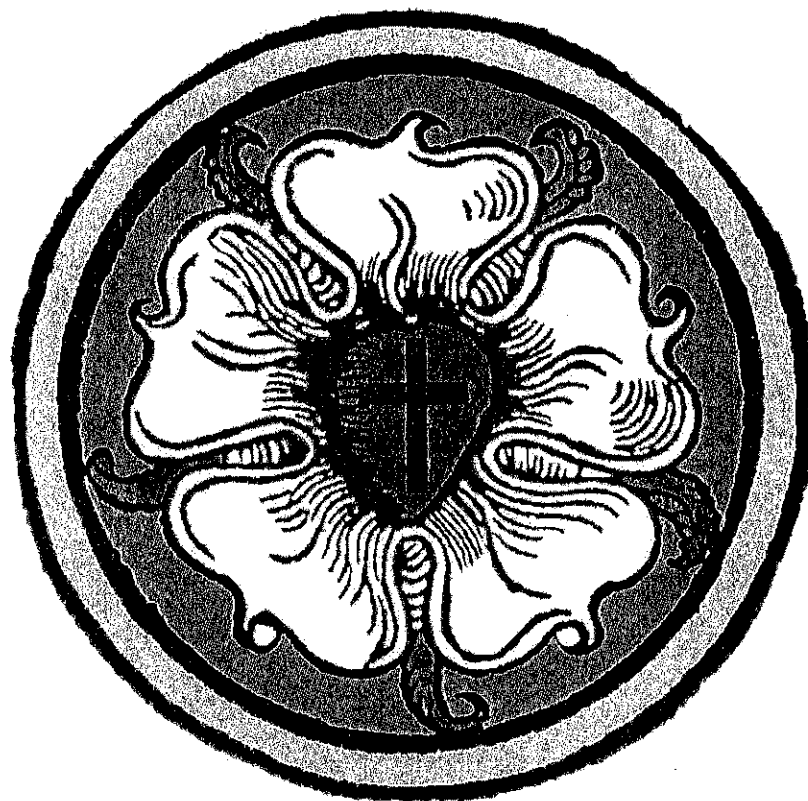




Immanuel Evangelical Lutheran Church



Constitution and Bylaws

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Note: This constitution and By-Laws supersede those that had previously been in force. They are dated April 1966.

The Constitution and By-Laws as contained herein, were approved by the Voters Assembly of Immanuel Ev. Lutheran Church at a special meeting April 1981.

Approval by the Central Illinois District of the Lutheran Church Missouri Synod is pending.

This Constitution and By-Laws were retyped and updated in February 2009 for the purpose of printing copies for distribution to the members of the congregation.

The Constitution and By-Laws as contained herein, were approved by the Voters Assembly of Immanuel Ev. Lutheran Church at a quarterly meeting October 2009.

The Constitution and By-Laws as contained herein, were approved by the Voters Assembly of Immanuel Ev. Lutheran Church at a quarterly meeting October 2016.

The Constitution and By-Laws as contained herein, were approved by the Voters Assembly of Immanuel Ev. Lutheran Church at a quarterly meeting April 2022.

**CONSTITUTION
Of
IMMANUEL EVANGELICAL LUTHERAN CHURCH
390 County Road 2400 East
Broadlands, IL 61816**

PREAMBLE

The Word of God requires that a Christian congregation shall conform to this Divine Word in doctrine and practice (Ps. 119:105; Matt. 28:18-20; Gal. 1:6-8; 2Tim. 4:1-5) and members of Immanuel Evangelical Lutheran Church of Broadlands, Illinois, accept and subscribe to the following Constitution and By-Laws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE I-NAME

The name of this congregation shall be Immanuel Evangelical Lutheran Church of Broadlands, Illinois, a corporation.

ARTICLE II- PURPOSE

The purpose of this congregation shall be that of a religious organization, more specifically, that of a Christian organization, established and maintained not for profit, but for the express purpose of disseminating the gospel truth according to the confessional standard of the Lutheran Church, the book of Concord of the year 1580. 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. This corporate body shall have the power and rights that are granted by the laws of the State of Illinois to religious organizations.

ARTICLE III- DECLARATION DOCTRINE

This congregation recognizes, acknowledges, accepts and confesses all the canonical books of the Old and New Testament as the divinely and verbally inspired and clearly revealed Word of God, and acknowledges and accepts all the Confessional Writings (or Symbolic Books) of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, to be true and sound presentation of Christian Doctrine taken from and in full agreement with the Holy Scriptures. This congregation shall neither teach nor tolerate any doctrine which is at variance with these Confessional Standards of the Evangelical Lutheran Church and all doctrinal and

religious controversies which may occur, shall be judged and adjusted on the basis of said Standards. These Confessions (or Symbols) are:

1. The three Ecumenical Creeds (The Apostles', The Nicene, and the Athanasian.)
2. The Unaltered Augsburg Confession
3. The Apology of the Augsburg Confession
4. The Smalcald Articles
5. Dr. Martin Luther's Large Catechism
6. Dr. Martin Luther's Small Catechism
7. The Formula of Concord

ARTICLE IV- MEMBERSHIP

The membership of the congregation shall be classified as follows: baptized members, communicant members, and voting members.

A. BAPTIZED MEMBERS are all individuals of the congregation, both young and old who have been baptized in the name of the Triune God and who are under spiritual care of the Pastor of the congregation.

B. COMMUNICANT MEMBERS are those:

1. Who have been baptized in the name of the Triune God, the Father, Son, and Holy Ghost;
2. Who accept all the canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;
3. Who, while they still may be deficient in the knowledge and understanding of all the Lutheran Confessional Writings, are familiar at least with the Luther's Small Catechism, and declare their full acceptance of it;
4. Who attend divine services faithfully and regularly;
5. Who lead Christian lives and do not live in manifest works of the flesh (Galatians 5:19-21);
6. Who, after their confirmation partake of the Lord's Supper frequently;
7. Who, contribute regularly and faithfully of their worldly goods, as God has prospered them, toward the building and expansion of Christ's Kingdom in the congregation and throughout the world. (1 Cor. 16:2);
8. Who, devote their time and talents, to the extension of the kingdom of God;

9. Who, permit themselves to be fraternally admonished and corrected when they have erred;
10. Who, are not members, affiliates, or supporters of secret societies or of other organizations conflicting with the Word of God.

C. VOTING MEMBERS of the congregation are all communicant members eighteen or more years of age who have read and signed the constitution and upon whom, at a regular quarterly Voters Assembly, the right of suffrage has been duly conferred. Application for voting membership shall be made to the pastor or a member of the Board of Lay-Ministry who shall present the applicant with a copy of the Constitution and By-Laws of this congregation. The name of the applicant shall be proposed at the next Voters Assembly for acceptance after which he shall sign the constitution.

ARTICLE V- THE OFFICE OF PASTOR

The pastoral office of this congregation can be conferred only upon such ministers and candidates as have declared their concurrence with the confession of the Evangelical Lutheran Church as stated in Article III and promise to execute their office in accordance with this confession.

ARTICLE VI- POWERS OF THE CONGREGATION

A. GENERAL AUTHORITY- The congregation as a body, through the voting members shall have the power to administer and manage all its external and internal affairs. The establishment and conduct of all institutions and societies within the congregation, such as the Sunday School, youth societies, ladies' organizations, choir, etc. shall at all times be subject to the approval and supervision of the congregation. The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (Articles III), and any such decision shall be null and void.

B. RIGHT OF CALLING- The right of calling pastors shall be vested solely in the congregation and shall never be delegated to an individual, a committee, or any other group below the level of the Voters Assembly. For the calling of pastors a unanimous vote is required.

C. DECISIONS- Matters of the doctrine and conscience shall be decided by the Word of God; other matters shall be decided by the Voters Assembly by a majority vote unless otherwise specified by the Constitution or By-Laws.

D. POWERS OF OFFICERS- Congregational officers or committees, whether elected or appointed by the voters, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them, may at any time be altered or revoked by the voters.

E. REMOVAL FROM OFFICE- Any officer or pastor may be removed from office by the Voters Assembly by ballot, in Christian lawful order, for one of the following causes: persistent adherence to false doctrine, scandalous life, and inability to perform his official duties or willful neglect of them.

ARTICLE VII- OFFICERS

The officers of this congregation shall be officers, boards, or committees as the By-Laws of the congregation may prescribe. They are enumerated specifically in the By-Laws.

ARTICLE VIII- RIGHTS

A. PROPERTY RIGHTS- All property of this congregation shall be owned and held by it in its corporate name. If at any time a separation should take place in this congregation on account of doctrinal difference, which our loving God may graciously prevent, then the property of the congregation and all benefits therewith connected shall remain with those members (voting and communicant) who shall continue to adhere in confession and practice to Article III of the constitution. In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to the Central Illinois District of The Lutheran Church- Missouri Synod or its successor, provided that body is in agreement with the Doctrinal Declaration set forth in Article III of this Constitution.

B. BURIAL RIGHTS- Members in good standing with this congregation shall be given the privilege of a burial space free of cost on the church cemetery. (Immanuel Lutheran Cemetery is registered with the Auditor of Public Accounts of the State of Illinois as a religious Cemetery, Exemption No. 2728.) Members, who transfer to sister congregations and who desire to be buried on Immanuel Lutheran Cemetery, may be given privilege, provided they remain with the Lutheran Church- Missouri Synod or a synod in Christian fellowship with the Lutheran Church-Missouri Synod.

ARTICLE IX- DOCTRINAL LITERATURE

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 Declaration of Doctrine of Article III. Likewise, in all classes for instruction in Christian doctrine only such books shall be used as conform to this declaration.

ARTICLE X- SYNODICAL MEMBERSHIP

This congregation shall hold membership in the Lutheran Church- Missouri Synod. It shall send its pastor and a lay delegate to the District Convention of Synod. It shall be the duty of the congregation and its individual members to support the work of the Synod, since they thereby support their own Christ-appointed work.

ARTICLE XI- CHURCH DISCIPLINE

Any member who conducts himself (or herself) in an un-Christian manner shall be admonished in accordance with Matthew 18:15-20. If the member refuses to amend his (or her) sinful ways after such admonition, he (or she) shall be excommunicated. If the person refuses to attend the Voters Assembly or a smaller authorized group meeting to discuss the case, he (or she) has thereby created self-exclusion. The excommunicated person forfeits all rights and privileges of a member and all claims upon the property of the congregation, or any part thereof. The same hold true to those who have in any way severed their connections with the congregation of their own volition, or have joined another congregation.

ARTICLE XII- BY-LAWS

This congregation may adopt (and amend as necessary) such By-Laws as may be required or necessary for the accomplishment of its purpose.

ARTICLE XIII- AMENDMENT TO THE CONSTITUTION

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 section of any other article that pertains to Scriptural doctrine and practice; and
2. That the proposed amendment has been submitted in writing at a previous Voters Assembly.
3. Attendance of one-third of the registered voters are required to constitute a quorum
4. The affirmative vote of a two-thirds majority of the voting membership present at the Voters Assembly shall be required for the adoption of an amendment.

**BY-LAWS
OF
IMMANUEL EVANGELICAL LUTHERAN CHURCH
BROADLANDS, ILLINOIS**

ARTICLE 1 MEMBERSHIP

SEC. I BAPTIZED MEMBERS

1. RECEPTION

Baptized members of the congregation are received through the Sacrament of Holy Baptism, by transfer from another Christian congregation, or with the consent of a parent/guardian in the case of children under the legal age who were properly baptized in another Christian congregation.

2. TERMINATION

A member desiring to transfer to a Lutheran Congregation shall present his/her request to the Pastor. The Pastor and the Board of Lay-Ministry shall review and report all requests to the Church Council or Voters Assembly for approval and the congregation via church publications.

SEC. II COMMUNICANT MEMBERS

1. APPLICATION AND RECEPTION

Applicants for communicant membership in this congregation shall consult the Pastor who together with the Board of Lay-Ministry shall determine whether such applicants are eligible for membership in accordance with Article IV of the Constitution. Applicants not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction, and to make profession of their faith either before the congregation or, at the Pastor's discretion, before the Board of Lay-Ministry, before being received as communicant members.

Communicant members are normally received through the Rite of Confirmation, by transfer, or by re-affirmation of faith. In case of transfer, applicants from a Lutheran congregation shall submit a letter of transfer from their former congregation to establish their eligibility for membership.

Upon satisfactory evidence of their eligibility in accordance with the two preceding paragraphs, admission of applicants as communicant members shall be recommended by the Pastor to the Board of Lay-Ministry which shall receive the applicant into membership.

2. TERMINATION

A. Transfer

A member desiring to transfer to a Lutheran congregation shall present his/her request to the Pastor. The Pastor and Board of Lay-Ministry shall review and report all requests to the Church Council or Voters Assembly for approval and the congregation via church publications.

B. Release

Upon the recommendation of the Board of Lay-Ministry and the Pastor, the Voters Assembly may grant a peaceful release to a communicant member who wishes to join other than a Lutheran congregation.

C. Removal

Upon the recommendation of the Board of Lay-Ministry and the Pastor, the Voters Assembly may remove a communicant member whose whereabouts are unknown and cannot be established.

D. Excommunication and Self-Exclusion

Upon the recommendation of the Board of Lay-Ministry and the Pastor, after proper admonition, by a unanimous vote the Voters Assembly may terminate communicant membership (excommunicate) for the cause of unrepented sin.

Members who fail to respond to repeated attempts to reclaim them for the church may be removed by reason of self-exclusion by a unanimous vote of the Voters Assembly. Persons thus removed shall be referred to the Board of Evangelism.

E. Rights

A person whose communicant membership has been terminated has forfeited all rights as a member of the congregation and all claims upon property of the congregation as such, or upon any part thereof.

SEC. III VOTING MEMBERS

1. Reception

Eligible communicant members of the congregation of at least 18 years of age who have applied for voting membership to the Pastor or the Chairman will be given a copy of the Church Constitution and Bylaws which they must read. At the next quarterly Voters Assembly applicants' names will be presented to the Voters Assembly for acceptance. After the applicants receive a majority vote and sign the constitution they will become voting members.

2. Privileges and Duties of Voting Members

It shall be the privilege and duty of a Voting member of this congregation to:

A. Conscientiously and prayerfully exercise their right of suffrage in all measures that will advance the work of Christ's kingdom both locally and in the church-at-large.

B. Willingly serve in any office or capacity using the God-given talents and abilities for which they are equipped.

C. Faithfully attend all meetings of the Voters Assembly.

D. Assist with wholehearted diligence in administering the temporal and spiritual affairs of the congregation.

E. Encourage by personal example, friendly interest, and judicious counsel, such eligible communicant members who are not yet Voting Members to consider accepting the responsibilities and privileges of Voting Membership.

3. Voting Emeritus

Voting members, having attained the age of 65, may, if they so desire and by their request, be declared "Voting Emeritus" by majority vote in a regular meeting of the Voters Assembly. Such designation shall mean that the member will be released from the requirements of paragraph A,B, and C of Item 2, Sec. III above. (See Privileges and Duties of Voting Members.)

4. Termination

The Voting Membership of any member of the Voters Assembly may be terminated after personal contact by a resolution of the Voters Assembly in the case of unexcused absence of a period of one year from the meeting of the Assembly. The decision to terminate a Voting Membership shall be made in the Annual Meeting (January) of the Voters Assembly.

ARTICLE II-MEETINGS OF THE VOTERS ASSEMBLY

SEC. I REGULAR MEETINGS

Regular quarterly meeting of the Voters Assembly shall be held in January, April, July and October. Dates and times of meetings shall be set by the Church Council. The January meeting shall be considered the Annual Meeting of the Congregation. The election of officers and board members shall take place in the annual meeting in January. The presentation of the coming year's budget will take place in the October meeting.

All communicant members may attend the Voters Assembly meeting and may, with the consent of the voting membership, submit recommendations, or participate in a discussion of any item of business before the voting membership.

Every meeting of the Voters Assembly shall be announced by word or by bulletin at a Sunday worship service preceding the meeting.

SEC. II- SPECIAL MEETINGS

Every special meeting of the Voters Assembly may be called by the Pastor, Church Council, or at the request of ten voting members of the congregation. Notice of the date, time, and purpose of a special meeting shall be given at the Sunday worship service preceding the meeting.

SEC. III- QUORUM AND VOTING

The attending voting members of a properly called Voters Assembly meeting shall constitute a quorum, except the following items of business, which require a quorum of one-third of the registered voters and a two-thirds majority vote:

- Amending The Articles of Incorporation, Constitution, and/or By-Laws
- Erection of a building; purchase or sale of real property
- Removal of the Pastor or other member from office, separation, or disbandment.

In the event of a tie vote, the Chairman shall cast the deciding vote.

There shall be no voting by proxy.

SEC. IV- ORDER OF BUSINESS

Robert's Rules of Order shall be followed in all the meetings of the Voters Assembly.

The Order of Business for the regular meetings of the Voters Assembly shall be as follows:

1. Call to order
2. Opening Devotion
3. Roll Call
4. Reading of the minutes of the previous meeting
5. Admission or release of members
6. Report of Pastor, Treasurer, Boards, and Committees
7. Unfinished Business
8. New Business
9. Admit new Voting Members
10. Adjournment with prayer

ARTICLE III-OFFICE OF THE PASTOR

SEC. 1 CALLING

1. The Chairman of the congregation shall appoint a calling committee consisting of three members of the Church Council and three members of the congregation who are not members of the Church Council. The Chairman of the congregation, circuit visitor by Synod, and the vacancy Pastor shall serve as advisory members of the committee.

2. The committee is to request the names of nominees for the office of Pastor from members of the congregation and from District Synodical officials. All candidates suggested for the office of Pastor shall be considered by this committee. After making known to the congregation the names of all nominees suggested, the Committee is to present the names of these nominees, together with pertinent information concerning each, to the Voters Assembly.

3. Thereafter, at either a regular or special meeting of the Voters Assembly, the congregation shall elect by ballot one of the candidates. The one receiving at least two-thirds of the votes cast shall be the Pastor elect. The election shall be made unanimous and the Call shall be extended to him in the name of the congregation by the corporate officers of the congregation.

4. If no candidate receives two thirds of the majority of votes in the first ballot, the ones receiving the least number of votes may be dropped, providing at least two candidates remain on the ballot and the Voters Assembly shall proceed to ballot on the remaining candidates. In the event that the Voters Assembly does not elect a candidate on the next ballot, the Assembly may, by resolution, decide to reconsider the committee's list of nominees and again follow this procedure starting at sub-paragraph 2, above.

SEC. II DUTIES

1. Upon being installed, the pastor is authorized and obligated to provide to the congregation, jointly and severally, the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580.

2. To administer the sacraments in accordance with their divine institution.

3. To discharge toward all members of the congregation the functions of a minister and curate of their souls in an evangelical manner, in particular to visit the sick and dying and to admonish indifferent and erring members.

4. To spiritually guard the welfare of the younger members of the congregation and adults during their preparation for reception of Holy Communion.

5. To guide the congregation in applying the divinely ordained discipline of the church.

6. To provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation.

7. To serve as an example by Christian conduct and to do all that is possible for the up-building of the congregation and for the advancement of the Kingdom of Christ.

8. He shall have authority and responsibility for supervising the musical portion of all worship services in conjunction with the Board of Worship so that it is at all times in harmony with the doctrine and practice of LCMS.

9. In the event he receives a Call to another ministry, he shall consult the Board of Lay-Ministry and the Church Council before reaching a decision. If he decides to accept the Call, he shall ask the congregation for a release and shall terminate his present Call/Ministry as soon as feasible.

SEC. III REMOVAL FROM OFFICE

1. Any Pastor may be removed from office by the Voters Assembly by a two-thirds majority ballot vote, in Christian and lawful order, for persistent adherence to false doctrine, scandalous life, or willful neglect of duties.

2. The Voters Assembly, by two-thirds majority ballot, may request the resignation of any Pastor from his position in the congregation in case of prolonged incapacity or general incompetence.

ARTICLE IV- OFFICERS AND ADMINISTRATIVE BOARDS

SEC. I ELIGIBILITY

Any member, having been a member of the Voters Assembly is eligible for election to an office or one of the Administrative boards, with the exception that the following candidates, Chairman; Vice Chairman; Board of Lay-Ministry must be male and have been a voting member for at least one year. A member may hold only one office at a time.

SEC. II NOMINATION PROCEDURE

The chairman of the congregation shall appoint a Nominating Committee at the October meeting of the Voters Assembly. The committee shall consist of three voting members, whose names shall be published. The pastor shall serve as an advisory member of the Nominating Committee.

The Nominating Committee shall present a slate of eligible candidates for each office or board seat to be elected. Each individual to be nominated shall have consented to nomination and be presented with a summary of the duties of the office or board for which the person has been nominated.

SEC. III ELECTION PROCEDURE

From the list of candidates and nominations from the floor, if any, by the Nominating Committee, the Voters Assembly shall, at its January meeting elect by simple majority, the following officers and board members:

Chairman, Vice Chairman, Secretary, Treasurer and one board member for each of administrative boards- Christian Education, Trustees, Worship, Evangelism, Stewardship and Lay-Ministry.

SEC. IV INSTALLATION OF OFFICERS

The newly elected officers and board members shall be installed on the Sunday following the Annual Meeting during the worship service, and shall assume their respective duties on that Sunday.

SEC. V TERMS OF OFFICE

The Officers shall be elected for terms of one year. The Board Members with the exception of the Board of Lay Ministry shall be elected for terms of three years. Lay-Ministry shall be elected for a term of four years. No member other than Lay Ministry and Treasurer shall serve in the same office for more than six consecutive years. Lay Ministry members shall not serve for more than 12 consecutive years.

SEC.VI REMOVAL FROM OFFICE

An elected officer or board person may be requested to resign by a two-thirds majority ballot vote of the Voters Assembly for persistent adherence to false doctrine, conduct unbecoming a leader in the church, prolonged incapacity, or neglect of duty. A move to request such resignation must first be considered by the Church Council who shall appoint two or more of its members to consult with the member in question. If no satisfactory solution is achieved, a special meeting of the Church Council shall be called for the purpose of hearing all parties involved.

Upon recommendation of two-thirds majority vote of the members of the Church Council the matter shall be presented at a meeting of the Voters Assembly. If the officer or board member refuses to comply with the request for his resignation, the Church Council shall declare his office vacant.

SEC. VII VACANCY OF OFFICE

In the event of death, resignation, or removal of the Chairman, Vice Chairman shall succeed as Chairman, with an interim Vice Chairman appointed by the Church Council. Any vacancy occurring in an elected office, other than the Chairman, shall be filled for the remainder of the term by the Church Council at its next regular meeting.

SEC. VIII ADMINISTRATIVE BOARD GENERAL POLICY

Administrative Boards, under the leadership of the respective Chairman, shall carry out the duties assigned to them in Article VI. Each Board, with the exception of Lay Ministry, shall be made up of three elected members. Lay Ministry shall have a minimum of four elected members. Each Board shall have one member's term expire each year. The senior member will serve as the Chairman of the Board unless it is desired by unanimous concurrence of the Board

members that another Board member serve as Board Chairman for that year. Meetings of each board shall be determined by the Church Council or as often as recommended by the Chairman of the Board. A majority of the Board members shall constitute a quorum. The chairman or a majority of the Board members may call a special meeting.

Each Board shall present an annual budget request to the Budget Committee by September 15th.

Each Board may appoint special committees or task forces to assist it in performing its duties.

Each Board shall be responsible for developing and maintaining a handbook of its duties, activities, and internal structure to be approved by the Church Council. The primary purpose of this handbook is for instruction of newly elected members. Each Board shall keep permanent records of minutes of its meetings which shall become and remain the property of the congregation. The Pastor and the Chairman of the Congregation are ex-officio members of all Boards.

ARTICLE V- THE CHURCH COUNCIL

SEC. I COMPOSITION

The Church Council shall be made up of the following elected officers of the congregation:

- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Chairman, The Board of Christian Education
- Chairman, The Board of Trustees
- Chairman, The Board of Worship
- Chairman, The Board of Evangelism
- Chairman, The Board of Stewardship
- Chairman, The Board of Lay-Ministry
- Pastor (Ex-Officio)

SEC. II DUTIES OF THE CHURCH COUNCIL

The Church Council shall have the following responsibilities:

1. Discuss, evaluate, review and coordinate recommendations and activities of the various officers and boards so that the congregation moves toward the common goal.
2. Present needed recommendations to the Voters Assembly at the regular quarterly meetings.
3. Act on all matters committed to it by the Voters Assembly.
4. Settle matters of jurisdictional disputes among the various boards.

SEC. III MEETING OF THE CHURCH COUNCIL

1. REGULAR MEETINGS

Regular meetings of the Church Council shall be held on the fourth Thursday of the month, January through October. There shall be one meeting held on the 1st Thursday of December for both November and December.

2. SPECIAL MEETINGS

Special meetings of the Church Council shall be called by the Chairman, the Pastor, or any three members of the Church Council.

3. QUORUM

Any meeting of the Church Council shall be considered valid and legal when a majority of members are present.

SEC. IV APPEALS TO THE CHURCH COUNCIL

Members of the congregation may bring issues to the Church Council if they are presented in writing to the chairman at least seven days prior to the meeting.

SEC. V MINUTES OF THE CHURCH COUNCIL MEETINGS

The Church Council shall keep a permanent set of minutes of each meeting. These minutes shall become the property of the church and made available to the Congregation membership.

ARTICLE VI DUTIES OF THE OFFICERS & ADMINTRATIVE BOARDS

SEC. I CHAIRMAN

The chairman shall preside at all meetings of the Voters Assembly. He shall, to the best of his ability, enforce the Constitution and By-Laws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the Voters Assembly.

He shall also call and preside over the meetings of the Church Council and shall endeavor to coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's Kingdom in our midst.

The Chairman shall annually appoint an Auditing Committee consisting of two qualified communicant members of the congregation, other than the Treasurer, who will submit their report at the April meeting of the Voters Assembly each year.

The Chairman shall appoint, in five year intervals, a Constitution and By-Laws Review Committee at the Annual Meeting of the Voters Assembly consisting of three voting members who shall present their report of suggested changes (if any) at the April Voters Assembly.

SEC. II VICE-CHAIRMAN

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

2. The Vice-Chairman shall serve as Chairman of the Budget Committee and shall be responsible for the presentation of an annual budget for presentation at the October Voters Assembly.

SEC. III SECRETARY

The Secretary shall be present at all Voters Assembly's and at all Church Council meetings. The Secretary shall keep records for attendance and accurate minutes of the meetings of the Voters Assembly and Church Council for permanent record of the congregation. The Secretary shall maintain a current list of all voting members and make it available at all Voters Meetings. The Secretary shall also be the official custodian of the congregation's constitution, corporate seal, and all legal and official documents in the custody of the congregation.

Perform all duties normally pertaining to this office, as well as such duties that the Voters Assembly may delegate to him.

SEC. IV TREASURER

The Treasurer shall record congregation receipts and disbursements in books which are, and shall remain property of the congregation. The Treasurer shall present a financial report at all Voters Assembly meetings and Church Council meetings.

The Treasurer shall submit permanent financial records for the annual audit.

The Treasurer shall sign all checks and be responsible for the monthly remission of offering for missions and church agencies, and for prompt payment of salaries, bills, and other financial commitments authorized by the congregation or Boards.

The Treasurer shall also keep the Boards notified as to their disbursements compared to their budget.

SEC. V THE BOARD OF LAY MINISTRY

The Board of Lay Ministry is responsible for the spiritual and physical welfare of the Pastor(s) and congregational members, as individuals and as a corporate body. The board will foster those things pertaining to the congregation's spiritual life and growth as well as demonstrate concern about the physical needs of the individuals within our congregation and community, and those in need outside our congregation and community.

Specifically they shall be responsible for:

1. The spiritual, emotional and physical health and welfare of the Pastor(s) and his family.
2. Conduct an annual evaluation and review of the effectiveness of Pastor's ministry.
3. Be familiar with synodical salary guidelines and make salary recommendations for the Pastor to the Church Council.
4. Maintain discipline within the congregation according to Scripture and the Lutheran Confessions.
5. Determine eligibility for membership of all individuals and families applying for membership.
6. See to the prompt transfer of all members who move away and of new Lutheran families moving into the community.
7. Engage in continual review of communion and church attendance of all members and make calls of delinquents.
8. Make arrangements for all services in the absence of the Pastor, and serve as congregational host(s) for guest pastors or speakers.
9. Assist the Pastor with Holy Communion distribution, reading of Scriptures, preaching, etc. as required.
10. Should the need arise the board should appoint a Committee of Social Ministry to serve as a vehicle by which members of Immanuel can be alerted to specific needs of people within the congregation, our community, or else-where, and by which suggestions can be made as to how individual members or the entire congregation can respond.
11. Approve and monitor the progress of auxiliary organizations of our congregation.

SEC. VI BOARD OF TRUSTEES

They shall have charge of the material affairs of the congregation and shall keep all properties of the congregation in proper condition and repair.

Specifically they shall be responsible for:

1. Authorized expenditures on behalf of the congregation in the amount not exceeding \$3000 for any one item or project.
2. Make contracts, sign documents and represent the congregation in all legal and business matters.
3. Set all policies and fees for rental use and lending of church properties.
4. Annually check the adequacy of all the church insurance.
5. Hire the custodian and/or caretaker of the church property.
6. Appoint two members of the congregation to supervise the cemetery.
7. Make and issue keys for the church property, and keep an annual list of keys issued.

8. Enlist work crews for special repair, improvements, cleaning, decorating, landscaping, and other projects.

SEC. VII THE BOARD OF CHRISTIAN EDUCATION

The Board of Christian Education shall be responsible for planning and administering the total education programs of the congregation, to determine such policies, to select personnel for the various educational agencies, and to direct and supervise the entire educational program. They shall be responsible for the Youth Auxiliary groups (LYF, etc.).

Specifically they shall be responsible for:

1. Encourage increasing participation of every congregational member in the educational institution of the congregation; foster greater participation of the Youth Groups; consider retreats, seminars, special classes for special groups.
2. Supervise the Sunday School Department insuring that an adequate program of Christian Education is being offered. Approve the curriculum used.
3. The chair shall serve as the Sunday School superintendent
4. Appoint in August of each year a Sunday School secretary and treasurer. These appointees shall take office as of September first.
5. Hold a Vacation Bible School (VBS) during the summer months for congregational children as well as other children of the community. Approve the curriculum used. Appoint VBS superintendent.
6. Provide necessary support for Pastor and parents in junior catechesis instruction
7. Assist Pastor as required in holding an Adult Confirmation Class.
8. Exercise leadership in gathering lists of candidates for filling vacancies in the teaching staff, furnishing same to Superintendent.
9. Establish and maintain a permanent file of all children, including a Cradle Roll, by age, grade level, so as not to lose one of these precious ones.
10. Oversee the youth organization(s) and appoint counselors as needed.
11. Supervise, maintain, and improve the Church Library.
12. Foster and support Bible Study at every opportunity.
13. Make recommendations regarding the physical needs of the agencies of Christian Education to the Church Council.

SEC. VIII THE BOARD OF WORSHIP

The Board of Worship is responsible for the worship service and all that pertains thereto. They shall establish the schedule and order of worship services; arrange for proper music; supervise the organist(s); the choir, the altar guild; appoint and supervise the head usher; provide necessary worship materials and in, general, be responsible for conducting all public worship services of Immanuel Evangelical Lutheran Church.

Specifically they shall be responsible for:

1. Determine and establish the schedule and order of services in consultation with the Pastor.
2. Appoint and supervise a head usher who will recruit and train ushers and greeters.
3. Provide and care for hymnals and other devotional materials used in the public worship services.
4. Supervise and strive to advance the welfare and effective service of the choir.
5. Recommend and annually review compensation and personnel for the music staff as required for public worship.
6. Hold appropriate meetings between Pastor, the choir director and the organist(s), coordinating selection of proper music and settings as appropriate
7. Arrange and publicize special services as required.
8. Be in charge of the nursery facilities and personnel.
9. Evaluate and recommend approval or disapproval of new forms of worship, liturgies and hymnals for use in public worship.
10. To assist the Pastor in a program of worship education for the committee and the congregational members.
11. To serve as liaison between the Church Council and other congregational groups concerned with worship.
12. Establish, supervise and strive to advance the welfare and effective service of the Altar Guild.

SEC. IX THE BOARD OF EVANGELISM, OUTREACH, AND HOSPITALITY

The Board of Evangelism shall bring the Gospel Message to the unchurched in our communities and initiate special evangelism programs to accomplish this objective.

This board shall equip the congregation to bring the Gospel message to the unchurched in our communities by emphasizing ways in which we can be salt and light to the people around us. The purpose and duty of this board is to support and facilitate the ongoing expressions of Christian love and kindness that flow from the congregational life of believers at Immanuel.

Specifically they shall be responsible for:

1. Alert the members of the congregation to opportunities to demonstrate Christian compassion.
2. Support and encourage on-going programs that serve Immanuel members and/or our communities
3. Advertise activities of the church which are of interest and benefit to the community
4. Contact new people in the community to welcome them and to provide them the opportunity to learn more about Immanuel

5. Be responsible for evangelic relations that identify Immanuel Lutheran Church with the Gospel of Christ throughout the community.
6. Maintain a welcoming and hospitable atmosphere for all who visit or worship here at Immanuel.

SEC. X THE BOARD OF STEWARDSHIP

Stewardship is the management of the total resources God has given His people individually and collectively to carry out His mission and ministry. Therefore, the objective of the Stewardship Board shall be to help Christians grow as faithful stewards of Jesus Christ carrying out Christ's mission and ministry in their personal lives and corporately through congregation and Synod.

Specifically, they shall be responsible for:

1. Use every opportunity to teach our members the principles and practices of the stewardship Life.
2. Help the congregation to develop an appreciation of the privileges and responsibilities of church membership. Foster the enlistment and training of Christian mission and ministry in the church.
3. Help our members develop better attitudes and skills in the art of Christian money management.
4. Help our members to a greater understanding and appreciation of their world-wide mission and ministry for Christ through the Synod and thereby to grow in its support.
5. Help our members to grow in the grace of Christian giving from regular income and accumulated resources.
6. It shall be their duty to receive, record, and deposit in the congregation's designated depository, congregational monies, including offerings, contributions, and special collections.

ARTICLE VII AUXILIARY ORGANIZATIONS

SEC. 1 APPROVAL

Organizations, societies, or auxiliary groups desiring to become auxiliaries of the congregation shall seek the approval of the Church Council for official recognition.

SEC. II FUNCTION

All auxiliaries of the congregation shall exist to aid the congregation in the promotion of Christian fellowship, knowledge, and service.

ARTICLE VIII AMENDING THE BY-LAWS

SEC. I AMENDING

The By-Laws of this congregation may be amended in a properly convened meeting of the Voters Assembly, provided:

1. The proposed action to be taken has been announced on two consecutive Sundays prior to the meeting in which the amendments are to be presented for consideration.
2. Attendance of one-third of the registered voters are required to constitute a quorum
3. The affirmative vote of a two-thirds majority of the voting membership present at the Voters Assembly shall be required for the adoption of an amendment.

SEC. II REVIEW

The By-Laws shall be reviewed every five years by a special committee appointed by the Chairman of the congregation to recommend changes, if needed, to the voters.