

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

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PREAMBLE

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

Chapter 1.

NAME AND INCORPORATION

- C1.01. The name of this congregation shall be St. Mark's Evangelical Lutheran Church, Waukegan, Illinois.
- C1.02. For the purpose of this constitution and the accompanying by-laws, the St. Mark's congregation is hereinafter designated as "this congregation".
- C1.11. This congregation shall be incorporated under the laws of the State of Illinois.

Chapter 2.

- 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 in written Word of god. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- C2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.

- C2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- C2.07. This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church of 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 in inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

### Chapter 4

#### STATEMENT OF PURPOSE

- C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative redeeming, and sanctifying activity in the world.
- C4.02. To participate in God's mission, this congregation as a part of the Church shall:

- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
- e. Nurture its members in the word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the extent of their Christian calling, and to use the gifts of the Spirit for their time together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in love of Christ and by joining with other Christians in prayer and also to express and preserve the unity which the Spirit gives.

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

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

- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy.

C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Church 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 of the Church Council.)

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

#### Chapter 5.

#### POWERS OF THE CONGREGATION

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

C5.02. The power 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 Church Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

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

- i. Terminate its relationship with the Evangelical Lutheran Church in America, as provided in Chapter 6.

## 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 for appointment to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
  - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- C6.04. Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
  - a. This congregation takes action to dissolve.
  - b. This congregation ceases to exist.
  - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
  - d. This congregation follows the procedures outlined in C6.05.

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

## 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 regularly called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

## Chapter 8. MEMBERSHIP

- C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- C8.02. Members shall be classified as follows:
- a. *Baptized* members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
  - b. *Confirmed* members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
  - c. *Voting* members are confirmed members. Such confirmed members shall have communed and made a contribution of record during the current or preceding year.
  - d. *Associate* members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Church Council of this congregation.
- C8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the Church 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.
  - c. Support the work of this congregation, synod, and the church wide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

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

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

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

## Chapter 9.

### THE PASTOR

- C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting regularly called for that purpose. Before a call is issued, the officers, or a committee elected by 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 who has been recommended for it by the synodical bishop, may be called as a pastor of this congregation.
- C9.03. a. Consistent with the faith and practice of the Evangelical Lutheran Church in America, every ordained minister shall:
- 1) preach the Word
  - 2) administer the sacraments
  - 3) conduct public worship
  - 4) provide pastoral care, and
  - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
- b. Each ordained minister with a congregational call shall, within the congregation:
- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the Dead;
  - 2) supervise all schools and organizations of this congregation;

- 3) install regularly elected members of the Church Council; and
- 4) with the council, administer discipline.

d. Every pastor shall:

- 1) seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad;
- 2) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
- 3) endeavor to increase the support given by the congregation to work of the ELCA churchwide organization of the Metropolitan Chicago Synod of the ELCA.

C9.04. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.

C9.05. a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:

- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
- 2) resignation of the pastor;
- 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; or
- 6) the dissolution of the congregation.

b. In a case of alleged physical or mental incapacity of the pastor or ineffective conduct of the pastoral office, it shall be the responsibility of the bishop of the synod, when such difficulties are personally known or have been brought to the synod's attention by an official recital of allegations by the Church Council, or by a petition signed by at least one-third of the voting members of the congregation, to investigate such conditions personally in company with a committee of two ordained ministers and one layperson.

c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.

- d. In the case of alleged local difficulties 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 by a two-thirds majority vote of the voting members present at a regularly called meeting after consultation with the bishop.
  - e. The foregoing procedure shall never be invoked when questions of doctrine, morality, or continued neglect of duty are involved, all such cases being treated as disciplinary matters.
  - f. If in the course of the proceedings, 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 churchwide/synod fund and with housing provided by the congregation.
- C9.06. At a time of pastoral vacancy, an interim pastor may be appointed by the bishop of the synod with the consent of this congregation or the Church 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 Church 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 Church Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- C9.10. With the approval of the bishop of the synod, the congregation may depart from C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of C9.05.a.
- C9.11. The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members

excluded from the congregation, and shall submit a summary of such statistics annually to the synod.

C9.12. The pastor shall be a member of the congregation that has extended the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.

C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

#### Chapter 10.

#### CONGREGATION MEETING

C10.01. The annual (semi-annual, quarterly) meeting of this congregation shall be held at a time specified in the bylaws.

C10.02. A special Congregation Meeting may be called by the pastor, the Church Council, or the president of this congregation, and shall be called at the written request of (ten percent) Voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

C10.03. Notice 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.

C10.04. Ten percent of voting members shall constitute a quorum.

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

C10.06. All actions by the congregation shall be by 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 of this congregation shall serve similar offices of the Church Council and shall be voting members of the Church Council.

C11.02. The pastor shall be ex officio president of the congregation and the Church Council. The Church Council shall elect by written ballot the other officers of the congregation who shall serve for one year or until their successors are elected. Their terms shall begin on January 1 and end on December 31.

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

### CHURCH COUNCIL

C12.01. The voting membership of the Church Council shall consist of the pastor(s) and not more than 15 members of the congregation and the officers of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Church 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 Church Council without cause.

C12.02. The members of the Church Council (except the pastor(s)) shall be elected at a legally called meeting of the congregation during the month of October. Their term of office shall be for three years with the term of office beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup>. Newly elected Church Council members shall be installed at worship the Sunday prior to the date they assume office.

C12.03. Should a member's place on the Church Council be declared vacant, the Church Council shall elect, by majority vote, a successor until the next annual meeting.

C12.04. The Church 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 Church 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 pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.

- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.

C12.05. The Church Council shall be responsible for the financial and property matters of this congregation.

- a. The Church Council shall be the board of (trustees/directors) of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Illinois, except as otherwise provided herein.
- b. The Church Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Church Council may enter into contracts of up to \$5,000 for items not included in the budget.
- d. The Church Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations more than \$7,500 in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- e. The Church Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- f. The Church Council shall be responsible for this congregation's investments and its total insurance program.

- C12.06. The Church Council shall see that the provisions of this constitution (and the continuing resolutions) are carried out.
- C12.07. The Church Council shall provide for an annual review of the membership roster.
- C12.08. The Church Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.
- C12.09. The Church Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.10. The Church Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.11. A quorum for the transaction of business shall consist of a majority of the members of the Church Council, including the pastor or interim pastor, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters, which shall be the only business of the meeting.

### Chapter 13

#### CONGREGATION COMMITTEES

- C13.01. The officers of this congregation and the pastor shall constitute the *Executive Committee*.
- C13.02. A *Nominating Committee* of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Church Council, shall be appointed by the Church Council for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection.
- C13.03. An *Audit Committee* of three voting members shall be elected by the Church Council. Audit Committee members shall not be members of the Church Council. Term of office will be three years, with one member elected each year. Members shall be eligible for reelection.
- C13.04. A *Staff Support Committee* (in the absence of a staff support committee, their duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and pastor. Term of office shall be two years, three members to be appointed each successive year. Committee members will hold no other office in the congregation during their term.
- C12.05. When a pastoral vacancy occurs, a *Call Committee* of six voting members shall be elected by this congregation. Term of office will terminate at installation of the newly called pastor.

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

C13.07. Duties of congregation committees shall be specified in the continuing resolutions.

#### Chapter 14

#### ORGANIZATIONS WITHIN THE CONGREGATION

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

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

#### Chapter 15

#### DISCIPLINE OF MEMBERS

C15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause of discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Church Council.

C15.02. A member charged with the offense shall appear before the Church Council having received a written notice, specifying the exact charges that have been made against the member, at least 10 days prior to the meeting.

C15.03. Should the allegations be sustained by a two-thirds majority vote of the members of the Church Council and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

- a. censure before the council or congregation;
- b. suspension from membership for a definite period of time; or
- c. exclusion from membership in this congregation. Disciplinary actions b. and c. shall be delivered to the member in writing.

C15.04. The member against whom disciplinary action has been taken by the Church Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

C15.05. Disciplinary actions may be reconsidered and revoked by the Church Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

## 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 Church Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Church 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 voting members or by the Church Council. Proposals must be filed in writing with the Church Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Church Council shall notify the members of the proposal with their recommendation at least 30 days in advance of the meeting.
- C17.02. A proposed amendment to this constitution shall:
- a. be approved at a properly called meeting according to this constitution by a majority vote of those present and voting;
  - b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
  - c. have the effective date included in the resolution and noted in the constitution.
- C17.03. Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendments 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.

## Chapter 18.

### CONTINUING RESOLUTIONS

- C18.01. The Church Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.

C18.02. Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Church Council.

## STANDING TEAMS

Established by St. Mark's Evangelical Lutheran Church Council under C18.01.

Section 1: There shall be an *Anamnesis Team*. The Anamnesis ministry team is named from the Greek word "to remember". This ministry team shall use art forms, signs and symbols, to portray the presence of the Word made flesh among us, and to communicate the Good News of salvation in Jesus Christ to all who worship and fellowship here.

Section 2: There shall be a *Christian Education Team*. The Christian Education Team, in association with the pastor, shall provide and support Christian-based studies and resources that are in tradition with our Lutheran heritage, stimulate learning at all ages of life, and empower individuals to connect to the needs of others. The ministry shall provide children with a mentoring atmosphere by demonstrating God's love and creating a friendly and exciting learning environment that is biblically based and relevant to contemporary issues. The ministry shall also provide adults with opportunities to strengthen their relationships with God and develop skills to share their knowledge with others.

Section 3: There shall be a *Come In, Reach Out Team*. The Come In, Reach Out team shall be responsible for communicating the activities, social services and special worship opportunities of this ministry to the congregation, the community, and all related organizations, through the church's web site, the church sign, the Messenger, press releases, and weekly worship publications. It shall organize an annual Stewardship drive in November of each year, to solicit pledges of time, talent and treasures from the membership. This team shall oversee fellowship events and provide feedback media by which the congregation and visitors can input ideas relevant to current and potential initiatives for ministry. It shall be responsible for the implementation of the 2002 – 2005 Vision Plan as it relates to "Inreach", "Outreach" and "Come In, Reach Out."

Section 4. There shall be a *Hug Bears Team*. The Hug Bears ministry team is a group of crafters who gather to craft hand made, "love bears", designed as gifts for broken hearted people, that are distributed to local social service agencies, hospitals, shut-ins, and anyone in need of a comforting hug. This ministry bears gifts of compassion and care to those whose hearts need mending.

Section 5: There shall be an *Investment Team*. The investment team shall regularly meet on a quarterly basis following the publication of quarterly reports from financial institutions. The investment team shall identify the financial assets of the church that fall into the category of what has been called the church's "nest egg". The investment team shall oversee the "Housing Allowance Fund" and make a report on its performance to the Church Council, following their quarterly meeting. The

investment team shall be responsible for keeping the signatures of all “nest egg” assets current so that they relate to the January election of the executive team by the Church Council. The team shall develop a short and long-term investment strategy for the church’s “nest egg” for approval by the Church Council. The investment team shall review the short and long-term investment strategy on a quarterly basis and make recommendations to the Church Council. The investment team shall submit a written report to the congregation at its annual meeting in February of each year. It shall advise on the Endowment Fund.

Section 6: There shall be a *Prayer Team*. The Prayer team shall pray for the needs of this congregation, the needs of God’s church, and the needs of people throughout the world. The prayer team will provide resources for teaching people how to pray, promoting the use of our prayer labyrinth, and for bringing the weekly supplications and thanksgivings of the congregation to God in prayer.

Section 7: There shall be a *Property and Grounds Team*. This team shall see to the proper maintenance and protection of all physical property of the congregation, and ensure that the same is kept in good repair. The team shall also be responsible for the church’s janitorial issues, whether this be via a hired service, or in-house personnel. The team will also maintain the church grounds, including the landscaping and lawn care needs, as well as snow removal. It shall also be the responsibility of this team to keep the Church Council abreast of any significant concerns, which may require action beyond the ability of the Property and Grounds Team.

Section 8: There shall be a team on *Social Ministry*. The purpose of this team shall be to extend Christian compassion and helpfulness to the ill, the aged, the orphaned, the underprivileged, the imprisoned and, in general, to persons of all ages in need of aid in body or soul. It shall strive to enlist in these efforts as many possible of the individual members and organizations of the congregation. This team shall further have the duty to study social conditions, primarily in the local community, in order to bring the cleansing and healing light of Christian truth to bear upon critical problems through Christian discussion of facts and issues.

Section 9: There shall be a *Technology Team*. This team shall be responsible for the procurement, upgrades and maintenance of the church computers (including software and hardware), audio/visual equipment and electronic equipment. The team will operate under the guidelines that this equipment shall be purchased for the purpose of enhancing worship as well as simplifying and/or streamlining office functions. The team shall also be responsible for the production of audio and visual materials, including video and still photos, for use by all teams at St. Mark’s. The Technology Team will also archive current and former membership through photos and data.

Section 10: There shall be a *Worship and Music Team*. It shall assist the Church Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America (ELCA). This team shall support the choir, choir director, and musicians of this congregation. It shall oversee the conduct of the worship service and furnish music supplies appropriate for use in the worship of a congregation of the ELCA.

Section 11: There shall be a *Youth Ministry Team*. The youth team shall foster the continued spiritual development of members in junior and senior high, by participating in collective youth gatherings, service projects to the church and community, expression of their talents in worship, and through the development of relationships with other faith communities, Christian and non-Christian, alike.