

**Zion Ev. Lutheran Congregation  
Church Constitution  
&  
By-laws**



2/2008

## **MISSION STATEMENT**

### **ZION EV. LUTHERAN CONGREGATION 1610 MAIN STREET, CRETE, IL 60417**

Zion Ev. Lutheran congregation is a gathering of believers around the Lord Jesus Christ in Crete, Will County, Illinois. As followers of the Savior, we are devoted to fulfilling the Great Commission He has given us (Matthew 28:18-20). Inspired by the love for the Savior, we strive to make disciples of all nations through faithful use of the means of grace, the gospel in God's Word, Baptism and the Lord's Supper. In order to carry out this ministry, we follow Christ's commands:

1. To join together for worship and prayer on a regular basis (Psalm 95:1,2,6,7; Colossians 4:2).
2. To study God's Word diligently and faithfully hold to it (2 Peter 3:18, John 8:31-32).
3. To encourage each other in our growth in faith and Christian living (Hebrews 10:23-25).
4. To encourage those in our fellowship who are erring, to return to a life of discipleship by using Christian discipline which is carried out in love and concern for their immortal souls (Matthew 18:15-18; Galatians 6:1).
5. To reach out to the spiritually lost in both our community and the entire world with the Word of God. (Acts 1:8; 2 Corinthians 5:18-20).
6. To express our Christian love with concern, help, and support to our fellow men in their time of physical need (John 13:34,35; Galatians 6:2,9,10).
7. To serve God and each other with the spiritual gifts and abilities He gives to each and every one of us. (1 Corinthians 15:58; Ephesians 4:11-13; 1 Peter 4:10,11).
8. To use the temporal gifts of time, possessions and earthly treasures to the glory of God and the good of all people (Matthew 25:14-30; Proverbs 3:9).

**CONSTITUTION AND BY-LAWS**  
**OF**  
**ZION EVANGELICAL LUTHERAN CONGREGATION**  
**1610 MAIN STREET, CRETE, ILLINOIS 60417**  
*Member of the Wisconsin Evangelical Lutheran Synod*

**INTRODUCTION**

Zion Evangelical Lutheran Congregation, after due study, adopted the following constitution and by-laws at its annual meeting on December 12, 1982. The constitution and by-laws are based on the previous constitution, adopted in 1958. Amendments were made on October 16, 1988, July 21, 1996 and October 21, 2001.

**PREAMBLE**

Whereas the Word of God demands of us that the Word of Christ dwell in us richly (Colossians 3:16) and whereas the Apostle Paul states (1 Corinthians 14:40) that all things shall be done in a fitting and orderly way, therefore, we, a number of Evangelical Lutheran Christians, at Crete and vicinity, Will County, Illinois, formed a congregation in order that the doctrines and principles of the Evangelical Lutheran Church be taught and spread among us; and we, the undersigned, herewith set down the document by which the congregation shall be governed and its external and internal affairs ordered.

**ARTICLE I: NAME**

The name of this Congregation shall be *Zion Evangelical Lutheran Congregation of Crete, Illinois.*

**ARTICLE II: ARTICLES OF FAITH**

1. The congregation accepts all the canonical books of the Old and New Testaments as the inspired Word of God and submits to this Word as the only infallible authority of all matters of faith and life (II Timothy 2:15-17). The congregation accepts the Symbolical Books of the Evangelical Lutheran Church contained in the Book of concord of 1580 as a true and correct exposition of the divine Word. These symbols are:
  - a. The ecumenical symbols (The Apostolic, Nicene, and Athanasian Creeds);
  - b. The Unaltered Augsburg Confession;
  - c. The Apology of the same;
  - d. The Smalcald Articles;
  - e. Luther's Catechisms, the Large and the Small; and
  - f. The Formula of Concord
2. This congregation accepts and confesses these symbolical books without reservation, not insofar as, but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith held by the Evangelical Lutheran Church.
3. Hence, no doctrine shall be taught or tolerated in this congregation which is in any way at variance with these symbolical books and the Holy Scriptures.
4. Likewise, all controversies which may arise in this congregation shall be decided and adjusted according to this norm of doctrine and practice.

### **ARTICLE III. PURPOSE AND OBJECTIVES**

1. The continuing purpose of this congregation, as a gathering of Christians, is to serve all people in God's world with the gospel of Jesus Christ on the basis of the Holy Scriptures (Matthew 28:18-20).
2. The primary objectives to this congregation shall be:
  - a. To proclaim the law and the gospel, to lead sinners to repentance and faith in Jesus Christ for life and salvation (1 Timothy 4:2; Luke 24:26-48).
  - b. To strengthen believers in faith and sanctification through the means of grace (Romans 10:17).
  - c. To equip believers as disciples, stewards and witnesses for sharing the gospel of Jesus with our fellow men (Ephesians 4:11, 12).

### **ARTICLE IV. CHURCH AFFILIATION**

This congregation shall affiliate itself only with a church body that holds to all the truths of God's Word in doctrine and practice and is bound to the confession of faith as set forth in Article II if, and as long as, such a church body exists.

### **ARTICLE V. CHURCH MEMBERSHIP**

1. Classification
  - a. Baptized members of the congregation are those who have been baptized into the Christian faith in the name of the Triune God.
  - b. Communicant members are those baptized souls who confess the chief parts of Christian doctrine as written in Dr. Luther's Small Catechism and who have declared their adherence to all the canonical books of the Old and the New Testaments, without qualification, as the only rule and norm of faith and life.
  - c. Voting members are those male communicant members (1 Corinthians 14:34; 1 Timothy 2:12) who have declared their agreement with this Constitution by their signatures and who have been accepted by the Voters' Assembly of the congregation.
2. Privileges and Responsibilities "God is love" (1 John 4:8) and his love ever moves him to bless the members of his church with physical and spiritual gifts (1 John 3:1; James 1:17). In return for all these undeserved blessings, we ought to love with all our heart (1 John 4:19) and to show that love with the work that we do. The exercise of such love we acknowledge as both a privilege and a responsibility. Some of the privileges and responsibilities to be noted are the following:
  - a. Our God has given us His Word, the one thing needful (Luke 10:41) which alone can save our souls and tell us how to live a God-pleasing life (2 Timothy 3:15-17). Consequently, members of His church will consider it a distinct privilege and a responsibility to:
    1. Hear and receive the Word of God diligently.
    2. Provide and promote opportunities for Christian Education
    3. Bring up their children in the training and instruction of the Lord (Ephesians 6:4).
      - a. Parents are urged to send their children to the Christian Day School, if possible
      - b. All children are encouraged to attend Sunday School

- c. All children are expected to attend the Confirmation Instruction Class so they may be properly prepared for Confirmation.
    - 4. All confirmed members are encouraged to attend Bible Class.
  - b. Our God has given us two sacraments: Holy Baptism and Holy Communion, which are means that our Lord uses to bring his grace to us. Consequently, members of his church will:
    - 1. Have their children baptized early in life, for “baptism now saves you also” (1 Peter 3:21).
    - 2. Frequently partake of Holy Communion (1 Corinthians 11:23-26), if they are recognized as such who can properly exam themselves (1 Corinthians 11:28). Only those in the confessional fellowship of the faith are permitted to commune at our altar (Close Communion – 2 Corinthians 6:14-15; Romans 16:17).
  - c. Our God has given us the privilege and responsibility of being managers over a certain portion of his estate and assures us he will graciously bless such faithful management (2 Corinthians 9:6). Therefore, members of his church will under grace
    - 1. Continually remember that all their possessions, time and abilities are really a trust from God.
    - 2. Cheerfully decide in their possessions and time and abilities which they will regularly devote to the Lord for use in carrying out that which the congregation has made its concern, not omitting the work of the synod (Matthew 28:19; 1 Corinthians 9:14; 16:2; 2 Corinthians 9:6-11; 1 Peter 4:10).
    - 3. If eligible, become voting members and regularly attend the Voters’ Meeting and lend the congregation their council and aid.
  - d. Our God has implanted within us who are Christians the new man, who desired to live righteously (2 Corinthians 5:17; Ephesians 4:24). Consequently, members of His church will
    - 1. Not live in obvious acts of the sinful nature (Galatians 5:19-21), but lead a Christian life (Galatians 5:22-25)
    - 2. When they have erred, permit themselves to be fraternally admonished and corrected according to Matthew 18:15-18.
    - 3. Refuse to hold membership in any organization whose teachings and practices conflict with the Word of God (e.g. Lodges). (John 5:23; 8:31,32; 2 Corinthians 6:14-18).
3. Church Discipline and Excommunication
- Christian discipline shall be exercised in this congregation according to Matthew 18:15-20 toward those who err from the faith or who in other ways have given offense. At all times this shall be done in the spirit of the Christian discipline shall be exercised in this congregation according to Matthew 18:15-20 toward those err from gospel, namely, to regain the erring as brothers. Those members who become evident as impenitent sinners and finally must be excommunicated, and those who have excluded themselves from the congregation by evading Matthew 18:15-18 lose all their rights in the congregation and in its property. For excommunication a unanimous vote of the Voters’ Assembly is required.
4. Reinstatement
- When an excommunicated member by the grace of God repents of his sin, he is to be reinstated with all former rights and privileges of this congregation (2 Corinthians 2:6-8).

5. Termination of Fellowship

Members who persist in an error that in itself does not make the presence of saving faith impossible shall be excluded from the fellowship of the congregation (Romans 16:17-18) and lose all rights in the congregation and in its property.

**ARTICLE VI: POWERS AND RIGHTS OF THE CONGREGATION**

1. In all matters of Christian faith and life the Word of God is supreme (Psalm 119:105).
2. In all matters not decided by the Word of God the congregation, represented by the Voters' Assembly, shall have the right of decision (Romans 12:10; 14:19; Ephesians 5:21).
3. The church council, any other elected committee or organization within the congregation, and any of its elected or appointed officers shall have no power or authority beyond that conferred upon them by the congregation. However, the church council in an emergency may act in the name and for the welfare of the congregation. Such action must be submitted for approval at the next Voters' Meeting.
4. No group or society may be organized within the congregation without the approval of the congregation. The congregation shall be assured that the aims of such a group are in complete harmony with the congregation's aims before it grants its approval (1 Corinthians 1:10; 12:25).

**ARTICLE VII: THE MINISTRY**

1. The congregation has the exclusive right to call pastors and teachers.
2. The pastorate of this congregation shall be conferred only upon such men who are qualified for this ministry and publicly and without reservation profess their acceptance of and adherence to Article II of this Constitution, and such acceptance and adherence shall be required of them in the call of vocation extended by the congregation. (Ephesians 4:11-16; 1 Timothy 3:1-7; Titus 1:6-9; Colossians 4:5-6).
3. The teachers called by the congregation shall be such as are in accord with the confessional standard of the congregation (Article II) and are qualified for this field of work (Ephesians 4:11-16; Romans 12:6-8; 1 Corinthians 14:40).
4. In the case of a vacancy in the office of pastor or teacher the congregation shall notify the president of the district that he may assist in temporarily filling the vacancy and in giving his good counsel in regard to the calling of a new pastor or teacher.

**ARTICLE VIII: OFFICERS OF THE CONGREGATION**

1. The officers of this congregation shall be the Pastor(s), who by virtue of his call is the divinely appointed spiritual leader, the Chairman, Vice-chairman, Secretary, Treasurer and Financial Secretary.
2. A complete listing of all officers, members of the Church Council and the terms of office are found in the by-laws.
3. All members of the church Council shall be Voting members of this congregation. This Council, presided over by the chairman of the congregation, shall meet regularly, usually once a month. The Church Council shall also meet for special meetings when properly called by the pastor or at the request of two members of the Church Council. The Church Council shall conduct the affairs of the congregation, subject to the approval of the Voters' Assembly, between the sessions of the latter.

### **ARTICLE IX: REMOVAL FROM OFFICE**

1. If anyone who holds an office in the congregation willfully neglects his duty and upon due admonition does not amend, the congregation has the right and eventually the duty to remove him from office and to elect another in his place (1 Timothy 3:8-13).
2. Sufficient and urgent causes for removing a pastor or a teacher are persistent adherence to false doctrine, scandalous life, willful neglect of duty or established inability to perform the duties of his office (1 Timothy 3:1-7; Titus 1:6-9). In such a case the advice and good counsel of the appropriate district office shall be sought.

### **ARTICLE X: VOTERS' MEETINGS OF THE CONGREGATION**

All Voters' Meetings of the congregation, whether regularly called as established through the by-laws, or especially called in agreement with the by-laws, shall be at least twice publicly announced, the last announcement to be made in the public service before the meeting is to be held. The members present at any meeting thus properly announced shall constitute a quorum. In all matters not already decided by the Word of God the majority of votes cast rules, except in the case of constitutional changes as specified in Article XII.

### **ARTICLE XI: SEPARATION OR DISSOLUTION**

1. If at any time a separation should occur in the congregation – may God graciously prevent it – the property and all equipment of this congregation shall remain with that portion of the membership which adheres to this Constitution, regardless of number.
2. In the event of termination or dissolution of the congregation, the Church Council shall, after paying or making provision for the payment of all the liabilities of the congregation, dispose of its remaining assets, if any, exclusively for the purposes of the congregation, by distributing, at the direction of the Voters' assembly, the remaining assets to (and only to) one or more organizations with which the congregation is in fellowship, which shall at the time qualify as exempt organization(s) under section 501(c) 3 of the Internal Revenue Code.

### **ARTICLE XII: ALTERATION AND REPEAL**

To alter and repeal any alterable or repealable article of this constitution (Article II, III, IV, V, VI, VII, XI and XII cannot be altered or repealed) it shall be a requisite that in two consecutive regular Voters' Meetings of the congregation two-thirds of all voting members present cast their vote in favor of such alteration or repeal.

### **ARTICLE XIII: PROPOSED AMENDMENT NOTIFICATION**

Proposals to alter or repeal any alterable or repealable article of this Constitution, or to add an article, shall be submitted in writing to the church council and shall be publicly announced on two Sundays immediately preceding the regular business meeting of the congregation, and posted in the church during that period.

## **BY-LAWS OF ZION EVANGELICAL LUTHERAN CONGREGATION**

### **I. VOTING ASSEMBLY**

The Voting Assembly of the congregation shall meet three times a year. The Annual Meeting will be held in January, the Budget Meeting in May and the Election Meeting in September as announced. Any and all reports of the various Board and Coordinating Council will be given at each of these meetings. Any item that needs the approval of the Voting Assembly may also be presented at any of these meetings.

- A. If both chairman and vice-chairman are absent at a Voters' Meeting, the assembly shall elect a chairman pro tempora.
- B. Special Voters' meetings may be called by the Coordinating Council. The agenda may include only those items specifically listed in the public announcements (see article X in the constitution regarding the requirements for public announcements).
- C. The meetings shall be conducted according to good, Christian order. Robert's Rules of Order shall be followed for parliamentary procedure.
- D. No one shall bring to any meeting a charge or complaint against any member or against a pastor or a teacher unless he has first admonished him in a Christian manner according to Matthew 18:15-20.
- E. Only voting members present at the meeting shall have the right to vote.
- F. Voting membership shall be restricted to male communicant members who have reached the age of 18.
- G. Voting members shall sign, thereby indicating their acceptance, the official copy of the constitution and By-laws at the meeting of the congregation in which they were received or as soon thereafter as possible.
- H. In order for an individual to hold a position on the Coordinating Council or one of the Board, he must:
  1. be a voting member of Zion.
  2. be a communicant member in good standing within our congregation.
- I. Any voter who misses three consecutive regularly scheduled meetings without excuse (excuses may be made through any voter who will be at the Voters' Meeting) forfeits his membership in the Voting Assembly. He will be notified of this action by a letter from the Coordinating Council. In order to again be eligible to vote or hold a Coordinating Council position he may be reinstated under new business at a regularly scheduled Voters' Meeting.

### **II. OFFICERS OF THE CONGREGATION**

The officers of this congregation shall be:

- A. The Chairman and Vice-chairman, who are to be elected for a term of two years in alternating years.
- B. The Treasurer and Financial Secretary, who are to be elected for a term of two years in alternating years.
- C. The Secretary who is to be elected for a term of two years.
- D. All Board members, at least two of whom are to be elected for a term of two years annually.
- E. The pastor(s) shall be an ex-officio, non-voting member of the Council and all Boards, Teams and organizations as called for in Article VIII of the constitution.

### **III. THE DUTIES OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall consist of The Chairman, the Vice Chairman, the Secretary and the Treasurer. It shall meet at least annually to review and recommend short term and long range plans for the congregation using input from the leaders and members of the congregation. They shall review the effectiveness of the administrative structure of the congregation and recommend any revisions to the Coordinating Council. They shall establish key goals for the pastors to be presented to the Coordinating Council for approval. They shall also represent Zion at the joint leadership meetings of Zion, Trinity and ILS as scheduled.

### **IV. THE DUTIES COORDINATING COUNCIL**

The Coordinating Council shall consist of the Chairman, vice-Chairman, Secretary, Treasurer, Financial Secretary, and the Chairmen of the Boards of Discipleship, Elders, \*Board of Spiritual Growth, Outreach and Property who have been elected to serve as chairmen by the other members of their respective Boards. The Council will also have one Zion representative from the Board of Directors of Illinois Lutheran Schools, Inc. who will be appointed by the Council annually. The Board Chairmen and ILS representative may designate an alternate board member to replace them at any meeting they are unable to attend. The members of the Coordinating Council shall:

- A. Adorn their high office with an honest way of life and be good examples to the congregation (I Timothy 3:8-12).
- B. Consult together concerning the total spiritual and physical well-being of the congregation, giving due attention also to the work of the Lord in the church at large and particularly care in love for the poor, the sick, the widows, and the orphans (Galatians 6:9,10).
- C. They shall implement resolutions of the congregation and carry out such assignments as are directed to them by the congregation. The actions of the Coordinating Council shall be monitored by the Executive Committee and Voting Assembly. They shall:
  1. Meet monthly with rare exceptions.
  2. Operate on behalf of the voters and be responsible to them
  3. Maintain a record of congregational policy and decisions.
  4. Ensure adherence to sound doctrine and practice within the congregation.
  5. Establish strategic policy for the congregation.
  6. Provide spiritual direction and priority setting according to the mission and assure implementation of the congregation's vision.
  7. Coordinate the program of the congregation, set operational priorities, and support and enable the boards in the execution of their portion of the mission/vision for any given year.
  8. Receive monthly reports from each of the Boards and see that the total welfare of the church is considered in all decisions that are made by any Board.
  9. Place spending limitations on all Boards, Committees, Ministry Teams, and Coordinators in the event that their respective annually approved budgets are insufficient to carry out their work within a fiscal year, or if they want to add items to their ministry in any given fiscal year for which they did not submit a proposed budget.
  10. Ensure the support of the pastor(s) and other called or hired workers.

11. Appoint coordinators, committee members, ministry teams, and task forces at the recommendation of the responsible board for each area of ministry.
12. May fill vacancies among elected officers by appointment.
13. Schedule Member Forums as needed for input and communicate clearly and consistently with members.
14. Schedule and call Voting Assembly meetings.
15. Hire any necessary and budgeted administrative employees.
16. Responsible for implementing the delinquent voter policy.

#### **V. DUTIES OF THE CHAIRMAN**

- A. Presides at meetings of the Voters Assembly, Coordinating Council, and Executive Committee.
- B. Is responsible for the administration of the congregation's decisions and policies.
- C. Represents the congregation in an administrative capacity to the community.
- D. Shall serve as an integral part of the Executive Committee, fulfilling the duties assigned to it.
- E. Sign all diplomas of vocation.
- F. Ex-officio member of all boards and teams including the Board of Directors of Illinois Lutheran Schools, Inc. and is to be informed of all meetings of all boards and teams so that he may attend if he desires.

#### **VI. DUTIES OF THE VICE-CHAIRMAN**

- A. Carries out the duties of the chairman when the latter cannot act.
- B. Shall serve as an integral part of the Executive Committee, fulfilling the duties assigned to it.
- C. Shall serve as the congregation's "WELS Representative" for the Wisconsin Ev. Lutheran Synod.
- D. Shall serve as the chairman of the Nominating Committee.

#### **VII. DUTIES OF THE SECRETARY**

- A. Has custody of the congregation's corporate seal and its historical records and is responsible for organized filing of these records (past and current).
- B. Takes minutes at meetings of the Voting Assembly, Coordinating Council, and Executive Committee.
- C. Shall present the previous meeting minutes at Voting Assembly, Coordinating Council, and Executive Committee meetings.
- D. Shall serve as an integral part of the Executive Committee, fulfilling the duties assigned to it.
- E. Shall sign all diplomas of vocation and such legal documents as the law of the land may require him to sign as secretary of a corporate body.
- F. Shall be responsible for voting assembly voting records.
- G. Shall supply ballots for all elections at the Voters' Meetings.

### **VIII. DUTIES OF THE TREASURER AND ASSISTANT TREASURER**

- A. Has administrative responsibility for the funds, disbursements, and financial records of the congregation.
- B. Shall serve an advisory member of the Board of Property and make payments only as authorized by the congregation through the Board of Property.
- C. Shall serve as the Chairman of the Budget Committee, which shall also consist of the Financial Secretary and one representative from each Board. He shall call all meetings as needed to prepare an annual budget for the congregation. Each Board shall submit a budget for its area of responsibility. The Budget Committee shall then consider the needs of the congregation for the following fiscal year and prepare a recommended budget before the May Coordinating Council Meeting. The recommended budget shall be considered by the Coordinating Council which shall make recommendations for changes or give its approval. The Budget Committee shall then present this recommended budget to the voters at the May Voters' Meeting.
- D. Shall report clear and accurate financial reporting to the Executive Committee, Coordinating Council, and Voting Assembly. These reports shall be timely and understandable by the congregation.
- E. Shall serve as an integral part of the Executive Committee, fulfilling the duties assigned to it.
- F. Shall serve on the Endowment Fund Team.
- G. The Assistant Treasurer shall perform all duties delegated to him by the Treasurer.

### **IX. DUTIES OF THE FINANCIAL SECRETARY**

- A. The financial secretary shall record and properly credit the contributions of every contributor to the congregation's treasuries and maintain the records of all the congregation's receipts. He shall provide a record of offerings to each contributor at a minimum at the end of each calendar year. He shall coordinate with the church Treasurer so an accurate accounting of the congregation's receipts is maintained and provides monthly reports of the congregation's offerings in comparison to budgeted goals to the Coordinating Council. He shall also provide clear and accurate financial reports of the congregation's receipts to the Voting Assembly. He shall see to it that a sufficient supply of contribution envelopes is always at hand and is responsible for the distribution of these envelopes.
- B. Shall oversee the work of the two Finance Teams whose Facilitators and members are appointed annually by the Coordinating Council. These teams meet bi-weekly. At this meeting the contributions of the week shall be counted and all envelope contributions duly credited to each contributor. The Teams shall provide weekly counts of the congregation's offerings for the previous week's services, deposits the offerings in the bank immediately after counts are performed, and provides a detailed list of offerings by member contribution number and designation to the Financial Secretary.

### **X. DUTIES OF THE BOARD OF ELDERS**

- A. The Board of Elders shall aid the pastor in his pastoral work and ensure the True Word of God is continually taught at Zion and our services are held with respect and order and supervise the gathering of the offerings in worship services and securing the gifts.
- B. It shall assist the pastor in comforting the sick and shut-in and encourage and direct the spiritual welfare and Christian growth of the congregation.
- C. It shall aid the pastor in giving Christian encouragement and admonition to straying members and ensure adherence to the Bible's teachings on church discipline within the congregation.
- D. It shall recommend the transfers and releases of communicant members to the Coordinating Council for approval. They shall bring all removals or excommunications to the Voting Assembly for approval.
- E. It shall annually elect a Chairman from among its own members who shall serve on and report to the Coordinating Council. The chairman shall annually appoint from among the remaining members a Secretary, a Member Care Coordinator, a Worship Coordinator, a Church Workers Care Coordinator and a Communications Coordinator.
  - 1. The Member Care Coordinator shall oversee the congregation's efforts to reach out with love and compassion to absent members in a systematic manner. To that end he shall:
    - a. Use the Friendship Register to identify those who are not using formal worship to praise their God.
    - b. Recruit teams or facilitators to assist with this work and provide them with training to assist them in reaching out to those who are absent.
    - c. Ensure that shut-ins and others who request it receive videotaped services and private communion.
    - d. Maintain a plan for contacting in a timely manner those who have strayed away or are beginning to do so.
  - 2. The Worship Coordinator shall monitor our worship services so that they are enjoyable, edifying and welcoming for members and visitors of all ages. Accordingly he shall:
    - a. Recruit teams or facilitators to assist with this work and provide them with available training to assist them in their efforts.
    - b. Assure that all services are organized and welcoming to our members and visitors alike.
    - c. Schedule greeters and ushers and provide the necessary training for them to complete their work
    - d. Identify and invite the participation of members with musical skills (vocal and instrumental) and various choirs/groups to participate in worship.
    - e. Identify and invite the participation of member with technical skills (audio-visual) to participate in worship.
    - f. Ensure that the Word of God in its Truth and Purity continues to be taught at Zion.

3. The Church Workers Care Coordinator shall show appropriate concern, seek appropriate care, and promote continuing education for both called and hired workers in the church. He shall be responsible for:
    - a. Recruiting members to serve on a Church Workers Care Team and will provide them with the necessary training so that they can fulfill their duties.
    - b. Schedule annual visits with all called and hired workers to share any concerns of the congregation with them and to listen to any concerns of the workers.
    - c. To relay the concerns of the workers to the Coordinating Council or to the appropriate Board.
  4. The Communications Coordinator shall evaluate and make recommendations on how to enhance communications within the congregation (during worship, among organizational units, between leadership and membership), including opportunities to make suitable use of technology. In keeping with these guidelines he shall:
    - a. Recruit teams or facilitators to assist with this work and provide them with available training to assist them in their efforts.
    - b. Inform the congregation and community of our worship services.
    - c. Provide effective methods (i.e. newsletters, mailings, bulletins, Power Point presentations, emails) to communicate church and school news and events to members.
    - d. Work with the various organizations of the congregation and ILS Communication Committee to help publicize news and events.
- F. It shall hold meetings on a regular basis, usually once a month.
- G. It shall develop an annual budget for its area of ministry, which coordinates the work of constituent coordinators and ministry teams.

## **XI. DUTIES OF THE BOARD OF PROPERTY**

- A. The Board of Property shall control the corporate property of the congregation according to the direction given to it by the Voters' assembly. The Board of Property is hereby empowered to borrow money, pledge the assets of the congregation, sell, lease or otherwise dispose of the real and personal property of the congregation all at the direction of the Voters' assembly. It shall also have the right to acquire property by purchase, trade, gift or device as directed by the Voter's assembly. The Chairman of the Board of Property and Secretary of the congregation are hereby designated as the persons who shall sign all legal documents of the congregation.
- B. The Board of Property shall manage the property of the congregation, shall enter into contracts for any necessary repairs or expense, to disburse and to collect monies and receipts thereof, sign documents, appear before court, and carry out all those transactions which the congregation, as owner, itself would have to perform; however, no power or authority is given them to act in any of these matters according to their own wish, will and judgment, but they are to act solely in accordance with the instructions given them by the voter assembly by formal resolutions. Whenever the Board of Property acts without instructions and without the authority of the voter assembly, they shall be held personally responsible for their transaction, and only then will the entire congregation be responsible for their transactions and secure them against all loss when they act in accordance with the express resolutions and in obedience to the explicit instructions of the voter assembly.

- C. The Board of Property shall make public the duties of the church custodians and shall accept applications for these positions. It shall select the most qualified applicants for these positions. The custodians shall be accountable to the Board of Property who shall see to it that the custodians are compensated for their services. The Board of Property shall conduct a semiannual performance review of the custodians. These reviews shall include personal interviews with each custodian.
- D. The Board of Property shall approve all bills before payment.
- E. The Board of Property shall annually elect a Chairman from among its own members who shall serve on and report to the Coordinating Council.
- F. Report its work regularly, in written form, to the Coordinating Council and the Voters' Assembly. This assures accountability and coordination, as well as encouragement and support, and becomes a channel through which ongoing information is provided to the congregation.
- G. The chairman shall annually appoint from among the remaining members a Secretary, a Facilities Coordinator, a Properties Coordinator, and a Resource Coordinator.
  - 1. The Facilities Coordinator shall maintain a plan and schedule for the maintenance, repair, and replacement needs of interior of the congregation's facilities to keep them in good and clean condition. He shall recruit teams or individual members to accomplish projects.
  - 2. Properties Coordinator shall maintain a plan and schedule for the maintenance, repair, and replacement needs of the congregation's exterior property (landscape, parking lot) and exterior of building facilities (roofs, siding) to keep these in good and clean condition. He shall recruit team or individual members to accomplish projects.
  - 3. The Resource Coordinator shall supervise and coordinate the use and rental of the congregation's buildings, property and equipment. He shall work closely with the CELS Activities Director and the Zion Office Secretary. He shall annually recommend a schedule of rental fees to the Board of Property for its approval and verify that rental fees are collected.
- H. The Board shall appoint a Cemetery Committee annually.
- I. The Board shall appoint whatever working teams and facilitators are deemed necessary by the coordinators to carry out their respective ministries.
- J. It shall hold meetings with the treasurer on a regular basis, usually twice a month.
- K. It shall develop an annual budget for its area of ministry, which coordinates the work of constituent coordinators and ministry teams.

## **XII. DUTIES OF THE BOARD OF DISCIPLESHIP**

- A. The Board of Discipleship shall assist the pastor(s), Coordinating Council, Boards and officers of the congregation in keeping the entire stewardship life of time, talents and treasures before all the members of the congregation. It shall recommend to the Budget Committee goals for missions and other charities, promoting generous giving to the work of the Lord both locally and worldwide. It shall also promote fellowship events and promote opportunities among our own members as well as with other entities that fall within the scope of our greater synodical family. It shall promote non-educational events and opportunities to serve the congregation.

- B. The Board of Discipleship shall annually elect a Chairman from among its own members who shall serve on and report to the Coordinating Council.
- C. The chairman shall annually appoint from among the remaining members a Secretary, a Member Service Coordinator, a Member Support Coordinator and a Special Events Coordinator.
  - 1. The Member Service Coordinator shall be responsible for organizing Time and Talent Sundays to lay a Biblical foundation and strengthen our faith and our desire to be good stewards of God's blessings. These Sundays should inform the members of the opportunities God has laid before us to serve. He shall oversee the recruitment of members to serve on the various boards, teams, committees and groups, providing them with information on how they can volunteer their time and skills in service to the Lord at Zion. He shall see to it that a database of congregational talents and interests is maintained. He will enlist the services of capable team members and facilitators and assure that they receive appropriate mentoring and use approved materials.
  - 2. The Member Support Coordinator shall emphasize good stewardship of Treasures as a fruit of faith. He shall see to it that the members of the congregation are informed of their opportunities to serve God with their financial support for the ministries of the congregation, ILS, the WELS and other affiliated organizations. He shall oversee the organizing of an annual Financial Stewardship program including assisting members in their desire to remember the Lord's work (locally and synodically) in their estate planning, making available to members financial management seminars and planned giving materials. He will enlist the services of capable team members and facilitators and assure that they receive appropriate mentoring and use approved materials.
  - 3. The Special Events Coordinator shall recruit qualified Team Members and Facilitators who will aid him in planning and carrying out opportunities and events for members to meet with each other, make and enhance friendships, and enjoy the unity we share as an evangelical Lutheran congregation of believers. He will give special attention to annual congregational events such as the Advent and Lenten Suppers, the Easter Breakfast, the Church Picnic, Mission Festival and the New Member Welcome Dinner. He will also assess the need to establish additional congregational events based on the interests of our membership and the ministries of our congregation. All such events will be lay led and may come and go as interests and needs change.
- D. The Board shall appoint whatever working teams and facilitators are deemed necessary by the coordinators to carry out their respective ministries.
- E. The Board shall hold meetings on a regular basis and report its work regularly, in written form, to the Coordinating Council and the Voters' Assembly.
- F. The Board shall develop an annual budget for its area of ministry, which coordinates the work of constituent coordinators and ministry teams.

### **XIII. DUTIES OF THE BOARD OF SPIRITUAL GROWTH**

- A. The Board of Spiritual Growth shall be responsible for promoting involvement in any educational fellowship or service groups that may exist within the congregation such as: Ladies Aid, Lutheran Pioneers and Lutheran Girl Pioneers, Christians In Action, Choir, Altar Guild, Matting Memories, Video Visiting Team, the various Bible classes, Sunday School, Vacation Bible School, etc.
- B. The Board of Spiritual Growth shall annually elect a Chairman from among its own members who shall serve on and report to the Coordinating Council. He shall serve as a liaison between the Board and the various groups and organizations.
- C. The chairman shall annually appoint from among the remaining members a coordinator for the various sub-committees.
- D. The Board shall appoint whatever working teams and facilitators are deemed necessary by the coordinators to carry out their respective ministries.
- E. The Board shall develop and maintain an operational manual for all of the teams it oversees.
- F. The Board shall hold meetings on a regular basis and report its work regularly, in written form, to the Coordinating Council and the Voters' Assembly.
- G. It shall develop an annual budget for its area of ministry, which coordinates the work of constituent coordinators and ministry teams.

### **XIV. DUTIES OF THE BOARD OF OUTREACH**

- A. The Board of Outreach shall promote the carrying out of the Lord's Great Commission by our members in their personal lives and collectively as a congregation both on a local and a world-wide level. It will develop means for reaching out with the gospel of Jesus Christ to those of our community and the surrounding area who have no church home or are searching for one. It will also promote individual member and congregational support for world-wide mission work through the WELS and other para-synodical organizations.
- B. The Board of Outreach shall annually elect a Chairman from among its own members who shall serve on and report to the Coordinating Council.
- C. The chairman may annually appoint from among the remaining members a Promotions & Public Relations Coordinator, a Prospect Coordinator, a New Member Integration Coordinator, and a World-wide Missions Coordinator.
  1. The Promotions & Public Relations Coordinator shall manage efforts to make the community aware of our congregation's ministries through whatever means and media available and strive to create a positive community image. He shall also be responsible for encouraging and assisting members in their everyday life of witness by arranging for classes and seminars and providing Bible-based, Christ-centered materials on sin and grace for members to share with others as well as opportunities for Outreach Training.
  2. The Prospect Coordinator shall oversee our congregational efforts to identify prospective members through community canvasses, mailings, the Friendship Register, ILS registrations open houses, and other prospect discovery means. He shall promote ongoing prospect nurture through mail, email, and phone contacts and visits from an evangelism calling team.

3. The New Member Integration Coordinator shall be responsible for integrating new members into the congregation through such means as New Member Welcome Dinners, Informational Packets, Orientation Seminars and a sponsorship program.
  4. The World-wide Missions Coordinator shall seek out, obtain and transmit to our membership information on opportunities to support the gospel outreach efforts of the WELS Home and World Mission departments, Worker Training program, and WELS affiliates such as Kingdom Workers, Wisconsin Lutheran Institutional Ministries, etc. He shall especially encourage members of our congregation to consider careers in the teaching and preaching ministries of our Synod as well as promoting volunteer mission positions as the needs arise. Additionally he shall continually promote financial support for our Synod's mission efforts through our Congregational Mission Offering (CMO) and other means.
- D. The Board shall appoint whatever working teams and facilitators are deemed necessary by the coordinators to carry out their respective ministries.
  - E. The Board may keep and maintain an operational manual for all of the teams it oversees.
  - F. The Board shall hold meetings on a regular basis and report its work regularly, in written form, to the Coordinating Council and the Voters' Assembly.
  - H. It shall develop an annual budget for its area of ministry, which coordinates the work of constituent coordinators and ministry teams.

**XV. DUTIES OF THE ZION MEMBERS OF ILLINOIS LUTHERAN SCHOOLS, INC. (ILS) BOARD OF DIRECTORS**

The six Zion members of the ILS Board of Directors shall, with the Board members of Trinity Lutheran Church of Crete, Illinois supervise our Illinois Lutheran Elementary School, Junior High and High School. Two members shall be elected annually for three year terms by the Delegates. Duties and responsibilities are enumerated in the constitution of ILS. It is understood that the Board of Directors of ILS is authorized to extend Divine Calls for teachers and administrators of the ILS system. The six members shall select from their midst one member to serve on the Coordinating Council. Reports on the work and progress of the school system shall be regularly given to the Coordinating Council and the Voters' Assembly. When major decisions come before the ILS Board of Directors, the members are encouraged to seek the input of the Coordinating Council and/or Voters' Assembly.

**CEMETERY COMMITTEE**

The Cemetery Committee shall be appointed annually by the Property and Grounds committee. They shall maintain a plan and schedule for the maintenance, repair, and replacement needs of the congregation's cemetery to keep it in good and clean condition. They shall recruit teams or individuals to accomplish projects. They shall also:

- a. Maintain records of burial sites occupied, sold and available.
- b. Assist families with the burial of their loved ones.
- c. Maintain financial records of income, expense and investments.
- d. Monitor the adequacy of the perpetual fund to provide for maintenance of the cemetery in the long-term.
- e. Update schedule of fees as necessary and present it the Property Board for approval.
- f. Collect all necessary fees

## **XVI. NOMINATING COMMITTEE**

The chairman, vice-chairman, secretary and those members of the Coordinating Council whose terms do not expire at the end of the current calendar year shall serve as a Nominating Committee. The nominations shall be presented to the Voters' Assembly for election in the September meeting.

## **XVII. ELECTIONS**

All elections shall be by ballot at the September meeting. When unforeseen vacancies occur, those may be filled by appointment by the Coordinating Council. Elected officers shall be installed in the public service on the first weekend services in January.

## **XVIII. PRINTED REPORTS**

An annual statistical report with current financial balances and board activities and accomplishments for the year shall be presented by each Board at the annual January voters' meeting

## **XIX. AUDITING COMMITTEE**

The chairman shall appoint at the May Voters' Meeting an Auditing Committee of three which shall audit the books of the treasurer of all societies in the congregation. The audit is to be conducted after the close of the fiscal year and before the financial reports are put into print. The Auditing Committee shall report to the voters at the September meeting.

## **XX. ENDOWMENT FUND COMMITTEE**

The Endowment Fund Committee shall consist of four members of the Congregation plus the the Treasurer. The committee shall select their own Chairman. They shall be held responsible for the investment of all endowment funds in accordance with the investment policy statement of this congregation. All five members shall have signing rights on any investments and at least two signatures shall be required to transfer any funds. The committee shall meet as necessary. The members shall be appointed annually by the Coordinating Council for two year terms.

The Board shall see to it that distributions are in accordance with Voter approved Distribution Policy. They shall distribute scholarships annually to any Zion students who are enrolled in a WELS Worker Training Program at the college or seminary level. They are to recommend necessary changes to the Investment Policy Statement and Distribution Policy to the Coordinating Council which then need to be approved by the Voters. They will also promote awareness of the Endowment Fund to the congregation through such means as bulletin inserts and seminars organized and sponsored by the Endowment Committee. They shall report quarterly investment results to the Coordinating Council and to the Voters at the regularly scheduled Voter's meeting.

## **XXI. ILLINOIS LUTHERAN DELEGATE ASSEMBLY**

The Illinois Lutheran Delegate Assembly shall consist of up to 30 Voting Members from each congregation holding membership in Illinois Lutheran Schools, Inc. Zion's delegates will be appointed by the Coordinating Council as needed. Any voting member may serve as Alternate Delegates. There are no term limits. If a delegate is unable to attend the annual meeting, he is required to notify another Zion delegate to replace or excuse him for that meeting.

**XXII. RECEPTION INTO MEMBERSHIP BY TRANSFER OR PROFESSION OF FAITH**

Persons who wish to be received into membership in this congregation other than through the sacrament of Holy Baptism or Rite of Confirmation shall bring their request to the attention of the Pastor or the Voters' Assembly. The Voters shall honor the request when qualifications for membership, as specified in Article V of this Constitution, have been met. Notice of receptions shall be reported to the congregation. Since reception into membership signified acceptance of and submission to this Constitution and By-laws, each family shall be given a copy of the same prior to their reception so that they may become familiar with its provisions.

**XXIII. TRANSFER OR RELEASE FROM MEMBERSHIP**

1. Those desiring a transfer or release from membership shall bring their request to the attention of the pastor or the Board of Elders for action to be ratified at the next meeting of the Voters' Assembly.
2. Transfer of membership shall apply only to those who desire membership in a congregation which is in agreement with our congregation in doctrine and practice. Release from membership shall apply when affiliation is sought with a congregation not in agreement with our congregation in doctrine and practice.
3. Members released or transferred relinquish all rights in this congregation.

**XXIV. ALTERATION AND REPEAL**

All by-laws to this constitution can be altered or repealed by a majority voice at any constitutionally called meeting.

Revision of By-laws

Adopted by Zion Ev. Lutheran Congregation's Voters Assembly on 2/11/08.

Coordinating Council

Chairman – David Most

Secretary – Norbert Wilkening

Vice Chairman – Everett Moeller

Treasurer – Richard Mullen

Board of Discipleship – Robert Waggoner

Board of Elders – Randy Bettenhausen

Board of Outreach – Donnie Brown

Board of Property – Paul Tatge

Board of Spiritual Growth – vacant

Financial Secretary – Jeff Clark

ILS Representative – Brett Moeller

Pastor Gregory L. Bey

*\*Council meeting 10/13/08 – Motion to change wording of article IV of Zion's by laws from Family Ministry to Board of Spiritual Growth. Passed.*