

Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

<p>CONSTITUTION OF ST. MARK LUTHERAN CHURCH</p> <p>In the name of the Father, and of the Son, and of the Holy Spirit. Amen.</p> <p>PREAMBLE</p> <p>Recognizing our unity in Christ and our common practice in the Christian faith, desiring to express our fellowship in worship and work, knowing our spiritual needs, mindful of our Christian privileges and duties, and wishing to observe orderly cooperation, we adopt the following constitution.</p> <p>Article I – NAME AND INCORPORATION</p> <ol style="list-style-type: none">1. The name of this Congregation shall be Saint Mark Lutheran Church – Lindenhurst, Illinois, operating as St. Mark Lutheran Church.2. This Congregation shall be incorporated under the laws of the State of Illinois in accordance with the Illinois Religious /Corporations Act, 850 ILCS 110/et. Seq. pursuant to an affidavit of organization filed with the Lake County Recorder’s Office, June 20, 1961. <p>Article II – STATEMENT OF FAITH</p> <ol style="list-style-type: none">1. The Congregation accepts all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed, and inerrant Word of God and submits to this as the only infallible authority in all matters of faith and life.2. As brief and true statements of the doctrines of the Word of God, the Congregation accepts and confesses the following standards: (1) the ancient ecumenical creeds:	<p>CONSTITUTION OF ST. MARK LUTHERAN CHURCH</p> <p>In the name of the Father, and of the Son, and of the Holy Spirit. Amen.</p> <p>PREAMBLE</p> <p>Recognizing our unity in Christ and our common practice in the Christian faith, desiring to express our fellowship in worship and work, knowing our spiritual needs, mindful of our Christian privileges and duties, and wishing to observe orderly cooperation, we adopt the following constitution.</p> <p>Article I – NAME AND INCORPORATION</p> <ol style="list-style-type: none">1. The name of this Congregation shall be Saint Mark Lutheran Church – Lindenhurst, Illinois, operating as St. Mark Lutheran Church.2. This Congregation shall be incorporated under the laws of the State of Illinois in accordance with the Illinois Religious /Corporations Act, 850 ILCS 110/et. Seq. pursuant to an affidavit of organization filed with the Lake County Recorder’s Office, June 20, 1961. <p>Article II – STATEMENT OF FAITH</p> <ol style="list-style-type: none">1. The Congregation accepts all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed, and inerrant Word of God and submits to this as the only infallible authority in all matters of faith and life.2. As brief and true statements of the doctrines of the Word of God, the Congregation accepts and confesses the following standards: (1) the ancient ecumenical creeds:
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Current Constitution and/or Bylaws

<p>the Apostles', the Nicene, and the Athanasian; (2) the Unaltered Augsburg Confession and Luther's Small Catechism.</p> <p>3. As further elaboration of and in accord with these Lutheran standards, the Congregation also receives the other documents in the Book of Concord of 1580: the Apology, Luther's Large Catechism, the Smalcald Articles, and the Formula of Concord; and recognizes them as normative for their theology.</p>	<p>Article III – PURPOSE</p> <p>1. The Congregation of St. Mark Lutheran Church is a part of the worldwide family of believers, relying on the Holy Spirit and living in the faith as proclaimed in the good news of the gospel. We are united around the living hope of the Word, the sacraments, and prayer.</p> <p>2. Our mission is to give glory to God through the proclamation of the Word of God and through worship and the sacraments, and to build up the body of Christ, that we might give witness to God's love and salvation. We encourage all members to grow in grace and in the knowledge of our Lord Jesus Christ, to seek to do God's will, and to use their time, talents, and possessions in service to God and all people, especially those of the household of faith (Gal. 6:10).</p> <p>Article IV – POWERS</p> <p>1. All power in the Congregation has its source in the Lord Jesus Christ its head, as revealed in the Scriptures, which are the norm for its faith and life. All individuals and groups within the Congregation shall submit to the authority of the Word of God, and the life and activity of the Congregation and its organizations shall conform to it.</p>
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Proposed Constitution and Bylaws

<p>the Apostles', the Nicene, and the Athanasian; (2) the Unaltered Augsburg Confession and Luther's Small Catechism.</p> <p>3. As further elaboration of and in accord with these Lutheran standards, the Congregation also receives the other documents in the Book of Concord of 1580: the Apology, Luther's Large Catechism, the Smalcald Articles, and the Formula of Concord; and recognizes them as normative for their theology.</p>	<p>Article III – PURPOSE</p> <p>1. The Congregation of St. Mark Lutheran Church is a part of the worldwide family of believers, relying on the Holy Spirit and living in the faith as proclaimed in the good news of the gospel. We are united around the living hope of the Word, the sacraments, and prayer.</p> <p>2. Our mission is to give glory to God through the proclamation of the Word of God and through worship and the sacraments, and to build up the body of Christ, that we might give witness to God's love and salvation. We encourage all members to grow in grace and in the knowledge of our Lord Jesus Christ, to seek to do God's will, and to use their time, talents, and possessions in service to God and all people, especially those of the household of faith (Gal. 6:10).</p> <p>Article IV – AUTHORITY</p> <p>1. All authority of the Congregation has its source in the Lord Jesus Christ its head, as revealed in the Scriptures, which are the norm for its faith and life. All individuals and groups within the Congregation shall submit to the authority of the Word of God, and the life and activity of the Congregation and its organizations shall conform to it.</p>
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Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

<p>2. The powers of this Congregation shall be those necessary to fulfill its purposes, as set forth in this Constitution.</p> <p>3. The powers of this Congregation shall be vested in the Congregational Meeting, called and conducted as provided in the Constitution and Bylaws, and, to the extent conveyed by them or as assigned from time to time by the Congregational Meeting, in the Church Council.</p> <p>4. In the fulfillment of its purpose, the Congregation is empowered to:</p> <ul style="list-style-type: none">a. Call a Pastor and terminate the Call of a Pastor;b. Adopt amendments to this Constitution and its Bylaws;c. Create or terminate its affiliation with any association or denomination;d. Approve the annual budget;e. Acquire real and personal property by gift, devise, bequest, purchase, or other lawful means;f. Hold title to its property and use it for any and all activities consistent with its purpose;g. Sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;h. Enter into contract;i. Sue and be sued; andj. Elect its officers and Church Council and require them to conduct their affairs in accordance with this Constitution, its Bylaws, and the resolutions of the Congregation. <p>5. All property of the Congregation shall be titled to Saint Mark Lutheran Church – Lindenhurst, Illinois. Real property shall not be purchased, disposed of, or encumbered in any manner except by a resolution adopted by not less than a two-thirds majority vote of the members present and voting at a legally called meeting of the Congregation.</p>	<p>2. The authority of this Congregation shall be that necessary to fulfill its purposes, as set forth in this Constitution.</p> <p>3. The authority of this Congregation shall be vested in the Congregational Meeting, called and conducted as provided in the Constitution and Bylaws, and, to the extent conveyed by them or as assigned from time to time by the Congregational Meeting, in the Church Council.</p> <p>4. In the fulfillment of its purpose, the Congregation is empowered to:</p> <ul style="list-style-type: none">a. Call a Pastor and terminate the Call of a Pastor;b. Adopt a new Constitution and Bylaws and/or amend its existing Constitution and Bylaws;c. Create or terminate its affiliation with any association or denomination;d. Approve the annual budget;e. Acquire real and personal property by gift, devise, bequest, purchase, or other lawful means;f. Hold title to its property and use it for any and all activities consistent with its purpose;g. Sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;h. Enter into contract;i. Sue and be sued; andj. Elect its officers and Church Council and require them to conduct their affairs in accordance with this Constitution, its Bylaws, and the resolutions of the Congregation. <p>5. Property of the Congregation shall be titled to Saint Mark Lutheran Church – Lindenhurst, Illinois. Real property shall not be purchased, disposed of, or encumbered in any manner except by a resolution adopted by not less than a two-thirds majority vote of the members present and voting at a legally called meeting of the Congregation.</p>
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Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

<p>6. Should the Congregation vote to disband, all property and funds remaining after the payment of its obligations shall be distributed to organizations existing for religious or charitable purposes. Selection of recipients of such distributions of property and funds shall be made by vote of the Congregation.</p> <p>Article V – AFFILIATION</p> <ol style="list-style-type: none">1. For the better attainment of its purpose, the Congregation may affiliate with Lutheran associations or denominations of its choosing.2. The Congregation may also choose to sever its affiliation with an association or denomination at any time.3. Affiliation or severance of affiliation shall require a two-thirds majority vote of those present and voting, at a legally called Congregational Meeting. <p>Article VI – MEMBERSHIP</p> <p>Members of this Congregation shall be those persons on the roll of this Congregation at the time that this Constitution is adopted and those who are admitted thereafter. They shall maintain their membership in accordance with the provisions of this Constitution and its Bylaws.</p> <p>It shall be the privilege and duty of members of this Congregation to:</p>	<p>6. The Congregation for good cause may establish separate legal entities to own title or operate separately from the Church providing it is for church purposes with good cause shown. Approval shall be required by a resolution adopted by not less than a two- thirds majority vote of the members present and voting at a legally called meeting of the Congregation.</p> <p>7. Should the Congregation vote to disband, all property and funds remaining after the payment of its obligations shall be distributed to organizations existing for religious or charitable purposes. Selection of recipients of such distributions of property and funds shall be made by vote of the Congregation.</p> <p>Article V – AFFILIATION</p> <ol style="list-style-type: none">1. For the better attainment of its purpose, the Congregation is affiliated with Lutheran Congregations in Mission for Christ (LCMC) and may affiliate with Lutheran associations or other denominations of its choosing.2. Affiliation or severance of affiliation shall require a two-thirds majority vote of those present and voting, at a legally called Congregational Meeting. <p>Article VI – MEMBERSHIP</p> <ol style="list-style-type: none">1. Members of this Congregation shall be those persons on the roll of this Congregation at the time that this Constitution is adopted and those who are admitted thereafter. They shall maintain their membership in accordance with the provisions of this Constitution and its Bylaws.2. It shall be the privilege and duty of members of this Congregation to:
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Current Constitution and/or Bylaws

- a. Make regular use of the means of grace, both Word and sacraments.
- b. Live a Christian life in accordance with the Word of God.
- c. Support the work of this Congregation through contributions of their time, spiritual gifts (1 Corinthians 12), abilities, and financial resources.

Article VII – DISCIPLINE

1. A member who advocates doctrines which are contrary to Holy Scripture and the Confessions of the Church or who is guilty of conduct that is unbecoming a member of the Body of Christ, and who refuses to repent, shall be subject to discipline.
2. Discipline in the Congregation shall be exercised in accordance with Matthew 18: 15-18.
3. Procedures for the exercise of discipline shall be those provided in the Bylaws (Sections 8 and 9).
4. The purpose of discipline is to restore the erring brother or sister to fellowship with the Lord and His people.

Article VIII – THE PASTOR

1. A Pastor of the Congregation shall be a person whose soundness in the faith, aptness to teach, and educational qualifications have been examined and approved by the Church Council. The Pastor shall be properly ordained and shall accept and adhere to the Confession of Faith as described in Article II of this Constitution.

Proposed Constitution and Bylaws

- a. Make regular use of the means of grace, both Word and sacraments.
- b. Live a Christian life in accordance with the Word of God.
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2. Discipline in the Congregation shall be exercised in accordance with Matthew 18: 15-18.
3. The purpose of discipline is to restore the erring brother or sister to fellowship with the Lord and His people.

Article VIII – THE PASTOR

1. A Pastor of the Congregation shall be a person whose soundness in the faith, aptness to teach, and educational qualifications have been examined, vetted and recommended by the Call Team appointed by Church Council. The Pastor shall be properly ordained and shall accept and adhere to the Confession of Faith as described in Article II of this Constitution.

Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

<p>2. Authority to call a Pastor shall rest in the Congregation. Such authority to call shall be exercised by not less than a two-thirds majority vote of members present and voting at a meeting legally called for that purpose.</p> <p>3. Authority to dismiss a Pastor shall rest in the Congregation. Such authority to dismiss shall be exercised by not less than a two-thirds majority vote of members present and voting at a meeting legally called for that purpose.</p> <p>4. In the event of a vacancy in the pastoral office, the Church Council shall provide for interim pastoral service.</p>	<p>2. Authority to call a Pastor shall rest in the Congregation, once approved by Church Council. Such authority to call shall be exercised by not less than a two-thirds majority vote of members present and voting at a meeting legally called for that purpose.</p> <p>3. Unless disciplinary action is taken by Council, authority to dismiss a Pastor shall rest in the Congregation. Council can remove a Pastor by a unanimous vote at a legally called Council meeting. For purposes of removal, all Pastors have a conflict of interest and shall abstain from voting. Absent a unanimous vote by Church Council in a legally called meeting for termination by disciplinary action, the matter should be brought before the congregation. The Congregation's authority to dismiss a Pastor shall be exercised by not less than a two-thirds majority vote of members present and voting at a meeting legally called for that purpose.</p> <p>Disciplinary action includes but is not limited to:</p> <ul style="list-style-type: none"> a. Teaching false doctrine inconsistent with the Statement of Faith and Purpose as defined in this Constitution or seek to erode the faith of the congregation and disrupt the unity of the church; b. Ungodly conduct deemed morally wrong or incompatible with Christian life, including but not limited to adultery, theft, or other actions that violate the church's ethical standards; c. Willful neglect of official duties that include but are not limited to neglecting preaching, teaching or pastoral care, or ignoring the needs of the congregation. <p>4. In the event of a vacancy in the pastoral office, the Church Council shall provide for interim pastoral service. The duration of interim pastoral service contract</p>
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Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

Article IX – OFFICERS AND BOARDS

1. The Church Council shall be comprised of the Officers of the Congregation, and the members of the Board of Elders and the Board of Trustees. The Pastor(s) shall, by virtue of their office, serve without vote on the Church Council and all Boards and Committees.
2. Responsibilities, eligibility, election procedures, and terms of office of the Officers, Board of Elders, Board of Trustees, and Pastors are further specified in the Bylaws.
3. All candidates for Church Council shall exhibit the fruit of the Spirit as described in Galatians 5: 22-23. In addition, the Congregation shall be guided by the following passages in its elections: for Elders, 1 Timothy 3: 1-7 and Titus 1: 5-9; for Trustees, 1 Timothy 3: 8-13.

Part A: Officers

1. The Officers of this Congregation shall be the President, Vice President, Treasurer, and Secretary. They shall serve as the Executive Board of the Congregation.
2. The President, Treasurer, and Secretary shall be elected by the Congregation.
3. The Vice President shall be selected and approved by the Church Council from among its members.

Part B: Board of Elders

1. The Board of Elders shall consist of three persons elected by the Congregation, plus the President serving ex officio.
2. The Board of Elders shall oversee the Pastor(s), the spiritual welfare of the Congregation, and its witness, worship, and service.

Part C: Board of Trustees

shall be mutually agreed by negotiation between Council and the interim pastoral candidate.

Article IX – OFFICERS AND COUNCIL MEMBERS

1. The Church Council shall be the Officers of the Congregation, and six elected Council members. The Pastor(s) shall, by virtue of their office, serve with a vote on the Church Council and all Ministry Teams. Council will determine the voting right(s) of an Interim, Temporary and/or Contract Pastor(s) at time of hire.
2. Responsibilities, eligibility, election procedures, and terms of office of the Officers, Council members, and Pastors are further specified in the Bylaws.
3. All candidates for Church Council shall exhibit the fruit of the Spirit as described in Galatians 5: 22-23.

Part A: Officers

1. The Officers of this Congregation shall be the President, Vice President, Treasurer, and Secretary. They shall serve as the Executive Board of the Congregation.
2. The President, Treasurer, and Secretary shall be elected by the Congregation.
3. The Vice President shall be selected and approved by the Church Council from among its members.

Part B: Council Members

Each Council member shall be a representative and member of one of the following ministry team:

1. Property and Facility Maintenance
2. Spiritual Development and Support
3. Outreach
4. Prayer, Worship, and Music

Current Constitution and/or Bylaws

1. The Board of Trustees shall consist of the Treasurer and three persons elected by the Congregation, plus the President serving ex officio.
2. The Board of Trustees shall oversee legal and corporate affairs, maintenance of properties, and administration of finances.

Article X – MEETINGS OF THE CONGREGATION

1. The power and authority of the Congregation shall be exercised through Congregational Meetings, which shall be called and conducted in conformity with the provisions of this Constitution and its Bylaws.
2. A quorum for any annual or special meeting of the Congregation shall be 10% of the voting members.
3. The Congregation shall hold its Annual Meeting as specified in the Bylaws, for the purpose of:
 - a. Receiving reports from the Pastor(s) and the Church Council;
 - b. Electing council members; and
 - c. Approving a budget for the next calendar year.A special meeting of the Congregation may be called by:
4. A special meeting of the Congregation may be called by:
 - a. Action of the Congregation, by petition of at least 10% of the voting members; or
 - b. The Church Council; or
 - c. The President of the Congregation; or
 - d. The Pastor(s).

Proposed Constitution and Bylaws

5. Fellowship
6. Youth and Family Ministries

Article X – MEETINGS OF THE CONGREGATION

1. The authority of the Congregation shall be exercised through Congregational Meetings, which shall be called and conducted in conformity with the provisions of this Constitution and its Bylaws.
2. A quorum for any annual or special meeting of the Congregation shall be 25% of the voting members.
3. The Congregation shall hold its Annual Meeting as specified in the Bylaws, for the purpose of:
 - a. Receiving reports from the Pastor(s) and the Church Council;
 - b. Electing council members;
 - c. Approving a budget for the next calendar year; and
 - d. Additional business with proper notice given.
4. A special meeting of the Congregation may be called by:
 - a. Action of the Congregation, by petition of at least 10% of the voting members; or
 - b. The Church Council; or
 - c. The President of the Congregation; or
 - d. The Pastor(s).

Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

Article XI – BYLAWS

1. The Congregation may adopt Bylaws. No Bylaw may conflict with this Constitution.
2. Bylaws may be adopted or amended at any legally called meeting of the Congregation with a quorum present, and by a two-thirds majority vote of those voting members present and voting.
3. A proposed new Bylaw, or amendment to an existing Bylaw:
 - a. May be brought by any voting member.
 - b. Shall be submitted in writing to the Church Council at least 60 days prior to an Annual Meeting or special Congregational Meeting called for that purpose.
 - c. If the Church Council approves the proposal, it shall notify the members of this Congregation with its recommendation at least 30 days in advance of the Congregational Meeting.

Article XII – AMENDMENTS

1. Article II – Statement of Faith, and paragraph 1 of Article XII (i.e., this paragraph), shall be unalterable; and no amendment to this Constitution shall conflict therewith.
2. A proposed amendment to this Constitution may be brought by any voting member, and shall be submitted in writing to the Church Council at least 90 days prior to the Annual Meeting of the Congregation.
3. If the Church Council approves the proposal, it shall notify the members of this Congregation with its draft recommendation at least 60 days in advance of the Annual Meeting, inviting members' consideration and comment.

Article XI – BYLAWS

1. Bylaws may be adopted or amended at any legally called meeting of the Congregation with a quorum present, and by a two-thirds majority vote of those voting members present and voting.
2. A proposed new Bylaw, or amendment to an existing Bylaw:
 - a. May be brought by any voting member.
 - b. Shall be submitted in writing to the Church Council at least 60 days prior to an Annual Meeting or special Congregational Meeting called for that purpose.
 - The Church Council shall notify the members of this Congregation of the proposal with its recommendation to approve or reject the proposal at least 30 days in advance of the Congregational Meeting.
 - The proposed Bylaw or amendment must be either rejected or approved by the Congregation without change.

Article XII – AMENDMENTS TO THIS CONSTITUTION

1. Article II – Statement of Faith, and paragraph 1 of Article XII (i.e., this paragraph), shall be unalterable; and no amendment to this Constitution shall conflict therewith.
2. A proposed amendment to this Constitution may be brought by any voting member, and shall be submitted in writing to the Church Council at least 90 days prior to the Annual Meeting of the Congregation.
3. The Church Council shall notify the members of this Congregation of the proposed amendment to this Constitution at least 60 days in advance of the Annual Meeting, inviting members' consideration and comment.

Current Constitution and/or Bylaws

4. The Church Council shall give the final draft of the proposed amendment to the Congregation at least 30 days before the Annual Meeting.
5. At the Annual Meeting, the proposed amendment must either be rejected or approved without change, by a majority vote of those present and voting.
6. In order to take effect, a proposed amendment so approved must be ratified without further change at the next Annual Meeting, by a two-thirds majority vote of those present and voting.

Article XIII – INDEMNIFICATION

The Church Council may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Church Council member, officer, employee, agent, or other member of any committee of the Congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding.

Proposed Constitution and Bylaws

4. The Church Council shall give the final draft of the proposed amendment to the Congregation with its recommendation to approve or reject the proposed amendment at least 30 days before the Annual Meeting.
5. At the Annual Meeting, the proposed amendment must either be rejected or approved without change, by a majority vote of those present and voting.

Article XIII – INDEMNIFICATION

The Church Council may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Church Council member, officer, employee, agent, or other member of any committee or ministry team of the Congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding providing the actions of the individual was acting within the course and scope of the authority as outlined in this constitution.

Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

BYLAWS

Sections 1 – 5

(No applicable Bylaws)

Section 6 – MEMBERSHIP

Part A: Membership Classification

1. Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this Congregation. In addition, this Congregation may receive as baptized members those persons who have been baptized elsewhere in the name of the Triune God.
2. Confirmed members are baptized persons who have been confirmed in this Congregation, or those who have been received by public affirmation of faith. All new members shall complete a new member program.
3. Voting members are confirmed members who, during the previous twelve (12) months, shall have communed in this Congregation and shall have made a contribution of record to this Congregation, and attained the age of eighteen (18) years old.
4. Associate members are non-voting members who desire to participate in the life and mission of this Congregation. They have all the privileges and duties of membership except voting rights and eligibility for membership on the Church Council. Associate members may include persons who hold membership in other Christian congregations and wish to retain such membership, or members who cannot participate in the regular life and mission of this Congregation due to leave of absence such as military service, job assignment, health, etc.

BYLAWS (Note Bylaws do not reference Sections)

MEMBERSHIP

Part A: Membership Classification

1. Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this Congregation. In addition, this Congregation may receive as baptized members those persons who have been baptized elsewhere in the name of the Triune God.
2. Confirmed members are baptized persons who have been confirmed in this Congregation, or those who have been received by public affirmation of faith. It is recommended that new members complete a new member program.
3. Active (voting) members are confirmed members who, during the previous twelve (12) months, shall have worshiped in this Congregation and shall have made a contribution (time, talent, or treasure) to this Congregation, and attained the age of eighteen (18) years old. Council shall approve the list of Active (voting) members annually no later than sixty (60) days prior to the annual meeting.
4. Associate members are non-voting members who desire to participate in the life and mission of this Congregation. They have all the privileges and duties of membership except voting rights and eligibility for membership on the Church Council. Associate members may include persons who hold membership in other Christian congregations and wish to retain such membership, or members who cannot participate in the regular life and mission of this Congregation due to leave of absence such as military service, job assignment, health, etc.

Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

<p>5. Inactive members are voting members who have not participated in the life and mission of the Congregation for more than two (2) years. For a person who is on the inactive membership list to be reinstated to voting membership, they must recommit to participation in the life and mission of this Congregation.</p> <p>Part B: Discontinuance of Membership Membership in this Congregation may be terminated by any of the following:</p> <ol style="list-style-type: none">1. Transfer or release;2. Disciplinary action; or3. Death <p>Section 7 – DISCIPLINE (See Sections 8 and 9)</p> <p>Section 8 – THE PASTOR(S) Part A: Call</p> <ol style="list-style-type: none">1. When the Church Council desires to call a pastor, it shall authorize a Call Committee to identify potential candidates. When the Church Council has approved the candidate and the terms for the Call, this Congregation shall vote on the Call as set forth in Article VIII, Section 2 of the Constitution.2. A Letter of Call shall be issued to the pastor-elect. It shall be signed by the President and the Secretary of the meeting at which the Call was voted.3. A Call to fill an additional pastoral position shall be issued only with the approval of the Church Council.4. This Congregation has the authority to ordain a pastor-elect if needed. <p>Part B: Duties</p>	<p>5. Inactive members have not participated in the life and mission of the Congregation for more than two (2) years. For a person who is on the inactive membership list to be reinstated to voting membership, they must recommit to participation in the life and mission of this Congregation.</p> <p>Part B: Discontinuance of Membership Membership in this Congregation may be terminated by any of the following:</p> <ol style="list-style-type: none">1. Transfer or release;2. Disciplinary action; or3. Death <p>THE PASTOR(S) Part A: Call</p> <ol style="list-style-type: none">1. When the Church Council desires to call a pastor, it shall authorize a Team to identify potential candidates. When the Church Council has approved the candidate and the terms for the Call, this Congregation shall vote on the Call as set forth in Article VIII, Section 2 of the Constitution.2. A Letter of Call shall be issued to the pastor-elect. It shall be signed by the President and the Secretary of the meeting at which the Call was voted.3. This Congregation has the authority to ordain a pastor-elect if needed. <p>Part B: Duties</p>
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Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

<ol style="list-style-type: none">1. The Pastor(s) shall perform duties as assigned by the Church Council, and shall:<ol style="list-style-type: none">a. Preach the good news of Jesus Christ and the whole counsel of God as revealed in the Old and the New Testaments;b. Administer the sacraments of Baptism and the Lord's Supper;c. Conduct public worship;d. Provide Christian counsel and encourage individual growth in grace and in the knowledge of our Lord Jesus Christ;e. Offer instruction, confirm, marry, visit the sick and distressed, and assist with the proper disposition of remains;f. Install members of the Church Council;g. Supervise any assigned personnel;h. With the Board of Elders, administer discipline;i. Seek out and encourage qualified persons to prepare for the ministry of the Gospel; andj. Encourage the support of missions and strive to extend the Kingdom of God.2. These responsibilities may be divided among the Pastors with the approval of the Church Council.3. The Pastors shall report on their ministry at each regular meeting of the Church Council and provide an annual report to the Congregation. The annual report shall include:<ol style="list-style-type: none">a. Goals for the coming year;b. The number of:<ol style="list-style-type: none">i. New members added that year;ii. Members leaving during the year;iii. Total membership;	<ol style="list-style-type: none">1. The Pastor(s) shall perform duties as assigned by the Church Council, and shall:<ol style="list-style-type: none">a. Preach the good news of Jesus Christ and the whole counsel of God as revealed in the Old and the New Testaments;b. Administer the sacraments of Baptism and the Lord's Supper;c. Conduct public worship;d. Provide Christian counsel and encourage individual growth in grace and in the knowledge of our Lord Jesus Christ;e. Offer instruction, confirm, marry, visit the sick and distressed, and assist with the proper disposition of remains;f. Install members of the Church Council;g. Supervise any assigned personnel;h. Administer discipline in accordance with Matthew 18: 15-18;i. Seek out and encourage qualified persons to prepare for the ministry of the Gospel; andj. Encourage the support of missions and strive to extend the Kingdom of God; andk. Make disciples who make disciples.2. These responsibilities may be divided among the Pastors with the approval of the Church Council.3. The Pastors shall report on their ministry at each regular meeting of the Church Council and provide an annual report to the Congregation. The annual report shall include:<ol style="list-style-type: none">a. Goals for the coming year;b. For the current year and 5 preceding years, report the number of:<ol style="list-style-type: none">i. New members added that year;ii. Members leaving during the year;
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Current Constitution and/or Bylaws

- iv. Baptisms, confirmations, marriages and funerals;
- v. Counseling sessions; and
- vi. Visitations.

Part C: Termination

1. The Call of the Congregation, when accepted by a Pastor, shall constitute a continuing mutual relationship and commitment, and may be terminated for any of the following reasons:
 - a. Mutual agreement to terminate the call, or the completion of a call for a specific term;
 - b. Resignation of the Pastor, which shall become effective, unless otherwise agreed, thirty (30) days after the date on which it was submitted;
 - c. Inability to conduct the pastoral office effectively in view of local conditions, without reflection on the competence or the moral or spiritual character of the Pastor;
 - d. The physical or mental incapacity or death of the Pastor;
 - e. Disqualification of the Pastor through discipline on grounds of doctrine, morality, or continued neglect of duty; or
 - f. The dissolution of the Congregation.
2. When considering the termination of a call, the Board of Elders, together with the Church Council, shall exercise due diligence to gather competent testimony, hear all concerned persons, and preserve the dignity of all involved. If the Church Council concludes that the call should be terminated, it shall make its recommendation

Proposed Constitution and Bylaws

- iii. Active membership;
- iv. Baptisms, confirmations, marriages and funerals;
- v. Counseling sessions; and
- vi. Visitations.

Part C: Termination

1. The Call of the Congregation, when accepted by a Pastor, shall constitute a continuing mutual relationship and commitment, and may be terminated for any of the following reasons:
 - a. Mutual agreement to terminate the call, or the completion of a call or contract for a specific term and not renewed;
 - b. Resignation of the Pastor, which shall become effective, unless otherwise agreed, thirty (30) days after the date on which it was submitted;
 - c. Inability to conduct the pastoral office effectively in view of local conditions, without reflection on the competence or the moral or spiritual character of the Pastor;
 - d. The physical or mental incapacity or death of the Pastor;
 - e. Disqualification of the Pastor through discipline on grounds of doctrine, morality, or continued neglect of duty; or
 - f. The dissolution of the Congregation.
2. When considering the termination of a call, the Church Council, shall exercise due diligence consistent with Article VIII, Section 3 of this Constitution.

Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

<p>the Congregation for action according to Article VIII, Section 3 of this Constitution.</p> <p>Section 9 – OFFICERS AND BOARDS</p> <p>Part A: Eligibility</p> <p>Only voting members who accept the Statement of Faith of the Congregation as defined in Article II of the Constitution shall be eligible for election to the Church Council.</p> <p>Candidates must be voting members for a minimum of one year at the time of the election.</p> <p>Part B: Nominations</p> <ol style="list-style-type: none">1. The Board of Elders shall serve as the Nominating Committee, carefully considering potential nominees for Officers, Board of Elders, and Board of Trustees in view of the spiritual qualifications described in Article IX of the Constitution.2. The Nominating Committee shall announce to the Congregation the opening of the nomination process no less than three months prior to the Annual Meeting at which the election is to take place.3. The Nominating Committee shall communicate the names of the nominees, with brief biographies, to the Congregation no less than four weeks prior to the Annual Meeting at which the election is to take place.4. No nominations shall be made from the floor. <p>Part C: Elections and Terms of Office</p> <ol style="list-style-type: none">1. At its Annual Meeting, the Congregation shall:<ol style="list-style-type: none">a. Elect from its own voting membership a President, Treasurer, and Secretary. The term of office for these positions shall be one year. Their terms shall begin on January 1st following the Annual Meeting at which they are elected. There is no restriction	<p>OFFICERS AND COUNCIL MEMBERS</p> <p>Part A: Eligibility</p> <p>Only active members who accept the Statement of Faith of the Congregation as defined in Article II of the Constitution shall be eligible for election to the Church Council.</p> <p>Candidates must be Active members for a minimum of one year at the time of the election.</p> <p>Part B: Nominations</p> <ol style="list-style-type: none">1. Church Council will select from among Council members a Nominating Team. Potential nominees for Officers, and Council members will be considered in view of the spiritual qualifications described in Article IX of the Constitution.2. The Nominating Team shall announce to the Congregation the opening of the nomination process no less than three months prior to the Annual Meeting at which the election is to take place.3. The Nominating Team shall communicate the names of the nominees, with brief biographies, to the Congregation no less than four weeks prior to the Annual Meeting at which the election is to take place.4. No nominations shall be made from the floor. <p>Part C: Elections and Terms of Office</p> <ol style="list-style-type: none">1. At its Annual Meeting, the Congregation shall:<ol style="list-style-type: none">a. Elect nominated officers (President, Treasurer, and Secretary). The term of office for officers shall be one year. Their terms shall begin on January 1st following the Annual Meeting at which they are elected. The President, Treasurer, and
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Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

<p>on the number of terms a President, Treasurer, or Secretary may serve. For the purposes of elections and succession, the length of time served in these positions shall not count as time served on the Church Council.</p> <p>b. Elect the other members of the Church Council. Each shall be elected by the Congregation to one of the following Boards: Elders or Trustees. Their term of office shall be three years, with one-third of the positions expiring annually. No member of the Church Council shall be eligible to serve more than two consecutive full terms.</p> <p>c. Elections to the Church Council shall be conducted by secret ballot. When there is only one candidate for an office, a vote of acclamation may be held.</p> <p>2. At the January Council meeting following the Annual Meeting, the Church Council shall elect from its own membership a Vice President who shall also be the Vice President of the Congregation. The Vice President shall serve for a term of one year.</p> <p>3. An elected official can be recalled by majority vote at a duly called meeting of the Congregation.</p> <p>Part D: Church Council</p> <p>1. The Church Council shall be composed of the Officers, Board of Elders, and Board of Trustees. It shall have general oversight of the life and activities of the Congregation, to the end that everything is done in accordance with the Word of God.</p> <p>2. Vacancies</p>	<p>Secretary may serve no more than two consecutive terms. For the purposes of elections and succession, the length of time served in these positions shall not count as time served on the Church Council.</p> <p>b. Elect the other members of the Church Council. Their term of office shall be three years, with one-third of the positions expiring annually. No member of the Church Council shall be eligible to serve more than two consecutive full terms.</p> <p>c. Elections to the Church Council shall be conducted by secret ballot. When there is only one candidate for an office, a vote of acclamation may be held.</p> <p>2. At the January Council meeting following the Annual Meeting, the Church Council shall elect from its own membership a Vice President who shall also be the Vice President of the Congregation. The Vice President shall serve for a term of one year.</p> <p>3. An elected official can be recalled by majority vote at a legally called special meeting of the Congregation.</p> <p>Part D: Church Council</p> <p>1. The Church Council shall be the Officers of the Congregation, Pastor(s), and six elected Council members. It shall have general oversight of the life and activities of the Congregation, to the end that everything is done in accordance with the Word of God.</p> <p>2. Vacancies</p>
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Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

<p>a. A member's place on the Church Council shall be declared vacant if the member: (a) ceases to be a voting member of the Congregation, or (b) is absent from three consecutive regular meetings of the Church Council without sufficient cause. The Congregation may adopt procedures for the removal of a member of the Church Council in other circumstances.</p> <p>b. Should a member's place on the Church Council be declared vacant, the Church Council shall elect, by majority vote, an interim replacement until the next Annual Meeting, at which time the Congregation shall elect a successor to fill out the term. A successor who serves less than one-half of a regular term shall be eligible for nomination and possible election to the allowable full terms for that position.</p> <p>3. A quorum for any regular or special meeting of the Church Council, or of any Board or Committee, shall be a majority of its membership.</p> <p>4. All meetings shall be conducted under the current edition of Robert's Rules of Order.</p> <p>5. A special meeting of the Church Council may be called by a Pastor, the President, or any three members of the Church Council. Notice of such meeting shall be given not less than five days prior to the meeting and shall be announced at a public worship service if one is held during that period. The requirements for calling a special meeting may be waived in the event of an emergency.</p> <p>6.</p> <p>7. Specific duties of the Church Council as a whole shall include the following:</p> <p>a. Organize and oversee the process of calling a Pastor, review annually the salary of the Pastor(s)</p>	<p>a. A member's place on the Church Council shall be declared vacant if the member: (a) ceases to be an Active member of the Congregation, or (b) is absent from three consecutive regular meetings of the Church Council without sufficient cause.</p> <p>b. Should a member's place on the Church Council be declared vacant, the Church Council shall elect, by majority vote, an interim replacement until the next Annual Meeting, at which time the Congregation shall elect a successor to fill out the term. A successor shall be eligible for nomination and possible election to the allowable full term for that position.</p> <p>3. A quorum for any regular or special meeting of the Church Council shall be a majority of its membership.</p> <p>4. All meetings shall be conducted under the current edition of Robert's Rules of Order.</p> <p>5. A special meeting of the Church Council may be called by a Pastor, the President, or any three members of the Church Council. Notice of such meeting shall be given not less than five days prior to the meeting and shall be announced at a public worship service if one is held during that period. The requirements for calling a special meeting may be waived in the event of an emergency.</p> <p>6. Specific duties of the Church Council as a whole shall include the following:</p> <p>a. Organize and oversee the process of calling a Pastor(s) and secure other necessary staff;</p>
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Current Constitution and/or Bylaws

- and make adjustments from time to time within the limits of the budget approved by the Congregation;
- b. Secure necessary staff other than the Pastor(s), establish and review annually their salaries, and provide for supervision and performance reviews;
 - c. Approve all missionary and benevolence activities of the Church, and review them annually;
 - d. Prepare a budget for submission to the Annual Meeting;
 - e. Assemble and present to the Congregation an annual report of finances, activities, committees, and goals for the coming year;
 - f. Adopt policies and procedures that govern the worship and business of the Congregation;
 - g. Appoint ad hoc committees as needs arise; and
 - h. Act on all matters calling for judgment and decision which are not specifically assigned to a Board or Committee.
8. The Church Council may enact continuing resolutions. Such continuing resolutions shall not conflict with the Constitution or Bylaws.
9. The Best Practice Committee shall serve as an advisory committee to Council.

Part E: Duties of the Officers

1. The President shall preside at meetings of the Church Council and of the Congregation. The President shall be:
a) the chief administrative officer of the church; b) a member ex officio of all Boards and Committees; and c) shall at the first Council Meeting following the Annual Meeting give each new Council member a copy of the Council Handbook.

Proposed Constitution and Bylaws

- b. Provide for supervision, performance reviews and salary adjustments for Pastor(s) and all other staff;
- c. Approve all missionary and benevolence activities of the Church, and review them annually;
- d. Prepare a budget for submission to the Annual Meeting;
- e. Assemble and present to the Congregation an annual report of finances, activities, ministry teams, and goals for the coming year;
- f. Adopt policies and procedures that govern the worship and business of the Congregation;
- g. Appoint ad hoc ministry teams as needs arise; and
- h. Act on all matters calling for judgment and decisions which are not specifically assigned to a Ministry Team.

7. The Church Council may enact continuing resolutions. Such continuing resolutions shall not conflict with the Constitution or Bylaws.

Part E: Duties of the Officers

1. The President shall preside at meetings of the Church Council and of the Congregation. The President shall be:
a) a member ex officio of all Ministry Teams; and b) shall at the first Council Meeting following the Annual Meeting give each new Council member a copy of the Council Handbook.

Current Constitution and/or Bylaws

2. The Vice President shall preside at the meetings of the Church Council and of the Congregation in the absence of the President. The V.P. shall assume all duties of the President when he/she is incapacitated or unavailable.
3. The Secretary shall keep the minutes of the Church Council and of the Congregation and shall publish and post them within fifteen (15) days of each meeting. The Secretary shall also oversee the maintenance of the archives of the Congregation. These records shall include:
 - a. The annual reports of the Pastors;
 - b. The annual reports of the Congregation; and,
 - c. Minutes of the meetings of the Congregation and of the Church Council.All records of the Congregation shall remain the property of the Congregation and shall be stored only on church property. All legal documents shall be stored in a fireproof safe or vault.
4. The Treasurer shall oversee and support all financial planning, financial records and funds of the Congregation, and shall publish and post monthly financial statements. The Treasurer shall also oversee the functions of the Financial Secretary and Controller/Bookkeeper (if any) and shall serve on the Board of Trustees.
5. These four, functioning as the Executive Board, shall oversee any ad hoc committees, unless otherwise directed by the Church Council.
6. Ensure that records are kept of all church equipment and furniture that has value in excess of \$5,000, listing date of purchase and amount expended.
7. Ensure that the church has adequate liability and property insurance, based on an appraisal of the church's real property every five years.

Proposed Constitution and Bylaws

2. The Vice President shall preside at the meetings of the Church Council and of the Congregation in the absence of the President. The Vice President shall assume all duties of the President when he/she is incapacitated or unavailable.
3. The Secretary shall keep the minutes of the Church Council and of the Congregation meetings and shall ensure publication and post them within fifteen (15) days of each meeting. The Secretary shall also oversee the maintenance of the archives of the Congregation. These records shall include:
 - a. The annual reports of the Pastors;
 - b. The annual reports of the Ministry Teams; and,
 - c. Minutes of the meetings of the Congregation and of the Church Council.All records of the Congregation shall remain the property of the Congregation and shall be stored only on church property. All legal documents shall be stored in a fireproof safe or vault.
4. The Treasurer shall oversee or provide for oversight and support all financial planning, financial records and funds of the Congregation, and shall ensure publication and post monthly financial statements. The Treasurer shall also oversee or provide for oversight of the functions of the Financial Secretary and Controller/Bookkeeper (if any). The Treasurer shall give notice to Ministry Teams in the event of a budget shortfall so Ministry Teams may conduct their business accordingly.
5. The President, Vice President, Secretary and Treasurer, functioning as the Executive Board, shall oversee any ad hoc ministry teams, unless otherwise directed by the Church Council.

Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

Part F: Duties of the Board of Elders

Specific duties of the Board of Elders shall include the following:

1. Conduct an annual performance review of the Pastor(s) welcoming and taking into consideration input from Council and Staff;
2. Oversee and support the following standing Committees: Worship & Music, Parish Education, and Evangelism;
3. Oversee and support all outreach ministries of the Church as defined in the Council Handbook;
4. Seek out and encourage qualified persons to prepare for the ministry of the Gospel;
5. Elect the Superintendent(s) of the Sunday School, upon nomination by the
6. Committee on Parish Education;
7. Oversee church membership including approval and welcoming of new members and approval of the removal of members; and,
8. Exercise church discipline.

Part G: Duties of the Board of Trustees

1. Specific duties of the Board of Trustees shall include the following:
2. Oversee and support the following standing Committees: Property & Maintenance, Stewardship, and Congregational Life.

6. The Executive Board shall ensure that records are kept of all church equipment and furniture that has value in excess of \$5,000, listing date of purchase and amount expended.
7. The Executive Board shall ensure that the church has adequate liability and property insurance, based on an appraisal of the church's real property every five years.
8. The President, Vice President and Treasurer shall have sole signatory authority for all financial matters of the Church.
9. The President shall have the sole authority to bind the Church to Contracts.
10. The President shall have the sole authority to authorize legal action as directed by Council.

Part F: Duties of Council Members

Each Council member shall be a representative and member of one of the ministry teams listed in the Constitution. The responsibilities of sub-teams of each standing ministry team are detailed in church policies and require approval of only Council to add, delete, or amend the sub-team list.

Part G: Ministry Teams

1. Special or temporary ministry teams may be appointed by the Council.
2. The Council shall establish or affirm the mission and structure for each Ministry Team along with parameters for their authority and finances annually.
3. The Council shall approve Ministry Team members.

Current Constitution and/or Bylaws

3. Receive reports regularly from the Treasurer to ascertain that expenditures are within the budget approved by the Congregation. Any non-budgeted expenditure in excess of 3% of the total voted budget must be approved by the Congregation.
4. Ensure that the Treasurer and others who have access to the funds of the Congregation are adequately bonded.
5. Appoint annually an auditing committee composed of five members (at least two with financial backgrounds) which shall audit the fiscal records of the Congregation and report its findings in writing at the Annual Meeting. The auditing committee shall not include anyone serving on the Church Council or holding an administrative position within the Church.
6. Consider all requests for benevolence activities and make recommendations to the Church Council.
7. The Finance Committee, Safety & Security, and the Human Resources Committee shall serve as advisory committees to the Board of Trustees.

Part H: Committees

Standing, special, or temporary committees shall be appointed by the Council.

1. The Council shall establish the mission and structure for each committee along with parameters for their authority and finances.
2. The Council shall select, review backgrounds and qualifications, and appoint committee members subject to approval by the Church Council.
3. Committee members shall serve a one-year appointment, which may be renewed annually each January, with no term limits.
4. A member's place on any committee may be declared vacant if the member: (a) ceases to be a voting member of the Congregation, or (b) is absent from three consecutive

Proposed Constitution and Bylaws

4. Ministry Team members shall serve a one-year appointment, which may be renewed annually each January, with no term limits.
5. A member's place on any Ministry Team may be declared vacant if the member is absent from a significant number of meetings of a Team without sufficient cause and is unable to contribute to the activities of the Team. The Church Council may adopt procedures for the removal of a Ministry Team member in other circumstances.
6. Ministry Teams shall submit minutes of any meetings to the appropriate Council representative and the church archivist within fifteen (15) days of each meeting.
7. Ministry teams have the authority to act within its budget as approved by Congregational Meeting without Council approval. Council approval is necessary for anything if any expenditure falls outside of the budget or if there is a budget shortfall.

Current Constitution and/or Bylaws

meetings of a committee without sufficient cause. The Church Council may adopt procedures for the removal of a committee member in other circumstances.

5. Committees shall appoint a member to submit minutes of any meetings, except for executive sessions, to the appropriate Board within fifteen (15) days of each meeting.

Section 10 – MEETINGS OF THE CONGREGATION

Part A: Calling a Congregational Meeting

1. Official notice of an annual or special meeting of the Congregation shall be in writing and shall be posted conspicuously in the place where the Congregation customarily worships and on the Congregation's website ten (10) days preceding the date of the meeting. Such notice shall state the date, time, place, and purpose of the meeting. It shall be signed by the President and the Secretary of the Congregation, or by the person or persons who have called the meeting.
2. Notice of an annual or special meeting shall also be read at all public worship services of the Congregation held during the ten (10) days preceding the date of the meeting. If no public services are held, the written notice mentioned in paragraph 1 is the only notice required.
3. The Pastor(s) shall be notified of the date, time, place and purpose at which a special meeting of the Congregation is to be held.
4. Only the business for which a special meeting has been called shall be transacted at the meeting.
5. An annual or special meeting of the Congregation may recess and reconvene at a specified time and place by a majority vote. A meeting may also recess to reconvene upon call; provided however, that the time and place of such a reconvened meeting must be announced at a

Proposed Constitution and Bylaws

MEETINGS OF THE CONGREGATION

Part A: Calling a Congregational Meeting

1. Official notice of an annual or special meeting of the Congregation shall be in writing and shall be posted conspicuously in the place where the Congregation customarily worships and on the Congregation's website fifteen (15) days preceding the date of the meeting. Such notice shall state the date, time, place, and purpose of the meeting.
2. Notice of an annual or special meeting shall also be read at all public worship services of the Congregation held during the fifteen (15) days preceding the date of the meeting. If no public services are held, the written notice mentioned in paragraph 1 is the only notice required.
3. The Pastor(s) shall be notified, prior to posting the notice, of the date, time, place and purpose at which a special meeting of the Congregation.
4. Only the business for which a special meeting has been called shall be transacted at the meeting.
5. An annual or special meeting of the Congregation may recess and reconvene at a specified time and place by a majority vote.

Current Constitution and/or Bylaws

Proposed Constitution and Bylaws

public service of the Congregation, and not less than three days written notice be given of the reconvened meeting.

Part B: The Annual Meeting

1. The Annual Meeting of the Congregation shall be held on the second Sunday in November. In the case of an emergency, the Church Council may change the date of the meeting with a 10-day notice being sent to the membership.
2. All meetings shall be conducted under the current edition of Robert's Rules of Order.
3. In considering the budget for the next year, the Congregation shall accept or reject the budget presented by the Council in its entirety.
4. All voting for Council members and the budget shall be conducted by secret ballot. A vote of acclamation may be held if there is only one candidate for a Council office.

Sections 11 – 13
(No applicable Bylaws)

Part B: The Annual Meeting

1. The Annual Meeting of the Congregation shall be held on the second Sunday in November. In the case of an emergency or special circumstances, the Church Council may change the date of the meeting with a 15-day notice being sent to the membership.
2. All meetings shall be conducted under the current edition of Robert's Rules of Order.
3. In considering the budget for the next year, the Congregation shall accept or reject the budget presented by the Council in its entirety.
4. All voting for Council members and the budget shall be conducted by secret ballot. A vote of acclamation may be held if there is only one candidate for a Council office.