

**BETHEL EVANGELICAL LUTHERAN CHURCH (U.A.C.)
OF MORTON ILLINOIS**

**CHURCH CONSTITUTION
AND BY-LAWS**

**AMENDED AND APPROVED ON
MAY 22, 2006**

**Amended and approved on
January 14, 2008**

**Amended and Approved on
September 12, 2016**

**Amended and approved on
January 9, 2017**

PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should carry out His Great Commission to make disciples of all people (Matthew 28:18-20). That Christ's Great Commission for His Church might be carried out according to His will, He has commanded that Christians baptize and teach (Mark 16:15-16), unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 2:42), witness to all men (Acts 1:8), help each other grow in the Word (Ephesians 4:11-14), serve the needs of all men in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10), build a spiritual house to be a holy priesthood (1 Peter 2:5), administer the Office of the Keys as His Church (John 20:21-23, Matthew 18:15-20), and maintain decency and order (1 Corinthians 14:40) in the Church. We are a pro-life church (Jeremiah 1:5) and honor marriage between a man and woman (Genesis 2:24, Romans 1:26-32, Hebrews 13:4, 1 Corinthians 6:12-20) and we also believe that God wonderfully and immutably creates each person as male or female. The two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27).

Therefore we, a congregation of Lutheran Christians, accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE 1.0 -- NAME

The name of this congregation shall be:
Bethel Evangelical Lutheran Church (U.A.C.) of Morton, Illinois

ARTICLE 2.0 -- CONFESSIONAL STANDARD

This Congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and acknowledges and accepts all of the Confessional Writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, to be the true and genuine exposition of Christian doctrine taken from, and in full agreement with, the Holy Scriptures. Hence, no doctrine shall be taught or tolerated in this Congregation that varies in any degree from the Confessional Writings of the Evangelical Lutheran Church.

These Confessional Writings are:

- 2.1** The three Ecumenical Creeds (Apostles', Nicene, and Athanasian)
- 2.2** The Unaltered Augsburg Confession (U.A.C.)
- 2.3** The Apology of the Augsburg Confession
- 2.4** The Smalcald Articles
- 2.5** Luther's Large Catechism
- 2.6** Luther's Small Catechism
- 2.7** The Formula of Concord

And we do set forth that all doctrinal controversies that may arise in this Congregation shall be judged and decided in accordance with Holy Scriptures and these Confessional Writings.

ARTICLE 3.0 -- SYNODICAL AFFILIATION

This Congregation shall be affiliated with the Lutheran Church-Missouri Synod as long as the confessions and Constitution of said Synod are in accord with the confessions and Constitution of this Congregation as laid down in Article 2.0. This Congregation shall, to the best of its ability, collaborate with said Synod and assist it in effecting all sound measures intended for the building of the Kingdom of God.

ARTICLE 4.0 -- MEMBERSHIP

- 4.1** Baptized membership in this Congregation is held by all those who are baptized with water in the Name of the Triune God and are under our pastoral care.
- 4.2** Communicant membership in this Congregation may be held only by those who:
- 4.2.1** Are baptized in the Name of the Triune God.
 - 4.2.2** Have declared their acceptance of the confessions of this Congregation as contained in Article 2.0 of this Constitution and having completed a course of instruction in Luther's Small Catechism.
 - 4.2.3** Have been accepted into communicant membership in accordance with the Bylaws of this Congregation and shall remain faithful to the responsibilities of membership as contained in these Bylaws.
 - 4.2.4** Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life.
 - 4.2.5** Are not members of a secret society or any other organization conflicting with the Word of God and the conduct of a Christian (2 Corinthians 6:14-18).
- 4.3** The membership and membership privileges of each communicant member shall remain in force as long as each member maintains eligibility according to the five points in section 4.2 of this article and meets the requirements stated or implied in the disciplinary, or other provisions, of the Bylaws (Article 15). A member who voluntarily severs connections with this Congregation, or who has been released or transferred, or who has been excommunicated or excludes himself according to the provisions of the Bylaws (Article 16), shall be deemed to have terminated membership in this Congregation along with all rights and privileges of such membership.

ARTICLE 5.0 -- ORGANIZATIONAL STRUCTURE

5.1 Voters' Assembly

The Voters' Assembly shall consist of all voting members at a regular or special meeting of the Congregation. The Congregation, through the Voters' Assembly, shall have final authority in managing its internal and external affairs.

5.2 Officers of the Congregation

The Officers of the Congregation shall consist of a Chairman, a Vice-Chairman, a Secretary, a Treasurer and an Assistant Treasurer. All Officers are to be elected from among the Voting members in accordance with the By-laws of the Congregation, except for the Vice-Chairman who shall be the current Chairman of the Board of Elders, as selected by that board. The Chairman and the Vice-Chairman must be male.

5.3 Structure

The structure of the organization shall be comprised of a Chairman and five (5) Offices that report to the Church Council. The five Offices are: Worship, School, Ministry, Youth and Operations. The five Offices will each have a staff person in a leadership position and will report to the Church Council. The staff person coordinates the boards, committees, teams, task forces and other groups under the appropriate Office. The Church Council shall appoint members of the Congregation to the boards, committees, task forces and groups.

The Pastor(s) of the Congregation shall be an ex-officio member(s) of all Boards and committees, and may, at his (their) discretion, attend any or all meetings related to any kind of Congregational activity.

5.4 Church Council

5.4.1 Composition of Church Council

The Church Council shall consist of the Chairman, Vice Chairman, Treasurer, Chairman of the School Board, 3 at large members elected from the Congregation and the Senior Pastor. The Congregational Secretary shall be the Church Council Secretary in a non-voting capacity.

5.4.2 Duties

The Church Council shall be the governing body of the Congregation and is responsible for administering all the Congregation's affairs, except the following matters which require action by the Voters' Assembly:

5.4.1.1 Constitution and Bylaws amendments.

5.4.1.2 The calling of ordained or commissioned ministers.

5.4.1.3 The removal of a Pastor, Called Church Worker, or an Officer of the Congregation.

5.4.1.4 Election of Officers, Church Council, and selected Boards.

5.4.1.5 Excommunication of a member.

5.4.1.6 Adoption of the annual financial plan (including budget) and strategic action plan.

5.4.1.7 The construction, purchase, and sale of major property.

5.4.1.8 Division and dissolution.

5.4.3 Rights and Powers

The Voting Members of this Congregation, subject to the limiting provisions and regulations of this Constitution, its Bylaws, and its Articles of Incorporation, have ultimate decision-making authority in the administration of the Congregation's affairs. No duly elected person shall have any authority beyond that conferred upon that person by the Voters' Assembly. Each person shall be responsible for the performance of such duties as the Voters' Assembly may delegate. Such specially delegated rights and powers shall be subject to revision or complete withdrawal by the Voters' Assembly.

ARTICLE 6.0 -- PASTORS AND CALLED CHURCH WORKERS

Only such candidates shall be elected to serve as Pastors and Called Church Workers who profess acceptance of, and pledge faithful adherence to, the confessions of this Congregation as set forth in Article 2.0 of this Constitution.

In the absence of adequate cause for dismissal as defined in the Bylaws of this Congregation, the tenure of office of a called or elected Pastor and Called Church Worker shall be the remainder of their active life, or until the Lord calls them into another field of service.

ARTICLE 7.0 -- ORGANIZATIONS

Congregational organizations shall be under the supervision of the Pastor(s) and/or the appropriate Offices under whose jurisdiction they function. All activities of these organizations must be in keeping with this Constitution and its Bylaws.

ARTICLE 8.0 -- PROPERTY RIGHTS

If at any time a separation should take place within this Congregation, the advice of the officers of District and Synod shall be sought. If, despite all efforts to resolve differences in peace and love a division into factions shall occur, the property of the Congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Article 2.0 of this Constitution.

ARTICLE 9.0 -- DOCTRINAL LITERATURE

In addition to the Holy Scriptures and Luther's Small Catechism, only books that conform to the Confessional Standards of Article 2.0 shall be used for instruction in all classes.

ARTICLE 10.0 -- VALIDITY OF RESOLUTIONS

A three-fourths (3/4) majority of the Voting Members present is required for amending the Constitution and/or Bylaws, the construction of buildings, the purchase and sale of real estate, the calling of ordained or commissioned ministers, the removal of a Pastor, Called Church Worker, or Officer of the Congregation, and separation or disbandment.

For excommunication, a three-fourths (3/4) majority ballot vote of the Voting Members present is required.

All other resolutions require a simple majority of the Voting Members present for passage.

ARTICLE 11.0 -- QUORUM

All Voting Members present at a properly called meeting shall constitute a quorum.

ARTICLE 12.0 -- AMENDMENTS

12.1 This Constitution and Bylaws may be amended, with the exception of the articles listed in section 12.2 of this article, by a two-thirds (2/3) majority of the Voting Members in a meeting of the Voters' Assembly, provided that the proposal to amend the Constitution and/or Bylaws is submitted in written text at the previous meeting of the Voters' Assembly prior to the Voters' Assembly meeting at which the vote is taken.

12.2 Articles 2.0, 3.0, 4.0, 6.0, 8.0 and 9.0 are hereby made irrevocable.

**BETHEL EVANGELICAL LUTHERAN CHURCH (U.A.C.)
OF MORTON, ILLINOIS**

BYLAWS

ARTICLE 13.0 – COMMUNICANT MEMBERSHIP

13.1 Membership Procedure

Individuals become members by one of the following:

13.1.1 Confirmation

Persons received by the solemn rite of Confirmation in the Congregation.

13.1.2 Adult Baptism

Adult persons not previously baptized who complete a period of instruction. In and acceptance of the Confessional writings outlined in Article 2.0 are received by Baptism and become communicant members.

13.1.3 Transfer

Persons desiring membership shall submit a letter of transfer from their former Congregation with whom we have fellowship.

13.1.4 Profession of Faith

Persons whose membership in a previous Christian congregation has lapsed, or persons who are received from congregations not in fellowship with the Lutheran Church-Missouri Synod, shall arrange for instruction by a Pastor for profession of faith.

13.2 Duties of Communicant Members

Members of the Congregation shall:

13.2.1 Conform their lives to the rule of God's Word.

13.2.2 Make diligent use of the Means of Grace.

13.2.3 Exercise faithful stewardship.

13.2.4 Be available for service to the Congregation and beyond.

ARTICLE 14.0 – VOTING MEMBERSHIP

14.1 Eligibility

Any communicant member of this Congregation who is 18 years of age or over is eligible to Apply for Voting Membership.

14.2 Application and Acceptance of Voting Members

14.2.1 Application is made at a regular or special Voters' Assembly.

14.2.2 Applicant indicates a desire to be a voter and affirms the intention to fulfill the

duties of a voter to the best of the individual's ability.

14.2.3 The applicant shall be accepted into Voting Membership by vote.

14.2.4 The applicant is required to sign an official copy of the Constitution and Bylaws at the time of acceptance into Voting Membership.

14.3 Privileges and Duties of Voting Members

The privileges and duties of a Voting Member of this Congregation are to:

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

14.3.2 Willingly serve in any office or capacity according to the Voting Member's talents and abilities.

ARTICLE 15.0 – DISCIPLINE IN THE CONGREGATION

All discipline in this Congregation shall be administered in accordance with the order of discipline laid down in Matthew 18:15-20 and other related New Testament passages. The following procedure shall be followed under the direction of the Pastor(s) and the Board of Elders. All terminations shall be reported in the Congregational news media and reported to the Voters' Assembly except where otherwise noted.

15.1 Communicant Membership Termination

Excommunication is to be applied to any member who, after proper admonition according to the Scriptures, continues to act in an unchristian manner without repentance; i.e., one who openly adheres to false doctrine, gives evidence of an immoral and offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper.

15.2 Provision Pertaining to Pastors and Other Called Church Workers

Sufficient grounds for deposing a Pastor or other Called Church Worker shall be: persistent adherence to false doctrine, scandalous life, willful neglect of official duties, or protracted incapacity to perform the functions of the sacred office. Charges shall be substantiated by clear evidence. The individual shall first be given an opportunity to resign. Such opportunity having been given and declined, the Board of Elders shall, after consultation with the appropriate officers of the Central Illinois District, notify the Voting Membership of the situation, and shall submit the matter for action at a special meeting of the Voters' Assembly.

15.3 Provisions Pertaining to Elected and Appointed Persons

Any elected or appointed person of the Congregation who willfully neglects the duties of the office or violates Article 4.2 shall be deposed. The Board of Elders shall initiate such disciplinary action.

ARTICLE 16.0 – TERMINATION OF CHURCH MEMBERSHIP

16.1 Transfers

Members desiring transfer to another Lutheran congregation with whom we have fellowship shall notify the Pastor(s). The Pastor(s) shall issue a letter of transfer. Their names shall be

removed from the membership list of the Congregation.

16.2 Joining Other Churches

Members who have joined another congregation with whom we don't have fellowship will be deemed to have terminated their membership in this Congregation. Their names shall be removed from the membership list of the Congregation.

16.2 Whereabouts Unknown

The names of members whose whereabouts are unknown and cannot be established after a six-month proactive search shall be removed from the membership list of the Congregation.

ARTICLE 17.0 – MEETINGS OF THE VOTERS' ASSEMBLY

17.1 Regular Meetings

Regular meetings of the Voters' Assembly shall be held three (3) times during each calendar year, on or about the second Monday of the following months: February, June and September.

The Church Council shall set dates and times of all Voters' Assemblies. At the February meeting, the long-range plan shall be submitted for approval. At the June meeting, the next year's program objectives shall be submitted for approval and elections shall be held. At the September meeting, the past year's results and the current year's progress shall be reviewed; other actions as required shall also be acted upon at this meeting.

All communicant members of the Congregation may attend the meetings of the Voters' Assembly and may, with the consent of the Voting Membership, submit recommendations or participate in discussion of any given item of business before the Voting Membership.

Every meeting of the Voting Membership shall be announced at the Saturday and Sunday services prior to the date of the meeting.

17.2 Special Meetings

Special meetings of the Voters' Assembly may be called by the Chairman, the Church Council, the Pastor(s), or at the request of 10 Voting Members. Notice of the date and time of such meetings and the nature of the business to be transacted shall be announced at the Saturday and Sunday worship services one weekend prior to the date of the meeting. In addition, notice will be done by all electronic communication methods currently used by the church.

17.3 Procedures at Voters' Assembly Meetings

17.3.1 The Chairman shall prepare an agenda for the meeting.

17.3.2 Robert's Rules of Order shall prevail.

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

17.3.4 There shall be no voting by proxy.

ARTICLE 18.0 – CALLING ORDAINED AND COMMISSIONED MINISTERS/WORKERS

18.1 Calling Procedure

18.1.1 A Call Committee shall be established by the Church Council.

18.1.2 When a Pastor, teacher, or other commissioned Church Worker is to be called, every member of the Congregation shall have the privilege of making one or more nominations. The Call Committee shall also ask the President of the Central Illinois District for recommendations.

18.1.3 In the screening process, the Call Committee shall submit all names to the District President for information and evaluation. After receiving information and recommendations from the District President, the Call Committee shall announce to the Congregation the preferred candidate(s), and provide a biographical sketch of each.

18.1.4 At the Voters' Assembly called for the purpose of electing a new Called Church Worker, the preferred list may be amended by a two-thirds (2/3) vote. At that point the Voters' Assembly shall be asked to agree to be satisfied with whatever selection is finally made by the Congregation.

18.1.5 Balloting shall proceed by means of a secret ballot vote. A two-thirds (2/3) vote is needed in order to determine the disposition of the Call. Voting shall continue until a two-thirds (2/3) majority has been established after candidates receiving the lowest number of votes have been eliminated in each succeeding ballot.

ARTICLE 19.0 – DUTIES OF THE PASTOR(S)

The Pastoral office is the primary office in the Congregation. The Congregation may establish as many called auxiliary positions as its needs require and may determine what work is to be assigned to such office.

The chief duties of the Pastor(s) are:

19.1 The faithful adherence to the confessions of this Congregation as set forth in Article 2.0 of the Constitution.

19.2 Preach/teach the Word of God.

19.3 Administer the Sacraments.

19.4 Provide Congregational Care.

19.5 Guide Church discipline.

19.6 Prepare the youth of the Congregation for Confirmation.

19.7 Oversee educational entities and various adult and youth organizations.

19.8 Serve as an example by Christian conduct and do all that is possible for the building of the Congregation and the advancement of the Kingdom of Christ.

ARTICLE 20.0 – DUTIES OF OFFICERS, CHURCH COUNCIL, OFFICES AND OTHER ENTITIES

20.1 Duties of Officers

20.1.1 Chairman – the Chairman shall:

- 20.1.1.1** Preside at all meetings of the Voters' Assembly and Church Council.
- 20.1.1.2** Appoint any necessary Boards, committees, task forces, teams, groups, or individuals in consultation with the Church Council that cannot be appointed by the Offices. The Chairman shall be welcome at any and all meetings of such entities, either in person or as represented by such person or persons as he may appoint.
- 20.1.1.3** Enforce the Constitution, Bylaws and resolutions of the Voters' Assembly.
- 20.1.1.4** Perform the general duties as are common for the office, including the responsibility for designating persons to sign legal documents and disbursements and such additional duties as may be directed by the Voters' Assembly from time to time.
- 20.1.1.5** Direct and supervise the Offices of Worship, Ministry, School, Youth and Operations.
- 20.1.1.6** Provide for an annual review of the financial records of the Congregation, and submit a report at the September Voters' Assembly Meeting.

20.1.2 Vice-Chairman – the Vice Chairman shall:

- 20.1.2.2** Perform all duties of the Chairman in his absence and such other additional duties that may be directed from time to time by the Voters' Assembly or by the Chairman
- 20.1.2.3** Chair the Board of Elders.

20.1.3 Secretary – The Secretary shall:

- 20.1.3.2** Perform all the duties commonly required of this office, especially the keeping of records of all Voters' Assembly and Church Council meetings and handling such correspondence as the Congregation may require.
- 20.1.3.3** Perform additional duties as may be directed by the Voters' Assembly.

20.1.4 Treasurer – the Treasurer shall:

- 20.1.4.2** Keep and preserve accurate records of all receipts and disbursements, and submit a written report of them at all regular meetings of the Voters' Assembly; prepare other reports as requested by the Church Council.
- 20.1.4.3** Assure accuracy and propriety of all financial transactions of the Congregation.

- 20.1.4.4 Be responsible for the work of the Assistant Treasurer.
- 20.1.4.5 The Treasurer shall be a member of the Office of Operations.
- 20.1.5 **Assistant Treasurer** – The Assistant Treasurer shall:
 - 20.1.5.2 Make payments of salaries and hourly wages for all employees as authorized by the Congregation.
 - 20.1.5.3 Maintain all necessary records to file government wage, tax and tax-withheld reports.
 - 20.1.5.4 Maintain the Worker Benefit Plans and make necessary payments.
 - 20.1.5.5 Substitute for the Treasurer during short periods when the Treasurer may be unable to perform normal duties.

20.2 Duties of the Church Council – The Church Council shall:

- 20.2.1 Establish the long-term direction and priorities (strategy) of the Congregation.
- 20.2.2 Ensure short-term plans and efforts (tactics) support the Congregation’s mission.
- 20.2.3 Coordinate the programs and activities of the various areas of the Congregation.
- 20.2.4 Be the governing body of the Congregation and administer all the Congregation’s affairs except those matters reserved for the Voters’ Assembly.
- 20.2.5 Be responsible for the Congregation’s Administrative, Operational, Human Resources and Financial manuals that provide policies and procedures to ensure uniform and consistent administration of Congregational affairs.
- 20.2.6 Appoint any entity needed. The Council shall oversee and have authority over all Congregational entities.
- 20.2.7 Meet regularly according to the needs of the Congregation, but at least quarterly. The Chairman, or Senior Pastor, or any three (3) members of the Church Council may call special meetings by delivering a written notice to the residence of each member at least 24 hours in advance. A majority of the Voting Members of the Council constitutes a quorum.
- 20.2.8 Serve as the annual Nominating Committee.

20.3 Duties of Offices

The Offices have planning and implementation responsibilities for all functions and activities of the Congregation. Boards, committees, teams, task forces, groups and individuals work and meet with the staff person for each Office as is necessary to complete the tasks of that Office. Specific duties of each Office are:

20.3.1 Office of Worship

The Office of Worship is responsible for the spiritual welfare of the Congregation, its members and called leaders, and for all facets of worship, particularly Word, Sacraments and Prayer.

20.3.1.2 Board of Elders

The Board of Elders is comprised of elected male members that shall not exceed twelve (12) in number. Specific duties are:

- 20.3.1.2.1** Be concerned about the spiritual, emotional, and physical health of the Pastor(s) and other Called Church Workers and their families; review status at least once a year.
- 20.3.1.2.2** Assist the Pastor(s) in counseling with difficult situations; goal is to find peaceful and God-pleasing solutions to personal problems.
- 20.3.1.2.3** Maintain discipline within the Congregation according to Scripture, the Lutheran Confessions, Article 4.0 of the Constitution and Article 15.0 of the Bylaws of this Congregation; exercise discipline when required.
- 20.3.1.2.4** Implement consistent procedure for the membership issues of becoming a member, member service and participation responsibilities, transfer, termination and discipline.
- 20.3.1.2.5** Assist the Pastor(s) as necessary in any other matters.
- 20.3.1.2.6** Elders shall also be responsible for assimilation, the food pantry and community assistance and the Stephen Ministry.

20.3.2 Office of Ministry

The Office of Ministry is responsible for the Congregation's ministries. In general this encompasses all social, support, study, shepherding and service ministries for inreach and outreach opportunities. The DCE is the staff person assigned to the ministries of members from Sunday School age to Confirmation; the Youth Minister will work with the ministries from Junior High age thru college and the Pastor will work with the ministries of post college age members.

20.3.3 Office of School

The Office of School is responsible for all activities that pertain to Bethel Lutheran School's staff, policy and budget. The Principal is the staff person assigned to this office.

20.3.3.1 School Board

The School Board is comprised of seven (7) elected members of whom one (1) may be a non-Bethel member. Two (2) members shall be elected each year, with three (3) members elected the final year of the rotation and all members serve three (3) year terms. The School Board Chairman or designated member of the Board, except for the Non-Bethel member, shall sit on the Church Council. The School

Board shall be responsible for the oversight of Bethel Lutheran School and Preschool, with specific responsibilities in the areas of education, religious instruction, finances, staffing, extracurricular programs and accreditation.

20.3.4 Office of Operations

The Office of Operations is responsible for making available the people/training, financial and facility/equipment resources to accomplish the Worship, Ministry, Youth and School's objectives. This shall include the functions of human resources, stewardship (money), budget, public relations, technology and business administration. Specific areas under this Office are insurance, personnel policy, contracts, handbooks (procedures), facilities maintenance and use, long-range planning, daily operations and include the Foundation, Stewardship/Financial and Properties Boards. The Business Administrator is the staff person assigned to this office.

20.3.4.1 The Stewardship/Financial Entity shall recommend a Financial Secretary, to be approved by the Church Council, and oversee the responsibility for accurate counting, recording and depositing of all receipts for the Congregation in the financial institution designated by the Treasurer. The Financial Secretary shall also be responsible for the issuance of annual statements to members showing their offerings.

20.3.4.2.1 Board of Trustees

The Office of Operations shall work with the Board of Trustees, which consists of three (3) members. The elected members of the Board shall choose one of its members as the Chairperson. The Board of Trustees shall be responsible for representing the Congregation in all legal and governmental matters.

20.3.5 Office of Youth

The Office Youth shall be responsible for the programs and activities of Kids in Christ, Junior High, Senior High, College/Young Adults and Mission Trips. The Youth Director is the staff person assigned to this Office.

20.3.6 Office Meetings

The Offices shall meet independently of each other, although combined meetings among Offices may occur if needed. Each Office shall determine the frequency of its meetings and the meetings among the Boards, committees, teams task forces, groups and individuals reporting to the Office. The number of entities reporting to each Office is at the discretion of the Office Director. Each office reports to the Church Council

20.3.7 Called Church Workers

The Called Church Worker shall have one or more Office assignments as determined by the Church Council.

20.4 Duties of Other Organizational Entities

The other organizational entities (e.g., Boards, committees, teams, task forces, groups, individuals) are responsible for specific duties, which are detailed in the Congregation's Administrative Manual.

ARTICLE 21.0 – NOMINATIONS AND ELECTIONS

21.1 - A Nominating Committee shall present a slate of candidates for all elected positions. Additional nominations may be made from the floor. No person shall be nominated without consent.

21.2 - All positions shall be elected by majority ballot vote, and voting shall continue until a simple majority has been established after candidates receiving the lowest number of votes have been eliminated in each succeeding ballot.

21.3 - The Officers, other Church Council members, Assistant Directors, and selected Board members shall be elected for a two (2) year term. Elections will be held every year for one-half (1/2) of the positions. Term limits of two (2) consecutive terms shall be established for the Chairman, Vice-Chairman and Treasurer.

21.4 - Officers, Church Council and other elected and appointed positions shall be installed in a timely, public service of the Congregation.

21.5 - In case of a vacancy in an elective position, the Voters' Assembly shall elect a successor to fill the un-expired term at the next regularly scheduled Voters' Assembly meeting.

21.6 Appointed positions shall be approved by the Church Council after a recommendation from one of the Staff assigned to the five Offices. A vacancy in an appointed position shall be filled on a timely basis in the same manner.

21.7 - Reference 20.3.3.1 for nominating information about the school board.

21.8 – Appointed staff can be removed with a simple majority ballot vote of the members of the Church Council.