

CONSTITUTION BYLAWS and CONTINUING RESOLUTIONS

United in Faith Lutheran Church
Chicago, Illinois
A congregation of the
Evangelical Lutheran Church in America

***PREAMBLE**

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

Chapter 1: NAME AND INCORPORATION

- C1.01. Located on the northwest side of Chicago, IL, the name of this congregation shall be United in Faith Lutheran Church.
- C1.02. For the purpose of this constitution and the accompanying bylaws, United in Faith Lutheran Church is hereinafter designated as "this congregation."
- C1.11. This congregation shall be incorporated under the laws of the State of Illinois.

Chapter 2: CONFESSION OF FAITH

- *C2.01. This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- *C2.02. This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
 - a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
 - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
 - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- *C2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.

- *C2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- *C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teaching of the Unaltered Augsburg Confession.
- *C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- *C2.07. This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3: NATURE OF THE CHURCH

- *C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- *C3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

Chapter 4: STATEMENT OF PURPOSE

- *C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- *C4.02. To participate in God's mission, this congregation as a part of the Church shall:
 - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
 - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
 - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, standing with the poor and powerless, and committing itself to their needs.
 - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.

- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity, which the Spirit gives.

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

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

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

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

Chapter 5: POWERS OF THE CONGREGATION

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

*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. The congregation retains all remaining authority. The congregation is authorized to:

- a. Call a pastor as provided in Chapter 9.
- b. Terminate the call of a pastor as provided in Chapter 9.
- c. Call or terminate the call of associates in ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America.
- d. Approve the annual budget.
- e. Acquire real and personal property by gift, devise, purchase, or other lawful means.
- f. Hold title to and use its property for any and all activities consistent with its purpose.
- g. Sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means.
- h. Elect its Congregation Council, require the members of the council to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions.
- i. Terminate its relationship with the Evangelical Lutheran church in America as provided in Chapter 6.

- C5.03.01. This congregation shall keep at its registered office the Articles of Incorporation as amended, this constitution, a record of members (including names, addresses, and classifications of membership), correct and adequate record of accounts and finances, and a record of the names and addresses of officers and members of the Congregation Council. Records may be written or electronic, if capable of being converted into writing. The records, except for personal financial giving records, shall be open at any reasonable time to inspection by any voting member.
- *C5.04. This congregation shall choose from among its voting members lay persons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Metropolitan synod of the Evangelical Lutheran Church of America.

Chapter 6: CHURCH AFFILIATION

- *C6.01. This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Metropolitan Chicago Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02. This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
 - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
 - d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
 - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- *C6.04. Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
- a. This congregation takes action to dissolve.
 - b. This congregation ceases to exist.
 - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
 - d. This congregation follows the procedures outlined in *C6.05.
- *C6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod shall consult with this congregation during a period of at least ninety (90) days.
- d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
- e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
- f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodicals of this church.
- g. Since this congregation was a member of the Lutheran Church in America, it shall be required, in addition to the foregoing provisions in *C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.

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

Chapter 7: PROPERTY OWNERSHIP

- *C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Metropolitan Chicago Synod of the Evangelical Lutheran Church in America.
- *C7.02. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.
- *C7.03. If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Metropolitan Chicago Synod.
- *C7.04. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or to relate to a non-Lutheran church body, title to the property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

Chapter 8: MEMBERSHIP

*C8.01. Members of this congregation shall be those baptized persons on the roll of the 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 provision of this constitution and its bylaws.

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

- a. *Baptized members* are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. *Confirmed members* are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. *Voting members* are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation.
- d. *Associate members* are persons holding membership in other Lutheran or Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership, except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

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

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

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

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

- a. Death.
- b. Resignation.
- c. Transfer or release.
- d. Disciplinary action by the Congregation Council.
- e. Removal from the roll due to inactivity as defined in the bylaws.

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

*C8.05.01.A98 *A member who moves from the area served by this congregation shall be encouraged and supported in requesting a transfer to another congregation.*

Chapter 9: THE PASTOR

- *C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting regularly called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop of the synod.
- *C9.02. Only a member of the clergy roster of the Evangelical Lutheran Church in America, or a candidate for the roster of ordained ministers who has been recommended by the synodical bishop, may be called as a pastor of this congregation.
- *C9.03. Consistent with the faith and practice of the Evangelical Lutheran Church in America,
 - a. Every ordained minister shall:
 - 1) Preach the Word;
 - 2) Administer the sacraments;
 - 3) Conduct public worship;
 - 4) Provide pastoral care; and
 - 5) Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - b. Each ordained minister with a congregational call shall, within the congregation:
 - 1) Offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) Supervise all schools and organizations of the congregation;
 - 3) Install regularly elected members of the Congregation Council; and
 - 4) With the council, administer discipline.
 - c. Every pastor shall:
 - 1) Strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) Seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 3) Impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
 - 4) Endeavor to increase the support given by the congregation to the work of the Evangelical Lutheran Church in America and of the Metropolitan Chicago Synod of the Evangelical Lutheran Church in America.

C9.03.01.A98 Pastoral Staff Relationships and Policies are as follows:

- a) *Titles and Assignments*
 - 1) *Pastoral titles shall refer to function, not rank.*
 - 2) *The pastoral ministry is a shared responsibility of the called pastors.*
 - 3) *Administrative and supervisory oversight will be assigned the pastors.*
 - 4) *Each pastor's job description defines responsibilities for areas of ministry and supervision of this congregation's salaried lay workers.*
 - b) *Fees and gifts for pastoral services are as follows:*
 - 1) *No fees shall be required for presiding at sacraments or other rites and ceremonies, which are a part of worship events.*
 - 2) *No fees are required of members for officiating at baptisms, weddings, and funerals.*
- *C9.04. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a Letter of Call, which shall be attested by the bishop of the synod.
 - *C9.05. a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:

- 1) Mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) Resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
 - 3) Inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 - 4) The physical or mental incapacity of the pastor;
 - 5) Disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
 - 6) The dissolution of the congregation; or
 - 7) Suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall investigate such conditions personally in company with a committee of two ordained ministers and one lay person.
- c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to continue the ministry, either in the congregation last served or in another field of labor.
- d. In the case of alleged local difficulties which imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in *C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, (b) or by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- e. If, in the course of proceedings described in *C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
- f. If, following the appointment of the committee described in *C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation without prejudice and with pay provided through a joint synodical and church wide fund with housing provided by the congregation.

*C9.06. At the time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

*C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

- *C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.
- *C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.11. With the approval of the bishop of the synod the congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12. The pastor(s) of this congregation:
 - a. Shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation.
 - b. Shall submit a summary of such statistics annually to the synod.
 - c. Shall become a member of the congregation that has extended the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- *C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least ninety (90) days prior to each regular meeting of the Synod Assembly.
- C9.20. Ecumenical pastoral ministry
- C9.21. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily under contract as pastor of this congregation.

Chapter 10: CONGREGATION MEETING

- C10.01. The annual meeting of this congregation shall be held at a time specified in the bylaws.
 - C10.01.01. a. The annual meeting shall be held in February at a time and place determined by the Congregation Council.
 - b. The order of the annual Congregation Meeting shall include devotions, a declaration that a quorum is present, a statement of the purpose of the meeting, the reports of the pastor(s), secretary and treasurer, presentation of the proposed budget, unfinished business, new business, and elections.
 - c. The congregation shall receive reports from the organizations, committees and ministries of the congregation. Such reports, including a financial statement where applicable, a review of activities, and proposals for future plans, shall be submitted in writing to the Executive Committee one month before such meeting and mailed to the congregation, with notification of the annual meeting.
- C10.01.02 The fiscal year of this congregation shall be January 1 through December 31.
- C10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the

written request of 10% of the voting members. The call for each special meeting shall specify the purpose for which it is to be held. No other business shall be transacted.

- C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient. A written notice shall be posted on the premises.
- C10.04. 10% of voting members shall constitute a quorum.
- C10.05. Voting by proxy or by absentee ballot shall not be permitted.
- C10.05.01. Voting by written ballot shall be required to:
- a. Fill the elective offices of this congregation, except if there is but one nominee, the voting may be by voice.
 - b. Adopt or amend the Articles of Incorporation and the Constitution of this congregation.
 - c. Call or dismiss a pastor.
 - d. Suspend or dismiss from office any person holding an elective office of the congregation with cause.
 - e. Purchase or sell real property.
- C10.06. All actions by the congregation shall be by simple majority vote except as otherwise provided in this constitution.
- C10.07. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11: OFFICERS

- C11.01. The officers of this congregation shall be a president, vice-president, secretary, and treasurer.
- a. Duties of the officers shall be specified in the bylaws.
 - b. The officers shall be voting members of the congregation.
 - c. Officers shall serve similar offices of the Congregation Council.
 - d. The Congregation Council shall elect the President and Vice President from the elected leadership of the Congregation Council.
 - e. All officers are authorized to sign checks for this congregation. Two signatures are required on all checks.
- C11.01.01. The duties of the officers shall be as follows:
- a. The president shall:
 - 1) Preside at all meetings of the congregation and the Congregation Council.
 - 2) Prepare, with the Executive Committee, the agenda for each Congregation Council meeting and for congregation meetings.
 - 3) Determine that an annual audit is made of the financial records of this congregation.
 - 4) Sign documents for this congregation, with the secretary.
 - b. The vice-president shall:
 - 1) Preside at meetings of this congregation or Congregation Council in the absence of or inability of the president or when asked to do so by the president.
 - 2) Be acquainted with the duties of the president as stated in C11.01.01a.
 - 3) Sign documents for this congregation, in the absence or inability of the president.

- c. The secretary shall:
 - 1) Be responsible for safekeeping all permanent minutes, past and present, of this congregation.
 - 2) Record in permanent records all minutes of the Executive Committee, Congregation Council, and congregation meetings.
 - 3) Keep an accurate attendance record of all meetings of the Congregation Council and congregation meetings.
 - 4) Give proper notice of all meetings of this congregation;
 - 5) Supply a synopsis of meetings for the congregation newsletter and other publications as requested.
 - 6) Supply congregational organizations, committees, ministries and Council members with information as recorded in a timely manner,
 - 7) Sign documents for this congregation, with the president.
- d. The treasurer shall:
 - 1) Maintain accurate financial records for this congregation.
 - 2) Receive from the financial secretary accountings of all funds received and assure disbursement on proper orders, making timely payment of benevolences and other financial obligations.
 - 3) Supply the congregational organizations, ministries, committees and Congregation Council members with information recorded in the financial records in a timely manner.
 - 5) Determine that financial contributions from members are recorded and statements distributed.

C11.01.02 The financial secretary, elected by the Council yearly, shall be responsible to the treasurer for:

- 1) Receiving and keeping accurate records of all income from contributing members and other sources;
- 2) Making a written report, with the treasurer, of all financial transactions, to the Congregation Council monthly, and
- 3) Providing regular reports, with the treasurer, of contributions, to individual members of the congregation.

C11.02. The Congregation Council shall elect its officers. The officers shall be elected at the first council meeting after the annual meeting. Their terms shall begin upon election. They shall serve for one year or until their successors are elected.

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

Chapter 12: CONGREGATION COUNCIL

C12.01. The Congregational Council shall consist of 8 voting members of the congregation, one of whom shall be representative of the Ministry Directors. The pastors shall be ex-officio members of the council, with voice but not vote. A member's place on the Congregational Council shall be declared vacant if the member:

- a. Ceases to be a voting member of this congregation.
- b. Is absent from three regular meetings of the Congregation Council without cause.
- c. Becomes a paid employee of the Congregation.

Consistent with the laws of the State of Illinois, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

C12.02 Terms of office for the Congregational Council are two years. One-half of the terms will expire each year. Council members are elected at the annual congregational meeting. A member who has served at least one-half of one term shall be considered to have served a full term. Members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

C12.02.01. The outgoing president shall convene an organizational meeting of the newly elected and continuing Council members directly following the annual meeting.

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.

C12.04. The Congregational Council shall provide for the administration of this congregation to enable fulfillment of its mission, vision, and core values.

C12.04.A98 The Congregation Council shall:

- a. Provide leadership to this congregation in stating its mission, in strategic planning, and in evaluating activities in light of its mission, vision and core values.*
- b. Review matters recommended to the Congregational Council by the congregational organizations, committees, ministries, congregational members, and pastor(s).*
- c. Shall provide for the employment and supervision of the salaried lay workers.*
- d. Maintain supportive relationships with the pastor(s) and provide for an annual evaluation.*
- e. May make the premises of this congregation available to organizations that are not affiliated with this congregation.*
- f. Promote a congregational climate of peace and goodwill. Foster mutual understanding and conflict resolution as differences and conflicts arise.*
- g. Arrange for pastoral care during the illness or absence of the pastor.*
- h. Emphasize partnership with the synod and church wide 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. Seek out and encourage qualified persons to prepare for the ministry of the Gospel.*

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

- a. The Congregation Council shall be responsible for maintaining and protecting the congregation's property and the management of its business and fiscal affairs. It shall have the power 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 Congregational Council has the authority to buy, sell, or encumber real property upon authorization by a meeting of this congregation.
- c. The Congregation Council may enter into contracts up to \$5,000 for items not included in the budget.
- d. The Congregational Council is authorized to expend up to 5% of the annual budget in the event of an emergency, to preserve and protect the property.
- e. The Congregational Council prepares an annual budget for adoption by this congregation and supervises the expenditure of funds in accordance therewith. Obligations of more than 5% in excess of the budget may be incurred only after approval at a congregational meeting. The budget shall include the congregation's share in support of wider ministry being carried out in partnership with the synod and the ELCA.
- f. The Congregational Council shall receive and review the annual report of the Audit Committee.

- C.12.06. The Congregation Council shall determine that the provisions of this constitution, bylaws and continuing resolutions are carried out.
- C12.07. The Congregation Council shall provide for an annual review of the membership roster.
- C12.08 In order to reach out to all people, as set forth in the Statement of Purpose of this constitution, and specifically in this congregation's Mission Statement, the Congregation Council agrees to uphold this congregation's commitment to affirmative action for staff diversity, namely, that this congregation:
- a. Will not discriminate against any employee or applicant for employment and will take affirmative action to ensure that applicants are employed and are treated during employment without regard to, race, color, sex, age, marital status, sexual orientation, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification.
 - b. Will practice the foregoing to include, but not limited to, employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- C12.09 The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor(s) or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present, at least three (3) days prior to such meetings.
- C12.10 A quorum for the transaction of business shall consist of a majority of the voting members of the Congregation Council.

Chapter 13: CONGREGATION COMMITTEES and MINISTRIES

- C13.01 *The Executive Committee* shall be composed of the president, vice-president, secretary, treasurer, and the pastor(s).
- C13.01.01 The Executive Committee shall:
- a. Exercise such authority as is delegated to it by the constitution, the by-laws and the resolutions of the congregation, and the Congregational Council.
 - b. Act for the Congregational Council when matters of an urgent nature require attention and there is insufficient time to convene the Council. Any such decisions or actions taken shall be reported to the Congregational Council at their next meeting for approval, amendment, or rejection.
- C13.02 *The Nominating Committee*, composed of at least three but not more than five voting members of this congregation, one of whom shall be an outgoing member of the Congregation Council, shall be elected at the annual meeting of the congregation for a term of one year. Members of the Nominating Committee shall not be eligible for consecutive reelection. The Nominating Committee shall:
- a. Nominate two candidates to fill each vacancy on the Congregational Council, delegates to the Synod Assembly, and persons to serve on the next Nominating Committee, and shall secure the consent of each candidate prior to election.
 - b. Nominate one candidate to fill each vacancy on the Call Committee, to be elected by this congregation when a pastoral vacancy occurs.
 - c. Include the pastor(s) in committee meetings with voice but not vote.

- C13.03 *The Audit Committee*, composed of three voting members, shall be elected by the Congregational Council and shall not be members of the Congregational Council. Terms of office will be two years, with one member elected in even numbered years and two members elected in odd-numbered years. Members shall be eligible to serve no more than two (2) terms consecutively. The Audit Committee shall:
- a. Audit financial records of this congregation at least annually.
 - b. Submit a report to the Council prior to the annual meeting and to the Congregation at the annual meeting.
- C13.04 *A Mutual Ministry Committee*, composed of 4 voting members, shall be recommended for appointment by the Executive Committee to the Congregation Council. The term shall be 2 years, with two members to be appointed each successive year. The Mutual Ministry Committee shall have duties provided by the by-laws.
- C13.04.01 The purpose of the Mutual Ministry Committee shall be to affirm and strengthen both the mission of the congregation and the ministry of the staff by:
- a. Meeting regularly with staff members for mutual sharing of concerns, problems and expectations and ensure the evaluation of staff.
 - b. Establishing and maintaining a caring and supportive relationship with all staff members.
 - c. Providing counsel and resources for conflict management.
 - d. Facilitating open communication among the staff, and between the staff and the congregation.
- C13.05 *The Call Committee*, composed of not more than seven voting members, of which at least two shall be members of the Congregation Council and of which at least two shall be members of the congregation who are not on council, shall be elected by this congregation when a pastoral vacancy occurs. Should a Call Committee vacancy occur, the council shall elect, by majority vote, a voting member to fill the vacant position. Term of office will terminate at the installation of the newly called pastor.
- C13.06 *The Education Endowment and Scholarship Committee* composed of 4 voting members shall be appointed by the council. The term of office shall be two years, with a maximum of three consecutive terms, with two members appointed each year. A member who has served at least one-half of one term shall be considered to have served a full term. Terms of office will begin on September 1, following their appointment.
- C13.06.01 The duties of the committee are:
- a. To determine eligibility for educational assistance from the education endowment for student congregational members attending Christian pre-school through high school, and for those attending Lutheran and non-Lutheran post secondary schools or those who have special educational needs or gifts at any level of their education.
 - b. To manage the Luther North Discount Program for student congregational members attending Luther North High School.
 - c. To develop criteria and guidelines, which will be reviewed yearly for the Luther North High School Discount and the Education Endowment programs.
- C13.07 Terms of office shall be 2 years for Standing Committee members and 3 years for Ministry Directors. The Council may re-appoint Standing Committee members for another 2 years. The committees shall elect their chairperson.
- C13.08 *The Finance Committee will:*

- a. Oversee the financial operations of the congregation to ensure they are being conducted efficiently, giving particular attention to prompt payment of all obligations, including benevolence funds to the Synod.
- b. Prepare a draft budget for succeeding year, including the full indicated share in support of the wider ministry carried out on its behalf by the Evangelical Lutheran Church in America and the Metropolitan Chicago Synod, and submit such drafts for action to the Congregation Council and subsequent presentation to the annual Congregation Meeting.
- c. Review annually the total insurance program of the congregation. Make recommendations for adequate insurance coverage to the Congregation Council.
- d. Review at least annually the congregation's investment portfolio. If necessary, seek professional advice. Report status and make recommendations to the Congregation Council.

C.13.09 *The Property Committee will:*

- a. Oversee the proper management, including maintenance and protection of all property of the congregation, and direct that the same is properly utilized and kept in good repair.
- b. Submit to the Congregation Council for approval, estimated costs of maintenance, repairs, and purchases that exceed the annual budget item.

C.13.10 Congregational Ministries

In addition to the Standing Committees, Ministries will be formed to carry out the mission, vision, and core values of this congregation.

C.13.10.1 A leadership team of Ministry Directors, consisting of one representative from each ministry, shall exist to support and carry out planning, programming and mission initiatives of this congregation.

The Ministry Directors shall:

- a. Coordinate programs and activities among ministries which adhere to the mission, vision and core values of this congregation and which include the use of shared resources, such as space, staff and finances. Decisions are carried out through a process of spiritual group discernment (asking what is God calling us to do).
- b. Have authority to approve new ministries that do not fall under specific ministry areas of this congregation.
- c. Insure that the gifts of all participants of this congregation are used in carrying out the mission, vision and core values.
- d. Do short and long range planning, set goals and priorities and evaluate activities in light of the mission, vision and core values.

C13.11 *A Mission Endowment Fund Committee* composed of (four) congregational voting members, one of whom shall be a member of the Council, shall be elected by the Congregational Council. The term of office shall be three years for those elected from the congregation, with the first slate of members serving staggered terms. The council members term of office shall be two years. Each year following the initial election, one member will be elected to a three-year term. All members can serve two consecutive terms. A pastor of the congregation shall be an ex-officio member of the committee, with voting privileges. The treasurer of the congregation shall maintain the account of the Mission Endowment Fund. The purpose of the committee shall be to implement the guidelines of the Mission Endowment Fund.

C 13.11.01 Guidelines of the Mission Endowment Funds:

Whereas, whole-life Christian stewardship involves management of all assets God has entrusted to His people, including abilities, time, income, appreciated assets and possessions; and

Whereas, members of this congregation can fulfill their privilege as stewards of assets God has entrusted to them by giving to the work of the church through, for example, bequests in wills, assignments of life insurance, charitable gift annuities, charitable remainders trusts, assignments of certificates of deposit, transfers of property such as cash, stock, bonds and real estate; etc, and

Whereas, this congregation would like to encourage and receive these gifts to be utilized for ministry and administrated through the Mission Endowment Fund;

Therefore be it resolved, that the United in Faith Lutheran Church Mission Endowment Fund Guidelines are as follows:

1. The purpose of the Mission Endowment Fund is to provides annual distributions beyond the operating budget of this congregation to ministry expressions as stated below:
 - a. Minimum of 20% for outreach into local community or synod as the Committee determines;
 - b. Minimum of 20% for ELCA Church-wide ministries as the Committee determines;
 - c. Minimum of 20% for extraordinary programs or other ministry initiatives within the congregation.
 - d. Remaining 40% distributed through any of the above categories, or
 1. Education
 2. Youth
 3. Worship and Music
 4. Capital project
 5. Missions – local, regional and world projects
 6. Senior citizens

2.The Mission Endowment Fund will begin making annual distributions once it reaches \$100,000.00. Annual distribution will range from 5% to 25% of the Fund corpus. The Council may recommend a change in the guidelines at a council meeting.

3.The committee shall determine how the Fund assets will be invested. The committee shall furnish, at least quarterly to the Council, any and all activity within the Fund. Current balance, additions, distributions, and any other activity shall be reported. Annual accounting and a report of Ministry support by the Fund shall be given to the congregation at its annual meeting.

All investments shall be invested by outside investors, such as in the ELCA Endowment Fund Pooled Trust and/or Lutheran Community Foundation, as determined by the committee. No committee member shall invest the assets in a way that would bring private inurnment to that individual.

4.Upon the recommendation of the Council and with the support of the Mission Endowment Committee, the Congregation, at a congregational meeting, may authorize by two thirds majority vote when and if any Fund assets shall be used in the event of a catastrophe or dire need.

5.Gifts such as bequests, life insurance proceeds and remainders from life income agreements that are otherwise undesignated shall be automatically placed in the Mission Endowment Fund. However, through December 31, 2012, 50% of the undesignated gift shall be placed in the congregation's reserve funds. 10% of each such gift will be distributed immediately upon receipt of the gift and not to the operating budget. The remaining portion of the gift will be added to the Mission Endowment Fund. Unless the donor specifies the gift is to remain anonymous the summary to the congregation shall include the name of the donor and the amount of the gift.

6.In the event the incorporated body known as UNITED IN FAITH LUTHERAN CHURCH or its successor(s) cease to exist, then UNITED IN FAITH LUTHERAN

Endowment Mission Fund and all other funds which have been created over time and are held by the Endowment Fund, shall be allocated to mission activities of the ELCA, Synod or Charities supported by the Synod or its successor. If there is no successor to the ELCA, Synod or Charities, then the funds held in the Endowment Fund shall continue as a permanent fund for the unrestricted charitable purpose of the Endowment Fund.

C13.11.02 Mission Endowment Committee Job Description

The responsibilities of the committee are:

- a. To create fund/s as may be needed to fulfill the specific requirements of donors i.e. General Endowment Fund, Outreach Fund.
- b. To determine and fulfill procedures and policies for the soliciting, processing, and dispositions of grant requests in accordance with fund requirements and limitations.
- c. To educate the congregation members about the Fund/s, promote the Funds and solicit donations in an appropriate manner.
- d. To report to the congregation at least annually new gifts, investments returns earned, size of the Fund/s, list of all grant requests and disposition on request and details of specific grants given.
- e. To assist donors in the process of making gifts to the Fund/s.
- f. To establish policies and procedures for accepting or rejecting proposed gifts by donors.
- g. To act as the designated adviser of the Mission Endowment Fund with respect to all operational matters, including requests for distribution from the Fund/s.

Chapter 14: ORGANIZATIONS WITHIN THIS CONGREGATION

C14.01. All organizations within this congregation, as outgrowths and expression of its mission, vision and core value, shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ.

C14.01.01. The premises of this congregation shall be open to all persons.

Chapter 15: DISCIPLINE OF MEMBERS and ADJUDICATION

*C15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble making in this congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted by following Matthew 18:15-17:

*C15.02. The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America. A member charged with the offense shall appear before the Congregation Council after having received a written notice, at least ten (10) days prior to the meeting specifying the exact charges that have been made against the member. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.

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

- a. Censure before the council or congregation.

- b. Suspension from membership for a definite period of time.
- c. Exclusion from membership in this congregation.

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

- *C15.04. The member against whom the Congregation Council has taken disciplinary action shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.
- *C15.05. Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of:
 - a. Evidence that injustice has been done.
 - b. Evidence of repentance and amendment.
- *C15.06. For disciplinary actions in this congregation, “due process” shall be observed as specified in 20.41.03. in the *Constitution, Bylaws, and Continuing Resolution of the Evangelical Lutheran Church in America*.
- *C15.07. No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.
- *C15.10. Adjudication
- *C15.11. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16: BYLAWS

- *C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- *C16.03. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the members of the proposal with its recommendations at least 30 days in advance of the Congregation Meeting.
- *C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17: AMENDMENTS

- *C17.01. Amendments to this constitution may be proposed by at least ten (10) voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before the formal consideration by this congregation at its regular or special meeting called for that purpose. The Congregation Council shall notify the members of the proposal with their recommendations at least 30 days in advance of the meeting.

- *C17.02. A proposed amendment to this constitution shall:
- a. Be approved at a legally called meeting according to this constitution by a majority vote of those present and voting.
 - b. Be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting.
 - c. Have the effective date included in the resolution¹ and noted in the constitution.
- *C17.03. Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America, or the constitution of the Metropolitan Chicago Synod of the Evangelical Lutheran Church in America.
- *C17.04. Whenever the Model Constitution for Congregations is amended by the Church wide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments at least 30 days prior to the meeting. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod, consistent with *C17.03.

Chapter 18: CONTINUING RESOLUTIONS

- *C18.01. The Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- *C18.02. Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.

Chapter 19: INDEMNIFICATION

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

Chapter 20: PARISH AUTHORIZATION

- *C20.01. This congregation may unite in partnership with one or more other congregations recognized by the synod named in *C6.01. to form a parish. Except as provided in *C20.02. and *C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to a Parish Council.
- *C20.02. Whenever a letter of call is being recommended for extension to an ordained minister of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended to the congregation by the synodical bishop to serve the congregations of a parish, such letter of call shall be first approved by a two-thirds vote at congregational meetings of

each congregation forming the parish. If any congregation of the parish should fail to approve extending this call, the other congregation(s) in the same parish shall have the right to terminate the parish arrangement.

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

Adoption of Constitution November 8, 1998

Amendment C13.06.01 Adopted February 21, 1999

Amendments *C6.05.g.

*C6.05.h.

*C9.05.d

C9.20.

C9.21.

*C20.02. Adopted August 16-22, 1999 by Churchwide Assembly of the Evangelical Lutheran Church in America

Amendment C11.01.01d.4 Adopted February 20, 2000

Amendment C13.05 Adopted February 20, 2000

Amendments C5.04. c6.06.8.02.c.C08.02.d. *C9.05.d. C15.02. C15.06. *C15.07. C18.01.adopted August 8-14, 2001 by Churchwide Assembly of the Evangelical Lutheran Church in America

Amendments C8.05.A98 C9.02.01 delete C9.03.01.A98.a.3,a.4 C10.01.01 b, cC10.01.02. C10.01.03. C11.01.e. C11.01.01.a.2-9.C11.01.01.b.3-4. C11.01.01.c 7-8. C11.01.01.d.2,4,5. C.11.01.03. C11.02. C12.01.b,c C12.02. C12.02.01 C12.04.A98 a-f. C12.05 b,f,g,h. C12.05.01. C12.08. C12.08.01. C12.09. C12.09.01. C12.09.02. C12-11. C12-12.C13.01.01.c. C13.02.01.A98. C13.03. C.13.04.01.d. C13.06.C13.07. C13.06.01.C13.07. C13.08. C13.09. C13.10. C13.10.01 C14.01.C14.01.01. C14.01.02. Adopted October 21,2001

Amendments C13.11. C13.11.01, C13.11.02 Adopted February 24, 2002

Amendments C13.06.01,a, C13.11.01,5 Adopted February 24, 2008

EXPLANATION OF CODIFICATION:

Sections marked with an asterisk (*) are required by the Evangelical Lutheran Church in America, and must appear without alteration or amendment.

Major sections are designated as chapters. Constitutional provisions are codified with two sets of numbers: the chapter number, and the related two-digit constitutional provision number, and a two-digit number. Continuing resolutions (which may provide descriptions of operational patterns or of the ongoing responsibilities of committees or other units within the organization structure of the congregation, are codified with three sets of numbers, with the third set being preceded by a Capital letter and then an indication of the year in which it was adopted.

Therefore, C10.04.02.A99 would mean:

C10 = Chapter 10

C10.04 = Chapter 10, constitutional provision number 4.

C10.04.02 = Chapter 10, Constitutional provision number 4. bylaw provision number 2

C10.04.02.A99 = Chapter 10, constitutional provision number 4, bylaw provision number 2, continuing resolution adopted in 1999.

Missing numbers – some numbers are missing from the numbering sequence in some chapters, within the Model Constitution. This is intentional. The missing numbers have been reserved by the ELCA, for possible use as section headings in future editions.