

CONSTITUTION

ST. MARK'S EVANGELICAL LUTHERAN CHURCH

Evangelical Lutheran Church in America

WASHINGTON, ILLINOIS

*Adopted by St. Mark's Evangelical Lutheran Church
at the annual meeting held on January 31, 2021*

Approved by the Synod Council on March 20, 2021

CONSTITUTION OF ST. MARK'S EVANGELICAL LUTHERAN CHURCH
WASHINGTON, ILLINOIS

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***PREAMBLE**

We, baptized members of the Church of Christ¹, 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. Mark's Evangelical Lutheran Church of Washington, Tazewell County, Illinois.

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

C1.03. This congregation incorporated under the laws of the State of Illinois pursuant to the Religious Corporation Act, 805 ILCS 110/0.01 *et seq.* by filing an Affidavit with the Tazewell County Recorder on July 31, 1958 in Volume 587, Page 72 as Document Number 350964.

*Bylaw C.1.03.01. The congregation council may elect, by approval of not less than nine members of the congregation council, to also incorporate under the laws of the State of Illinois pursuant to the Illinois General Not For Profit Corporation Act of 1986, 805 ILCS 105.101 *et seq.* by filing Articles of Incorporation with the Illinois Secretary of State.*

C1.04. This congregation shall not use a seal.

*Except as noted in a footnote, all changes shown conform to a required section of ELCA Model Constitution. Sections that include an “**” are mandatory sections of the ELCA Model Constitution.

CHAPTER 2

CONFESsION OF FAITH

*C2.01. This congregation confesses the Triune God, Father, Son, and Holy Spirit.

*C2.02. This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

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

*C2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.

*C2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.

*C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

*C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.

*C2.07. This congregation confesses the Gospel, recorded in the Holy Scripture 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. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.

*C3.03. 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.

*C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.

*C3.05. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

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, standing with the poor and powerless, and committing itself to their needs.

- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

*C4.03. To fulfill these purposes, this congregation shall:

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for this congregation's ministry and the ministry of the other expressions of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy.

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

*C4.05. This congregation shall adopt and periodically review a mission statement which will provide specific direction for its programs.

Bylaw C4.05.01. The following Mission Statement has been adopted by this congregation:

"We proclaim the Gospel of Jesus Christ, with the help of God, through a loving and caring ministry to each other, our community, and the world. Offering the full ministry of Word and Sacrament, we invite all to strive

with us to daily live as Christians, to be disciples of Jesus Christ, to experience the love and peace of God, and to care for the physical and spiritual needs of all people.”

*C4.06. References herein to the nature of the relationship between the three expressions of this church - congregations, synods, and the churchwide organization - as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as described in this Chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

*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 this congregation. This 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 a minister of Word and Service;
- d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
- e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
- f. approve the annual budget;
- g. acquire real and personal property by gift, devise, purchase, or other lawful means;
- h. hold title to and use its property for any and all activities consistent with its purpose;
- i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- j. elect its officers and Congregation Council, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

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

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

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 roster of Ministers of Word and Sacrament 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. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
- d. This congregation agrees to consider ministers of Word and Service for a call to other staff positions in this 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 is 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 or in accordance with provision 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.
- d. The Central/Southern Illinois Synod takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to †S13.24. of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
- e. This congregation follows the procedures outlined in *C6.05.

*C6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

- a. A resolution indicating the intent to terminate its relationship must be adopted at two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time this congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the first meeting.
- b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to voting members of this congregation.
- c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified in paragraph b. above.
- d. If this congregation, after such consultation, is still considering termination of its relationship with this church, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the second meeting shall be sent to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the second meeting.
- e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the second special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the

resolution and certification to the voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting members present at the second meeting, the relationship between the congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g. below.

- f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another Lutheran denomination, this congregation shall be deemed an independent or non-Lutheran church, in which case *C7.04 shall apply.
- g. This congregation shall abide by these covenants by and among the three expressions of this church:
 - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *C6.05 shall be required to receive Synod Council approval before terminating their membership in this church.
 - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05, to receive synod approval before terminating their membership in this church.
 - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- h. If this congregation fails to achieve the required two-thirds vote of voting members present at this congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds vote of voting members present at this congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05 and may begin no sooner than six months after the meeting at which the two-thirds vote was not achieved.

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

*C6.07. If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

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 or pursuant to 9.23 of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.

* C7.03. If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in *C6.05 has been followed. 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 the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to non-Lutheran church body and have followed the process for termination of relationship in *C6.05, 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 process established by the synod, 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. In neither case does title to this congregation's property transfer to the synod.

*C7.05. Notwithstanding the provisions of *C7.02 and *C7.03 above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:

- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
- b. Shall - upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Central/Southern Illinois Synod - reconvey and transfer all right, title, and interest in the property to the synod.

CHAPTER 8

MEMBERSHIP

*C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

*C8.02. Members shall be classified as follows:

- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. **Voting** members are confirmed members. Such confirmed members during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
- 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. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
- e. **Seasonal** members are voting members of other congregations of this church who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
 - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
 - 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
 - 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with this church;
 - 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
 - 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
 - 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.

*C8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

*C8.04. It shall be the privilege and duty of members of this congregation to:

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

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

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action in accordance with Chapter 20 of the constitution and bylaws of the Evangelical Lutheran Church in America; or
- e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.

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

*C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds vote of voting members 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 roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for this congregation by the synod 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 minister of Word and Sacrament shall:
 - 1) preach the Word
 - 2) administer the sacraments,

- 3) conduct public worship,
- 4) provide pastoral care,
- 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
- 6) impart knowledge of this church and its wider ministry through available channels of effective communication.
- 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
- 8) 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 pastor with a congregational call shall, within the congregation:

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead; relate to all schools and organizations of this congregation;
- 2) install regularly elected members of the Congregation Council;
- 3) the council, administer discipline;
- 4) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the Central/Southern Illinois Synod of the Evangelical Lutheran Church in America; and
- 5) encourage adherence to covenantal relationship with this church as expressed in the Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

*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 provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:

- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the pastor's death or, following consultation with the synod bishop, 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, no later than 30 days after the date on which it was submitted.
 - 3) inability to conduct the pastoral office effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the pastor;
 - 5) suspension of the pastor through discipline for more than three months;
 - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,

- 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
- 2) 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 this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.

- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament with disability status. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to this congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, this congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of the proceedings described in paragraph c or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

*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 this 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 rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.

*C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.

*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, this congregation may depart from C9.05a. 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 this congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of C9.05a.

*C9.11. The pastor of this congregation:

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

*C9.12. 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.

*C9.13. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of this congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another call or approval of a request for change in roster status.

*C9.14. Under special circumstances, subject to the approval of the synod bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between this congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.

*C9.15. Authority to call a deacon shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

*C9.16. Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has

been recommended for this congregation by the synod bishop may be called as a deacon of this congregation.

*C9.17 Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:

- a. Be rooted in the Word of God, for proclamation and service;
- b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
- c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
- d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
- e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
- f. Practice stewardship that respects God's gift of time, talents, and resources;
- g. Be grounded in a gathered community for ongoing diaconal formation;
- h. Share knowledge of this church and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
- i. Identify and encourage qualified persons to prepare for ministry of the gospel.

*C9.18 The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.

*C9.19 The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:

- a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod bishop, 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 deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;

- 4) physical disability or mental incapacity of the deacon;
- 5) suspension of the deacon through discipline for more than three months;
- 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
- 7) termination of the relationship between this church and this congregation;
- 8) dissolution of this congregation or the termination of a parish arrangement; or
- 9) suspension of this congregation through discipline for more than six months.

b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,

- 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
- 2) 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 this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.

c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.

d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.

e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by

a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

*C9.20. This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.

*C9.21. When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

*C9.22 With the approval of the bishop of the synod, this congregation may depart from C9.19a and call a deacon 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 deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.18a.

*C9.23 The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.

*C9.24 The deacon(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 MEETINGS

C10.01. This congregation shall have at least one regular meeting per year. The regular meeting(s) of the congregation shall be held at the time(s) specified in the bylaws. Consistent with the laws of the State of Illinois, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.

Bylaw C.10.01.01. An annual meeting of this congregation shall be no later than the second Sunday of February, the exact date to be decided by the Congregation Council.

C10.02. A special congregation meeting may be called by the pastor, the Congregation Council or the president of this congregation and shall be called by the president of this congregation upon the written request of ten percent of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synod bishop. 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 congregation meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least ten days in advance of the date of the meeting.

C10.04. Five percent of the voting members shall constitute a quorum.

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

C10.06. All actions approved by this congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution, bylaws or by state law.

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

C10.08. This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication. To the extent permitted by state law, notice of all meetings may be provided electronically.

CHAPTER 11

OFFICERS

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

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

Bylaw C11.01.01. If any officer ceases to be a voting member of the congregation, that office shall at once be declared vacant by the Congregation Council, which shall fill the vacancy for the unexpired term.

Bylaw C11.01.02. The President shall preside at meetings of this congregation and the Congregation Council. In the event of the President's inability to preside at a meeting, the Vice-President shall preside. In case of the resignation, inability, or death of the President, the Vice-President shall become President for the unexpired term.

Bylaw C11.01.03. The Financial Secretary and the Treasurer shall serve as members of the Finance Team under the direction of the Finance Chair.

Bylaw C11.01.04. The President should normally have previously served as a member of the Executive Team before being elected as President.

C11.02. The congregation shall elect its officers and they shall be the officers of this congregation. The President and Vice-President shall be elected at the annual congregation meeting and shall serve for one year or until their successors are elected. The Financial Secretary and Treasurer shall be elected at the annual congregation meeting and shall serve for three years or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.

C11.03. No officer shall hold more than one office at a time. Subject to the term limits for members of the Congregation Council set forth in C12.02, the President and Vice-President shall not be eligible to serve more than three consecutive terms in the same office. The Financial Secretary and Treasurer shall not be eligible to serve more than two consecutive terms in the same office.

CHAPTER 12 CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the pastor(s), and not more than thirteen nor fewer than seven members of this congregation. Any voting member of this congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, this congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

Bylaw C12.01.01. Any voting member who is of legal age and is a communing and contributing member of this congregation for two years preceding nomination may be elected or appointed to a leadership position.

Bylaw C12.01.02. One candidate for each vacancy shall be nominated by the Nominating Committee.

Bylaw C12.01.03. Each member of Congregation Council shall be elected to one of the following positions: (a) President; (b) Vice-President; (c) Property Chair; (d) Finance Chair; (e) Stewardship Chair; (f) Discipleship Chair; (g) Evangelism Chair; (h) Fellowship Chair; (i) Worship Chair and (j) Health Ministry Chair; (k) Memorials Chair and (l) Mission Coordinator Chair.

Continuing Resolution C12.01.A20. Each year, the Congregation Council may appoint a youth representative who shall have voice in Congregation Council meetings. The Congregation Council may seek advice of the youth of this congregation in making this appointment.

Continuing Resolution C12.01.B20. No council or team member may delegate his/her responsibility.

C12.02. The members of the Congregation Council except the pastor(s) shall be elected at the annual meeting of this congregation. The term of each elected member of the Congregation Council other than the President and Vice-President shall be three years. The term of the President and Vice-President shall be the same as provided in C11.02. A member cannot be elected to serve on the Congregation Council for more than six consecutive years (not including time served as an appointed member of the Congregation Council under C12.03) until three (3) years have elapsed. Newly elected Congregation Council members shall be installed at worship at a time appointed by the Congregation Council.

Bylaw C12.02.01. The terms for members of the Congregation Council should be arranged so that one-third of the terms expire annually in addition to the President and

Vice-President. Prior to the annual meeting of the congregation, the Congregation Council retains the right to declare that the term for an open council position is one-year or two-years in order to maintain that one-third of the terms expire annually (excluding the President and Vice-President).

C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. At the next annual meeting, the voting member elected to serve in the previously vacant position shall be elected for a three-year term.

Bylaw C.12.03.01. The Executive Team shall nominate a voting member of the congregation to be considered by the Congregation Council for any vacant position.

C.12.04. 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:

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

C.12.05. The Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the board of directors of this congregation and, as such, shall be responsible for maintaining and protecting its property and managing 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 this congregation.
- c. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may not incur extra financial obligations in excess of six percent (6%) of the total budgeted expenses. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in collaboration with the synod and churchwide organization. The Congregation Council may prepare an amended budget for adoption by the congregation that will allow the congregation to incur financial obligations in excess of six percent (6%) of the total budgeted expenses.
- d. 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 mission support monies to the synod treasurer.
- e. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

Bylaw C12.05.01. The Congregation Council shall

- a. *arrange for an independent financial review at least annually which is reported to the congregation.*
- b. *assign responsibilities to the various chairpersons.*
- c. *be fiscally responsible.*
- d. *keep the congregation informed of mission, ministry, and financial matters.*
- e. *appoint a non-voting recorder(s) to keep accurate minutes of the Congregation Council.*
- f. *meet a minimum of four (4) times a year; a simple majority is a quorum except for the congregation meetings*

Bylaw C12.05.02. All non-designated Gifts (from trusts, wills, estates, etc.) up to \$100,000, or hold a value as of the date of receipt of up to \$100,000, will go to the Mission Endowment Fund. Any non-designated Gifts (from trusts, wills, estates, etc.) of over \$100,000 or a value as of the date of receipt of over \$100,000 will have the dollar, or value in excess of \$100,000 split equally between the Mission Endowment Fund and the St. Mark's Capital Expense Fund (example: \$150,000 or \$150,000 value would divide at \$125,000 to the MEF and \$25,000 to the CEF). The Capital Expense Fund is

created and managed by the Congregation Council. The Capital Expense Fund distributions are based from a predetermined list of highest priority repair and/or replacement needs as determined by the Congregation Council.

Bylaw C12.05.03. The fiscal year shall be from January 1 to December 31.

Continuing Resolution C12.05.A21 – The Congregation Council shall maintain an unrestricted cash reserve of 30% of the anticipated Operating Fund budgeted expenses minus benevolences.

Continuing Resolution C12.05.B21 – The Congregation Council shall receive quarterly written reports from all staff and council ministry leaders.

Continuing Resolution C12.05.C21 – The Congregation Council shall approve the selection of any special appeal incorporated into the congregation's annual fall pledge appeal.

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

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

C12.08. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

C12.09. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synod bishop.

Bylaw C12.09.01. The Congregation Council appointed Recorder(s) shall keep accurate minutes of all meetings of this congregation, the Congregation Council, the Operations Team, and the Spiritual Team in a volume provided by this congregation, which shall be preserved permanently in its archives. The Recorder(s) shall serve all functions of the secretary described in this constitution.

Bylaw C12.09.02. At a meeting of the Congregation Council where quorum is established, the Congregation Council may defer voting on a measure at the meeting and instead vote by reasonable electronic methods, including but not limited to e-mail, facsimile, and/or secure web portal, when the vote at the meeting is deemed to be impractical. The Congregation Council shall be deemed to approve such a measure when not less than a majority of the members of the Congregation Council approve the measure in writing by reasonable electronic methods. Additionally, voting via reasonable electronic methods may occur at times other than a meeting of the Congregation Council as long as members are notified of such vote in advance of its occurrence and have received copies of any records reasonably necessary to be considered related to the vote, a meeting of the Congregation Council is deemed to be impractical by at least two-thirds of the members of the Congregation Council in writing by reasonable electronic means

and at least two-thirds of the members of the Congregation Council approve the measure in writing by reasonable electronic means.

C12.10. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference and, to the extent permitted by state law, notice of all meetings may be provided electronically.

CHAPTER 13 CONGREGATION COMMITTEES

C13.01. The President, Vice-President, Finance Chair, one appointed member of the Congregation Council who is a member of the Spiritual Team and the senior pastor shall constitute the Executive Team. If the church has an Executive Director of Operations, he/she will sit on the Executive Team but will have no voting power.

Bylaw C13.01.01. The Executive Team shall: (a) appoint an elected officer to chair the Executive Team at its first meeting; (b) appoint a recorder from the Executive Team at its first meeting; (c) be responsible for the transaction of necessary business between meetings of the Congregation Council and business that may be referred to it by the Congregation Council, and shall make a report of its actions to the Congregation Council; (d) may nominate special teams or task groups; (e) serve as the mutual ministry team to hear concerns from pastors or members of this congregation (f) meet with the pastor(s) and executive director of operations prior to developing salary and benefit proposals for each year's budget for church staff; (g) make recommendations to the Congregation Council; and (h) approve compensation packages for newly hired staff.

Bylaw C13.01.02. The Executive Team: (a) shall meet upon the call of the chairperson, a pastor, or at the request of two members; (b) shall meet at least two times a year; (c) when pastoral performance evaluations or salary determinations are being discussed, the pastor shall be excused from the meeting and (d) a simple majority shall constitute a quorum.

C13.02. A Nominating Committee of the senior pastor and five voting members of this congregation: (a) the current President, (b) the immediate past President; (c) a voting member of this congregation who previously served on the Congregation Council on the Spiritual Team within the past 5 years as appointed by the Congregation Council (d) a voting member of this congregation who previously served on the Congregation Council on the Operations Team within the past 5 years as appointed by the Congregation Council; and (e) a voting member of this congregation as appointed by the Congregation Council. Members of the Nominating Committee shall serve for two years and shall not be eligible for consecutive re-election.

Continuing Resolution C13.02. A21 The Nominating Committee shall seek qualified candidates for election by the congregation to the Congregation Council, the Mission Endowment Fund Committee, the Preschool Team and the Synod Assembly.

Continuing Resolution 13.02. B20 The Nominating Committee shall publish notice to the congregation of available positions on the Congregation Council, the Mission

Endowment Fund, the Preschool Team and the Synod Assembly no later than October 1 each year.

C13.03. An Audit Committee of three voting members shall be appointed by the Congregation Council. Audit Committee members shall not be members of the Congregation Council.

Continuing Resolution C13.03.A20 Term of office shall be three years, with one member appointed each year. Members shall be eligible for re-election.

Continuing Resolution C.13.03.B21 The Congregation Council adopted a scope of work for the Audit Committee on July 13, 2021.

C13.04. A Personnel Committee shall serve in an advisory capacity to the senior pastor on personnel matters and to all those in a supervisory position on employment decisions of lay staff, and it shall assist in creating and recommending personnel policies and job descriptions to the Congregation Council for approval.

Continuing Resolution C13.04.A20. In the absence of a Personnel Committee, the duties shall be fulfilled by the Executive Team.

Continuing Resolution C13.04.B20. The senior pastor and president shall serve on this committee and shall jointly appoint four other voting members for two-year terms. Two members are appointed each successive year and may be reappointed to these positions.

Continuing Resolution C13.04.C20. Duties of staff members shall be specified in job descriptions drafted by the senior pastor with the assistance of the Personnel Committee for approval by the Congregation Council.

Continuing Resolution C13.04.D20. The Personnel Committee will seek to develop and encourage the professional growth of the lay staff through attendance at seminars, conferences, retreats and programs, both inside and outside of the congregation.

Continuing Resolution C13.04.E20. The Personnel Committee shall not mediate in staff conflicts but shall refer all such instances to the senior pastor for resolution. Unresolved conflicts between pastors shall be referred to the synod bishop for resolution.

Continuing Resolution C.13.04.F21. The Personnel Committee shall annually review the congregation's employee handbook.

C13.05. When a vacancy occurs in a position for which this congregation calls a rostered minister, a Call Committee of six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called rostered minister.

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

Bylaw C13.06.01. This congregation shall have a Spiritual Team to collaboratively plan programs and events that synergize the strengths of various ministry areas and involve a cross-section of the congregational membership.

- (a) *The Spiritual Team shall consist of the pastor(s), president, the five mission chairs: evangelism, fellowship, discipleship, worship, health ministry chairs and mission coordinator chair, and staff who oversee selected ministries.*
- (b) *The Congregation Council recorder shall serve as the recorder of the Spiritual Team.*
- (c) *The Spiritual Team shall meet as many times as necessary to accomplish the purposes of the Spiritual Team. ~~a minimum of four (4) times a year.~~*
- (d) *The Spiritual Team shall report to the Congregation Council.*

Continuing Resolution C13.06.01.A21. The Discipleship Chair shall:

- (a) *Oversee, support and develop volunteer-led programs that enhance small groups for education and fellowship, and ministry with adults, children (newborn through 6th grade), youth (7th through 12th grade) and their families.*
- (b) *Collaborate with staff who lead discipleship ministries with adults, youth and children, including the associate pastor and of ministries with children, family, and young adults.*
- (c) *Regularly review and monitor the implementation of the Child and Youth Protection Policy.*

Continuing Resolution C13.06.01.B20 The Evangelism Chair shall lead the Evangelism Team to:

- (a) *Oversee, support and develop volunteer-led ministries that promote St. Mark's in the community, encourage and welcome visitors to worship and fellowship events, and provide and support hospitality and orientation opportunities to prospective and new members.*
- (b) *Collaborate with staff-led evangelism ministries.*

Continuing Resolution C13.06.01.C20 The Fellowship Chair shall lead the Fellowship Team to:

- (a) *Deepen relationships between members by overseeing, supporting and developing volunteer-led fellowship activities such as the Sunday coffee hour and quarterly events.*
- (b) *Collaborate with staff-led fellowship events.*

Continuing Resolution C13.06.01.D20. The Health Ministry Chair shall:

- (a) *Oversee, support and develop volunteer-led ministries that enhance the health of congregation members and community residents.*
- (b) *Provide input to the Safety and Security Team.*

(c) Provide oversight and support for the Cares Team.

(d) Collaborate with staff who lead or support health ministries, including the parish nurse.

Continuing Resolution C13.06.01.E20. The Worship Chair shall:

(a) Oversee, support and develop volunteer-led ministries that enhance worship, including Altar Guild, Deacons and Ushers.

(b) Collaborate with staff who lead or support worship and music, including pastors, musicians, secretary and the A-V coordinator.

Continuing Resolution C13.06.01.F20. The Mission Coordinator Chair shall organize service projects for congregation members and community residents to benefit local charitable organizations.

Bylaw C13.06.02. This congregation shall have an Operations Team.

(a) The Operations Team shall consist of senior pastor, president, vice president, property chair, finance chair, stewardship chair, ~~treasurer~~, ~~financial secretary~~, ~~memorials~~ chair, ~~preschool chair~~, and non-voting executive director of operation.

(b) The Congregation Council recorder shall serve as the recorder of the Operations Team.

(c) The Operations Team shall be responsible for the facilities and the administration of the church.

(d) The Operations Team shall provide leadership by implementing fiscally responsible actions in all financial matter.

(e) The Operations Team shall meet ~~a minimum of four (4) times a year as many times as necessary to accomplish the purposes of the Operations Team.~~

(f) The Operations Team shall report to the Congregation Council

(g) ~~The Operations Team shall be responsible for presenting a budget to the council for consideration and recommendation to the congregation at the annual meeting.~~

Continuing Resolution C13.06.02.A20. The Finance Chair shall lead the Finance Team, which includes the Treasurer and Financial Secretary, to:

(a) Prepare an annual budget and monthly reports for the Congregation Council and congregation

- (b) *Review financial reports, the reports of the Audit Committee, and the policies and procedures for managing finances, and make recommendations for improvement to the Congregation Council*
- (c) *Collaborate with staff who work with finances, such as the bookkeeper and executive director of operations.*
- (d) *Provide the Stewardship Team with financial contribution information and trends to help inform strategies for planning and implementation.*
- (e) *The Financial Secretary shall authorize monthly banking fund transfers between the church savings and church checking accounts, as requested by the bookkeeper.*
- (f) *The Treasurer shall coordinate with the bookkeeper to review and sign checks for disbursement.*
- (g) *The bookkeeper shall produce and submit accurate reports of all financial transactions to the Finance Team monthly and to this congregation at its annual meeting.*
- (h) *The Finance Team shall oversee the Dedicated Accounts Policy adopted by the Congregation Council on November 17, 2020.*

Continuing Resolution C13.06.02.B20. The Memorials Chair shall lead the Memorials Team, in collaboration with the council and staff, to:

- (a) *Identify and research suitable uses for gifts donated in memory or honor of someone*
- (b) *Maintain a current list of Congregation Council-approved special projects to which people may contribute*

Continuing Resolution C13.06.02.C21 The Property Chair shall lead the Property Team to:

- (a) *Provide advice and support to the staff and council for projects that maintain and improve the congregation's property.*
- (b) *Support and implement the recommendations of the Safety and Security Team which strives for the safety and security of all who use the facilities of this congregation.*
- (c) *Work with the Executive Director of Operations to maintain a capital improvement plan for the congregation's facilities.*

Continuing Resolution C13.06.02.D20. The Stewardship Chair shall lead the Stewardship Team to:

- (a) Encourage generous giving of time, talents and money for the ongoing work of the church's ministry locally and beyond
- (b) Conduct an annual fall campaign to receive pledges for the following year;
- (c) Conduct special appeals for Congregation Council-approved initiatives;
- (d) Communicate to our members throughout the year about the good accomplished by their gifts and offerings within the congregation and through the Central / Southern Illinois Synod and the Evangelical Lutheran Church in America;
- (e) Teach biblical stewardship principles such as first fruits and proportionate giving.

Bylaw C13.06.03. This congregation shall have a Mission Endowment Fund TeamCommittee.

- (a) The Mission Endowment Fund Committee Team shall consist of seven members: a pastor, the church treasurer, finance team chair, stewardship team chair and three members elected for terms of three (3) years by a majority vote by the congregation at the annual meeting. A member cannot be elected to serve on the Mission Endowment Fund Committee Team for more than six consecutive years (not including time served as an appointed member of the Mission Endowment Fund Committee Team under Bylaw C13.06.03(b)) until three (3) years have elapsed. The terms for members of the Mission Endowment Fund Committee Team should be arranged so that one-third of the terms expire annually. Prior to the annual meeting of the congregation, the Congregation Council retains the right to declare that the term for an open position on the Mission Endowment Fund Committee team is one-year or two-years in order to maintain that one-third of the terms of elected members of the Mission Endowment Fund expire annually.
- (b) Should a member's place on the Mission Endowment Fund Committee Team be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. At the next annual meeting, the voting member elected to serve in the previously vacant position shall be elected for a three-year term. The Executive Team shall nominate a voting member of the congregation to be considered by the Mission Endowment Fund Committee Team for any vacant position.
- (c) Distributions from the income of the Mission Endowment Fund shall be as follows:
 - i. minimum of 20% to address the needs within the St. Mark's Evangelical Lutheran Church;
 - ii. minimum of 20% for outreach into the local area;
 - iii. minimum of 20% for Synod/ELCA Church wide ministries; and
 - iv. remainder may be distributed through any of the above categories and other national and international organizations.

When, in the opinion of the Mission Endowment Fund Committee Team, circumstances are so dire and of such an emergency nature that the future of the congregation is a stake, and that the only recourse seems to be in the use of the Mission Endowment Fund principal, the Mission Endowment Fund Committee Team may, upon a two-thirds majority vote, recommend such action to the Congregation Council. Upon receiving such recommendation by the Mission Endowment Fund Committee Team or on its own initiative, the Congregation Council may, upon a two-thirds majority vote, recommend such authorizing action to the congregation. Any action by the congregation concerning the Mission Endowment Fund shall require a two-thirds majority vote at a duly called congregation meeting where quorum is established.

- (d) the Mission Endowment Fund Committee Team shall meet a minimum of four times a year. Four members constitute a quorum. -Four votes are required to carry any motion or resolution. Members must be present to vote (including remote participation as provided in C12.10). A report shall be submitted to the Congregation Council after each meeting and to the congregation at the annual meeting.*
- (e) The event St. Mark's Evangelical Lutheran Church ceases to exist, either through merger or dissolution, disposition or transfer of the Mission Fund shall be at the discretion of the Congregation Council in conformity with the approved congregation constitution.*
- (f) The Mission Endowment Fund Committee shall make recommendations to the Congregation Council for the recipients of the congregation's annual benevolences, provided, however, that such recommendations shall be consistent with the congregation's benevolences policy, if such a policy is adopted.*

Bylaw C13.06.04. This congregation shall have a St. Mark's Childcare and Preschool Team

- (a) The St. Mark's Childcare and Preschool (hereinafter "Preschool") Team shall advise the Preschool Director(s) on the operation of the Preschool, including assuring that it is staffed by sufficient qualified personnel, that sound fiscal policies and financial controls are maintained, a Christian-focused curriculum is taught and that adequate equipment and supplies are provided.*
- (b) The Preschool Team shall consist of not less than seven (7) members but not more than nine (9) members, comprised of members elected by the congregation, Preschool Director(s) as a non-voting member, and the senior pastor (or his or her staff designee) as a non-voting member. The Nominating Committee shall nominate candidates for membership on the Preschool Team to be presented for election at the next annual meeting of the congregation. The Chair of the Preschool Team shall be responsible for seeing that the duties and responsibilities of the Preschool Team are accomplished.*

(c) *The term of each elected Preschool Team member shall be three (3) years, coinciding with the fiscal year of the congregation, and such member may be eligible for reelection for a second three (3) year term.*

(d) *This Preschool Team shall operate according to continuing resolutions, policies and procedures adopted by the Congregation Council and/or the congregation.*

Continuing Resolution C.13.06.A20. The constitution of the Preschool Team was most recently revised in 2016-2017 by the Preschool Team and the Congregation Council.

C13.07. Duties of committees of this congregation shall be specified in both the bylaws and continuing resolutions.

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

CHAPTER 14 ORGANIZATIONS WITHIN THIS CONGREGATION

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

Continuing Resolution C14.01.A21 The St. Mark's WELCA organization shall engage women in ministry according to the policies of the churchwide Women of the ELCA and the WELCA Policies and Procedures adopted on November 13, 2021.

C14.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

CHAPTER 15 DISCIPLINE OF MEMBERS AND ADJUDICATION

*C15.01. Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry

of this congregation, or willful and repeated harassment or defamation of member(s) of this congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.

*C15.02. The process for discipline of a member of this congregation shall be governed as prescribed by the chapter on discipline in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America. If the counseling, censure, and admonitions pursuant to C15.01 do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.

*C15.03. If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.

*C15.04. The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

*C15.05. By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:

- a. suspension from the privileges of congregation membership for a designated period of time;
- b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
- c. termination of membership in this congregation; or
- d. termination of membership in this congregation and exclusion from the church property and from all congregation activities.

*C15.06. The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.

*C15.07. No member of this congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this Chapter.

*C15.08. When there is disagreement between or among factions within this congregation on a substantive issue which cannot be resolved by the parties, members of this congregation may petition the synod bishop for consultation after informing the president of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the Council deems necessary. The Synod Council's decision shall be final.

CHAPTER 16

AMENDMENTS

*C16.01. Unless provision C16.04 is applicable, those sections of this constitution that are not required, in accord with the Model Constitution for Congregations of the Evangelical Lutheran Church in America, may be amended in the following manner. Amendments may be proposed by at least voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify this congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.

*C16.02 An amendment to this constitution, proposed under C16.01, shall:

- a. be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting;
- b. be ratified without change at the next regular meeting of this congregation held pursuant to C10.01 by a two-thirds vote of those voting members present and voting; and
- c. have the effective date included in the resolution and noted in the constitution

*C16.03. Any amendments to this constitution that result from the processes provided in C16.011 and C16.02 shall be sent by the secretary of this congregation to the synod. The synod shall notify this congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

*C16.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the Model Constitution for Congregations of the Evangelical Lutheran Church in America—as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of this congregation without presentation at a prior meeting of this congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to this congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of this congregation the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

CHAPTER 17

BYLAWS

- *C17.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C17.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
- *C17.03. Changes to the bylaws may be proposed by any voting member, provided 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. The Congregation Council shall notify this congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C17.04. Adopted or amended bylaws shall be sent by the secretary of this congregation to the synod.

CHAPTER 18

CONTINUING RESOLUTIONS

- *C18.01. This congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- *C18.02. Continuing resolutions shall be enacted or amended by a majority vote of a meeting of this congregation or a two-thirds vote of all voting members of the Congregation Council.
- *C18.03. Adopted or amended continuing resolutions shall be sent by the secretary of this congregation to the synod.

CHAPTER 19

INDEMNIFICATION

- *C19.01. Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding.

St. Mark Lutheran Church Audit Committee Scope of Work

Purpose of the Financial Audit:

The purpose of the annual audit is to provide an objective, independent examination of St. Mark's Financial Statements and related financial processes and procedures. This will increase the value and credibility of the Financial Statements produced and the procedures followed by church staff and Members. The result will be an increased confidence of St. Mark's Members in the Financial Statements and financial position of St. Mark's.

Scope of Financial Audit:

The areas of scope will alternate between years, with the initial year (2021) including St. Mark's General Fund and the Mission Endowment Fund.

Year Two (2022) scope will include St. Mark's General Fund and St. Mark's Childcare & Preschool.

Year Three scope (2023) will include St. Mark's General Fund and Women of the Evangelical Lutheran Church in America (WELCA).

This three-year cycle will repeat itself in subsequent years.

Audit procedures will be performed utilizing the ELCA Audit Guide as a reference tool.

Areas that will be specifically covered, but may not be limited to, will include the following:

- Expenditure/Purchasing procedures and approval processes
- Cash disbursement procedures, including check writing, credit card purchases and expense reimbursements
- Bank account signature verification
- Revenue procedures and reconciliations, including both Unrestricted and Restricted gifts
- Weekly offerings counting, cash depositing and reconciliations procedures
- Memorial Donations procedures and reconciliations
- Bank statement reconciliations
- Petty cash deposit, withdrawal and reconciliation procedures
- Payroll process and related payroll related compliance filings procedures
- Financial Reporting Processes, including Balance Sheet, Treasurer Reports and Quarterly/Annual Reporting of giving to Members
- Mission Endowment Fund - Investment & Distributions Policies are appropriately established and adhered to
- Financial records - retention policies and procedures are established and adhered to
- Controls over data, files and information systems
- Safeguarding of all assets and physical documents

Deliverables from Audit Committee to St. Mark's Lutheran Church Combined Council:

- Audit procedures performed and related results
- Any findings and/or recommendations related to the above financial areas and associated processes, procedures and internal controls.

Adopted July 13, 2021

Policies and Procedures
Women of Evangelical Lutheran Church in America
St. Mark's Lutheran Church
Washington, IL

Purpose

To clarify the existing policies and procedures of St. Mark's Lutheran Church's WELCA

WELCA Recommended Board Meetings

The WELCA Board meets at St. Mark's Church during the second Thursday of the months of: January, April, June, August, and October.

WELCA Board Meeting Agenda

Prayer and Devotion—Vice President
President's Report and Correspondence
Funeral Meal Team Report—Vice-President
Secretary's Report
Treasurer's Report
LWGPA Representative Report
Christian Action Leader Report
Member at Large Report

Circle Reports:

 Gloria Dei/Friendship

 Hannah

 Lydia

 Powell Memorial

 Piece & Comfort

Continuing Donations

 W.H.I.P.

 Change for Charity—recipients announced

 Misc. quilting supplies, toiletries of all sizes, cancelled stamps, prescription medicine bottles, and eyeglasses in the Beckwith Hall Collection Center.

Old Business

New Business

Next WELCA board meeting date and time

Closing Prayer (Missionary Benediction)—“God be merciful unto us and bless us and cause His face to shine upon us that Thy way may be known upon earth, Thy saving health among all nations.”

WELCA Recommended Events and Dates

WELCA Lenten meal—Church assigns a Wednesday evening during Lenten season

Rachel's Day—Usually last two weeks of April

Thank Offering Sunday—One Sunday in November

Blessing of the Quilts—During church services one Sunday in October

WELCA annual meeting—November

WELCA craft and bake sale—November

Mitten tree—December

Kitchen cleaning—Monday of second week after Easter and in October

Organizations Supported by WELCA Donations

Change for Charity—Monetary donations are collected from church members during the fourth Sunday services of each month (excluding December). Local charity recipients are designated for each month.

WHIP (Washington Helps Its People)—Food donations from church members of suggested monthly food items are collected to benefit the WHIP program.

Assorted toiletries, prescription medicine bottles, eyeglasses, cancelled stamps, and box tops are collected and donated.

Craft and Bake Sale is held for St. Mark's Church members, with proceeds going to local charities.

Piece and Comfort Quilting Group creates quilts to donate to Lutheran World Relief.

Service projects are taken on by individual WELCA circles

WELCA Circles (Units)

Gloria Dei—Friendship Mission—meets 1st Thursday of each month

Hannah—meets 3rd Wednesday of each month except July, August, or December

Lydia—meets 4th Thursday of each month except May, June, July, and December

Powell Memorial—meets 3rd Monday of each month except July and December

Piece and Comfort Quilting Group—meets 2nd Tuesday of each month January through October

WELCA Leadership Team

WELCA President

WELCA Board Meetings (five per year)

- Check WELCA mailbox for reports/correspondence to report on at meeting
- Review minutes of last meeting and the corresponding meeting for previous year for items that may need to be discussed
- Put together an agenda and forward to communications leader to have church secretary print copies for meeting
- Follow agenda of meeting
- Close meeting with the Missionary Benediction

Lenten Meal

- Plan menu with other board members
- Purchase food or ask for a volunteer to do it
- Help with meal

Annual Meeting

- Set date for meeting
- Help secure a speaker and check to see if anything is needed
- Write an agenda and send to communications leader to have church secretary make copies for meeting
- Lead meeting and introduce speakers
- Lead election for new officers
- Lead closing prayer

General

- Facilitate calls for motions that need to be made to cover anything that needs to be voted upon
- Check with project leaders to see if they need assistance
- Periodically check the cabinet in Beckwith Hall and distribute items

WELCA Vice-President

WELCA Board Meetings (five per year)

- Serve when president is unavailable
- Select and read a devotion
- Offer a prayer
- Report on funeral ministry of funerals since last board meeting giving the name of deceased; date of meal; numbers of those expected, served, and volunteers; team in charge; and the next team to serve.

Thank Offering Sunday

- Determine the speaker with the Board's approval

- Make appointment with Pastor to determine the date(s) available for guest speaker and theme for that Sunday's sermon along with other helpful information
- Invite a speaker, telling how long presentation should be. Ask if special equipment or any aids are needed. Do they need lodging the night before? Relay that there are two services and give times
- Confirm speaker's name and date with pastor, church secretary, and executive director of operations
- A month or so before, reconfirm with speaker; ask if they have brochures to distribute; and get a short bio for the bulletin; let them know when and where to meet at the church
- On Thank Offering Sunday, be available to help the guest speaker with any questions or issues

Funeral Meal Ministry Chair

- Keep the Funeral Meal Ministry binder current and retain it in the kitchen
- Call a meeting of team leaders if issue arises or as needed
- Keep a current list of team members
- Be at volunteer fairs and receptions, and help with encouraging new members
- Report to WELCA board if any changes or questions

Lenten Meal

- With the WELCA Board decide on a menu
- Recruit ladies to provide food, help preparing, serving, and cleaning after meal
- WELCA president will assist purchasing needed food and help with meal as needed

WELCA Secretary

- Attend and take minutes of WELCA board meetings and the annual meeting
- After transcribing minutes, email a draft to WELCA president for review and approval. Make any necessary revisions, then email minutes to circle leaders for distribution to their respective members. Mail to WELCA board members who do not have a computer
- Have church secretary make copies of board meeting agendas and the minutes of last meeting for distribution at WELCA board meetings
- Prepare recap of activities at the end of each year. Send to president for inclusion in Women of the ELCA report for the St. Mark's Annual Report
- Post minutes in the church library in a binder labeled Women of the ELCA, and maintain the binder.
- Retain copies of minutes for the Women of the ELCA archives

WELCA Treasurer

- Deposit income in a timely manner
- Pay bills with board approval of more than \$20 with a receipt
- Keep accurate records of income and expenditures
- Prepare treasurer's report for board meetings and annual meeting
- Complete the necessary financial transactions resulting from the board's decisions
- Balance bank statement monthly
- Facilitate discussion of the budget at board meeting
- Prepare a budget for approval at the annual meeting
- Prepare a comparison financial statement as of December 31st
- Offer suggestions for fund raising opportunities for WELCA, if needed
- Arrange for an independent review of the financial records prior to the church's annual meeting
- Place copy of reports in the library in a binder labeled Women of the ELCA
- Be responsible for keeping signature card up-to-date at the bank (treasurer and one board member)

WELCA Communications Leader

- Gather information about upcoming events at St. Mark's, and local Lutheran women's events

- Collaborate with the president to disseminate information through communication channels at St. Mark's, including the Marksman, Weekly Buzz emails, and Sunday bulletins
- Communicate with board members and circle leaders to disseminate information as the need arises
- Maintain accurate contact information for members throughout the year
- Solicit input and prepare the annual member's book with calendar of events, meeting dates, lesson leaders, hostesses, member contact information, general meetings, annual meeting, etc; arrange for the church office to print copies of the books; distribute copies to circle leaders for handing out to their respective members

WELCA Christian Action Leader

Mitten Tree

- Get Christmas tree from WELCA Storage closet
- Set up in Beckwith Hall
- Arrange with Communications Leader for advertisement
- Report name of recipient to the WELCA board at October meeting
- Take mittens, hats, and socks to the recipient(s)
- Take tree down and put back in WELCA closet
- Report total counts of the mittens, hats, and socks to the WELCA board

Lutheran Women of Greater Peoria Representative

- Attend planned LWGP general membership meetings
- Report activities and plans to the WELCA board
- Coordinate and promote LWGP events such as the Bake Sale, Cookie Walk and Peoria Dining Tour coupon book sales

WELCA Member at Large Leader

LSSI Christmas Gifts

- Receive names of children from LSSI (Names will appear two name slips to a page)
- Assign and write systematic numbers and letters (code) to each slip.
- Make two copies of name pages (slips). Put one copy of name pages in a notebook with divider between copies (first set and master set)
- Cut apart original set for church members to select names
- Arrange with communications leader for advertisement
- Copy instructions for church members, making 75 copies—Copy is in WELCA binder in church library
- As members select a name from the pile, record member's name and telephone number on matching slip of master set in notebook (Makes it possible for leader to contact church member if problem) Second set in notebook is used for bags returned without a slip stapled to outside of bag
- As church members take shopping bags of gifts to church office, check each bag to make sure name and code is on each gift and name slip is stapled to outside of bag, check off bag on master copy, and move gift bags to Director of Family Ministries office. Eventually take all gifts to LSSI by the date they have requested
- Report total number of names that congregation has chosen to the WELCA board

Rachel's Day (last two weeks in April)

- Designate a recipient of baby items and report it to the WELCA board at April meeting
- Arrange with communications leader for advertisement
- Get the pack & play from the WELCA closet and set it up in Beckwith Hall
- After the last Sunday of April, take the items to the recipient(s)
- Return the pack & play to the WELCA closet
- Report total counts of items to the WELCA board

Circle Leader

- Attend WELCA board meetings

- Communicate essential information from WELCA board meetings to circle members
- Assist with planning circle's Christian service projects and activities
- Recruit circle members to assist with WELCA activities
- Provide communication from circle and small groups to the WELCA board

Adopted November 13, 2021