

**CONSTITUTION  
OF  
CHRIST EVANGELICAL LUTHERAN CHURCH  
OF NORMAL, ILLINOIS**

**Preamble**

The Word of God requires that a Christian congregation shall conform to this Divine word in doctrine and practice (Psalm 119:105; Matthew 28:18-20; Galatians 1:6-8; II Timothy 4:1-5) and that all things be done decently and in order (I Corinthians 14:40). Therefore we, the members of Christ Evangelical Lutheran Church Normal, Illinois – a 501(c)3 nonprofit corporation (hereafter referred to as This Congregation), accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of This Congregation shall be governed.

**ARTICLE I**

**Name**

The name of This Congregation shall be: Christ Evangelical Lutheran Church of Normal, IL.

**ARTICLE II**

**Purpose**

The purpose of this corporate body shall be that of a religious organization; more specifically, that of a Christian congregation, established and maintained for the express purpose of disseminating the Biblical truth according to Article III Confessional Standard.

**ARTICLE III**

**Confessional Standard**

This Congregation acknowledges and accepts all the canonical books of the Old and the New Testaments to be the inspired Word of God and all the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord to be a correct exhibition of Christian doctrine taken from the Holy Scripture. In This Congregation no doctrine shall be taught or tolerated which is at variance with the Word of God, and with the said Symbolical Books of the Evangelical Lutheran Church, viz.:

1. The Three Ecumenical Creeds: The Apostolic, The Nicene & The Athanasian.
2. The Unaltered Augsburg Confession.

3. The Apology of the Unaltered Augsburg Confession.
4. The Smalcald Articles.
5. Luther's Large Catechism.
6. Luther's Small Catechism.
7. The Formula of Concord.

According to this form of doctrine all doctrinal controversies which may arise in This Congregation shall be decided and adjudicated.

## **ARTICLE IV**

### **Doctrinal Literature**

Only such hymns, prayers, and liturgies shall be used in the public services of This Congregation and in all ministerial acts as conform to Article III Confessional Standard. Likewise, in all classes for instruction in Christian doctrine only such books shall be used as conform to this standard.

## **ARTICLE V**

### **Synodical Membership**

- A. This Congregation shall be a member of The Lutheran Church – Missouri Synod as long as the Synod conforms to Article III, Confessional Standard, as set forth in this constitution. For purposes of this Constitution, The Lutheran Church-Missouri Synod, Missouri Synod and Synod shall be synonymous.
- B. This Congregation shall send its pastor and a lay delegate to the District Convention of Synod.
- C. It shall be the duty of this Congregation and its individual members to support the work of Synod, since they thereby support their own Christ-appointed work.

## **ARTICLE VI**

### **Membership**

The membership of This Congregation includes the following:

1. Baptized Membership  
Baptized members are all members who have been baptized, including the children on the membership rolls who have not yet been confirmed.

2. Communicant Membership

Communicant members are baptized members who have: accepted the Article III Confessional Standard of this constitution, been instructed and are familiar with the contents of *Luther's Small Catechism*, been confirmed in the Lutheran faith, or been accepted into membership in This Congregation by profession of faith.

3. Voting Membership

Voting Members are Communicant Members who have reached 18 years of age.

Members of This Congregation should strive to conform their entire lives to the authority of God's Word and to that end make diligent use of the means of grace, exercise faithful stewardship of God's many gifts and talents, impart and accept fraternal admonition as the need of such admonition becomes apparent, and be readily available for service in the kingdom of Christ within and beyond This Congregation.

Membership in organizations whose principles and conduct conflict with the Word of God is prohibited.

## **ARTICLE VII**

### **Powers Vested in This Congregation**

The "Voters Assembly" of This Congregation shall be defined as those voting members present at a properly called voters meeting.

The Voters' Assembly of This Congregation shall decide all matters relating to This Congregation or This Congregation's affairs. Any member may appeal to the Voters Assembly in regard to any matter relating to the affairs and government of This Congregation. The Voters Assembly's decision shall be final and binding; but such decision shall always be in accord with the Word of God and Article III Confessional Standard, and, unless it is so, shall be null and void.

## **ARTICLE VIII**

### **Officers**

The officers of This Congregation shall be: a president, a vice-president, a secretary, treasurer(s), and such other officers and members of boards and committees as the constitution and bylaws of This Congregation may prescribe or as This Congregation may elect in accordance with its needs. All officers must be voting members, and shall have only such powers as are conferred upon them by This Congregation. In keeping with our Synod's Doctrine of Church and Ministry, women may hold any office except those directly involved in the specific functions of the pastoral office (preaching, the public administration of the

sacraments, or church discipline) or those violating the order of creation. Accordingly they shall not serve as Pastor, President, Vice-President, or Elder of This Congregation.

## **ARTICLE IX**

### **Pastors**

Only such pastors shall be called by This Congregation as are in accordance with Article III, Confessional Standard of This Congregation, and as have been prepared for their work and are well qualified for it. The right of calling pastors shall ever be vested in the Congregation and shall never be delegated to a smaller body or to an individual.

Reasons for dismissing a pastor shall be: persistent adherence to false teaching, an ungodly life, unfaithfulness, or inability in reference to the performance of duties.

## **ARTICLE X**

### **Property Rights of This Congregation**

This Congregation may receive, acquire, hold title to, and manage, such real estate and other property and may sell or dispose of such real estate and other property or any part thereof as it may need to accomplish This Congregations Article II Purpose, and, This Congregation shall have all the rights and the powers that are granted by the laws of the state of Illinois to religious corporations.

If, at any time, a division should take place in This Congregation, then the property of This Congregation, and all the benefits therewith connected, shall remain with those communicant members, even if a minority, who continue to adhere in confession and practice to Article III Confessional Standard, as determined by the dispute resolution process described in the Bylaws of the Synod.

## **ARTICLE XI**

### **Bylaws**

This Congregation may adopt such bylaws as the accomplishment of the purpose of its organization may demand.

## **ARTICLE XII**

### **Amendments**

Amendments to this constitution or bylaws must be made in writing. Such proposed amendments may be presented at any valid Voters' Meeting, but shall not be voted upon until the next valid Voters' Meeting. Any amendments to a motion to amend the constitution or bylaws must be published prior to the meeting when the vote is held. For an amendment to pass, two-thirds of the Voters' Assembly must cast their vote in favor of such amendment.

## **ARTICLE XIII**

### **Unalterable Articles**

Of this constitution, Article III (Three) Confessional Standard, Article IV (Four) Doctrine, and Article IX (Nine) Pastors, shall be unalterable except for grammar or punctuation. All petitions and motions to alter, except for grammar or punctuation or repeal these articles are always out of order, and may neither be debated nor voted upon, but must be rejected by the chairman by referring to this article of the constitution.

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This constitution presented at the Voters' Meeting of March 18, 2014 and adopted at the Voters' Meeting of May 20, 2014. Approved for use by the Central Illinois District Board of Directors February 2016.

**BYLAWS  
OF  
CHRIST EVANGELICAL LUTHERAN CHURCH  
OF NORMAL, ILLINOIS**

**PREAMBLE**

These bylaws are adopted in accordance with article XI of the constitution.

**SECTION I  
Admission of New Communicant Members**

Persons wishing to become communicant members will be received in one of the following ways:

- Youth or Adult Confirmation completed at This Congregation.
- Transfer from a sister Missouri Synod congregation.
- Profession of Faith for those who are unable to be received by transfer or confirmation but have previously been instructed in accordance with Article III Confessional Standard.

Such persons who meet the above criterion are to be presented by the Pastor(s) to the Board of Elders for consideration. Those persons acceptable to the Board of Elders for admission as communicant members will be presented to a Voters' Assembly for approval. Reception into membership shall be by majority vote of the Voters' Assembly.

**SECTION II  
Voters' Meetings**

Regular Voters' Meetings shall be the third Tuesday of January, March, May, September, and November. The November meeting shall be devoted primarily to the election of officers and the adoption of the budget for the coming year.

Special Meetings of This Congregation may be called by the President, the Church Council, or the Pastor. The announcement of a special Voters' Meeting shall include its purpose.

Every Voters' Meeting shall be announced at the Sunday public service previous to its date. A special Voters Meeting shall only consider business for the purpose for which it was called. When a Voters' Meeting has been announced in such a public service on the previous Sunday, it shall be a valid legal meeting capable of transacting business of This Congregation, provided a quorum of not less than 25 voting members is present.

It is the responsibility of every voting member to attend Voters' Meetings. By failing to attend, the member waives his/her right of casting his/her vote during such meeting.

Any resolution prepared in advance of any Voters' Meeting should be included in the announcement of said Voters' Meeting.

### **SECTION III Church Council**

The Church Council shall meet on the second Tuesday of each month. The Council shall be comprised of the President, Vice President, Secretary, Treasurer(s), the Pastor(s), and the Director of Christian Education, and two members of each of the following: The Board of Elders, The Board of Mission/Evangelism, and The Board of Trustees; and one member each of the following: The Pre-School Board, The Board of Children and Youth Ministry, and The Board of Adult Ministry.

The Council shall:

1. Coordinate the programs and activities of This Congregation.
2. Review the finances of This Congregation.
3. Review selection of officers and members of boards appointed to fill vacancies of This Congregation, and recommend approval to the Voters Assembly.

### **SECTION IV Officers**

#### **A. General:**

This Congregation shall elect a President, a Vice President, a Secretary, two Treasurers, twelve Elders, six Mission/Evangelism Board members, five Board of Children and Youth Ministry members, five Board of Adult Ministry members, five Pre-School Board members, eight Trustees, and two Financial Secretaries. The term of office shall be two years.

Elected officers shall be limited to three successive terms in the same office.

#### **B. Mode of Election of Officers**

At an appropriate time, in advance of the November meeting, the President shall appoint a nominating committee to field a slate of candidates for available offices. The Pastor(s) and President are ex-officio members of this committee.

Where there is more than one in an office a portion shall be elected each year as follows:

- Elders – six elected each year
- Mission/Evangelism Board – three elected each year

- Trustees – four elected each year
- Board of Children and Youth Ministry – three elected on odd years, two elected on even years
- Board of Adult Ministry - two elected in odd years, three elected in even years
- Pre-School Board - three elected in odd years, two elected in even years
- Financial Secretaries – one elected each year
- Treasurers – one elected each year

The names of the candidates for election to each office and board member position shall be printed in the bulletin at least the Sunday before the November Voters' Meeting.

At the November Voters' Meeting, the nominating committee shall submit the names of candidates for each elective office. Any eligible Voting Member also may be nominated from the floor, with his/her consent. Election shall be by secret ballot, with all officers being voted on at the same time.

When one is to be elected and two or more have been nominated, the one with the higher number of votes shall be considered elected. The installation of all officers shall take place in the first Sunday service of the new year, in the presence of the assembled congregation.

## **C. Duties of Officers**

### **President**

The President shall preside at all Voters' Meetings of This Congregation and the Executive Committee, and in the absence of the Vice President he shall preside at Church Council meetings. He shall sign documents on behalf of the corporation, subject to the direction and control of the Voters' Assembly. The President of This Congregation shall be the principal lay officer of This Congregation and shall be responsible for the supervision of the programs of This Congregation.

The President shall appoint, without approval, members of standing or ad hoc committees not otherwise elected.

Vacancies occurring in elected offices are to be filled by the President, with the approval of the Voters Assembly.

### **Vice-President**

The Vice-President shall function as assistant to the President. The Vice-President shall preside at all Church Council meetings, and he shall perform all duties of the President in the President's absence. The Vice-President shall succeed the President in his office as President in the case of death, disability, resignation, or expulsion for the remaining term.



### **Secretary**

The Secretary shall keep a permanent record of the transactions of all meetings of the Voters, Executive Committee, and Church Council and properly store them in the archives of This Congregation. The Secretary shall present the appropriate minutes at the next meeting. The Secretary also shall take a written record of those in attendance at each meeting.

The Secretary shall receive all other records, reports, and minutes and properly store them in the archives of This Congregation.

### **Treasurers**

The Treasurers shall divide their duties in an effective manner. The Treasurers shall be responsible for the safekeeping of all funds, securities and fiduciary documents of This Congregation (except for those funds of auxiliary, ancillary, or Sunday School). The Treasurers shall pay all bills authorized by This Congregation. They shall keep accurate records of the receipts and disbursements which shall be and remain the property of This Congregation. The Treasurers shall submit a report at each Church Council and regular Voters' Meeting in sufficient detail as to allow for proper consideration and review. The Treasurers also shall prepare a detailed yearly financial statement, for publishing in the annual report of This Congregation.

### **Financial Secretaries**

Two Financial Secretaries shall receive, and deposit in This Congregation's designated depository, all congregational monies including: offerings, contributions, special collections, loans, subsidies, bequests, etc. A report of all receipts shall be submitted to the Treasurers and to the Church office at regular weekly intervals. They shall solicit help from the members of This Congregation as needed.

### **The Executive Committee**

The President, Vice-President, Secretary, and the Treasurers shall comprise The Executive Committee. The Committee shall:

1. Meet as necessary,
2. Review any issues regarding the Constitution and its Bylaws and make appropriate recommendations,
3. When requested by the President, assist in filling vacancies in elected or appointed offices.

## **D. Duties of Boards:**

### **General**

The boards established herein shall:

1. Meet monthly or more frequently if needed,
2. Choose a chairperson, recording secretary, or other board officers as needed,
3. Designate a representative(s) for Church Council,
4. Designate representative(s) for the Voters Meeting,
5. Designate a representative to work on the annual budget committee,
6. Prepare a short and long range plan to accomplish the board's goals within This Congregation's goals,
7. The President and Pastor(s) shall be ex officio members of all boards.

### **Board of Elders**

The Board of Elders shall:

1. Assist the Pastor in all matters pertaining to the spiritual welfare of This Congregation,
2. Consider spiritual complaints and grievances of members of This Congregation if Matt. 18:15, 16 has been fully observed, and they shall report to This Congregation those which cannot be otherwise reconciled in accordance with Matt. 18:17,
3. Make every effort to motivate members who have been negligent in their attendance of service and in the use of the Sacrament, to mend their sinful ways and fully enjoy the rights and privileges of their membership,
4. See to it that all services are conducted in such a manner as to avoid needless disturbance and to foster an attitude conducive to worship among those in attendance,
5. Appoint two head ushers for our worship services,
6. Assist the Pastor in arranging for pulpit assistance, special services, and guest speakers,
7. With the Pastor, oversee the instruction leading towards Confirmation and church membership,
8. Be an example of Christian conduct and conversation,
9. Recommend delegates to District and Synodical Conventions to the Voters' Meeting,
10. Review and recommend special collections,
11. Complete an annual performance evaluation of the Pastor(s) and Music Director.

## **Board of Mission/Evangelism**

The Mission/Evangelism Board shall:

1. Encourage the congregation members to participate in mission and evangelism opportunities,
2. Keep apprised of Synodical and Central Illinois District mission/evangelism programs and opportunities. Be a resource for organizations of This Congregation for synodically approved mission/evangelism projects,
3. Oversee the following:-
  - A. The maintenance of This Congregation's website,
  - B. The organizing of regular fellowship events,
  - C. Congregational publicity and advertising in the media,
  - D. The contacting of visitors and prospective members,
  - E. Mission emphasis Sundays with guest speakers,
  - F. Contact outreach to unchurched, shut-ins, and the hospitalized.

## **Board of Trustees**

The Board of Trustees shall:

1. Administer and provide for the care and upkeep of the Church property and its grounds,
2. Transact all business of This Congregation as assigned to them by the Church Council and the Voters' Assembly.

## **Board of Children and Youth Ministry**

The scope and nature of the Board of Children and Youth Ministry shall focus on equipping and guiding families in their efforts to have Christ be the foundation of their home.

The Director of Christian Education and Sunday School Superintendent shall be ex-officio members of this Board.

The board of Children and Youth Ministry shall:

1. Focus on equipping and guiding families in their efforts to have Christ be the foundation of their home,
2. Set up learning opportunities and activities for families and children,
3. Oversee This Congregation's Sunday School program for ages 3 years through 12<sup>th</sup> grade,
4. Complete an annual performance evaluation of the Director of Christian Education with input from the Pastor(s) and Board of Elders,
5. Oversee the Nursery Room.

## **Board of Adult Ministry**

The Director of Christian Education shall be an ex-officio member of this Board.

The Board of Adult Ministry shall:

1. Encourage the members of This Congregation to participate in individual and group Bible studies and fellowship activities,
2. Keep apprised of Synodical and Central Illinois District Christian educational programs and opportunities,
3. Be a resource for Christian growth and spiritual guidance programs and opportunities,
4. Develop and coordinate small group opportunities for:
  - a. Bible studies,
  - b. Fellowship activities,
  - c. Any other special ministry to enhance the worship life of the adult members of This Congregation.

## **Pre-School Board**

The Director of Christian Education and Director of Pre-School shall be ex-officio members of this Board. The Pre-School Board shall:

1. Develop policies that will direct and guide the daily operations of the Pre-School program,
2. Be responsible for hiring the Director (approved by the Voters' Assembly), faculty, and staff to ensure a quality program, Lutheran distinctiveness, and achievement of the stated purpose of the Pre-School,
3. Be responsible, according to the provisions of This Congregation, for the funding and financial management of the Pre-School,
4. Conduct annual performance reviews for both the Director and staff as well as the Pre-School program itself,
5. Carry out such other responsibilities and tasks as may be assigned to the Board by This Congregation.

## **E. Appointed Officers**

The following officers shall be appointed for terms of two years each:

### **Sunday School Superintendent**

The Sunday School Superintendent, appointed by the Board of Children and Youth Ministry, shall coordinate the program of the Sunday School under the guidance of the Board of Children and Youth Ministry.

### **Sunday School Secretary-Treasurer**

The Sunday School Secretary-Treasurer, appointed by the Board of Children and Youth Ministry, shall perform the usual functions of such offices.

### **Recorder of Contributions**

The Executive Committee shall recommend to the Church Council for approval a candidate for Recorder of Contributions. The Recorder of Contributions shall maintain the records of the offerings of individuals and each individual envelope holder and report quarterly to each individual envelope holder. Records and reports shall be consistent with the Internal Revenue Code.

### **Head Usher**

The Board of Elders shall appoint Head Ushers for early and late Sunday services who shall co-ordinate all usher selection, training, and activity for any worship services of This Congregation. The Board of Elders shall designate one Head Usher to be chairman of the ushers.

## **F. Standing and Ad Hoc Committees**

The President and Pastor(s) shall be ex-officio members of all committees.

### **Legacy Committee**

The President shall appoint 5 members from This Congregation to the Legacy Committee for terms of 4 years each. The Legacy Committee shall manage the day-to-day maintenance of the endowment funds including receiving, administering (assuring compliance with all restrictions), and making dispositions of bequests, beneficial interests, gifts, and other investment type assets.

The Legacy Committee shall make regular reports to the Voters' Assembly and also shall prepare a detailed yearly financial statement, for publishing in the annual report of This Congregation.

### **Budget Committee**

The budget committee shall consist of the Church Treasurer(s), and one member from each of the boards. No later than the September Council meeting of each year, the President of This Congregation shall remind the boards to designate a representative to the Budget Committee and instruct the committee to convene.

The budget shall be initially compiled from requests submitted to the committee from the various boards, officers, and staff. The committee shall then meet to consider the individual board's requests as well as the budget as a whole. They shall make adjustments as deemed necessary in order to conform the final proposed budget to the expected financial ability of This Congregation to meet said budget. The final proposed budget shall be reported to the November Voter's Meeting.

## **Audit/Financial Accounting Committee**

On at least an annual basis the Church Council should consider and may appoint an Audit Committee to perform an internal audit to determine:

- 1.) The validity of the financial information and/or
- 2.) Operational effectiveness and efficiencies of the various functions of This Congregation.

This may from time to time include auxiliary and ancillary activities or organizations within This Congregation. Said committee should meet, establish objectives, and accomplish its determined objectives within a reasonable period of time. The results of any such audit(s) should be presented to the Church Council within approximately four months of the Committee's formation. An internal financial audit of the primary books and records of This Congregation should be performed upon any transition to a new treasurer. At its discretion, and only with the prior approval of the Voters Assembly, the Audit Committee may pursue an external audit of the financial information.

## **SECTION V**

### **Auxiliary and Ancillary Groups**

This Congregation may form auxiliary and ancillary groups not specified in the Constitution or Bylaws. Such groups may be established for purposes consistent with Article II Purpose. To the extent that they receive and disburse funds they shall keep an accounting and report annually to the Treasurers as well as prepare a financial statement for publishing in the annual report of This Congregation.

## **SECTION VI**

### **Calling Pastors and Other Called Workers**

#### **Call Committee**

When authorized by the Voters' Assembly, the President of This Congregation shall appoint a Call Committee. The Committee shall request a list of possible candidates from the District President and shall also accept names of possible candidates from members of This Congregation. The Committee shall consider, validate, and evaluate proper candidates. All Pastoral candidates must be endorsed by, be a member of, or certified by Synod. At a properly convened meeting of the Voters' Assembly, the Committee shall present a list of nominees. Any Voting Member is entitled to make additional nominations from the floor.

The Voters' Assembly may consider and approve the calling of a worker from the seminaries or other synodical education institutions, through the process established by those entities for such calls.

## **Elections of Called Workers**

The election of a pastor or other called worker from the list of candidates by This Congregation shall be by ballot. If three or more candidates are presented on the ballot, and no one candidate receives a majority (greater than 50%) of the votes cast, the two receiving the most votes shall be retained for a second ballot and a second vote taken. When two candidates are presented on the ballot, the candidate receiving the simple majority of all votes cast shall be considered elected.

## **SECTION VII Termination of Membership**

Excommunication or withdrawal results in the forfeiture of all rights and privileges as a member of This Congregation and all claims upon the property of This Congregation as such or any part thereof.

### **1. Excommunication**

All public and impenitent sinners are to be expelled from This Congregation after due but fruitless admonition in its various degrees as prescribed in Matthew 18:15-20, where such admonition is possible. Excommunication from membership shall be by a two-thirds majority vote of the Voters' Assembly.

### **2. Withdrawal**

Transfer to a sister congregation, joining a congregation outside the fellowship of This Congregation, or self exclusion, shall result in withdrawal from membership of This Congregation. Removal from membership under this provision shall be by simple majority vote of the Voters' Assembly.

## **SECTION VIII Order of Business**

The following order of business should generally be followed for every regular Voters' Meeting:

1. Prayer
2. Take roll
3. Presentation of minutes
4. Financial reports
5. Board reports
6. Committee reports
7. Unfinished business
8. New business
9. Adjournment with prayer

Except as otherwise specified in our Constitution and Bylaws, the business of This Congregation shall be guided by the rules contained in "Roberts Rules of Order, Newly Revised", and by the law of Christian love.

**SECTION IX**  
**Removal from Office**

Any ordained or commissioned minister may be removed from office by the Voters Assembly by a two-thirds majority ballot vote, in Christian and lawful order for one of the reasons stated in Article IX of the constitution.

Any elected officer or board member may be removed from office by the Voters' Assembly by a two-thirds majority ballot vote, in Christian and lawful order, for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect, or inability to perform the duties of the office.

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These bylaws presented at the Voters' Meeting of March 18, 2014 and adopted at the Voters' Meeting of May 20, 2014. Approved for use by the Central Illinois District Board of Directors February 2016.