

**Constitution of
Zion Evangelical Lutheran Congregation,
Unaltered Augsburg Confession,
Bensenville, Illinois, Township of Addison,
DuPage County, Illinois**

Originally approved the 22nd day of June 2008AD, revised and approved the 20th day of October 2019AD.

PREAMBLE

We, the members of this congregation, list the principles and regulations which shall guide us in all affairs of this congregation. This is in accord with the Word of God in 1st Corinthians 14:40 which states:

"Let all things be done decently and in order"

ARTICLE I - NAME OF CONGREGATION

The name of this congregation shall be Zion Evangelical Lutheran Congregation Unaltered Augsburg Confession of Bensenville, Township of Addison, DuPage County, Illinois. Hereinafter referred to as Zion Lutheran Church.

ARTICLE II - MISSION

As people of God, we shall live for God and carry out His will as revealed in the Sacred Scriptures.

- A. To preach and teach the Word of God in all its truth and purity.
- B. To rightly administer the sacraments.
- C. To keep the unity of spirit in the bond of peace.
- D. To care for the needs of its members.
- E. To reach out in the community with the love and concern of Christ.

ARTICLE III - CONFESSIONAL STAND

This congregation accepts without reservation all canonical books of the Old and New Testament as the inspired Word of God and the only rule and norm of faith and of practice, also all symbolical Books of the Evangelical Lutheran Church as a true and correct exposition of the Word of God. These are: The Apostles', Nicene and Athanasian Creeds; the Unaltered Augsburg Confession and the Apology of the same; the Smalcald Articles; the Small and Large Catechism of Dr. Martin Luther; and the Formula of Concord.

Only such liturgies, hymnals, agendas, music and prayers shall be used in the public services of this congregation and in all ministerial acts as conform to the Confessional Standard stated in this Article and serve to promote the same. Except in an emergency (i.e. pastoral sickness) and with the approval of the Board of Deacons all aspects of the services shall be conducted by a properly called and ordained Lutheran Pastor. (cf. Colossians 3:16–17).

All doctrine shall be determined by this confessional stand. Any provision of this Constitution or any other official action of this Congregation which conflicts with the clear Word of God shall be null and void.

ARTICLE IV - SYNODICAL AFFILIATION

This congregation shall be affiliated with the Lutheran Church-Missouri Synod as long as the actions, confessions and constitution of the Lutheran Church-Missouri Synod are in accord with the confession, as laid down in Article III, and the constitution of this congregation.

ARTICLE V –MEMBERSHIP

1. MEMBERSHIP in this congregation shall be defined as follows:

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

B. Communicant members are those baptized members who have been confirmed in the Lutheran faith, accept the confessional standard of Section III of this constitution, accept the teachings of Luther's Small Catechism, and are not members of organizations whose principles and conduct conflict with the Word of God.

C. Voting members are communicant members who have reached the age of 18 years, have signed the constitution of the congregation, been received by the voter's assembly, and regularly attend Divine Service. They may join the Voters Assembly by attending any regular or special Voters' meeting and by signing for and receiving the constitution and be received by Voters' resolution. A member is not eligible to vote at the meeting in which he/she applies to join the Congregational Voters' Assembly.

2. APPLICATIONS FOR Communicant MEMBERSHIP:

Membership in Zion Lutheran Church is granted with the approval of the pastor(s), Board of Deacons and:

A. By rite of confirmation or

B. By transfer from a Sister Congregations in fellowship with us or

C. By affirmation of faith in our Confessional Stand as enumerated in Article III.

3. DUTIES OF MEMBERS

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

4. TERMINATION OF MEMBERSHIP

Membership shall be terminated by:

A. Transfer - A member desiring transfer to a sister congregation shall make that fact known to the pastor(s). After having been contacted by the sister congregation a letter of transfer shall be sent to the receiving congregation.

B. Peaceful release –

1. By voluntary termination of membership

2. By joining or regularly attending another congregation.

C. Death – Transfer to the church triumphant.

D. Self-exclusion -- members whose whereabouts become unknown, have moved from the area, or have gone a period of one (1) year without attending Divine Service, may be removed from membership by action of Board of Deacons.

E. Excommunication - All discipline in this congregation shall be administered in accordance with Matthew 18:15-20 in an attempt to renew a member's relationship with God and with His Church using procedures approved by the Board of Deacons. When members purposefully and willfully conduct their lives in clear and manifest disobedience to God's Word, such will be admonished according to the words of our Lord. If they refuse to repent and amend their sinful life and are unresponsive to the witness and ministry of the church, shall be excommunicated by the Voters Assembly upon the recommendation of the Board of Deacons and the Pastor(s).

ARTICLE VI – OFFICERS OF THE CONGREGATION

A. The congregations shall have the following officers: Chairman, Vice-Chairman, Treasurer, Secretary, and Chairman of the Board of Deacons.

ARTICLE VII - OFFICE OF PASTOR AND PROFESSIONAL CHURCH WORKERS

A. The Office of Pastor shall be bestowed only upon such men who are ordained or certified to be ordained ministers in the Lutheran Church-Missouri Synod and who confess and adhere to the confessional standard set forth in this constitution. The pastor(s) shall be welcomed at all meetings of any board, committee, or auxiliary organization of this congregation.

B. Called Church Workers calls can be conferred only on such Teachers, candidates and other Parish Workers who confess and adhere to the confessional standard set forth in this constitution.

C. Removal From Office--Any ordained or commissioned minister may be removed from office by the voter's assembly by a two-thirds majority ballot vote, in Christian and lawful order, for one of the following reasons: persistent adherence to false doctrine, scandalous life, ongoing willful neglect, or inability to perform the duties of the office. Not being or remaining a member of this congregation or failing to regularly attend Divine service.

ARTICLE VIII - POWERS VESTED IN CONGREGATION

A. The Voter's Assembly shall be the governing body of this congregation and shall be empowered to administer and manage all its affairs.

B. All matters shall be decided by a majority vote except where otherwise specified in this constitution. The establishment and conduct of all boards, organizations and committees within the congregation or related directly to it shall be subject to the approval and supervision of the Voters' Assembly.

C. Matters of doctrine are subject solely to the Word of God and the Confessions of the Lutheran Church.

ARTICLE IX – ELIGIBILITY FOR BOARDS AND OFFICERS

A. Only communicant members 18 years of age and older are eligible to serve on a board.

B. Only communicant members who are at least 21 years of age may serve as an Officer or Chairmen of a Board. All officers must be and maintain voting membership.

C. In accord with God's Word (cf. 1 Timothy 2:12–15, 1 Corinthians 14:34–38) the Board of Deacons and pastor(s) shall be solely responsible for determining who will exercise and administer the public Office of the Keys as well as any office in the church whose function it is to assist the pastor(s) in same. Only male members are eligible to serve as Chairman, Vice-Chairman, and on the Board of Deacons.

ARTICLE X - CHRISTIAN EDUCATION

This congregation shall maintain and support a program of Christian Education for all ages, and sincerely endeavor to maintain and or support a Christian Day School.

ARTICLE XI – SEPARATION AND DISSOLUTION

A. If a separation should take place in this congregation, which we hope God will graciously prevent the property of the congregation and all of the benefits therewith connected, shall remain with those members who shall continue to adhere to the unalterable Article III stated in the Constitution.

B. In the event the congregation should dissolve, the property, assets and all rights connected therewith shall be transferred to an eligible Lutheran organization(s) of the majority of remaining voting members choosing.

ARTICLE XII– CONGREGATIONAL MEETINGS

A. The voting members of the congregation shall hold regular meetings as established in the by-laws. Notice of these meetings shall be provided to the church secretary for publication and shall be published in two (2) Sunday services. This announcement may include the Sunday the meeting is held so long as the meeting is held after the services.

B. Special Voters' meetings may be called by the Pastor or any two officers or the Church Council or Twelve (12) voting members who so desire, by notifying an officer or pastor who shall notify the church secretary for publication. The meeting notification shall be published for two (2) consecutive Sunday's except under emergency conditions. This announcement may include the Sunday the meeting is held so long as the meeting is held after the services. The announcement of a special meeting must include the purpose for calling that meeting and this stated purpose is the sole order of business to be discussed at the special meeting.

C. By failing to attend a meeting, a member waives his/her right to cast a vote during such a meeting and the decision of the majority prevails if the quorum requirements are met. Additionally, by failing to attend three (3) consecutive meetings, a member forfeits his/her right to vote at the following meeting and must reapply as stated in the constitution.

D. A quorum shall consist of eighteen (18) members who are eligible voters of this Congregation when the meeting is convened.

ARTICLE XIII- AMENDMENTS AND ALTERATIONS TO THE CONSTITUTION OR ITS BY-LAWS

To alter or add to the alterable paragraphs of the Constitution it is necessary to submit the alterations and/or additions in writing for discussion and preliminary approval in one meeting and final approval in the next meeting. Two thirds (2/3) favorable vote of members present is necessary for approval if quorum requirements are fulfilled. Article III is unalterable.

This congregation may adopt such by-laws as the accomplishment of the purpose of its organization may demand. The by-laws may be altered, added to or deleted at any regular Congregational Voters' Meeting or Special Meeting called

for this purpose by the majority vote of a legal quorum. To alter, add to or delete from the by-laws it is necessary to submit the alterations, additions or deletions in writing for discussion in one meeting and vote in the following meeting.

The revised constitution and/or by-laws shall, as a condition of continued membership in The Lutheran Church—Missouri Synod, be submitted to the president of the district for review by the district’s constitution committee and favorable action by the district’s board of directors.

BY-LAWS

1. CALLING PASTORS, PRINCIPALS, TEACHERS, AND PARISH WORKERS.

A. When a Pastor, Principal, Teacher or church worker is to be called, every member of the Congregation shall have the privilege of making one or more nominations. In the case of a Pastoral call the Board of Deacons and Chairman shall serve as the call committee, and in the case of calling a Principal or Teacher the Board of Education shall perform that function. For any other position a call committee of not less than (5) members is appointed by the officers.

B. In the screening process the respective board or committee shall submit all names to the respective District President for information and evaluation. After receiving information and recommendations from the District President, the respective board or committee shall present to the congregation by means of a public announcement, a list of preferred candidate(s), together with a brief biographical sketch of each.

C. At the Voters’ meeting, called for the purpose of electing a new Pastor, Principal, Teacher or called church worker, the preferred list may be amended by means of two-thirds vote of those present. At that point the voter's assembly shall be asked to agree to be satisfied with whatever slate of candidate(s) is finally made by the congregation.

D. Balloting shall proceed by means of a secret ballot vote. A majority is needed in order to determine the disposition of the call.

2. ECCLESIASTICAL ACTS

All ecclesiastical acts, such as baptism, marriage, confirmation, etc. ordinarily shall be performed by the pastor. Exceptions with the approval of the pastor and Deacons are permitted in cases of extreme necessity. Christian burial ordinarily should be conducted from the church. All ecclesiastical acts shall be performed by the pastor or with the approval of the Deacons. All marriages shall be preceded by premarital counseling with the pastor.

3. CONGREGATIONAL MEETINGS

The voting members of the congregation shall hold regular meetings in January, April, June (budget and election meeting) and October. The exact time and date will be determined by the Church Council.

The recommended order of business of Congregational Voters’ Meetings shall be:

1. Opening Prayer/Devotion.
2. Reading of the minutes.
3. Admission of new voting members and any elections.
4. Treasurers report, followed by any necessary action including approval of budget.
5. Board, Pastors, and Principals reports, followed by and necessary action.
6. Committee reports, followed by any necessary action.
7. Old business.
8. New business.
9. Adjournment with prayer.

"Robert Rules of Order Revised", shall govern the proceedings of all meetings of the Congregational Voters' Assembly, the Church Council, Boards and Committees, except when otherwise provided for.

4. DUTIES OF OFFICERS

CHAIRMAN

1. The Chairman is the presiding officer at all Church Council and Congregation meetings. Additionally, he shall fulfill other responsibilities as indicated within this constitution.
2. The Chairman of the congregation shall recognize and welcome new voting members whom have signed the Constitution signature book at the previous meeting and will distribute a copy of the Constitution to them.
3. The Chairman shall be welcomed to attend all meetings of any board, committee, or auxiliary organization of this congregation and its school as an Ex officio (nonvoting) member.
4. The Chairman with approval of the other officers may appoint advisory committees as deemed appropriate to assist in conducting the business of this congregation in regard to special projects or needs of which standing boards have not already been assigned by this constitution.

VICE-CHAIRMAN

The Vice-Chairman shall fulfill the duties of the Chairman during his absence or inability to serve and shall fulfill other responsibilities as indicated within this constitution.

SECRETARY

1. The Secretary is responsible for the recording of minutes of all Church Council and Voters' Assembly Meetings.
2. The Secretary shall maintain records of minutes and attendance of such meetings.
3. The Secretary shall be responsible for the constitution signature book and maintain it in a safe place as designated by the Congregational Voters' Assembly.

TREASURER

1. The Treasurer shall be responsible for the accurate recording and reporting of the Congregation's finances in accordance with the prescribed bookkeeping system of the Congregation.
2. Record the receipts furnished by the Finance Committee and as may be received from other sources.
3. Disburse accurately the Congregational funds according to the approved budget.
4. Non-budgeted expenses or expenses not specifically authorized by this Constitution are to be returned to the submitting committee, board, or individual for Congregational Voters' Assembly approval prior to payment.
5. Develop an annual budget and present an annual report of receipts and disbursements to the Church Council and submit all records as may be required by the Audit Committee at the end of each calendar year.

5. THE CHURCH COUNCIL

A. The church council shall consist of the following: All officers of the congregation and The Chairperson of the Boards of Fellowship, Parish Education, Board of Education, Trustees, and our Pastor (s).

B. The Church Council should meet monthly on a time and date as set by the officers, excluding the months of July and/or August and December as determined by the Church council to review the programs of the congregation in all of its aspects, carry out decisions of the Voters' Assembly, and see to the continuing welfare of the congregation and its leaders. The Church Council shall serve the Voters' Assembly in an advisory capacity, unless otherwise stated in this constitution and by-laws, bringing before it the results of its meetings in the form of recommendations.

6. ELECTION PROCEDURE

A. The congregation shall elect a Chairman, Vice-Chairman, Secretary, Treasurer, Trustees, Six (6) Board of Education members, Board of Fellowship members and Board of Parish Education members.

B. The Vice-Chairman shall be the chairman of the Nominating Committee, consisting of the chairperson from each board. In the June Council Meeting, this Committee shall present a slate of candidates who have consented to service. This slate shall be announced at the June Congregation Meeting with additional nominations accepted from the floor. The annual election shall be conducted by secret ballot in the June meeting. Those candidates on the list of nominees receiving the highest number of votes for their respective office which constitutes a majority of placed votes will be declared elected.

C. Nominations for the Board of Deacons shall be submitted to the Vice-President solely by the Board of Deacons in consultation with the Chairman and pastor(s). Nominees for the Board of Deacons will be affirmed by majority vote of the congregation as part of the election of other positions.

D. Members wishing to serve on the Board of Education, who have school age children eligible to be enrolled, must have said children enrolled prior to and while serving in office.

7. TERMS OF OFFICE

A. The Chairman and Vice Chairman is a one (1) year term of office. The Secretary, and Treasurer, and all board members shall be elected for a term of two (2) years. Officers shall be limited to three (3) consecutive terms in the same office unless no other eligible candidate is nominated. Board positions other than Board of Education shall have no term limits. Board of Education members shall be elected for a term of three (3) years (two (2) elected annually) and shall be limited to two (2) consecutive terms unless no other eligible person is nominated.

B. In the case of a vacancy, the procedure is as follows. If the vacancy is the Chairman, the Church Council will appoint a replacement. In all other cases of vacancy, the officers shall appoint a replacement to hold office until and subject to approval of the voter's assembly.

8. REMOVAL FROM OFFICE

Any officer or board member may be removed from office by the voter's assembly by a two-thirds majority vote, in Christian and lawful order, for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect, inability to perform the duties of the office, or failure to regularly attend Divine Service.

9. BOARDS

Each board shall elect its own chairman annually. Each board should meet monthly as determined by the Church Council with the exception of the months of July and/or August and December and submit reports to the Church Council and the Voters' Assembly on its activities and meeting. Each board shall work in conjunction with the other boards.

BOARD OF DEACONS

The Board of Deacons oversees the Doctrine and spiritual life of the congregation. The Deacons will:

1. Ensure that the congregation functions in accordance with Article III of the Constitution and all other Articles pertaining to doctrine, worship, and spiritual life. They will have authority to act on behalf of the congregation in all matters of Doctrine, except as restricted by this Constitution and its Bylaws. They shall work closely with all boards, committees and organizations of this congregation to lend spiritual encouragement.
2. Serve as the worship committee and along with the pastor(s), oversee the Mary of Bethany Altar Guild, finance committee, ushers, acolytes, and musicians.
3. Review Communion and church attendance along with the pastor(s) and make contacts as needed.
4. Be mindful of newborn children in preparation of Baptism, encouraging parents as needed, and faithfully assisting the pastor(s) as needed in visiting the sick, hospitalized, and shut-in, and encouraging others to do the same.
5. Provide for assistant and substitute pastors as needed and assist as directed by the pastor(s) with communion distribution, and the conduct of services, if necessary.
6. Set the schedule of services, with the advice of the pastor(s) and the voting membership.
7. In accordance with Mathew 18:15-20, address all matters concerning the spiritual welfare of the members. Such matters will be considered confidential and are not to be communicated to anyone outside of the Board of Deacons without the express permission of the member(s) under discussion, with the exception of those facts necessary for the congregation's consideration in cases of excommunication.
8. Supervise the duties of the Church Secretary and Parish Nurse in conjunction with and concurrence of the pastor(s).
9. Watch in Christian love over the doctrine, life and official conduct of the pastor(s), Teachers, and other such members of the congregational staff.
10. The board shall assist the pastor(s) in giving a report, including pastoral acts such as Baptisms, burials, change in membership, marriages, etc.
11. The Chairman of the Board of Deacons or a Deacon designated by him shall be welcomed at all meetings of any Board, committee or auxiliary organization of this congregation and its school as an Ex officio (nonvoting) member.
12. Shall in consultation with the chairman and pastor(s) appoint representatives or nominate candidates for all synod, district, and circuit meetings and conventions as needed.

BOARD OF TRUSTEES

1. The basic objectives of this board are the proper maintenance and repair of Church and its properties, and the general protection of the congregation against loss or damage of whatever nature.
2. The Board of Trustees handles all the legal affairs of the congregation and is responsible for all of the properties of the congregation including the cemetery.
3. The board when authorized by the Voters' Assembly may enter into contracts on behalf of the congregation for its continued maintenance and repair.
4. They shall maintain a list of all assets owned by the congregation, and maintain records and documents related to same, including all deeds, insurance policies, valuable papers, and documents on a current basis. They shall maintain these items of value in a safe place provided by or acceptable to the Voters' Assembly.
5. The Board of Trustees shall in emergency repair situations have the authority to conduct such repairs as a majority of the board deems necessary without prior Voter assembly approval up to but not more than \$2,500.00
6. If there are emergency needs or requirements which exceed the allowances in item five (5), these needs, costs and recommendations must be submitted to the Council for prior approval up to but not more than \$7500.00. Anything exceeding this amount must be referred to the Voters' Assembly for approval.

BOARD OF PARISH EDUCATION

1. They shall plan and administer in consultation with the pastor(s) The Sunday and Vacation Bible Schools. They shall organize personnel for the teaching of Sunday school and Vacation Bible School classes, and provide the necessary tools, means, and facilities for the classes.
2. They shall assist the pastor(s) with organization of Adult Bible Studies for the congregation.
3. The board shall look for opportunities to involve the young people of the congregation in the work of Christ, provide for their spiritual growth and nurture, and to organize and support activities that promote genuine Christian fellowship for the young people of the congregation.

BOARD OF EDUCATION

1. In consultation with the principal make certain that the day school calendar, curriculum and staff are in compliance with state and LCMS guidelines.
2. In consultation with the principal recommend the calling of teachers in the day school to the Voters' Assembly and enumerate their specific duties.
3. Contracting teachers in the day school on their own authority until and subject to Congregational approval.
4. They shall be concerned for the temporal welfare of our principal and day school teachers.
5. In consultation with the principal develop and submit a budget to the Voters' Assembly of the congregation and facilitate an audit of the Day school finances as directed by the Voters' Assembly. Not more than once annually.

6. The principal shall be an ex-officio (non-voting) member of the Board of Education. The Principal is responsible for the day to day operation of the school and is accountable to the Board of Education.

7. The pastor(s) in consultation with the Board of Deacons and principal shall be responsible for all matters of doctrine and theological practice in the school.

BOARD OF FELLOWSHIP (OUTREACH)

1. The Board of Fellowship shall seek to strengthen the fellowship between members spiritually and socially, facilitate the integration of new members into the life of the congregation, and the general edification of mutual cooperation, fellowship, trust and enjoyment among the members of the congregation and its school community.

2. They shall, present to the public a Christian image which will reflect favorably upon the work of Christ and of the congregation as His instrument. They shall assist in publicizing the work of the congregation through various channels and integrate the congregation's work into the life of the community.

3. They will seek to facilitate outreach to the unchurched and encourage all members to do the same.

4. They shall encourage members for service to the congregation.

5. They shall help our congregation to minister to people with special needs.

6. They should contact and nurture visitors and prospective new members, help assimilate new members and encourage and facilitate other members to do the same.

7. They shall be responsible for key congregation activities, including but not limited to spring planting, fall clean up, and the church picnic.

10. STANDING COMMITTEES

FINANCE COMMITTEE (members appointed by the Board of Deacons)

1. Supply all communicant members with envelopes for contributions.

2. Maintain records of all contributions and the purpose for which they were made.

3. Prepare a semi-annual financial report for all individual contributors.

4. Deposit all receipts in a depository authorized by the voter's assembly.

5. The funds shall be counted by no less than two (2) members; at least one will be a member of the finance committee.

6. Audit committee members of the congregation shall be permitted to count at the invitation of the finance committee.

7. Donations - All gifts and donations shall go into the general fund unless otherwise specified.

AUDIT COMMITTEE (members appointed by the Church Council)

1. Audit the books of the congregation and school as directed by the Voters' Assembly but not more than once annually

2. Audit the books of all other organizations within the congregation as directed by the Church Council.

3. All audit reports should be presented to Church Council for review and presented to the Congregation for approval.

4. Review as directed by the Congregational Voters' Assembly all procedures involving the recording of contributions, counting of money, system of disbursement and recommend to the congregation such alternate procedures as may be necessary to accurately maintain financial records of the church.

Soli Deo Gloria