

CHRIST LUTHERAN CHURCH  
CONSTITUTION

REVISED AS OF 2013

**CONSTITUTION  
FOR  
CONGREGATION  
OF**

**Christ Lutheran Church, 595 Deerpath Drive, Vernon Hills, IL 60061**  
*Member of the Evangelical Lutheran Church in America*

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**CONSTITUTION  
FOR  
CONGREGATION  
OF**

**Christ Lutheran Church, 595 Deerpath Drive, Vernon Hills, IL 60061**

*Member of the Evangelical Lutheran Church in America\****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 Christ Lutheran Church of Vernon Hills, IL.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Christ Lutheran Church of Vernon Hills, IL, is hereafter designated as "this congregation".
- C1.03.** This congregation shall be incorporated under the laws of the State of Illinois.

**Chapter 2.**

**CONFESSION OF FAITH**

- \*C2. 01.** This congregation confesses the Triune God: Father, Son, and Holy Spirit.
- \*C2. 02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
- 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 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 Confessions, 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 congregation 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 ministries 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 **it** 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 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 Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. (Such descriptions shall be contained in continuing resolutions in the section on the Congregational 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 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 officers, Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, and 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 annually shall choose from among its voting member's laypersons to serve as voting members of the Synod Assembly as well as person 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 this synod.

## **Chapter 6.**

### **CHURCH AFFILIATION**

- \*C6. 01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and 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 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 according to the procedures for discipline of the Evangelical Lutheran Church in America.
- d. The 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. If this congregation was a member of 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.
- h. If 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 is considering 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 ELCA.
- \*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 regularly 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 regularly 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 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 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. Such confirmed members shall have communed and made a contribution of record during the current or preceding year.
  - 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. 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 Church wide 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.
  - f. Such persons removed from the roll of members shall remain persons for whom the church has a continuing Pastoral concern.

**Chapter 9.**  
**THE PASTOR**

- \*C9. 01.** Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting regularly 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 congregation call shall, within the congregation:
- 1) Offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
  - 2) Supervise all school 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 church wide organization of the Evangelical Lutheran Church in America (ELCA) and 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.** The call of a congregation, when accepted by a Pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of 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 in the competence of 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
- 7) suspension of the congregation as a result of discipline proceedings.

a. 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.

- b. 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.
- c. 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 by a two-thirds majority vote of the voting members present at a regularly called meeting after consultation with the bishop.
- d. 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.
- e. 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 church wide fund and with housing provided by the congregations(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.
- \*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. 10.** 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. 11.** The Pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, and shall submit a summary of such statistics annually to the synod. The Pastor shall be a member of the congregation that has extended the letter of call. In a parish of multiple congregations, the Pastor shall hold membership in one of the congregations.
- \*C9. 12.** 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.

## **Chapter 10.**

### **CONGREGATION MEETING**

- \*C10. 01.** The annual meeting of this congregation shall be held as directed in the bylaws.
- \*C10. 02.** A special Congregation Meeting may be called by the Pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of 5% of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- \*C10. 03.** Notice to all members of this congregation shall be posted in clear sight at the services of worship on the preceding two consecutive Sundays prior to the date of the meeting.
- \*C10. 04.** Ten percent (10%) voting members shall constitute a quorum.
- \*C10. 05.** Voting by proxy or by absentee ballot shall not be permitted.
- \*C10. 06.** All actions by the congregation shall be by simple majority vote of those present at a validly called meeting, except as otherwise specifically provided in this constitution.

## **Chapter 11.**

### **OFFICERS**

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

  - a. Duties of the officers shall be specified in the bylaws.
  - b. The officers shall be voting members of the congregation.
  - c. Officers of this congregation shall serve similar offices of the Congregation Council.

- \*C11. 02. The congregation shall elect its President and Vice President by written ballot. The Executive Committee appoints the Secretary, Treasurer and Financial Secretary. These appointments are confirmed at the annual meeting. All officers shall serve as described in 12.02 or until their successors are elected. Their terms shall commence on the day of installation.
- \*C11. 03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

## Chapter 12.

### CONGREGATION COUNCIL

- \*C12. 01. The Congregation Council (“Council”) shall consist of a minimum of eleven (11) positions which are elected by the Congregation for the terms set forth below and three (3) positions which are appointed. Any of the three (3) non-voting appointed positions may be removed by the majority vote of the elected positions of the Council. There shall be a minimum of 10 voting positions on the Council. With the exception of the position of the President, the remaining positions shall be the only voting positions on the Council. It is possible for more than one person to Co-Chair one elected Council position, however, in such cases, the position shall still be entitled to only one vote. The **elected** positions shall be comprised of:

1. President
2. Vice President
3. Chairperson of Christian Education
4. Chairperson of Fellowship
5. Chairperson of Outreach
6. Chairperson of Property and Grounds
7. Chairperson of Social Ministry
8. Chairperson of Stewardship
9. Chairperson of Worship and Music
10. Youth Representative
11. Chairperson of Preschool Education

The **appointed (non-voting) positions** shall be comprised of:

1. Council Secretary
2. Treasurer
3. Financial Secretary.

The **Pastor(s)** shall be an advisory member to the Council and to all committees.

Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office.

A member’s place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from

three successive regular meetings of the Congregation Council without cause or c) the position is without representation from that committee.

**\*C12. 02.** The voting members of the Council shall serve for a 2-year term, with the exception of the positions of President, Vice-President and Preschool Chairperson. The President and Preschool Chairperson shall serve a one-year term. The Vice-President shall make a two-year commitment, with the first year being for the position of Vice-President and the second year for the position of President. Voting members shall be eligible to serve no more than two full terms consecutively in the same position. The council shall be responsible for presenting to the Congregation at the Congregation's annual meeting, a list of members recommended as candidates for all council positions, after securing the consent of each candidate. The Congregation shall elect the voting members of the Council at its annual meeting. At the annual meeting the existing Council shall announce the names of the individuals to serve in the (3) appointed Council positions, for the succeeding term. The newly elected and newly appointed members of the Council shall commence their terms on the day of installation. Excluding President and Vice-President, an attempt shall be made to rotate the commencement and expiration of the terms of the remaining voting members shall serve simultaneously with new Council voting members.

**\*C12. 03.** Should any member's place on the Congregation Council be declared vacant, the Congregation Council shall appoint a successor to fulfill the vacant term.

**\*C12. 04.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following and be directed by Council leaders and their respective committees as indicated:

- 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 (i.e. Worship and Music, Christian Education, Outreach and Social Ministry respectfully).
- 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 as directed by the Executive Committee.
- 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 (i.e. Worship & Music).
- h. To emphasize partnership with the synod and church wide units 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, through the Pastoral Intern Program.

- \*C12. 05. The Congregation Council shall be responsible for the financial and property matters of this congregation.
  - a. The voting members of the Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Illinois, except as otherwise provided herein.
  - b. The Congregation 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. Any voting Council member may enter into contracts of up to \$100.00 for items not included in the budget, with the exception of Property and Grounds who is not limited in the case of a building emergency. The Council as a whole may enter into contracts not to exceed 5% of the annual approved congregational budget, for items not included in the budget.
  - d. The Council shall prepare an annual budget for adoption by this congregation and shall supervise the expenditure of funds in accordance therewith following its adoption. The Congregation Council shall present to the congregation at a congregational meeting on a yearly basis, a review of the current status of the congregation's finances (receipts and disbursements) for the year and a comparison of those actual numbers to those budgeted. The issue of the amount of the congregation's benevolence shall be addressed by the congregation at each annual meeting.
  - e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence moneys to the synodical treasurer.
  - f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program, with legal counsel.

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

\*C12. 07. The Pastor(s) is/are responsible for providing an annual review of the membership roster.

- \*C12. 08. The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation including the preschool employees.
- \*C12. 09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting, as directed in the bylaws 12.05d and C13.02.
- \*C12. 10. The Congregation Council shall normally meet once a month. Special meetings may be called by the Pastor, a member of the executive committee or shall be called by the president at the request of at least one-third of the congregation council's voting members. Notice of each special meeting shall be given to all voting members of the congregation council. The council may allow others to participate in the special and regular meetings. Notice of each special meeting shall specify the purpose of the meeting and no other business shall be transacted at the meeting.
- \*C12. 11. No action should be taken at a meeting of the Congregation Council, unless a quorum for said meeting has been obtained. A quorum for the transaction of council business shall consist of at least one-half of the voting members of the Congregation Council. All actions by the Council shall require a simple majority vote, unless a higher voting requirement is specifically stated herein.

### **Chapter 13.**

#### **CONGREGATION COMMITTEES**

- \*C13. 01. The President, Vice President, Council Secretary and the Pastor shall constitute the **Executive Committee**.
- \*C13. 02. An **Audit Committee** of three voting members of the Congregation shall be appointed by the Congregation Council. No more than one of the Audit Committee members shall be a member of the Congregation Council. This committee shall annually audit the financial records of the congregation and report its findings in writing to the Congregation Council. Such audits shall include a review of existing insurance coverage.
- \*C13. 03. A **Staff Support Committee** consisting of between 2 and 4 voting members of the Congregation, shall be appointed by the Executive Committee. Neither an elected, nor an appointed member of the Congregation Council may serve simultaneously as a member of the Staff Support Committee. Term of office shall be two (2) years. An attempt shall be made to rotate the commencement and expiration of the terms of the Staff Support committee members, so that experienced committee members shall serve simultaneously with new committee members.

The purpose of this committee is to support the Pastor(s) of this congregation. This support should include:

1. To meet with the Pastor(s) whenever necessary but at least quarterly.
2. To help the Pastor enhance the communication process between the Pastor and the congregation.



3. To provide supportive resources for the **Pastors**, where ideas, complaints and concerns can be candidly and confidentially discussed.
4. To evaluate the outcome of the committee's performance over the past year.

The committee shall not counsel the Pastor on personal issues, but rather should identify any personal issues which affect the Pastor's professional performance, and in such cases, should refer the Pastor for appropriate professional counseling services made available through the Metropolitan Chicago Synod sources.

**\*C13. 04.** When a Pastoral vacancy occurs, a Call Committee of between (6) six and (10) ten voting members of the Congregation shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called Pastor. The Call Committee, the Council and the Congregation shall adhere to the procedures and consider the commentary set forth in the current publication(s) of the Metropolitan Chicago Synod, which is designed for instruction in the call process of a Pastor. **The** current publication is known as Process for the Calling of Pastors.

**\*C13. 05.** The **Preschool Education Committee** for the Christ Lutheran Community Preschool will consist of five voting members of the Congregation, two first year term members, two second year members, and a Preschool President. Refer to the Bylaws part V Section B.

- The Preschool President will appoint a Preschool Secretary and Preschool Treasurer.
- The Preschool President will serve as Church Council Chairperson of the Preschool Education Committee.
- The Preschool Education Committee shall have general oversight of the activities of the Christ Lutheran Church Community Preschool and shall include the following:
  - a. To develop mission, long-range plans, goals and priorities, to be submitted to the Council for consideration and approval.
  - b. To evaluate activities in light of the mission and goals.
  - c. To seek the involvement of the Congregation of Christ Lutheran in the work of the Preschool.
  - d. To oversee and provide for the administration of the Christ Lutheran Community Preschool, consistent with policies established by the Church Council.
  - e. To maintain supportive relationships with the Director of the Preschool and other staff to evaluate the performance of their work annually.
  - f. To be active in Preschool activities and to represent Christ Lutheran Church at such activities.
  - g. To promote a Christian Preschool climate of peace and good will and endeavor to foster mutual understanding.
  - h. To arrange for spiritual enrichment programs in the Preschool program.
  - i. To recommend and encourage a quality Christian educational program.

- j. To foster the outreach of Christ Lutheran Church to the families of Preschool students.
- The Preschool Education Committee shall be responsible:
  - a. To maintain and protect property used by the Preschool.
  - b. To manage the business and fiscal affairs of the Preschool, as an agent of and as directed by the Church Council, including the maintenance of financial records and the production of Quarterly Financial Statements (Balance Sheet and Income Statement) to document the financial activity of the Preschool.
  - c. To prepare an annual committee budget for adoption by the Congregation at the annual meeting.
  - d. To report annually to the Congregation, at a Congregational meeting, a review of the status of the Preschool, to include such items as set forth in the Bylaws.
  - e. To maintain insurance programs and legal requirements for the Preschool, as directed by the Church Council.
- The Preschool Education Committee shall make recommendations for employment and supervision of the salaried Preschool employees and submit for review and approval all financial contracts.
- The Preschool Education Committee shall meet regularly, at least six (6) times per year. Activities of the Preschool will be reported at each Church Council meeting. This committee shall be publicly referred to and known as the Preschool Board of Education.
- No action shall be taken at a Preschool Education Committee meeting unless three (3) of the five (5) voting members are present. All actions by the Preschool Education Committee shall require a simple majority vote.

**\*C13. 06.** Other committees of this Congregation may be formed, as the need arises, by decision of the Congregation Council.

**\*C13. 07.** The duties of the remaining committees of this congregation including:

- Executive Committee
- Property and Grounds
- Stewardship
- Fellowship
- Outreach
- Christian Education
- Youth Representative(s)
- Worship and Music
- Social Ministry

shall be specified in the Bylaws, with the exception of the Call Committee, Audit Committee, Staff Support Committee and Preschool Education Committee, whose duties are set forth in this constitution hereinabove.

## **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. The congregation Council at its meeting shall from time to time, review their policies, and receive reports concerning their membership, work, and finances. The Council Chairperson of the particular committee to which each organization is assigned by the Congregation Council, shall be responsible for providing the oversight and direction to the organization.
- \*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. Such authorization may be withdrawn by the Congregation Council at the sole discretion of the Council at any time.

## **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.
- \*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. A member charged with the offense shall appear before the Congregation Council after having received a written notice, specifying the exact charges that have been made against the member, at least 10 days prior to the meeting.
- \*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. Adjudication - 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.  
BY-LAWS**

- \*C16. 01. This congregation may adopt by-laws. No by-law 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 members of the proposal with its recommendations at least 30 days in advance of the Congregation Meeting.
- \*C16. 04. Approved changes to the bylaws shall be sent to the secretary of this congregation to the synod.
- \*C16. 05. Definition and purpose of by-laws - Regulations, ordinances, rules or laws adopted by an association or corporation or the like for its internal governance. By-Laws define the rights and obligations of various officers, persons or groups within the corporate structure and provide rules for routine matters such as calling meetings and the like, (from Black's Law Dictionary, 6<sup>th</sup> edition).

**Chapter 17.  
AMENDMENTS**

- \*C17. 01. Amendments to this constitution may be proposed by at least 5% voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Congregation Council

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 properly 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 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 Metropolitan Chicago Synod of the ECLA.
- \*C17. 04.** Whenever the Model Constitution of 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 Congregation Council 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.

## **Chapter 18.**

### **CONTINUING RESOLUTIONS**

- \*C18. 01.** The Congregation Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.
- \*C18. 02.** Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.
- \*C18. 03.** Definition and Purpose of Continuing Resolutions.  
Continuing resolution is a legislative action that provides budget authority for specific ongoing activities in cases where the regular fiscal year appropriation for such activities has not been enacted by the beginning of the fiscal year. The continuing resolution usually specifies a maximum rate at which the agency may incur obligations based on the rate of the prior year (from, Facts on File Dictionary of Nonprofit Organization Management).

# BYLAWS FOR CHRIST LUTHERAN CHURCH

## PART I--- COMMUNION PARTICIPATION

(Outgrowth of Constitution Chapter 2)

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This congregation invites all of its members who have been prepared to receive the Sacraments, to participate regularly in Holy Communion.

- A. Preparation for Holy Communion will be provided for persons who are in the **Third (3<sup>th</sup>) grade or by mutual agreement by the parents and pastor(s)**.
- B. Participation in Holy Communion shall be open to members of other congregations who accept the Christian teaching in regard to this Sacrament.
- C. It shall be made known to prospective participants that the belief of this congregation is:
  - 1) Participation on the Lord's Supper is the reception of "the body and blood of our Lord Jesus Christ" given with bread and wine, instituted by Christ himself for us to eat and drink.
  - 2) We hold that a "person is well prepared and worthy who believes these words, GIVEN AND SHED FOR YOU FOR THE REMISSION OF SINS. But anyone who does not believe these words or doubts them, is neither prepared nor worthy, for the words FOR YOU require simply a believing heart."
- D. Record of participation in Holy Communion shall be maintained. If a member of another congregation registers for communion, notice shall be sent to the Pastor of that congregation.

## PART II--- CONFLICTING LOYALTIES

(Refers to chapter 2 and 3 of nature and life of the church)

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While the building of the congregation shall be open to all people to share in its worship, instruction, Pastoral care and fellowship, each request for use of the church building and/ or property shall be considered individually by the council and Pastor, thereby exercising Pastoral concern.

## **PART III- MEMBERSHIP**

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- A. **Baptized Members** (See section C8. 02.) An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall, upon Confession of Faith and Baptism, become a baptized member of the congregation.
- B. **Confirmed Members** (See section C8. 02. b also)
1. A baptized adult, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of this congregation after having received Pastoral instruction, including given evidence of adequate understanding of the teachings of the Word of God as confessed by the Lutheran Church, and having publicly affirmed his faith.
  2. A baptized member of the congregation shall become a confirmed member through the rite of confirmation; except that an adult who has become a baptized member in accordance with the provisions of Part III Section 1 of the bylaws shall be considered a confirmed member without participation in the rite of confirmation.
  3. An applicant for membership who presents a Letter of transfer to the Pastor, which certifies that the applicant is a confirmed member in good standing of a Lutheran congregation upon approval by the Church Council. The acceptance of the applicant shall be reported to the congregation.
  4. An applicant for membership who presents evidence of confirmation in a Lutheran congregation but who does not have a Letter of transfer shall be admitted to confirmed membership when the Pastor presents a recommendation to the Church Council, whereas the Council verifies that the applicant meets the standards of Christian faith and life indicated in the constitution and bylaws and has reaffirmed that faith before the congregation.
- C. **Voting Members**
1. The church council shall determine the roster of voting members of this congregation in accordance with the provisions of the constitution and bylaws.
  2. The roster of voting members shall be available at all regularly called meetings of the congregation.
  3. Members “in good standing” are those who participate in the life and worship of the congregation. They shall be defined as: those confirmed individuals who partake of Holy Communion at least once during the calendar year and who contribute to the congregational treasury according to the congregation’s record at least once during a calendar year.

#### **D. Pastoral Care of Membership**

1. The congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve him effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of his residence shall be notified.
2. A confirmed member in good standing desiring to change his membership to another Lutheran congregation shall upon request, receive a Letter of Transfer.
3. A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with his offerings, and does not appear to desire to participate in the life and worship of the congregation shall be visited by the Pastor and/or a representative of the congregation and encouraged by them to activate membership. If during the second year, the confirmed member does not actively participate, that member's name shall be removed from the membership roster of the congregation but be retained on a responsibility list as one who is in special need of the congregation's prayer and concern.

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#### **PART IV – MEETINGS OF THE CONGREGATION**

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- A. Announcement of the time and place of the annual meeting of the congregation shall be made at two public services immediately preceding the meeting, said services to be at least a week apart; and in such publications as the congregation or the Pastor may periodically issue, or by written notice to the voting members mailed not less than ten days in advance of the meeting.
- B. A list of candidates for each office shall be announced to the congregation with the above announcements of the annual meeting of the congregation at which elections are to take place. Additional candidate nominations may be made from the floor at the annual meeting.
- C. The annual meeting shall include reports from the Pastor, the Church Council, the Preschool Education Committee, and all the organizations of the congregation. Such reports including financial statements shall be submitted in writing to the Executive Committee not less than 15 days before such meeting.
- D. The current roster of voting members shall be made available at each meeting of the congregation.
- E. Unless otherwise ordered, parliamentary procedures shall be in accordance with Robert's Rules of order.



**PART V – CONGREGATION COUNCIL**  
(Refer to Chapter 12 of constitution, Congregation Council)

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**In addition to the duties and responsibilities provided in the constitution, the Council shall:**

- A. Review annually the salary of the Pastor(s) and lay employees and make recommendations subject to vote and approval of the congregation at an annual meeting.
- B. Receive operating reports monthly from the treasurer. These reports are to include receipts and disbursements and a comparison of those actual numbers to those budgeted.
- C. Prepare a budget to submit at the annual congregational meeting.
- D. Exercise discipline in accordance with the provisions set forth in sect C15.03 of this constitution.
- E. Council shall review at least once a year, the life, work and programs of the congregation.
- F. Have authority between meetings of the congregation to choose delegates to any group or meeting in which the congregation is entitled to representation.
- G. Through the audit committee, assure it that the treasurer and others who have access to the congregation's funds are adequately bonded.
- H. Through the Property and Grounds, the council shall be responsible for the buildings and premises of the congregation so that their use is normally limited to the functions of the congregation. Should groups or individuals desire to use such property, an application request shall be made to Property and Grounds, and presented to the Council to be considered for its approval.
- I. The executive committee of the Council shall be responsible for presenting to the congregation, a list of recommended members as candidates for church office, after securing the consent of each candidate.

**PART VI – CONGREGATION OFFICERS**

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**Duties of Officers**

- A. The **President** shall preside at meetings of the Council and of the congregation. The president's signature should be on file for all financial matters.
- B. The **Vice-President** shall preside at the meetings of the Council and of the congregation, in the absence of the president.
- C. The **Secretary** shall keep the minutes of the Council and the congregation and shall have custody of the archives of the congregation.
- D. The **Treasurer** shall have custody over all funds of the congregation and shall receive and disburse such funds in accordance with the decisions of the congregation or the Council. The treasurer's signature shall be on file for all financial matters.
- E. The **Financial Secretary** shall maintain records of all contributions and make regular reports to the Council and to the members of the congregation as required by the Council.

## **PART VII – PRESCHOOL EDUCATION COMMITTEE**

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### **Election of, and duties and responsibilities of the Preschool Education Committee**

- A. The candidate for **Preschool Education Committee President** will be nominated by the Executive Committee from the two (2) second year term Preschool committee members or any congregational member with comparable preschool committee experience. If none of the above is available to succeed to the Presidency, the Executive Committee may nominate from the first year term committee members. If neither of the first year term committee members is available, then Executive Committee can nominate any congregational member. The nominated Preschool education committee President is voted on at the congregational meeting, along with the other nominated Church Council Chairpersons. This Preschool education committee President is a voting member of the church council and is therefore subjected to the same congregational rules for nomination and election. The nominated Preschool education committee President may not be the President of the Church Council or vice versa.
- B. **Terms of Service**  
The Preschool Education Committee members completing their second year term can be appointed for a second two-year term by the current preschool education committee. But no person can serve more than four (4) successive years as a Preschool committee member, or five (5) successive years if they are elected to the Presidency for their last year.
- C. **Vacancy**  
If an opening exists due to a vacancy, then a replacement will be appointed by the current Preschool education committee to fill the remaining term of service.
- D. **Resignation / Removal of Preschool Education Committee members**
1. A Preschool Education Committee member cannot temporarily leave a term. They must resign, their position declared vacant, or removed by council for cause. A Preschool Education Committee member resigns by submitting a letter of resignation to the Preschool Education Committee President.
  2. A Preschool Education Committee member position can be declared vacant by a majority vote of the Preschool Education Committee after the member has been absent without cause from at least three (3) regularly scheduled meetings in a row over a period of not less than two (2) months.
  3. A Preschool Education Committee member can be removed for cause by a majority vote of the Church Council after receiving a recommendation for removal by at least three (3) of the remaining Preschool Education Committee members. The Preschool Education Committee will submit a letter of request for removal to the Church Council President, who will take the formal request to Council at the next council meeting.

## **PART VIII- PARISH RECORDS**

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The records of the congregation shall be and remain the property of the congregation. The Pastor shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon the termination of a Pastor's service to the congregation, the records shall have been made current, prior to departure. The records shall consist of:

- A. The roster of baptized, confirmed and voting members.
- B. The ministerial acts performed by the Pastor.
- C. The yearly minutes and reports of the Metropolitan Chicago Synod, and the ECLA Yearbook.
- D. The minutes of the meetings of the congregation and the Council, for which the church council secretary of the congregation shall be responsible.
- E. The financial records of the congregation, for which the treasurer of the congregation shall be responsible.

The Pastor shall report to the ECLA Synod Secretary, such statistics as may be requested and shall annually report to the congregation a summary of ministerial acts.

Should the congregation be dissolved, the official records of the congregation shall be deposited in the archives of The Evangelical Lutheran Church or its successor.