

CONSTITUTION
St. Paul Lutheran Church
Hamel, Illinois

PREAMBLE

The Word of God demands that a Christian congregation not only conform to the Word of God in doctrine and practice (Psalm 119:105; Galatians 1:6-8; II Timothy 4:1-5), but that all things be done decently and in order (I Corinthians 14:40). Therefore we, the members of St. Paul Lutheran Church, located in Hamel Township, Madison County, Illinois, accept and subscribe to the following constitution and bylaws, in accordance with which the spiritual and material affairs of our congregation shall be governed.

ARTICLE I
Name

The name of this congregation shall be St. Paul Lutheran Church, Hamel, Illinois.

ARTICLE II
Purpose

The purpose of this congregation shall be:

1. The establishment and maintenance of the holy ministry in our midst for the salvation of our souls. (Romans 10:14-17)
2. The mutual admonition and strengthening in the confession of the faith. (Hebrews 10:23-25; Galatians 6:1; Matthew 18:15-17)
3. The fostering of Christian education in our midst among young and old. (Matthew 28:20)
4. The spreading of the Gospel and the extension of the Kingdom of God in all the world. (Matthew 28:19-20; Mark 16:15,16)

ARTICLE III
Confessions

This congregation acknowledges and accepts all the canonical books of the Old and New Testament as the verbally inspired Word of God, and submits to them as the only infallible authority in all matters of faith and life.

This congregation acknowledges and accepts all the confessional writings of the Lutheran Church, contained in the Book of Concord of the year 1580, as true and genuine expositions of the Bible. These confessional writings are the three Ecumenical Creeds (Apostles', Nicene, and Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechism, and the Formula of Concord.

ARTICLE IV
Membership

- I. Baptized Membership

Baptized members are all members who have been baptized in the name of the Triune God and who are under the spiritual care of this congregation.

II. Communicant Membership

Persons desiring communicant membership in this congregation shall meet the following qualifications:

1. Communicant members are those baptized members who have been confirmed in the Lutheran faith, accept the doctrinal standards of Article III of this constitution, and are familiar at least with the contents of Luther's Small Catechism.
2. Do not live in manifest works of the flesh, but lead a Christian life. Galatians 5:19-21.
3. Submit, for the sake of love and peace, to all present and future rules and regulations of this congregation, provided these do not conflict with the Word of God.
4. Permit themselves, when they have erred, to accept Christian admonition and correction.
5. Do not hold membership in any organization, secret or otherwise, conflicting with the Word of God.

Communicant membership may be conferred by the pastor and elders, announced to the congregation, and approved by the voting assembly.

III. Voting Membership

Any communicant member of this congregation who is at least eighteen years of age is a voting member. Voting membership shall attend the meetings of the voters' meeting regularly, participate in the work of the congregation, and willingly accept responsibility according to ability.

ARTICLE V

The Offices of Pastor and Teacher

The pastoral office of this congregation, as well as the office of called teacher in the parochial school, shall be conferred only on such ministers, teachers, and candidates who profess and adhere to the confessional standard set forth in Article III of this constitution and who are qualified for their work. Pastors and called teachers shall be pledged to this confessional standard.

The minister and teacher should set a good example in Christian conduct.

ARTICLE VI

Authority of the Congregation

A. General

The Voters' Assembly shall be the governing body of this congregation and shall be empowered to administer and manage all its affairs. No decisions, enactment or performance in behalf of the congregation or member thereof, shall be valid, unless it shall have been enacted or performed according to a general or a special power conferred by the voters' assembly. The establishment and conduct of all organizations and societies within the congregation shall be subject to the approval and supervision of

the voters' assembly. The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (Article III), and any such decisions shall be null and void.

B. Right of Calling

The right of calling pastors or called teachers shall be vested in the voters' assembly and shall never be delegated to a smaller group or to an individual. They are to be elected in an official meeting of the congregation by a majority of those present and a subsequent unanimous vote.

C. Decisions

All matters of doctrine and conscience shall be decided by the Word of God. All other matters shall be decided by a majority vote of the voters' assembly unless otherwise specified by this constitution or bylaws.

D. Removal from Office

Any pastor, teacher, or officer 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, or willful neglect of duties.

The congregation may request the resignation of any pastor, teacher, or officer from his or her position in the congregation in the case of prolonged incapacity or general incompetence.

E. Removal from Membership

Communicant members in good standing may be transferred by the pastor to a sister congregation immediately upon request. Such transfer shall be reported to the voters' assembly for approval at its next meeting. Members who move out of the community and therefore become inactive shall be encouraged to transfer their membership to the sister congregation nearest them.

Communicant members who join congregations outside of our fellowship thereby terminate their membership. Their names shall be removed from the membership list by resolution of the voters' assembly.

Communicant members whose whereabouts are unknown and whose addresses cannot be established shall have their names removed by resolution of the voters' assembly.

Communicant members who conduct themselves in an unchristian manner shall be admonished according to Matthew 18:15-20; if they remain impenitent after proper admonition, they shall be excommunicated. Each case shall be presented individually to the voters' assembly for action. A unanimous vote by the voters present shall be required for excommunication. If such member is deliberately absent from the meetings at which that member's case is to be discussed, or in some other manner makes further discussion impossible, the member is thereby excommunicated by his or her own actions.

Excommunicated persons shall forfeit all rights and privileges of church membership, also any claims upon congregational property, as long as they remain impenitent. When

such excommunicated persons repent of their sins and seek forgiveness from God, they shall be reinstated into membership.

ARTICLE VII

Duties of Members

It shall be the duty of the members of this congregation to:

1. Conform their lives to their baptismal vow.
2. Attend services faithfully and frequently partake of Holy Communion.
3. Engage in personal private Bible Study.
4. Be active in personal evangelism.
5. Contribute willingly and according to his God-given ability toward the maintenance of church and school and the work of the church at large.
6. Bring up children "in the nurture and admonition of the Lord" (Ephesians 6:4) and to this end, besides teaching them the Christian faith at home, take advantage of all the Christian educational agencies for the children, so that all children may be properly guided in the Christian faith.

ARTICLE VIII

Officers

- A. The officers of this congregation shall be such officers, boards, or committees as the bylaws of this congregation prescribe.
- B. Congregational officers or committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them by the voters' assembly and whatever authority may have been delegated to them may at any time be altered and revoked.

ARTICLE IX

Synodical Affiliation and Division

This congregation shall hold membership in the Lutheran Church--Missouri Synod as long as this Synod remains true to the confessional standard in Article III of this constitution. If at anytime a division should take place on account of doctrine, the property of the congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to Article III of this constitution. If division takes place for any other reason, the property shall remain with the majority of the communicant members.

ARTICLE X

Doctrinal Conformity

Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts as conform to the confessional standard of Article III; they should be suitable for use in the Lutheran Church. All teaching throughout the church and school is to conform to the confessional standard of Article III.

ARTICLE XI

Bylaws

This congregation may adopt such bylaws as may be required for the accomplishment of its purpose.

ARTICLE XII

Changing the Constitution

A. Unalterable Articles

Articles II, III, IX, X, and XII of this constitution shall not be subject to change or repeal.

B. Amendments

Amendments to this constitution may be adopted at a regular voters' assembly, provided

1. That they do not conflict with the provisions laid down in Article III or with any other article that pertains to a Scriptural doctrine and practice; and
2. That the proposed amendment has been submitted in writing at a previous meeting of the voters' assembly and published prior to the meeting at which the proposed amendment will be acted upon; and
3. That an affirmative vote of a two-thirds majority of a quorum is secured.

BYLAWS

PREAMBLE

These bylaws are formulated for the purpose of enabling the congregation to administer its affairs with efficiency, dispatch, and understanding according to God's Word and Doctrine.

They shall serve to guide the officers, committees, and members of the congregation in their work of furthering God's Kingdom on earth.

ARTICLE I

Voters' Assembly

Regular meetings - January, March, May, September, and November.

All important business of the congregation shall be discussed in the congregational meetings. In a legal regular congregational meeting, it is necessary that the notice of the meeting, the time of the meeting, and also, if possible, the purpose of the meeting be announced twice in the church services previous to the meeting. Special meetings may be called by the Pastor, Chairman of the congregation, or the Church Council in the same manner as above. The congregation shall have the right to take up only those specific items of business for which the special meeting was called.

The voters present at a properly called meeting shall constitute a quorum to do business.

The meetings of the voters' assembly shall be conducted in accordance with the constitution and bylaws and shall include an opening devotion, approval of the minutes of the previous meeting, roll call or registration, reception of new members, transfers, reports of officers and standing committees and action thereon, unfinished business, recommendations of the Church Council, other business, and adjournment with devotional close.

In questions of parliamentary procedure not covered by this constitution and bylaws, the generally accepted rule of order shall prevail.

Members are urged to present items of business to the Church Council prior to the Church Council meeting held before each voters' assembly.

ARTICLE II

Procedure in the Calling of Pastors and Teachers - Nominations and Elections

At any properly called meeting of the voters' assembly, eligible and qualified candidates for the office of pastor or called teacher shall be submitted by the Church Council. Any voter is entitled to make additional nominations from the floor. The candidates shall then be chosen by ballot by majority vote and subsequent unanimous vote.

The list of candidates shall be publicly announced to the congregation on two successive Sundays or by mail at least one week before the meeting at which the call is to be extended. Unless there is a sustained protest, the candidates shall become eligible for calling at any subsequent properly called meeting of the voters' assembly.

Teachers on the faculty of the parochial school, other than called teachers, shall be engaged by the voters' assembly after recommendation by the Parochial School Board to the Church Council and voters' assembly. In cases of necessity, where it is urgent to obtain a teacher (not called), the voters' assembly may grant the Parochial School Board the right to engage a teacher with specific directions; these directions would only apply until the teacher is engaged and not for any subsequent engagement of a teacher.

ARTICLE III

Officers

The elected officers of this congregation shall consist of a Chairman, a Vice-chairman, a Secretary, a Treasurer, an Assistant-Treasurer, a Financial Secretary, a Board of Elders, a Board of Trustees, a Parochial School Board, a Board of Early Childhood Education, a Board of Christian Life, a Board of Finance, a Board of Christian Education and a Board of Youth Counselors. While only male voting members shall be eligible to hold the offices of Chairman, Vice-chairman, and Elder, all voting members are eligible to hold other offices.

Other officers, boards, and committees are to be elected or appointed in accordance with the needs of the congregation.

ARTICLE IV

The Church Council

Membership

The Church Council shall consist of the Chairman, Vice-chairman, the Secretary, the Treasurer, the Financial Secretary, Sunday School Superintendent and the members of all boards in Article III. The Pastor and the Principal of the parochial school shall be ex-officio members of the Church Council. The secretary of the congregation shall serve as recording secretary for the Council.

Meetings

The Church Council shall meet in regular session before each voters' assembly; the date and time of the meeting will be set by the Church Council.

The Pastor or any three members of the Church Council may call special meetings.

Duties

It shall be the duty of the Church Council to consider and discuss all matters pertaining to the general welfare of the congregation, to review all reports, and to present recommendations to the congregation. The Church Council shall act in matters committed to it by the voters' assembly.

ARTICLE V

Nominations and Election of Officers

A nominating committee, appointed by the voters' assembly, shall present a slate of candidates at the September meeting of the voters' assembly. The slate proposed by the nominating committee shall normally consist of two names for each office. Additional nominations may be made from the floor. No person shall be nominated without that person's consent. NOTE: The Sunday School and Bible Class teachers may recommend names of candidates for the Board of Christian Education to the nominating committee. The Youth Fellowship is to recommend the names of two candidates for Youth Counselor to the nominating committee.

The nominating committee shall then prepare the ballot for the election to be held in the November meeting. All officers shall be elected by a majority vote. The officers-elect shall assume their respective duties on the Sunday they are installed. They shall be inducted into office in a public service of the congregation.

In case of a vacancy in an elective office, the voters' assembly shall elect a successor to fill the unexpired term at the next regular meeting, and the officer shall assume office immediately.

Term of Office

The Chairman and Vice-chairman are to be elected for two-year terms, on alternating years. The Treasurer and Assistant Treasurer are elected for one-year terms. The Secretary, Financial Secretary, members of the Board of Trustees (eight on the board), and members of the Board of Finance (six on the board) are elected for two year terms. The members of the Board of Elders (eight on the board), members of the Board of Christian Life (nine members), members of the Board of Early Childhood Education (five members), and the Board of Christian Education (three on the board) are elected for three year terms. The terms of these Boards shall be arranged so that as much as possible, an equal number of each is elected each year. Except for the Board of Christian Education, any voting member who has served two consecutive terms of the same office will be required to sit out one term before holding that office again. This will not restrain this voter from holding another office.

ARTICLE VI

Duties of Officers

Board of Elders

1. The Board of Elders, as assistant to the Pastor, shall concern itself with the spiritual life of the congregation and under his direction shall be charged with the supervision of public worship and church discipline. They shall be under the supervision of the Pastor who is to instruct, correct, and admonish them as to their duties.

They shall lead an exemplary Christian life, be staunch in the faith of the Lutheran Church and have a good reputation in the church and outside of it as being honest, blameless, decent, and reliable men.

2. Only such voting members as are twenty-five years of age, male, and have been members of the voters' assembly for at least one year shall be eligible for the Board of Elders.
3. It shall be the duty of the Board of Elders, together with the Pastor, to see to it that the sound doctrine of the Christian religion is preserved in the congregation and that no false doctrine is tolerated.
4. It shall be the duty of the Board of Elders to uphold the constitution and bylaws of the congregation, to admonish such members as are not observing it and to report such as refuse to adhere to it.
5. It shall be the duty of the Board of Elders to be concerned about the physical well-being of the pastor, called teachers, other teachers, and church workers; that is, to see to it that they are sufficiently provided for with reference to their own needs and those of their family, and that the salaries are proper.
6. It shall be the duty of the Board of Elders to supervise the visitation of newly received members, and make every effort to bring them into the life and work of the congregation.
7. The Board of Elders shall meet at least once with new members who join the congregation by adult instruction in the presence of the Pastor.
8. It shall be the duty of the Board of Elders together with the Pastor to watch over the Christian life of the members of the church. The Board shall see to it that in the manner prescribed in the Word of God, public offenses be avoided and that public offenders be properly dealt with. The Elders shall admonish in a brotherly manner such members as are living in sin, and if such admonition is fruitless, see to it that proper discipline is carried out.
9. The Board shall preserve good order in all church services, provide the things necessary for Divine Services, assist the Pastor wherever they can, be concerned about music in the worship services, and endeavor to have high standards for proper worship.
10. Whenever requested to do so by the Pastor, the Board of Elders shall deliberate with the Pastor and advise him in difficult questions and cases pertaining to his office.

11. If a pastor, teacher, or church worker of the congregation should give any public offense in doctrine or life - which God may graciously prevent! - The Board of Elders shall at once take the necessary steps in the matter.
12. The Board of Elders, together with the other officers of the congregation, shall exercise control over the various church treasuries. In case of serious illness or resignation or dismissal from the congregation, any member of the congregation having charge over any monies or books belonging to the congregation shall at once or upon demand surrender such.
13. All matters of private nature considered in a meeting of the Board of Elders shall be kept confidential.
14. The Board of Elders shall have the right, and under circumstances the duty, to call upon any board, committee, or officer of the church for a report.
15. After a society has been organized in the congregation, it shall submit its constitution to the Board of Elders for approval. All societies in the congregation shall be under the supervision of the Board of Elders.
16. The Board of Elders shall concern itself with social welfare.
17. The Elders shall appoint members of the Board of Ushers (two on the Board) to serve one year terms and shall supervise the work of the ushers.
18. Meetings will be held before regular voters' assemblies.
19. Admonish members who are neglecting the means of grace.
20. Supervise the publications of the congregation and encourage the dissemination of Christian literature.

The Board shall elect annually its own chairman and secretary. It shall be authorized to appoint annually such committees as are necessary to carry out its duties, subject to ratification by the voters' assembly. Special meetings may be called by any member of the Board of Elders.

Board of Trustees

The trustees shall have charge of all property of the congregation and shall administer the property of the congregation in the following manner:

1. Keep the property of the congregation in good repair.
2. Adequately insure the property of the congregation against damage or loss with the approval of the voters' assembly.
3. Make and sign contracts and documents in the name of the congregation.
4. Represent the congregation in legal matters.
5. See to it that deeds, insurance policies and other valuable papers and records of the congregation be checked annually and be kept securely.
6. Upon proper authorization of the congregation, the Board of Trustees may sell, mortgage, lease, borrow money, or otherwise convey and dispose of the property of the congregation.

7. Supervise and direct the work of the janitor.
8. Supervise the operation of the cemetery.
9. Authorize the purchase of all equipment and supplies necessary for the efficient operation of the church office.

In brief, execute all acts which the congregation itself would have to execute as a corporate body. In all matters the Board of Trustees shall act in accordance with the instructions and resolutions of the congregation, and in accordance with the existing laws of the State of Illinois.

The congregation is to uphold and secure the trustees in everything that they do in accordance with the instructions and resolutions of the congregation and as its representative. However, should they take action not in accordance with the instructions and resolutions of the congregation, they shall be held personally responsible and liable to the congregation. The trustees may expend up to the sum of \$500. without previous consent of the congregation. In exceptional cases, where delay would incur loss to the congregation, they are permitted to use their own judgment.

The Board shall elect annually its own chairperson and secretary. It shall be authorized to appoint annually such committees as are necessary to carry out its duties, subject to ratification by the voters' assembly.

Parochial School Board

For information on the Parochial school: see p. 16ff.

Board of Early Childhood Education

1. The Board of Early Childhood Education shall be responsible for the administration and operation of St. Paul Early Childhood Learning Center.
2. The Board shall consist of five (5) members whose terms of office will be for three years unless otherwise designated by the Congregation, with members of the Board being elected each year.
3. The Board shall select a Chairman, a Vice-Chairman, a Secretary, and a Treasurer with the remaining member to be considered a member at large.
4. There will be a rotation of officers at the first regular board meeting following the election of the new board.
5. The Board shall have the responsibility to seek qualified personnel who unconditionally subscribe to the 1580 Book of Concord to fill the position of Center Director, and shall recommend its choice of said Director, who shall serve as a non-voting member of the Board, to the Voters Assembly for approval.
6. The Board, in conjunction with the Center Director, shall have the responsibility to engage the necessary personnel to staff the Early Childhood Learning Center

Board of Christian Education

1. The Board shall be responsible for the administration of the Sunday School, Bible Classes, and Vacation Bible School in cooperation with the pastor.
2. The Sunday School shall provide the children of the congregation instruction in God's Word using only such materials as are in conformity with the doctrinal standard of Article III of the constitution.

3. The Board shall encourage study of God's Word by all members of the congregation.
4. The members of the teaching staff of the Sunday School and Bible Classes shall be chosen by the Board and the pastor.
5. The Board will encourage all Sunday School teachers to be involved with in-service training and regularly attend meetings for such purpose.
6. Annually plan and carry out a one week Vacation Bible School, calling upon members of the congregation as needed for teachers and other support staff.

Board of Youth Counselors

1. The Board of Youth Counselors is to see to it that an adequate program, both social and spiritual, of youth activity is sponsored by the congregation and make every effort to enroll all the young people in the congregation youth program.
2. Only such members who are twenty-one years of age shall be eligible for the Board of Youth Counselors.
3. The Board of Youth Counselors is to provide adult supervision of all the youth fellowship activities.

Board of Christian Life

The Board of Christian Life:

1. Shall have the responsibility to establish and coordinate programs which serve the social needs of the members of the Congregation and the community at large;
2. Shall consist of nine (9) members whose terms of office will be for three years, with members of the Board being elected each year ;
3. Shall select a Chairman, a Vice-Chairman and a Secretary on a rotating basis at the first meeting following the election and installation of the new board, with the remaining members to be considered members at large.
4. Shall have the authority to establish, subject to Voters' Assembly approval, such committees as are necessary to carry out it duties.
5. In consultation with the Treasurer, and subject to approval by the Voters' Assembly, establish an annual budget of the funds needed to cover ongoing and/or newly established programs.
6. On a quarterly basis the Board shall review and recommend to the Voters' Assembly specific Mission projects to which donated Missions funds shall be applied.
7. In consultation with the Pastor and/or Elders shall serve as the "public relations" arm of the Congregation in an effort to spread the message of Jesus Christ.
8. Shall establish programs and/or communications which promote and encourage the proper and effective giving and use of the Congregation's time, talents and treasures.
9. In consultation with the Pastor and/or Elders shall have the authority to appeal to the Congregation for physical and/or monetary assistance in carrying out the Board's programs and/or specific projects.

Board of Finance

1. It shall be the duty of this board to receive all monies and properly deposit the same in the bank.
2. To carry on a visitation among the members when it becomes necessary to ask members for a contribution.

3. See to it that the offering envelopes and record of financial contribution are distributed to the members.
4. The board shall elect annually its own chairperson and secretary.

Board of Ushers

1. It shall be the duty of this board to take care of ushering at the church services; this includes special services.
2. The board is responsible to the Board of Elders and to the congregation.
3. Appoint ushers and setup any necessary schedules for their work.
4. Regulate lighting and ventilation.
5. Instruct the ushers from time to time.
6. Gather the offerings.
7. Keep a record of church attendance.
8. Carry out such other duties as will add to the dignity and effectiveness of the worship services.

NOTE: The members of the Board do not have to be voting members.

Chairman

The duties of the chairman shall include presiding at all meetings of the voters' assembly and the Church Council. He will appoint committees where instructed by the bylaws or the resolutions of the voters' assembly. He will assume a responsibility for seeing that the resolutions of the voters' assembly are carried out.

Vice-Chairman

The Vice-Chairman shall perform the duties of the chairman in his absence, his disability, or at his request.

Secretary

The Secretary shall record the proceedings of the voters' assembly, register all names of members attending the meeting, and submit the minutes for adoption at the following regular meeting. The Secretary shall be the custodian of all records of proceedings or materials pertaining to the office and at the expiration of the term of office shall deliver them to the successor. It will be the responsibility of the Secretary to keep a separate official record of all constitutional and bylaw changes and furnish copies of these changes to the voters at the next meeting or shortly thereafter.

Treasurer

The Treasurer shall keep a record of all contributions received as collected by and deposited by the Board of Finance. The Treasurer shall also keep a record of all money paid out. All payments for obligations shall be made by check. The Treasurer will pay out money as directed by the congregation.

The Treasurer shall keep the records in good Financial record books. These books and other materials used in the office shall be delivered at the end of the term to the successor.

The Treasurer shall give a brief Financial report every two months to the congregation in written form, at other times when asked, and at the end of the year.

Assistant Treasurer

The Assistant Treasurer shall be available to help the Treasurer, and in the Treasurer's absence, perform the duties of Treasurer. The Assistant Treasurer automatically becomes the Treasurer for the following year.

Financial Secretary

1. It shall be the duty of the Financial Secretary to keep a record of all contributions of members, organizations, et cetera.
2. To give a report when asked of what the individual contributions are to date and to prepare a final report of individual contributions at the end of the year.
3. To work together with the Treasurer and supply necessary information about the records.

ARTICLE VII

Relation of Church Officers to District and Synodical Matters

When circuit meetings, district and synodical meetings are held, members of various boards are to attend these meetings with attention to their work. They are then to consider the suggestions of these meetings, report to the voters' assembly when necessary, and apply the suggestions in the work of the congregation.

ARTICLE VIII

Confirmation

The children should attend at least two years of confirmation instruction. Children shall normally be confirmed when they are in the eighth grade, or at that age level. However, individual exceptions may be granted by the elders at the recommendation of the pastor and in consultation with the parents.

ARTICLE IX

Committees

The committees of the congregation shall include:

1. An auditing committee, consisting of three members, appointed in the voters' assembly for a three-year term. One shall be appointed each year. The auditing committee shall make an audit of the books and records of the Treasurer, of the Financial Secretary, and of such other Financial records the audit of which the congregation may assign to it. It shall make its report to the voters' assembly at the earliest possible date after the close of the year.
2. A nominating committee, consisting of five members, appointed in the voters' assembly for a two-year term. Two shall be appointed one year and three the next year. The pastor and one member from the Board of Elders shall be ex-officio members of the nominating committee.
3. A Cemetery Treasurer who shall be appointed for a two-year term.
4. An Annual Budget Committee, consisting of, The Board of Finance, together with the

Board of Christian Life, Treasurer, and representatives of the Board of Elders, Parochial School Board, Board of Trustees shall be responsible for preparation of a church budget each year for proposal at the ~~May~~ **November** Voters' Assembly meeting.

ARTICLE X
Amendments

The bylaws maybe amended in a properly convened meeting of the voters' assembly by a majority of all voting members present, provided the proposed change has been announced at least one week prior to the meeting in which the amendment is voted upon.

HISTORY OF THE CONSTITUTION

Original - 1857

Revisions - 1913 - 1933 - 1966 - 1986 – 1990 – 2001 - 2006

Trinity-St. Paul Lutheran School Constitution

ARTICLE I: NAME

The name of this consolidated school shall be **TRINITY-ST. PAUL LUTHERAN SCHOOL** of Worden, Illinois. Hereafter referred to as the “consolidated school.”

ARTICLE II: PERIOD OF EXISTENCE

The period of existence of the consolidated school is perpetual.

ARTICLE III: PURPOSES

The purpose of this consolidated school shall be:

- A: To continue and promote Lutheran education through an interparish Lutheran Elementary school.
- B: To provide Christian training for all children of the member congregations and for such other children as may be declared eligible for enrollment. Trinity-St. Paul Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, educational assistance programs, and athletic and other school administered programs.
- C: To establish, conduct, control, manage and maintain Lutheran schools for such purpose in the State of Illinois.
- D: To teach the fundamentals of the Christian Religion, the principals of Lutheranism, and such elementary secular subjects which conform to the accented standards of education in the State of Illinois and the accepted course of study of the Lutheran Church-Missouri Synod.

ARTICLE IV: MEMBERSHIP

Any Missouri Synod Lutheran congregation desiring to be a member of Trinity-St. Paul Lutheran School may join this consolidated school association by subscribing to these Articles and paying a share of the capital and operating costs, such membership being subject to the approval of the member congregations.

ARTICLE V: ORGANIZATION

SECTION 1: THE CONSOLIDATED SCHOOL

- a. Both school buildings, i.e. Trinity, Worden, and St. Paul, Hamel, shall be used under the consolidation of the two schools.
- b. Each congregation will be responsible for the maintenance and general upkeep of their respectively owned buildings.
- c. The housing of classes of students will be determined by the size of the buildings and the groupings of the children.

SECTION 2: THE BOARD OF DIRECTORS

- a. The Board of Directors, also to be known as the Board of Education, shall consist of three delegates from each member congregation, as designated by each member congregation.
- b. The pastor of each member congregation shall be an advisory member, with non-voting privileges.
- c. The principal and vice-principal shall be advisory members, with non-voting privileges.
- d. The qualifications and duties of the Board of Education shall be set in the by-laws of the Consolidated School.

ARTICLE VI: ELECTIONS

SECTION 1: OFFICERS

- a. The Board of Education shall select a Chairman, a Vice-Chairman, a Secretary, and a Treasurer. There will be two members at large.
- b. Two of the officers will be from Trinity, and two from St. Paul.
- c. Terms of office will be for three years, with two members of the Board being elected each year; one from each congregation.
- d. There will be a rotation of officers at the first regular board meeting following the election of the new board members by their respective congregations.

SECTION 2: ELIGIBILITY

Candidates for office shall be limited to Board members.

ARTICLE VII: REMOVAL OF OFFICERS AND TEACHERS

Any officer of the Board of Education or teacher of the school shall be removed from office, in accordance with Christian practice, if they persist in false doctrine, an unchristian life, unfaithfulness in duty, and may be removed if they are deemed incompetent by the Board to meet the requirements of their office.

ARTICLE VIII: MEETINGS

SECTION 1: BOARD OF EDUCATION

- a. The Board of Education shall meet monthly for regular meetings, being set the second Tuesday of each month.
- b. Upon a majority vote of the Board, the regular monthly meeting may be changed, with a date set at the previous month's meeting.

SECTION 2: SPECIAL

- a. Upon reasonable notice, the Chairman may call a special meeting of the Board.
- b. Special meetings of the Board shall be called by the Chairman with reasonable notice, at the request of any two Board members.
- c. The first regular meeting of the Board of Education shall be designated as the annual meeting and shall include the rotation of officers.

ARTICLE IX: PROPERTY

The properties owned by each member congregation shall remain unchanged. Each congregation will continue to be responsible for the maintenance of their respective buildings and grounds. Each congregation is responsible for an inventory list and appropriate identification of items that may be used by the consolidated school. Any item newly purchased by the consolidated school or donated to the consolidated school shall become the property of Trinity-St. Paul Lutheran School.

ARTICLE X: TEXTBOOKS

Besides the Holy Scriptures and Luther's Small Catechism, only such books shall be used for instruction in Christian doctrine as are in accordance with the Symbolical Books of the Lutheran Church. In subject areas where secular books need to be used for instruction, the teachers are to be held responsible for the proper interpretation in accordance with the doctrinal position of the Lutheran Church-Missouri Synod.

ARTICLE XI: RULES OF ORDER

In the meetings of the Board of Education, all questions of order shall be decided in accordance with ROBERTS RULES OF ORDER, unless such rules are contrary to this Constitution.

ARTICLE XII: DISSOLUTION AND WITHDRAWAL

SECTION 1: DISSOLUTION

- a. This consolidated school shall not be dissolved as long as a majority of the voting members of the congregations desire its continuance.
- b. In the event of dissolution, a just and equitable settlement shall be made among member congregations at the time of said event.
- c. Any congregation which leaves the Scriptural and Confessional stand of the congregation's constitution, and no longer holds membership in the Lutheran Church- Missouri Synod, automatically forfeits its membership in the joint school, and also forfeits all claims on the property of the consolidated school.

SECTION 2: WITHDRAWAL

- a. Congregations intending to withdraw from the consolidated school shall give written notice of such intention a minimum of one full school year in advance.
- b. Congregations withdrawing before the dissolution of the consolidated school waive all rights to existing property of the consolidated school and shall make a just and equitable settlement of their obligation to the consolidated school.

ARTICLE XIII: AMENDMENTS

This Constitution may be amended at any regular or special meeting of the member congregations by a two-thirds majority vote of the voting members present, provided that a written copy of the proposed amendment has been mailed to the member congregations thirty (30) days in advance of the respective meetings of the congregations.

ARTICLE XIV: **RATIFICATION**

This Constitution shall become effective only if and when approved by member congregations, and when it has been duly signed by the proper officer of each member congregation.

ARTICLE XV: **PRINCIPAL OFFICE**

The principal office of the consolidated school is located in the St. Paul Center and the name and address is: 6961 West Frontage Road
Worden, IL 62097

BY-LAWS
TRINITY-ST. PAUL LUTHERAN SCHOOL
6961 W. Frontage Road
Worden, IL 62097

ARTICLE I: **PURPOSE**

The purpose of the consolidated school shall be to promote Lutheran education and to establish, conduct, control, manage, and maintain a Lutheran school for that purpose in the State of Illinois.

ARTICLE II: **QUALIFICATIONS AND DUTIES OF THE BOARD OF EDUCATION**

SECTION 1: QUALIFICATIONS

- a. A Board member shall be a communicant member in good standing of their respective congregation.
- b. A Board member shall be elected by their respective congregation.

SECTION 2: DUTIES OF BOARD MEMBERS

- a. A Board member shall be responsible for keeping their respective congregations informed about the activities and progress of the consolidated school.
- b. A Board member shall serve as liaison between their respective congregation and the consolidated school, actively participate in the recruitment of students, and foster financial support for the consolidated school.

SECTION 3: DUTIES OF BOARD

- a. The Board shall prepare the operating budget for approval by the member congregations.
- b. The Board shall have the financial books audited annually.
- c. The Board shall be empowered to appoint all necessary committees.
- d. The Board shall establish and publish tuition rates and various membership fees annually or as changes are made.
- e. The Board shall supervise the activities of the consolidated school; to determine and to ratify educational and academic policies of the consolidated school

- f. The Board shall issue contracts for all full time personnel
- g. The Board shall issue calls, only on approval of both congregations, to all full-time “called” personnel.

ARTICLE III: DUTIES OF OFFICERS

SECTION 1: The Chairman shall:

- a. Preside at all meetings of the Board of Education of the consolidated school.
- b. Serve at the direction of the Board in capacities that may be determined from time to time.
- c. Be empowered to appoint all necessary committees.
- d. See that member congregations receive a printed copy of the annual report of the operation of the consolidated school.
- e. Prepare a printed agenda prior to each Board meeting.

SECTION 2: The Vice-Chairman shall:

- a. Perform the duties of the absent officer.
- b. Act in the capacity of the Chairman in the latter’s disability.

SECTION 3: The Secretary shall:

- a. Keep an accurate record of the minutes of all meetings of the consolidated school.
- b. Supply a copy of the minutes to each Board member.
- c. Carry on such correspondence as directed by the Board.

SECTION 4: The Treasurer shall:

- a. Manage the funds of the consolidated school as directed by the Board.
- b. Keep an accurate record of all receipts and disbursements.
- c. Give a financial report in writing at each meeting of the Board.
- d. Submit records for annual audit.

ARTICLE IV: DUTIES OF MEMBER CONGREGATIONS

SECTION 1: MEMBER CONGREGATIONS SHALL:

- a. Supply the operating funds in this way:
 - 1. one half on a per-communicant basis.
 - 2. one half on a per-pupil basis.
 - 3. instruct their Treasurer to make payment to the consolidated school in monthly installments.
- b. Encourage the parents in their midst to enroll their children in the consolidated school.
- c. Elect to the Board, each year, a member to serve a three (3) year term.

ARTICLE V: DUTIES OF TEACHERS

SECTION 1: In addition to their regular classroom work, the teachers shall be active in their church life.

SECTION 2: The teachers shall perform special duties as they are outlined in their calls or contracts.

SECTION 3: The teachers shall be responsible to the Board of Education.

ARTICLE VI: ADMINISTRATOR

The administrator of the consolidated school shall be engaged by and be subject to the authority of the Board of Education. He shall be required to attend all Board meetings.

ARTICLE VII: CONSOLIDATION SEAL

The seal of the consolidated school shall have the following inscription:
TRINITY- ST. PAUL LUTHERAN SCHOOL.

ARTICLE VIII: QUORUM

A majority of members must be present at any regular or special meeting of the Board to constitute a quorum.

ARTICLE IX: TUITION

Any non-member student shall be charged a tuition set annually by the Board of Education.

ARTICLE X: AMENDMENTS

By-laws may be amended at any regular or special meeting of the Board of Education by a majority vote of the members present, provided that member congregations have been notified in writing of the proposed amendment(s) thirty (30) days in advance of the meeting and provided that all member congregations have been notified at least two (2) weeks in advance of the date, time, and place when the vote on the proposed amendment(s) shall be taken.