadership Board.

\*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 Leadership Board. The interim pastor and

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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.

\*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 Leadership Board, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

\*C9.10. With the approval of the bishop of the synod, the congregation may depart from 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.

\*C9.11. The pastor of this congregation:

a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials,



communicants, member-disciples received, member-disciples dismissed, or member-disciples excluded from the congregation;

b. shall submit a summary of such statistics annually to the synod; and

c. shall become a member-disciple of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold member-discipleship 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. 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 under contract as pastor of this congregation.

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Chapter 10.

#### CONGREGATION MEETING

C10.01. The annual meeting of this congregation shall be held at a time specified by the Leadership Board.

C10.02. A special Congregation Meeting may be called by the Lead Pastor, the Leadership Board, or the President of this congregation, and shall be called by the President of the congregation upon the written request of 50 voting member-disciples. 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 weekends and by mail to all voting member-disciples 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 member-disciples shall be sufficient. C10.04. A quorum shall consist of one hundred voting member-disciples of the congregation.

C10.05. Voting by proxy or by absentee ballot shall not be permitted.

C10.06. All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.

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

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#### Chapter 11 OFFICERS

C11.01. The officers of this congregation shall be a president, secretary, and treasurer.

a. The officers shall be voting member-disciples of the congregation.

b. The Leadership Board President, Secretary, and Treasurer shall also serve as President,

Secretary, and Treasurer of the congregation.

C11.01.01 The President shall preside at meetings of the congregation and the Leadership Board. C11.01.02 The Secretary shall be responsible for accurate minutes of all meetings of the congregation and Leadership Board which shall be preserved permanently in the congregation's archives. The Secretary shall ensure that each member of the Leadership Board has a copy of the current constitution, its bylaws and continuing resolutions.

C11.01.03 The Treasurer shall oversee the books of account of the congregation and make a written report of all financial transactions to the Leadership Board monthly and to the congregation at its annual meetings. The Treasurer shall give corporate surety, in amounts determined by the Leadership Board, for which the premium shall be paid by

the congregation. Fidelity coverage provided by the Evangelical Lutheran Church in America shall be deemed a fulfillment of this requirement. The Treasurer shall also serve as the chair of the Finance and Administration Committee.

C11.02. The Leadership Board elects its officers. The Leadership Board President, Secretary, and Treasurer shall be Leadership Board members. A meeting of those elected to the Leadership Board for the calendar year following the annual congregational meeting shall be convened at some time before December 1 for the purpose of electing officers and the chair of the Personnel Committee. Leadership Board members for the calendar year following the annual congregational meeting shall choose one of its members to chair the meeting. Leadership Board officers shall serve for one year or until their successors are elected. Leadership Board officers' terms shall begin on January 1 in the year following their election.

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## Chapter 12. Leadership Board

C12.01. The voting membership of the Leadership Board shall consist of the full-time called pastors, a maximum of two pastors to include the Lead Pastor and one other pastor, as determined by the Lead Pastor and the Leadership Board, and seven member-disciples of the congregation. Any voting member-disciple of the congregation may be elected. A member's place on the Leadership Board shall be declared vacant if the member:

a) ceases to be a voting member-disciple of this congregation or

b) is absent from four successive regular meetings of the Leadership Board without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Leadership Board in other circumstances. C12.02. Members of the Leadership Board, except the called pastors, shall be elected at the annual congregational meeting to serve for three years or until their successors are elected. Members of the Leadership Board cannot be elected to a successive term. Terms shall begin on January 1 in the year following their election.

C12.03. If a member's place on the Leadership Board is declared vacant, the Leadership Board shall appoint a member-disciple of the congregation to serve until the next annual congregational meeting. Any member-disciple of the congregation who has served on the Leadership Board during the twelve months before the Leadership Board position was declared vacant shall not be eligible to be appointed. At this annual congregational meeting a member-disciple of the congregation will be elected to complete the term. The member-disciple appointed by the Leadership Board to serve until the next annual congregational meeting is eligible for nomination and election to complete the term. The member-disciple elected at the annual congregational meeting to complete the term cannot be elected to a successive term.

C12.04. The Leadership Board will elect one of its members to be the chair of the Personnel Committee. Officers of the Leadership Board are not eligible to be the chair of the Personnel Committee. The chair of the Personnel Committee shall serve for one year or until a successor is elected.

C12.05. The Leadership Board 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 Lutheran confessions. The ministry of the Leadership Board shall consist of the generative, strategic, and fiduciary leadership of the congregation's mission and ministry.

C. 12.05.01. In providing generative leadership of the congregation's mission and ministry, the Leadership Board shall have responsibility for continually discerning the vision for the congregation in light of the needs, challenges, and opportunities that

present themselves and in prayer-filled study and engagement with God's Word; articulating the vision in light of this congregation's missional context; and, communicating the vision with the staff, ministry teams, and member-disciples of the congregation. The generative leadership of the Leadership Board shall include the following:

- a. Faithful prayer, study, and engagement with God's Word for the sake of mutual discernment and articulation of the congregation's vision and mission.
- b. Mutual discernment of the leading and guiding of the Holy Spirit in this community of faith and in our calling in the world.

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- c. Being examples individually and corporately of the faithful life and ministry expected of all baptized disciples.
- d. Promoting a congregational climate of peace and goodwill and, as differences and conflicts arise, to encourage mutual discernment and understanding.
- e. Encouraging mission and ministry partnerships with the synod and church wide expressions of the Evangelical Lutheran Church in America, as well as with other congregations, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- f. Engaging in regularly scheduled conversations with the Vision Teams of each Ministry Area for the sake of mutually discerning and evaluating the congregation's mission and ministry in light of the congregation's vision.

g. Seeking out and encouraging qualified persons to prepare for the ministry of the Gospel. C.12.05.02. In providing strategic leadership of the congregation's mission and ministry, the Leadership Board shall continually plan for the implementation of the congregation's vision by setting the congregation's priorities and aligning the time, talent, financial, and capital resources in accordance with these missional priorities. The strategic leadership of the Leadership Board shall include the following:

- a. Seeking to involve all member-disciples in the five primary ministry areas of Worship and Music, Discipleship, Outreach and Mission, Christian Care, and Stewardship.
- b. Holding accountable the five primary ministry areas and their Ministry Teams to the congregation's mission.
- c. Overseeing and providing for the administration of the congregation to enable it to fulfill its functions and perform its mission.
- d. Maintaining supportive relationships with the pastors and staff and helping them annually to evaluate the fulfillment of their calling or employment.

e. Arranging for pastoral ministry during the sickness or absence of the pastors. C.12.05.03. In providing fiduciary leadership of the congregation's mission and ministry, the Leadership Board shall tend to the stewardship of the congregation's tangible assets, holding the congregation accountable to its mission, holding the staff accountable to its performance, and ensuring that the congregation is compliant with all relevant laws and legislation. The fiduciary leadership of the Leadership Board shall include the following:

- a. Maintaining and protecting this congregation's property and the management of its business and fiscal affairs, in accordance with the laws of the state of Illinois and this constitution.
- b. Having the authority to buy, sell, or encumber real property, when specifically authorized to do so by a meeting of the congregation.
- c. Entering into contracts not exceeding \$10,000 for items not included in the budget.
- d. Preparing an annual budget for adoption by this congregation and supervising the

expenditure of funds following its adoption. The Leadership Board may incur obligations of more than \$10,000 in excess of the anticipated receipts only after approval by a congregation meeting. 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 church wide organization.

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e. Ensuring 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 synod.

f. Overseeing this congregation's investments and its total insurance program.

g. Overseeing the employment and supervision of the salaried lay staff of this congregation, with the exception of the Preschool staff, through the ministry of the Personnel Committee. h. Sharing a comprehensive report with the congregation at the annual meeting.

C.12.06. The Leadership Board shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.

C.12.07. The Leadership Board shall meet at least once a month. Meetings may be called by either the President or the Lead Pastor. Meetings shall also be called by the President at the request of three or more of the elected board members.

C. 12.08. A quorum for the transaction of business shall consist of a majority of elected members of the Leadership Board, including the Lead Pastor or Interim Lead Pastor, except when the Lead Pastor or Interim Lead Pastor requests or consents to be absent and has given prior approval to the agenda for the meeting. Chronic or repeated absence of the Lead Pastor or Interim Lead Pastor who has refused approval of the agenda shall not preclude action by the Leadership Board, following consultation with the synodical bishop.

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Chapter 13.

#### COMMITTEES

C13.01 All committees of St. John's Lutheran Church exist to serve the congregation's mission to be and make disciples of Christ, in response to God's grace. All committees shall regularly report and be held accountable to the Leadership Board of the congregation.

2. C13.02 The Finance and Administration Committee shall be a standing committee of this congregation.

1. The purpose of the Finance and Administration Committee is to:

- i. Prepare a draft budget for the succeeding year and submit the draft budget to the Leadership Board for its action;
- ii. Oversee the financial affairs of the congregation, ensuring that they are being conducted efficiently and in accord with the congregation's mission.
- iii. Be responsible for the congregation's investments (not including the investments of the Endowment Fund) in accordance with the written investment policy adopted by the Leadership Board or, in the absence of a written investment policy, subject to the approval of the Leadership Board.

- iv. Participate in the hiring of the office, administrative, and financial staff and provide for the supervision of such staff, both paid and volunteer.
  - 2. The Finance and Administration Committee shall consist of 4-6 member-disciples of the congregation, in addition to the Lead Pastor.
    - i. The chair of the Finance and Administration Committee shall be an elected member of the Leadership Board.
    - ii. The chair of the Finance and Administration Committee shall also serve as Treasurer of the congregation.
    - iii. The remaining members of the Finance and Administration Committee shall be selected each year by the chair of the Finance and Administration Committee and the Lead Pastor and shall be approved by the Leadership Board.
  - 3. The Finance and Administration Committee shall provide a report to the Leadership Board of the congregation at least once per month.
  - 4. The Finance and Administration Committee shall provide a report to the congregation at least once per year.
- 3. C13.03 The Personnel Committee shall be a standing committee of this congregation.
  - a. The purpose of the Personnel Committee is to:
    - i. Establish and oversee all personnel policies and procedures for all staff of the congregation, except personnel of the preschool who are supervised by the Preschool Board.
    - ii. Maintain current job descriptions and personnel files for all non-called staff.
    - iii. Interpret to the congregation the extent of the work and responsibilities of called staff.

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- iv. Provide for and oversee a process for annual staff evaluations for all non-called staff.
    - v. Provide to the Finance and Administration Committee and the Leadership Board salary recommendations for the upcoming calendar year, ensuring that the Finance and Administration Committee and Leadership Board are aware of synod salary guidelines for called staff.
    - vi. Work to promote and encourage healthy relationships between the called staff, non-called staff, Leadership Board, and congregation for the sake of the congregation's mission.
  - b. The Personnel Committee shall consist of six member-disciples of the congregation, in addition to the Lead Pastor.
    - i. ii.

iii.

The chair of the Personnel Committee shall be an elected member of the Leadership Board.

The remaining five members of the Personnel Committee shall be appointed jointly by the President of the Leadership Board and the Lead Pastor and confirmed by the Leadership Board.

Term of office shall be two years, with two or three members to be appointed each successive year. No member of the Personnel Committee may serve more than two consecutive terms.

c. With the exception of the chair, no Personnel Committee members will hold another office in the congregation during their term.

4. The Personnel Committee shall provide a report to the Leadership Board of the congregation at least once per month.
5. The Personnel Committee shall provide a report to the Congregation at least once per year.

C13.04 A Nominating Committee of four voting member-disciples of this congregation, one of whom shall be an outgoing member of the Leadership Board, shall be appointed by the Leadership Board President for a term of one year. Members of the Nominating Committee are not eligible for consecutive appointment.

C13.04.01 The Nominating Committee shall:

1. Prepare a slate of nominees for vacancies on the Leadership Board, with at least one person for each vacancy.
2. Present the slate of nominees to the Leadership Board no later than the board meeting prior to the Annual Congregation Meeting at which new members of the Leadership Board are to be elected.

C13.05 An Audit Committee of three voting member-disciples shall be elected by the Leadership Board. Audit Committee members shall not be members of the

Leadership Board, the Finance and Administration Committee, the Personnel Committee, or the Preschool Board. Term of office shall be three years, with

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one member elected each year. Members shall not be eligible for consecutive election.

C13.05.01 The Audit Committee shall:

1. Conduct an annual audit of the financial records of the congregation, its auxiliaries, and the Preschool Board.
2. Present a completed congregational audit report to the Leadership Board each year by April 15 and a completed Preschool audit report to the Leadership Board each year by October 15. These reports shall be shared with the congregation at the next regularly scheduled congregational meeting. Public copies of the completed audits shall be filed in the church office.

C13.06 The Endowment Fund exists as a permanent endowment fund to provide a long-term capital base to which persons can contribute and leave a legacy focused on mission outreach.

C13.06.01 An Endowment Fund committee of four elected directors, plus the Lead Pastor and Leadership Board President serving as advisory members, manages the activities of the Fund. The committee meets at least quarterly to establish policy, manage

the assets, and allocate the income. C13.06.02 Committee members are elected by the congregation at the annual meeting of the congregation and serve for a three-year term. Committee members may serve for no more than six consecutive years.

C13.06.03 Annual distribution of funds from the Endowment Fund shall be used for the three purposes of outreach into the community and synod (20% minimum/60% maximum), domestic and international mission work of the Evangelical Lutheran Church in America (20% minimum/60% maximum), and capital improvements, debt reduction, or a building program of St. John's Lutheran Church (20% minimum/60% maximum).

C13.06.04 The Endowment Fund Committee shall provide an annual report to the congregation at the annual meeting.

C13.07 When a pastoral vacancy occurs, a Call Committee of six voting member-disciples shall be elected by the Leadership Board. Term of committee will terminate upon installation of the newly called pastor.

C13.07.01 The Call Committee shall screen, interview, and recommend for call to the congregation pastoral leadership with qualifications as stated in C9.02.

C13.08 The St. John's Lutheran Preschool shall be a ministry of this congregation and shall be governed by a board as described and defined below.

a. The purpose of the board is to establish, equip, maintain, and operate a Christian Preschool, ensuring compliance with rules and regulations of appropriate regulatory agencies, and consistent with our congregation's mission to be and make disciples of Christ, in response to God's grace.

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2. The board shall consist of six voting member-disciples of the congregation, the Lead Pastor who shall have both voice and vote, and the Preschool Director(s) who shall have voice but no vote.
  - i. Three voting member-disciples of at least 18 years of age or older shall be elected from the congregation for two-year terms at the annual congregation meeting. Board members may serve no more than two consecutive terms.
  - ii. All terms begin immediately upon election at the annual congregation meeting.
  - iii. When vacancies occur, the board will appoint an interim board member to serve until the next congregation meeting.
  - iv. Four voting members shall constitute a quorum.
  - v. Each year at its organizational meeting, the board shall elect one member of the board to serve as President, one to serve as Treasurer, and one to serve as Secretary for a term of one year. Officers of the board may be reelected to their office.
3. The Preschool Board shall make regular reports to the Leadership Board of the congregation.
4. The Preschool Board shall make at least one report to the congregation each year.
5. The Preschool Board shall present for approval at the annual congregation meeting

a budget for the current school year.

6. The Preschool Board shall ensure that an audit is conducted annually of the preschool finances as outlined in C13.05.01.
7. Each year, a Preschool Board Nominating Committee consisting of the President and those members going off the board shall present a slate of nominees with at least one candidate for each vacancy to the Annual Congregation meeting for election.

C13.09 Other committees of this congregation may be formed, as the need arises, by decision of the Leadership Board. Duties of such additional committees may be specified in the bylaws.

C13.10 The Lead Pastor of this congregation shall have voice and vote in all standing committees. Additional called pastors of this congregation may be given voice and vote by the Leadership Board in some or all standing committees.

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Chapter 14.

#### MINISTRY TEAMS

C14.01 In cooperation with the called staff of this congregation, the Leadership Board shall organize, equip, support, and hold accountable to the congregation's mission each Ministry Area for the sake of equipping the disciples of the congregation to carry out the congregation's mission to be and make disciples of Christ, in response to God's grace.

1. The five primary Ministry Areas are:
  1. Worship and Music. The Worship and Music Ministry Area seeks to involve all member-disciples in the worship and music life of the congregation through a variety of worship expressions, all centered around Word and Sacrament, for the sake of nurturing discipleship and equipping for mission and service in the world.
  2. Discipleship. The Discipleship Ministry Area seeks to strengthen and equip disciples for the living out of their faith in their daily lives through education, small groups, Bible study, Children, Youth, and Family Ministry, and fellowship.
  3. Outreach and Mission. The Outreach and Mission Ministry Area seeks to extend the mission and ministry of this congregation beyond our walls both locally and globally, sharing the good news with those in need, partnering with the synod and church wide expressions in mission and ministry, and making visible the love of Jesus in action.
  4. Christian Care. The Christian Care Ministry Area seeks to extend care to persons in this congregation and in the community who are experiencing life's transitions.
  5. Stewardship. The Stewardship Ministry Area seeks to teach and encourage faithful Christian stewardship of time, talents, treasure, and touch (human relationships) in all aspects of one's life for the sake of Christ's mission in the world.
2. Each Ministry Area will relate to a called staff member, as determined by the Lead Pastor



and the Leadership Board.

3. Each Ministry Area will have a Vision Team of 3-4 member-disciples that works alongside of  
and in partnership with the responsible staff member for the sake of developing, growing,  
and aligning the Ministry Teams of each Ministry Area with the mission of the congregation.
4. Each Ministry Area Vision Team shall make at least a quarterly report to the Leadership Board and at least an annual report to the congregation.
5. Each Ministry Team will have a Ministry Team leader responsible for the oversight of the team's activities.
6. All actions of the Ministry and Vision Teams shall be subject to review and shall be held accountable to the Leadership Board.

C14.01.A14 Stewardship Ministry Area shall coordinate the care and maintenance of physical property including building and grounds, care and acquisition of equipment and tools and provide direction to the Leadership Board regarding property matters.

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#### Chapter 15

#### DISCIPLINE OF MEMBER-DISCIPLES AND ADJUDICATION

\*C15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member-disciple of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member-disciple. 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 Leadership board. If, for any reason, the pastor is unable to

administer the admonitions required by a. and b. hereof, the president (if not the pastor) shall administer such admonitions.

\*C15.02. The process for discipline of a member-disciple 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. A member-disciple charged with the offense shall appear before the Leadership Board after having received a written notice, at least ten days prior to the meeting, specifying the exact charges that have been made against the member-disciple. If the member-disciple charged with the offense fails to appear at the scheduled hearing, the Leadership Board may proceed with the hearing and may pass judgment in the member-disciple's absence.

\*C15.03. Members of the Leadership Board who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Leadership Board are disqualified from voting upon the question of the guilt of the accused member-disciple. Should the allegations be sustained by a two-thirds majority vote of the members of the Leadership Board who are not disqualified but who are

present and voting, and renewed admonition prove ineffectual, the board shall impose one of the following disciplinary actions:

- a. censure before the board or congregation
- b. suspension from member-discipleship for a definite period of time; or
- c. exclusion from member-discipleship in this congregation.

Disciplinary actions b. and c. shall be delivered to a member-disciple in writing.

\*C15.04. The member-disciple against whom disciplinary action has been taken by the Leadership Board 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 Leadership Board upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

\*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, member-disciples of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Leadership Board of their intent. If the consultation fails to resolve the issues(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issues(s), the matter shall be referred to the Synod Council, whose decision shall be final.

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## Chapter 16

### BYLAWS

\*C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.

C16.01.01. If any bylaw is found to be in conflict with the constitution, that specific portion will be null and void but the remaining bylaws will continue to be in full force and effect.

C16.01.02. Bylaws provisions are codified with three sets of numbers: the chapter number, the related constitutional provision number, and a two-digit number. Thus one bylaw provision related to Membership would be codified at C8.02.01. The related constitutional provision is codified at C8.02. \*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 member-disciples present and voting.

\*C16.03. Changes to the bylaws may be proposed by any voting member-disciple provided, however, that such additions or amendments be submitted in writing to the Leadership board at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Leadership Board notify the member-disciples of the proposal with its recommendation 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.

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## Chapter 17

### AMENDMENTS

\*C17.01. Amendments to this constitution may be proposed by at least 50 voting member-disciples or by the Leadership Board. Proposals must be filed in writing with the Leadership Board 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Leadership Board shall notify the

members of the proposal with the council's recommendations at least 30 days in advance of the meeting.

\*C17.02. A proposed amendment to this constitution shall:

a. be approved at a legally called 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 resolution (footnote 4) and noted in the constitution. \*C17.03. Any amendments to this constitution 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 Central/Southern Illinois Synod of the ELCA.

\*C17.04. Whenever the Model Constitution for Congregations is amended by the Church Wide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Leadership Board has submitted by mail notice to the congregation of such an amendment or amendments 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, consistent with \*C17.03.

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#### Chapter 18

##### CONTINUING RESOLUTIONS

\*C18.01. The Leadership Board may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.

C18.01.01. Continuing resolutions shall be codified with three sets of numbers except that the third set is preceded by a capital letter. Thus a continuing resolution might be numbered C13. to designate the constitutional chapter; C13.07. to designate the subject matter within the chapter; and the third set might be numbered A90. in the codification C13.07.A90. to indicate by the "A" that it is the first continuing resolution regarding that subject and by the "90" that it was adopted in 1990.

\*C18.02. Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Leadership Board.

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#### 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 Leadership Board 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.

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#### 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 congregations(s) in the same parish shall have the right to terminate the parish arrangement.

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#### FOOTNOTES \* REQUIRED PROVISION

1 This provision is to be used in the constitutions of all congregations that formerly were a part of the Lutheran Church in America, in accord with provision 9.62.h. in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

2 This provision is to be used in the constitution of all congregations that have been established by the Evangelical Lutheran Church in America, in accord with provision 9.62.h. in the Constitution, Bylaws, and Continuing Resolution of the Evangelical Lutheran Church in America.

3 For use if the pastor is president of the congregation under two of the options in C11.02

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

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