



# CONSTITUTION

AND

# BY-LAWS

*IMMANUEL LUTHERAN CHURCH*  
*(The Lutheran Church--Missouri Synod)*  
*1930 North Bowman Avenue*  
*Danville, IL 61832*

Version 2.0

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CONSTITUTION  
Immanuel Lutheran Church  
January 1, 1993

**ARTICLE I - NAME**

The name of this congregation shall be Immanuel Lutheran Church, Danville, Illinois.

**ARTICLE II - PURPOSE**

It is the will of our Lord Jesus Christ that his Disciples should preach the Gospel to the whole world (Mark 16:15; Matthew 28:18-20; Acts 1:8)<sup>1</sup>. So that Christ's mission for His Church might be carried out according to His will, He has commanded that Christians:

1. Unite in worship, (Hebrews 10:24-25)<sup>2</sup>
2. Practice fellowship with one another, (Acts 2:42)<sup>3</sup> Witness to all people, (Acts 1:8)<sup>4</sup>

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<sup>1</sup> **Mark 16:15** 15 And he said to them, "Go into all the world and proclaim the gospel to the whole creation."

**Matthew 28:18-20** 18 And Jesus came and said to them, "All authority in heaven and on earth has been given to me. 19 Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."

**Acts 1:8** 8 "But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth."

<sup>2</sup> **Hebrews 10:24-25** 24 And let us consider how to stir up one another to love and good works, 25 not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.

<sup>3</sup> **Acts 2:42** 42 And they devoted themselves to the apostles' teaching and the fellowship, to the breaking of bread and the prayers.

<sup>4</sup> **Acts 1:8** 8 "But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth."

3. Help each other grow in the Word, (Ephesians 4:11-14)<sup>5</sup>
4. Serve the needs of all in Christian love, (Ephesians 4:7-16; Mark 10:42-44; John 13:35; Galatians 6:10)<sup>6</sup>

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<sup>5</sup> **Ephesians 4:11-14** 11 And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, 12 to equip the saints for the work of ministry, for building up the body of Christ, 13 until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ, 14 so that we may no longer be children, tossed to and fro by the waves and carried about by every wind of doctrine, by human cunning, by craftiness in deceitful schemes.

<sup>6</sup> **Ephesians 4:7-16** 7 But grace was given to each one of us according to the measure of Christ's gift. 8 Therefore it says, "When he ascended on high he led a host of captives, and he gave gifts to men." 9 (In saying, "He ascended," what does it mean but that he had also descended into the lower regions, the earth? 10 He who descended is the one who also ascended far above all the heavens, that he might fill all things.) 11 And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, 12 to equip the saints for the work of ministry, for building up the body of Christ, 13 until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ, 14 so that we may no longer be children, tossed to and fro by the waves and carried about by every wind of doctrine, by human cunning, by craftiness in deceitful schemes. 15 Rather, speaking the truth in love, we are to grow up in every way into him who is the head, into Christ, 16 from whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love.

**Mark 10:42-44** 41 And when the ten heard it, they began to be indignant at James and John. 42 And Jesus called them to him and said to them, "You know that those who are considered rulers of the Gentiles lord it over them, and their great ones exercise authority over them. 43 But it shall not be so among you. But whoever would be great among you must be your servant, 44 and whoever would be first among you must be slave of all."

**John 13:35** 35 By this all people will know that you are my disciples, if you have love for one another."

**Galatians 6:10** 10 So then, as occasion and opportunity open up to us, let us do good [morally] to all people [not only being useful or profitable to them, but also doing what is for their spiritual good and advantage]. Be mindful to be a blessing, especially to those of the household of faith [those who belong to God's family with you, the believers].

5. Administer the Office of the Keys, (John 20:21-23; Matthew 18:15-20)<sup>7</sup>
6. Administer the Sacraments, (Matthew 28:18-20; I Corinthians 10:16; I Corinthians 11:26)<sup>8</sup>
7. Maintain decency and order. (I Corinthians 14:40)<sup>9</sup>

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<sup>7</sup> **John 20:21-23** 21 Then Jesus said to them again, Peace to you! [Just] as the Father has sent Me forth, so I am sending you. 22 And having said this, He breathed on them and said to them, Receive the Holy Spirit! 23 [Now having received the Holy Spirit, and being led and directed by Him] if you forgive the sins of anyone, they are forgiven; if you retain the sins of anyone, they are retained.

**Matthew 18:15-20** 15 If your brother wrongs you, go and show him his fault, between you and him privately. If he listens to you, you have won back your brother. 16 But if he does not listen, take along with you one or two others, so that every word may be confirmed and upheld by the testimony of two or three witnesses. 17 If he pays no attention to them [refusing to listen and obey], tell it to the church; and if he refuses to listen even to the church, let him be to you as a pagan and a tax collector. [Lev. 19:17; Deut. 19:15.] 18 Truly I tell you, whatever you forbid and declare to be improper and unlawful on earth must be what is already forbidden in heaven, and whatever you permit and declare proper and lawful on earth must be what is already permitted in heaven.

<sup>8</sup> **Matthew 28:18-20** 18 And Jesus came and said to them, “All authority in heaven and on earth has been given to me. 19 Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.”

**I Corinthians 10:16** 16 The cup of blessing [of wine at the Lord's Supper] upon which we ask [God's] blessing, does it not mean [that in drinking it] we participate in and share a fellowship (a communion) in the blood of Christ (the Messiah)? The bread which we break, does it not mean [that in eating it] we participate in and share a fellowship (a communion) in the body of Christ?

**I Corinthians 11:26** 26 For every time you eat this bread and drink this cup, you are representing and signifying and proclaiming the fact of the Lord's death until He comes [again].

<sup>9</sup> **I Corinthians 14:40** 40 But all things should be done with regard to decency and propriety and in an orderly fashion.

Therefore, we, a number of Lutheran Christians living in and near Danville, Illinois, accept and commit ourselves to the following Constitution and By-laws in accordance with which all spiritual and material affairs of our congregation shall be governed.

### **ARTICLE III - CONFESSIONAL STANDARD**

A. This Congregation as a body, and all of its members, as individuals, acknowledges and accepts all of the Canonical Books of the Old and New Testaments, as originally given under the direction of the Holy Spirit, to be the inspired and inerrant Word of God and the only rule of faith and life.

We further accept all the Symbolical books of the Evangelical Lutheran Church, as contained in the Book of Concord of 1580, to be the true and sound exposition of Christian Doctrine taken from and in full agreement with the Holy Scriptures. In this Congregation, no doctrine shall be taught or tolerated which is at variance with the Symbols of the Evangelical Lutheran Church.

These Symbols are:

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

B. All doctrinal controversies which might arise in this Congregation shall be decided by these forms of doctrine.

C. The public worship of this Congregation, all ministerial acts, and all religious literature used in the educational program of this Congregation shall be in agreement with this confessional standard.

#### D. Christian Marriage Policy

The marriage policy of Immanuel Lutheran Church, a member congregation of The Lutheran Church—Missouri Synod, is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Genesis 2:24-25)<sup>10</sup>, and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Ephesians 5:32)<sup>11</sup>. This positions along with other statements, papers and reports on inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy.

#### ARTICLE IV – SYNODICAL AFFILIATION

The congregation shall hold membership in a traditional Evangelical Lutheran Synod and abide by its constitution, also in respect to conventions. The Lutheran Church-Missouri Synod shall be our affiliation as long as that Synod maintains the Confessional Standard stated in Article III of this Constitution. That standard is set by compliance to the aforementioned Scripture and Symbolical books. Such conformity will be determined according to Article IX (Separation) of this constitution.

It shall be the duty of the Congregation and its individual members to support the work of their Synod in all its activities according to their ability.

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<sup>10</sup> **Genesis 2:24-25** 24 Therefore a man shall leave his father and his mother and shall become united and cleave to his wife, and they shall become one flesh. [Matt. 19:5; I Cor. 6:16; Eph. 5:31-33.] 25 And the man and his wife were both naked and were not embarrassed or ashamed in each other's presence.

<sup>11</sup> **Ephesians 5:32** 32 This mystery is very great, but I speak concerning [the relation of] Christ and the church.

## ARTICLE V - MEMBERSHIP

### A. BAPTIZED MEMBERS

Baptized members are all members, regardless of age, 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

Those only can become, be, or remain members of this Congregation who:

1. Are baptized;
2. Declare their acceptance of, and adherence to, the Declaration of Creed as contained in Article III of this Constitution;
3. Are familiar with Luther's Small Catechism and declare their acceptance thereof;
4. Do not live in manifest works of the flesh (Galatians 5:19-21)<sup>12</sup> but lead a Christian life;
5. Are not members of any organization conflicting with the Word of God and the conduct of a Christian (II Corinthians 6:14-18)<sup>13</sup>

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<sup>12</sup> **Galatians 5:19-21** 19 Now the deeds of the flesh are evident, which are: immorality, impurity, sensuality, 20 idolatry, sorcery, enmities, strife, jealousy, outbursts of anger, disputes, dissensions, factions, 21 envying, drunkenness, carousing, and things like these, of which I forewarn you, just as I have forewarned you, that those who practice such things will not inherit the kingdom of God.

<sup>13</sup> **2 Corinthians 6:14-18** 14 Do not be bound together with unbelievers; for what partnership have righteousness and lawlessness, or what fellowship has light with darkness? 15 Or what harmony has Christ with Belial, or what has a believer in common with an unbeliever? 16 Or what agreement has the temple of God with idols? For we are the temple of the living God; just as God said, "I will dwell in them and walk among them; And I will be their God, and they shall be My people. 17 "Therefore, come out from their midst and be separate," says the Lord. " And do not touch what is unclean; And I will welcome you. 18 "And I will be a father to you, And you shall be sons and daughters to Me, "Says the Lord Almighty.

## C. VOTING MEMBERS

Voting members are all confirmed members. Those under the age of eighteen will be excluded from matters where their participation is prohibited by legal requirements.

## **ARTICLE VI – STRUCTURE**

### A. CONGREGATION

The congregation, through the Voters' Assembly, shall conduct all its spiritual and temporal affairs in accordance with the Word of God and all the Symbols of the Evangelical Lutheran Church. Any enactment or decision by the Voter's Assembly contrary to the Word of God and the Symbols of the Church shall be null and void.

### B. OFFICERS

The officers of this congregation shall be such officers, boards, or committees as the by-laws of this Constitution may prescribe.

### C. AUTHORITY OF OFFICERS

Any enactment or decision whether it proceeds from an individual or from a body within the Congregation shall be invalid unless it is enacted or performed in the name of the Voters' Assembly and according to the authority conferred by it. Within that authority the officers are mandated and empowered to act.

## **ARTICLE VII - PASTOR(S) AND OTHER CALLED PROFESSIONAL WORKERS**

### A. THE OFFICE OF PASTOR

The office of the Pastor shall only be conferred upon such pastors or candidates who:

1. Unreservedly pledge their acceptance of, and adherence to the  
Declaration of Creed contained in Article III of the Constitution.
2. Are members of, or have applied for membership in the same traditional Synod to which the Congregation belongs.
3. Have been properly and rightfully called on behalf of the Congregation.

## B. THE OFFICE OF TEACHER

The office of teacher is an auxiliary office to the ministry of the Word. Teachers for DLS shall at all times be under the supervision of the church through the pastor for spiritual matters and the jurisdiction of the Danville Lutheran School Board for their job function as specified in the Agreement for Operating Danville Lutheran School (AODLS).

## C. OTHER CALLED PROFESSIONAL WORKERS

Other called professional workers and their work shall at all times be under the supervision of the church through the pastor and the jurisdiction of the board under which they work. Only such workers can be called or engaged who unreservedly pledge their acceptance of and adherence to the Declaration of Creed contained in Article III of this Constitution.

When the Congregation issues a formal Call, the vote shall be done as prescribed in the by-laws.

## D. REMOVAL FROM OFFICE

A pastor or a Called Professional Worker can be removed from office in a rightful and Christian manner only. Sufficient and urgent causes for removal are: persistent adherence to false doctrines, scandalous life, willful neglect of official duties or evident and protracted incapacity to perform the functions of the respective office.

To remove a Called Professional Worker of Danville Lutheran School shall be governed by the procedure set forth in the Inter-Parish Agreement for the Operation of Danville Lutheran School (Ref. AODLS).

Removal shall be the responsibility of the Voters Assembly which shall be governed by the procedure set forth in the by-laws. (Ref. ARTICLE IV. C. Of by-laws).

## **ARTICLE VIII - AUXILIARY ORGANIZATIONS**

All organizations with constitutions within the Congregation shall be under the supervision of the Board of Directors. Their constitutions shall be approved by that Board before adoption and shall be in accordance with the by-laws of this Constitution.

All societies without constitutions shall also be under the supervision of the Board of Directors. Their goals, purposes, meetings and activities shall always exemplify the highest Christian standards.

All organizations and societies shall make a yearly report to the Board of Directors on the date(s) designated by the board. Any decision, enactment or performance at such organization or society shall be invalid if it is in violation of Article III (the Confessional Standard) of this Constitution.

## **ARTICLE IX - SEPARATION**

### **A. SEPARATION/DIVISION WITHIN THE CONGREGATION**

Should separation take place in this congregation on account of doctrine, the property and benefits of the Congregation shall remain in the possession of those members who steadfastly adhere to the Declaration of Creed contained in Article III of this Constitution. This allows for a "remnant" of faithful believers to keep the property in the separation rather than just those who are in the majority.

If division should take place for any other reason the property shall remain with the majority of the communicant members who continue to adhere in confession and practice to Article III of this constitution, as determined by the adjudication procedures of synod. The procedure for separation shall be as follows:

1. The number of voters, at a Voters' Assembly, necessary to terminate shall be equal to 60% of the voting members of the Congregation as determined from a current official roll of such members.

2. Votes shall be cast in person. Proxy or other substitutions are not allowed except in the case of actual physical illness as certified to, in writing, by a licensed physician.
3. The vote shall be by secret, written ballot, with a single proposition set forth in full and the affirmative, and having clearly designated space for both a "yes" or a "no" vote.
4. The Board of Elders shall conduct and act as judges of such an election. A majority vote by the Board of Elders shall decide any question or interpretation.

## **B. DISSOLUTION**

In the event Immanuel Lutheran Church should dissolve, the property and all rights connected therewith shall be transferred to that District of the Synod, exempt from taxation under the provisions of Section 501(c) (3) of the Internal Revenue Code of 1954, in which the Congregation held membership at the time of dissolution.

## **ARTICLE X - BY-LAWS**

This congregation may adopt such By-Laws as may be required for the accomplishment of its purpose.

## **ARTICLE XI - AMENDMENTS TO THE CONSTITUTION**

### **A. UNALTERABLE ARTICLES**

The confessional Standard of this Congregation, as stated in Article III of the Constitution shall not be subject to change or repeal.

### **B. AMENDMENT PROCEDURES**

Amendments to this Constitution may be adopted at a regular or special meeting of the Voters' Assembly, provided:

1. That they do not conflict with Article III of this Constitution;
2. That the proposed amendment has been submitted in writing and the printed copies have been distributed at a previous meeting of the Voters' Assembly;
3. That an affirmative vote of two-thirds majority of the voters present is secured.

**BY-LAWS OF THE CONSTITUTION**  
**Immanuel Lutheran Church**  
**January 1, 1993**

**ARTICLE I - MEMBERSHIP**

**A. BAPTIZED MEMBERS**

**1. Reception**

Baptized members of the Congregation may be received by: (a) the Sacrament of Holy Baptism, (b) transfer from another Christian Congregation or (c) consent of a parent or guardian in the case of a child under legal age who was properly baptized in another Christian Congregation.

**2. Termination of Membership**

- a. A baptized member in good standing shall, upon request, be transferred by the Pastor to another Lutheran congregation, or released to another Christian congregation of their choice. Such transfers shall be reported to the Board of Directors.
- b. A baptized member who has not become a communicant and has ceased to be under the spiritual care of the pastor(s) of this congregation may have his membership terminated by the Board of Elders on the recommendation of the pastor(s).
- c. A child who is to be baptized at Immanuel, but cannot be under the spiritual care of the pastor(s) of this congregation, shall have the location of membership determined before such baptism takes place. After Baptism, that membership shall be transferred to that congregation which shall minister to the spiritual needs of the child.

**B. COMMUNICANT MEMBERS**

**1. Reception**

- a. Instruction in the doctrine and practice of the congregation shall precede reception into communicant membership.

- b. Communicant members are normally received through the Rite of Confirmation and can also be received by presenting a letter of transfer from a recognized, traditional congregation.

Applicants for communicant membership not affiliated with a recognized, traditional Lutheran Church shall give satisfactory evidence of their qualifications for membership in an interview with the pastor(s) and, if necessary, receive an adequate course of instruction in the Chief Parts of Christian Doctrine. Having declared their acceptance of the doctrines of the Lutheran Church, they shall be received as Communicant members.

The reception of communicant members shall be announced by the pastor(s) in divine service or in the Voters' Assembly, or in a congregational publication.

## 2. Duties

It shall be the duty of every communicant member to:

- a. Attend public worship diligently and to partake of Holy Communion frequently.
- b. Send as much as possible the unconfirmed children of proper age to schools provided by the Congregation and to catechetical instruction, or to provide otherwise for their Christian education.
- c. Bring up their children in the nurture and admonition of the Lord, and train them in church going, giving and for communicant membership.
- d. Contribute according to their ability toward the maintenance of church and school and Christian education and missions, and toward defraying other expenses of the congregation.
- e. Submit and conform to the rules and regulations established by the Congregation
- f. Do their utmost to attend all Voters' Assemblies since all communicant members are also voting members.

### 3. Transfer

Communicant members in good standing, shall, upon request, be transferred by the Pastor to another Lutheran Congregation. Such action is to be done under the authority of, and with accountability to, the Board of Elders with report to the Board of Directors.

### 4. Termination of Membership

a. The Board of Elders may recommend termination to the Board of Directors, who by a majority vote, recognize or instigate the membership termination of communicant members who:

(1) Join a congregation outside the Lutheran fellowship. Such an individual has already terminated their membership with Immanuel.

(2) Are absent for at least 1 year and cannot be located, the Voters Assembly will be notified for possible termination.

(3) Have moved from the community and, without known cause, refused to transfer their membership to a Lutheran Congregation. Such individuals may have their membership released into their own hands, or be terminated, at the discretion of the Board of Directors.

(4) Have deliberately and consistently (one year or longer) violated the conditions and duties of membership in Article I. B. 2. of the by-laws. After two contacts and after notification, whenever possible, the Board of Directors may terminate membership.

b. The above actions shall be reported to the Voters' Assembly.

c. Those who have had their membership terminated:

(1) cannot partake of Holy Communion with us, nor should they be sponsors at Holy Baptism.

(2) may be reinstated by Profession of Faith and by the approval of the Board of Elders.

d. It shall be the duty of an erring member to submit to brotherly love and admonition. Manifest and impenitent sinners shall be excommunicated after fruitless admonition in the various grades described in Matthew 18:15-17<sup>14</sup>. Persons unwilling to submit to this divine rule shall be, by at least a two-thirds majority vote, excommunicated by those Voters present at a Voters' Assembly. Members charged with such conduct shall not be allowed to vote on the matter.

e. Excommunicated Persons:

(1) forfeit all rights and privileges of membership and lose all claim upon the property of the church.

(2) cannot partake of Holy Communion with us nor can they be sponsors at Holy Baptism.

(3) who repent and ask for forgiveness shall be reinstated into membership.

### C. CONFLICTING LOYALTIES

The Congregation shall, through education and pastoral care, promote loyalty to the Doctrines and practice of the Christian faith. When members are in conflict with such doctrine and practice it shall be the responsibility of the congregation, by Christian means utilizing the pastor(s) and officers, to resolve the matter in an evangelical spirit.

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<sup>14</sup> **Matthew 18:15-17** 15 If your brother wrongs you, go and show him his fault, between you and him privately. If he listens to you, you have won back your brother. 16 But if he does not listen, take along with you one or two others, so that every word may be confirmed and upheld by the testimony of two or three witnesses. 17 If he pays no attention to them [refusing to listen and obey], tell it to the church; and if he refuses to listen even to the church, let him be to you as a pagan and a tax collector.

## **ARTICLE II - FUNCTION AND POWERS OF THE VOTERS' ASSEMBLY**

- A. The Voters' Assembly shall be the governing body of this congregation. Accordingly, the Voters' Assembly shall seek to implement the goals and purpose of the congregation, establish policies, elect officers, give direction to and consider the proposals of its officers, determine the budget of the congregation, and, in accordance with the Laws of the State of Illinois, receive and hold title to real and personal property and authorize the lending and borrowing of non-parish funds.
- B. It shall be the duty of Voting Members to attend all regular and special meetings of the Voters' Assembly and, in accordance with ability, participate in the affairs and activities of the congregation.

## **ARTICLE III – MEETINGS OF THE VOTERS' ASSEMBLY**

### **A. REGULAR MEETINGS**

1. The regular meetings of the Voters' Assembly shall be held in the months of February, June, and October on a date designated by the Board of Directors. The June meeting shall be considered the Annual Meeting of the congregation. The election of officers and presentation of the fiscal budget shall take place in the June meeting. Elections of Danville Lutheran School Board Members shall take place in the February meeting.
2. Notice of the date and purpose of a special meeting shall be given on the Sunday preceding the meeting, or in the case of emergency by informing the members of the Voters' Assembly in writing through the United States Mail or by electronic notification at least two days prior to such special meeting.
3. The business of a special meeting shall be limited to the purposes for which it is called.
4. The President of the Congregation and the Board of Elders may, under emergency conditions, postpone a regular or special meeting. Such decision and rescheduling shall be announced over the area radio stations and/or by electronic notification.

## B. SPECIAL MEETINGS

1. Special meetings may be called by one of the following methods:
  - a. Joint agreement of the Pastor(s) and President of the congregation.
  - b. Resolution of the Board of Directors.
  - c. Petition of at least 10 members of the Voters' Assembly to the Board of Directors.
2. Notice of the date and purpose of a special meeting shall be given on the Sunday preceding the meeting or in the case of emergency by informing the members of the Voters' Assembly in writing through the United States Mail or by electronic notification at least two days prior to such special meeting.
3. The business of a special meeting shall be limited to the purposes for which it is called.
4. The President of the Congregation and the Board of Elders may, under emergency conditions, postpone a regular or special meeting. Such decision and rescheduling shall be announced over the area radio stations and/or by electronic notification.

## **ARTICLE IV - THE PASTORS AND OTHER PROFESSIONAL WORKERS**

### A. THE CALLING OF A PASTOR OR OTHER PROFESSIONAL WORKERS

1. The Vice-President of the congregation shall appoint a Calling Committee consisting of three members of the Board of Directors, and three members of the congregation who are not members of the Board of Directors and shall chair the committee. The President of the congregation and the Pastor(s) or the vacancy pastor, shall serve as advisory members of the committee.
2. The committee is to request names of nominees for the office of Pastor or other professional worker from members of the congregation and from District Synodical Officials. All candidates for the office of Pastor or other professional worker shall be considered by this committee and a list posted prior to the Voters Assembly. After carefully considering the qualifications of all

candidates suggested, the Calling Committee is to present the names and respective qualifications of the nominees to the Congregation. Objections to a name or candidate may be made to the Calling Committee in advance of the Voters' Assembly and the name may be removed. All remaining names and qualifications shall be submitted to the Voters' Assembly.

3. Thereafter, at either a regular or special meeting of the Voters' Assembly, the congregation shall elect, by ballot, one of the candidates. The one receiving at least two-thirds of the votes cast of those present at the meeting, shall be Pastor-elect or (Position)-elect, and the Call shall be extended to the candidate in the name of the congregation by the corporate officers of the congregation.

If no candidate receives a two-thirds majority vote on the first ballot, the ones receiving the least number of votes may be dropped, providing at least two candidates remain on the ballot. On the next ballot the Voters' Assembly will then vote on the remaining candidates. If no candidate receives a two-thirds majority on the second ballot, the Assembly may, by resolution, decide to reconsider the list of candidates and again follow the selection procedure starting at A.2. above.

#### B. CALLING OF A TEACHER

A Teacher for Danville Lutheran School will be called according to the calling procedure defined in the Agreement for Operating Danville Lutheran School. (Ref. AODLS Calling Procedure Draft 6 pg. 2)

#### C. TERMINATION OF PASTORAL OR OTHER PROFESSIONAL WORKER

If the Pastor or Professional Worker receives a Call to another ministry, reaches retirement, or wishes to pursue another avenue in life, they shall consult with the Board of Directors or a pertinent Board before reaching a decision. If they decides to accept the Call, or continue in a different avenue, they shall ask the Voters for a peaceful release and shall terminate their ministry at Immanuel.

#### D. TERMINATION OF TEACHER MINISTRY

Teacher for Danville Lutheran School will be terminated according to the calling procedure defined in the Agreement for Operating Danville Lutheran School. (Ref. AODLS).

#### E. REMOVAL FROM THE OFFICE BY THE VOTERS' ASSEMBLY

Any Pastor, Teacher, or other Professional Worker may be removed from office by a properly called meeting, in Christian and Lawful order, of the Voters' assembly by at least a two-thirds majority vote of eligible voters present at the meeting, for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect, or inability to perform the duties of the office. The Danville Lutheran School Board may recommend the rescission of a call for a DLS teacher.

### **ARTICLE V - THE BOARD OF DIRECTORS**

#### A. COMPOSITION

1. The Board of Directors shall be made up of the following elected officers of the congregation:

President

Vice President

Director of the Board of Elders

Director of the Board of Worship

Director of the Board of Missions and Social Ministries

Director of the Board of Evangelism

Director of the Board of Stewardship

Director of the Board of Youth Ministries

Director of the Board of Parish Education

Director of the Board of Finance

Director of the Board of Properties

2. Additionally, the Pastor(s), the principal of Danville Lutheran School, a DLS Board Representative, and the Church Recording Secretary shall be ex-officio members. Ex-officio members are not voting members of the Board of Directors.

3. The following members of the Board of Directors shall be considered the Corporate Officers of the congregation:

President – Chief Corporate Officer

Vice President

Director of the Board of Elders

Director of the Board of Finance

Director of the Board of Properties

#### B. DUTIES OF THE BOARD OF DIRECTORS

1. Consider and approve appointments of members of the congregation to serve on the various boards and committees of the congregation.
2. Consider all matters pertaining to the general welfare of the congregation.
3. Review the reports and functions of all boards and committees.
4. Make needed recommendations and reports to the Voters' Assembly.
5. Administer the financial affairs of the congregation, assign budget responsibilities to the respective Directors, and as necessary, borrow outside funds as authorized by the Voters' Assembly.
6. Expedite and finalize all matters for which the Board of Directors is responsible.

#### C. MEETINGS OF THE BOARD OF DIRECTORS

##### 1. Regular meetings

Regular meetings of the Board of Directors shall be held at least once each month at a time established by the Board.

##### 2. Special Meetings

Special Meetings of the Board of Directors may be called by the President, the Pastor(s) of the congregation, or any three members of the Board of Directors.

### 3. Immediate Action Items

Immediate action items may be addressed via electronic vote of a quorum of Board of Directors. The vote status will be reviewed and documented in the following Board of Directors meeting.

### 4. Notice of Meetings

All regular meetings of the Board of Directors shall be posted in the published church calendar (or announced in the church bulletin on the Sunday preceding the meeting). Notice and date of special meetings shall be made to each Board member at least 48 hours in advance of this meeting.

### 5. Quorum

Any action taken at a meeting of the Board of Directors shall be considered valid and legal when a quorum of the Board members are present and when such action does not violate Article III of the Constitution or overstep the authority entrusted by the Voters' Assembly. A majority of the Board members constitutes a quorum.

## D. APPEALS TO THE BOARD OF DIRECTORS

Individual members of the congregation can bring issues to the Board, if they are presented to the President in writing at least 7 days before the Board meeting.

## E. MINUTES OF THE BOARD OF DIRECTORS

A summary of the minutes of each Board meeting shall be published in the congregational newsletter or similar document available to the congregational membership.

## **ARTICLE VI – NOMINATION AND ELECTION OF DIRECTORS AND DANVILLE LUTHERAN SCHOOL BOARD MEMBERS**

### **A. NOMINATIONS**

#### **1. Appointment of the Nominating Committee**

The President of the congregation shall appoint a Nominating Committee in January each year. This committee shall consist of two members of the Board of Directors and three members of the Voters' Assembly not on the Board. This committee shall remain intact through December of the same year. The names of those serving on the Nominating Committee shall be published. The Pastor(s) shall serve as advisory member(s) of the Nominating Committee. The President of the Board of Directors may not serve on the Nominating Committee.

#### **2. Functions of the Nominating Committee**

- a. List one or more candidates for each office to be filled.
- b. Accept suggestions for candidates prior to publication of the list of candidates.
- c. Prior to publishing a list of candidates, notify individuals that their names are submitted for office.
- d. The list of candidates is to be published at least two weeks prior to the election in an official church newsletter.
- e. Nominations may be made in the Voters Meeting.

### **B. ELIGIBILITY**

Any member of the Voters' Assembly, having reached the age of twenty-one (21) years is eligible for election to the Board of Directors with the exception that candidates for the following offices must be male:

- President
- Vice President
- Board of Elders

## C. TERMS OF OFFICE

No one can hold more than one elective office at the same time. The new Board of Directors shall assume office on July 1 following the election.

It will be the goal of the congregation to give any retiring officer, who has served two consecutive terms, a year off from any other post.

## D. ELECTIONS

### 1. Offices of the President and Vice President

The President and the Vice President shall be elected for two year terms in alternating years, with one successive re-election allowed. The President shall be elected in even number years and the Vice President in odd numbered years. (amended 4/28/1993)

### 2. DIRECTORSHIPS

The following Directors shall be elected in odd numbered years:

Director of the Board of Missions and Social Ministries

Director of the Board of Stewardship

Director of the Board of Youth Ministries

Director of the Board of Finance

The remaining Directors shall be elected in even numbered years. The Church Recording Secretary shall be appointed every year by the President of the congregation by July 1.

3. Danville Lutheran School Board Immanuel Members of the Danville Lutheran School Board shall be elected per the AODLS.

## E. BALLOTING

### 1. Directors

The elections of Directors take place in the June meeting of the Voters' Assembly. The candidates receiving the highest number of votes will be declared elected.

## 2. Danville Lutheran School Board Members

The newly elected members to Danville Lutheran School Board shall be inducted into office in a regular Worship service conducted after elections as determined by the AODLS.

### F. INSTALLATION

#### 1. Directors

The newly elected Directors shall be inducted into office in a regular Worship service conducted after elections and on or prior to July 1. They will assume their duties on July 1.

#### 2. Danville Lutheran School Board Members

The newly elected members to Danville Lutheran School Board shall be inducted into office in a regular Worship service conducted after elections as determined by the AODLS.

### G. VACANCIES

Any vacancy occurring in an elected office shall be filled for the remainder of the term by the Board of Directors.

### H. REMOVAL

1. A request for the resignation of an elected Director must first be considered by the Board who shall appoint two or more of its members to consult with the person in question. If no satisfactory solution is achieved, a special meeting of the Board shall be called for the purpose of hearing all parties involved.
2. Upon recommendation of the two-thirds majority vote of the Board's members, the matter shall be presented at a Meeting of the Voters' Assembly. If the Director refuses to comply with the request for his resignation, the Board shall declare his office empty.
3. An elected Director may be requested to resign by a two-thirds majority ballot vote of the Voters' Assembly for persistent adherence to false doctrine, conduct unbecoming a Leader in the Church, prolonged incapacity, or neglect of duty.

## **ARTICLE VII - BOARDS, APPOINTMENTS, GENERAL POLICY**

Boards, under the leadership of the respective directors, shall carry out the duties assigned to them in Article VIII. Each board of the congregation shall be made up of the elected Director and a number of appointed members. Members of the various Boards, with the exception of advisory members, shall be appointed as stated below.

1. Any communicant member in good standing of the congregation may serve as a board member unless otherwise specified in the By- Laws.
2. Appointments shall be made by each elected Director; each position is an at-will position.
3. Each appointment must be approved by the Board of Directors.
4. Meetings of each Board shall be determined by the Board of Directors or as recommended by the Board's Director.
5. A majority of the Board members shall constitute a quorum.
6. The elected Director or a majority of Board members may call a special meeting of their respective Board.
7. Each Board shall present its annual budget plan to the Director of Finance no later than 30 days prior to the Voter's Meeting.
8. A member may serve on only one Board at a time, with the exception of those who serve on the Board of Finance.
9. Each Board may appoint special committees or task forces to assist it in performing its duties.
10. The Pastor(s) is (are) ex officio members of all Boards. The Minister of Youth shall be an ex officio member of the Board of Youth Ministries.
11. A board member may represent the board in the temporary absence of its Director at a Board of Directors meeting. This is to report to the Directors and back to the respective board. The board member selected by the board and/or Board Chairman shall have only one vote.

## **ARTICLE VIII - OFFICERS, BOARDS AND COMMITTEES, DUTIES, MEMBERSHIP**

### **A. PRESIDENT**

1. Preside at all meetings of the Board of Directors and the Voters' Assembly.
2. Serve as an ex officio member of all Boards and Committees of the congregation.
3. Appoint any special committees or delegates as may be needed, unless otherwise provided in these By-Laws.
4. He shall encourage and admonish members of the Board of Directors who are neglecting their duties. In the event such admonition is not heeded, the Board may consider actions as indicated in Article VI - H.
5. Authorization to sign legal documents for the congregation is vested in the President. In the event that the President is unavailable to perform this duty it will pass to other officers in the order of listing in By-Laws Article V A.3.

### **B. VICE PRESIDENT**

1. Perform the duties of President in his absence, disability, or at his request.
2. Actively assist the President in executing the functions of his office.
3. Serve as an ex officio member of all Boards and Committees of the congregation.
4. Act as parliamentarian for the congregation.
5. Maintain the personnel policies and procedures of Immanuel Lutheran Church and to assist in their fair implementation for all contracted and non-called professional staff.

6. Ensures that an annual review is conducted for each contracted and non-called staff member by their supervisor and/or their supervisory board and that such reviews are appropriately maintained in the church's files.

#### C. CHURCH RECORDING SECRETARY

1. Keep all records of the Board of Directors and the Voters' Assembly.
2. Be responsible for all correspondence of the Board of Directors and the Voters' Assembly.
3. Be responsible for the preparation and filing of all minutes and reports required by the congregation, and State and Federal Law.
4. Be responsible for notifying members of the Board of Directors and the Voters' Assembly of all meetings, regular and special.
5. Be official custodian of the congregation's constitution, corporate seal, and all legal and official documents of the congregation.
6. Maintain attendance records of all meetings of the Board of Directors and the Voters' Assembly.
7. Prepare and synopsize the minutes of the Voters Assembly and Board of Directors meetings for distribution to the Congregation's members.

#### D. THE BOARD OF ELDERS

##### 1. Membership

The Board of Elders shall have appointed male members.

##### 2. Functions

- a. Shall support the Office of the Pastoral Ministry, be considered the spiritual board of the congregation, and shall do whatever is necessary and, in harmony with the confessional standard of the congregation, to foster and maintain high spiritual standards in the lives of members of this congregation and in all activities of this congregation. (See By-Laws Article I - Membership)

b. Be responsible for maintaining Christian discipline among the membership of the congregation according to Matthew 18:15-176.

c. Assist the Pastor(s) in ministering to the sick and all others in need of pastoral assistance.

d. Enlist an adequate number of members (to be determined by the Board) to help in the performance of its duties.

e. Be responsible for the orientation and assimilation of new members of the congregation.

#### E. THE BOARD OF WORSHIP

##### 1. Membership

The Board of Worship shall have at least three appointed members in addition to the elected Director. The Congregation's Director of Music shall serve as an advisory member.

##### 2. Functions

a. Assist the Pastor(s) in planning for the worship services of the congregation.

b. Study and plan ways to enrich the worship life of the congregation and be responsible for planning festival services.

c. Make arrangements for all services in the absence of the Pastor(s).

d. Be responsible for appointing and supervising all volunteers required for orderly worship.

#### F. THE BOARD OF MISSIONS AND SOCIAL MINISTRIES

##### 1. Membership

The Board of Missions and Social Ministries shall have at least four (4) appointed members in addition to the elected Director.

## 2. Functions

- a. Seek to stimulate, direct, and maintain programs designed to increase Mission and Welfare activities of the congregation in the community and the world.
- b. Be concerned with matters of physical welfare and study exceptional needs of individuals in the congregation and attempt to satisfy those needs.
- c. Review and bring to the attention of the congregation the plans and activities of the many welfare agencies of the church and plan for support of these agencies.
- d. Be in constant review of the social needs of the community and report on identified needs. Develop and promote methods by which the congregation can assist in satisfying such needs.

## G. THE BOARD OF EVANGELISM

### 1. Membership

The Board of Evangelism shall have at least four (4) appointed members in addition to the elected Director.

### 2. Functions

- a. By means of encouraging prayer and Bible study, foster a climate of evangelism that encourages members to witness Christ to one another, to the backsliding and to the unbelieving.
- b. Plan and direct evangelism activities in the congregation, establishing subcommittees and groups as necessary to carry out the congregation's mission of sharing the Gospel.
- c. Seek ways and means of promoting evangelism within the congregation through educational efforts, retreats, and the like in cooperation with the Board of Parish Education.
- d. Plan special evangelism services from time to time, in cooperation with the Board of Worship.
- e. Maintain a corps of greeters to welcome guests at the public services of the congregations.

f. Plan a follow up contact program for interested guests and visitors who worship at Immanuel.

## H. THE BOARD OF STEWARDSHIP

### 1. Membership

The Board of Stewardship shall preferably have at least four (4) appointed members in addition to the elected Director.

### 2. Functions

- a. Encourage and stimulate the congregation to use their individual time and talents in the work of the Church.
- b. Instruct the congregation in the grace of proportionate giving for God's Work in the congregation and the world.
- c. Supervise the raising of funds within the congregation.
- d. Promote a "Thanks Program" on the part of the general church to those who have used their time and talents in a special way for the Congregation and the Lord.

## I. THE BOARD OF YOUTH MINISTRIES

### 1. Membership

The Director of Youth shall encourage the participation in the Board of Youth Ministries by both adult and youth members of Immanuel Lutheran Church. The Board of Youth Ministries shall be composed of both adult and youth members of Immanuel Lutheran Church. The Minister of Youth shall serve as an ex officio member.

### 2. Functions

The Board of Youth Ministries shall be responsible for all forms of youth ministry in the congregation, having the following specific duties:

- a. Analyze and identify the needs of young people in the congregation.
- b. Develop, promote, and supervise specific events, programs, and organizations that will fill identified needs.

c. Recruit and train leaders for Parish Youth Ministry, both youth and adults.

d. Evaluate the role and place of young people in the life of the congregation and recommend such action or procedures that will ensure them a role in the congregation in keeping with their responsibilities as called and baptized ones.

## J. THE BOARD OF PARISH EDUCATION

### 1. Membership

The Board of Parish Education shall have at least four (4) appointed members in addition to the elected Director and the Sunday School Superintendent(s).

### 2. Functions

a. Supervise the conduct of all education agencies of the congregation except the Parish School.

b. Seek to enlist and train teachers and leaders for the education of the Parish and provide adequate supplies, equipment, and facilities for the educational agencies under its jurisdiction.

c. Review and evaluate the congregation's educational programs and maintain high standards in teaching the Word of God.

d. Encourage children, youth and adults to study, individually and in groups, the truths of Scripture and the relationship of Faith to daily living.

e. Promote the use of acceptable Christian literature by members of the Congregation through the Parish library.

f. Supervise the library of Immanuel and promote the various pieces of religious literature that are contained therein.

## K. THE BOARD OF FINANCE

### 1. Membership

a. The Board of Finance shall consist of one member each from the Board of Elders, one of Immanuel's Board members for DLS, Board of Properties, and the Board of Stewardship in addition to the elected Director and two members at large from the congregation.

b. The Financial Secretary, hired by the Board of Directors, shall serve as an advisory member to the Board of Finance.

### 2. Board Functions

a. Be responsible for the management of the congregation's finances and the bonding of its Financial Secretary.

b. Properly establish and maintain the financial records of the Board of Directors and the Voters' Assembly.

c. Assist the Director in preparation of regular reports to the Board of Directors and the Voters' Assembly.

d. After reviewing all budget requests, prepare and present a budget for the following year to the Board of Directors at its May meeting and subsequently to the Voters' Assembly at its June meeting.

### 3. Functions of the Financial Secretary

a. Disburse the funds of the congregation as directed by the Board.

b. Maintain proper records and present them annually by September 15 to the Director of the Board of Finance for audit.

c. File a monthly report to the Board of Directors.

d. Prepare required IRS payroll and tax forms.

e. Be responsible to the Board of Finance. They shall receive, deposit and maintain records of all monies received by the Congregation.

f. Issue periodic statements to the members of the Congregation indicating their financial contribution.

#### L. THE BOARD OF PROPERTIES

##### 1. Membership

The Board of Properties shall have at least four (4) appointed members in addition to the elected Director.

##### 2. Functions

a. Exercise authority over the maintenance, improvement, inventory and protection of all congregational property and provide the necessary service to all equipment.

b. Supervise the day-to-day services of custodians and, as necessary, enlist the aid of members of the congregation whose skills can be utilized in the repair, maintenance, and improvements of the congregation's properties.

c. Establish policies for the use of the congregation's properties and shall be custodian of the keys.

d. Serve as the congregation's members on the Board of the Lutheran Cemetery Association.

e. The Board of Properties shall document a job description for the custodian in the Personnel Manual.

#### M. DANVILLE LUTHERAN SCHOOL BOARD

##### 1. Reference the AODLS.

### **ARTICLE IX – AUXILIARY ORGANIZATIONS**

#### A. AUTHORIZATION

Organizations, societies, or auxiliary groups desiring identity within the congregation shall submit their By-Laws to the Board of Directors for approval. An up-to-date copy of the Constitution shall be given to the Recording Secretary.

## B. FUNCTION

All auxiliary organizations, with or without Constitutions, shall exist to aid the Congregation in the promotion of Christian fellowship, knowledge, and service.

Although it is not expected that the Board of Directors shall interfere with such organizations, it does reserve the right of authority over any event or decision which may be questionable or at variance with Article III of the Constitution.

## **ARTICLE X – STANDING COMMITTEES**

### A. AUDITING COMMITTEE

#### 1. Membership

The Auditing Committee shall have three (3) members appointed by the President of the congregation. One member shall be appointed each year to serve a three-year term.

#### 2. Functions

- a. Periodically, but at least annually, audit the financial records of the congregation, and present a written report of findings to the Board of Directors.
- b. Make recommendations for improving the financial accounting procedures of the congregation.

### B. NOMINATION COMMITTEE

The nomination committee will be charged with finding willful communicant members to run for offices on the DLS School Board (as directed by the AODLS) and Immanuel Lutheran Board of Directors.

## C. COMMITTEE ON PUBLIC RELATIONS

### 1. Membership

The committee on Public Relations shall have at least three (3) members, appointed by the President of the congregation. One member shall be appointed, each year, to serve a term of three years.

### 2. Functions

- a. Be responsible for the promotion of Public Relations on behalf of the congregation and for adequate publicity for parish events.
- b. Seek to identify the congregation, in all activities, with the Gospel of Jesus Christ.

## D. TECHNOLOGY COMMITTEE

The Technology Committee will function to recommend policy to the Immanuel Board of Directors for the integration of the use of technology into the mission of Immanuel Lutheran Church, Danville, IL.

## **ARTICLE XI – AMENDING THE BY-LAWS**

Amendments to these By-Laws may be adopted at a regular or special meeting of the Voters' Assembly, provided:

1. That they do not conflict with Article III of this Constitution;
2. That the proposed amendment has been submitted in writing and the printed copies have been distributed at a previous meeting of the Voters' Assembly; and
3. That an affirmative vote of two-thirds majority of the voters present is secured.

## Table of Modifications

Version	Date Modified	Comments
1.0	01 Jan 1993	Initial document converted to PC format.
1.1	22 Nov 1998	
1.2	07 May 2000	
1.3	06 May 2001	
1.4	15 Nov 2002	
1.5	06 May 2003	
1.6	28 Jan 2007	
1.7	01 Mar 2009	
2.0	22 Jan 2015	Updates to multiple areas, addition of marriage policy



# Danville Lutheran School

## Agreement for Operating for Danville Lutheran School

October 2002

Revised 2006

Revised March 2009

Revised 2012

Revised Feb 2015

October 6, 2002

### 1. Agreement for Operating Danville Lutheran School

Agreement made this Sixth day of October, 2002, by and between TRINITY EVANGELICAL LUTHERAN CHURCH of Danville, Illinois, hereinafter referred to as "Trinity" and IMMANUEL EVANGELICAL LUTHERAN CHURCH of Danville, Illinois, hereinafter referred to as "Immanuel."

Whereas, Trinity and Immanuel are mindful of God's grace and of His will that children be brought up "in the discipline and instruction of the Lord" (Eph. 6:4) and are convinced that an interparish school provides a God-pleasing way to help carry out the congregation's child-training responsibilities and

Whereas, Trinity and Immanuel desire to jointly operate Danville Lutheran School for the purpose of conducting and maintaining a Christian day school for all children of Trinity and Immanuel congregations and the other children of our community as an integral part of their ministry and outreach for the Churches.

## CONFESSIONAL STANDARD

- A. Each Congregation as a body, and all of its members, as individuals, acknowledge and accept all of the Canonical Books of the Old and New Testaments, as originally given under the direction of the Holy Spirit, to be the inspired and inerrant Word of God and the only rule of faith and life.
- B. It is further accepted that all the Symbolical books of the Evangelical Lutheran Church, as contained in the Book of Concord of 1580, to be the true and sound exposition of Christian Doctrine taken from and in full agreement with the Holy Scriptures. In Danville Lutheran School, no doctrine shall be taught or tolerated which is at variance with the Symbols of the Evangelical Lutheran Church.

These Symbols are:

- 1. The three Ecumenical Creeds: The Apostles', The Nicene, and the Athanasian;
- 2. The Unaltered Augsburg Confession;
- 3. The Apology of the Unaltered Augsburg Confession;
- 4. The Smalcald Articles;
- 5. Dr. Martin Luther's Small and Large Catechism;
- 6. The Formula of Concord. B. All teaching in and governance of Danville Lutheran School shall be in accordance with this Confessional Standard and all doctrinal disputes will be decided by these forms of doctrine.

Now, therefore, Trinity and Immanuel agree as follows:

## **ORGANIZATION**

Danville Lutheran School is a jointly operated mission of Immanuel Evangelical Lutheran Church of Danville, Illinois and Trinity Evangelical Lutheran Church of Danville, Illinois whose main purpose is the operation and management of a day school consisting of preschool through eighth grade through the leadership and direction of the member congregations.

Membership in this jointly operated mission shall be limited to two members, being Immanuel Evangelical Lutheran Church of Danville, Illinois and Trinity Evangelical Lutheran Church of Danville, Illinois. No membership can be sold, transferred, assigned, or alienated.

The authority to issue a call to any professional staff shall be vested in the member congregations on behalf of Danville Lutheran School. The School Board of Danville Lutheran School shall have the authority to contract professional staff that are not called and any other necessary staff.

## **CALLING PROCEDURE**

The procedures set forth herein shall apply to professional staff called after the approval of this agreement by both member congregations.

### **I. PRINCIPAL**

The designated member congregation for calling the Principal shall alternate between Trinity and Immanuel.

### **II. TEACHERS**

The designated member congregation for calling teachers shall be determined in such a manner as to result in an equal number of called professional staff from each member congregation. Staff that could be called, i.e. synodically trained, but are not called shall count toward the total. It is the desire and preference of the congregations that the professional staff will be called.

### **III. CALLING COMMITTEE FOR DANVILLE LUTHERAN SCHOOL**

The calling committee for Danville Lutheran School shall consist of the following:

- A. Two members of the School Board, one from each congregation, appointed by the School Board President.
- B. The Principal of the day school.
- C. Depending on the calling congregation, the Vice-President of Immanuel or Chairman of Trinity. This person shall be call committee leader.
- D. One pastor of the designated member congregation.
- E. Any person(s) that is deemed vital for the call by the presiding call committee leader.

#### IV. CALLING PROCEDURE

- A. The calling committee shall solicit possible candidates for a called position from both member congregations and the Central Illinois District Office.
- B. The calling committee shall submit to the School Board one or more candidates for the called position.
- C. The School Board shall choose by majority vote one of the candidates and shall recommend that candidate to the designated member congregation.
- D. The designated member congregation shall hold a voters' meeting as soon as possible after the School Board has recommended a candidate for a call, but in no event later than 21 days. The voters' assembly of the designated member congregation shall vote on whether to issue the call to the candidate on behalf of Danville Lutheran School. The decision of the designated member congregation shall be immediately communicated to the School Board President.
- E. In the event that a recommended candidate is not called by the designated member congregation or the candidate declines the call, the School Board shall (**as soon as possible**), from the remaining list of candidates or new candidates submitted by the call committee, choose by majority vote another candidate and may recommend that candidate to the designated member congregation.

#### IV. RESCINDING A CALL

- A. The School Board shall have the authority to recommend the rescission of the call of any professional staff to the designated member congregation.

## VI. DIVISION OF AUTHORITY OVER CALLED AND CONTRACTED PROFESSIONAL STAFF

The Office of the Public Ministry is the office established by God within the church to publicly preach the Gospel and administer and Sacraments. In order to assist the pastor in the Ministry of Word and Sacrament, the church has established Auxiliary (Helping) Offices to perform certain tasks. To this end, the Trinity and Immanuel congregations have established Danville Lutheran School and called professional workers to assist in teaching the Word of God to children from Immanuel and Trinity congregations and the larger community. The principal and teachers are called by the congregations to carry out this school ministry. The school also contracts other professional workers.

- A. The called Pastors of Trinity and Immanuel are ex officio members of the School Board. They are to advise the School Board in the carrying out of their duties and with the School Board exercise oversight over the religious life and religious teaching of Danville Lutheran School.
- B. The called professional staff is under the supervision of the Principal, School Board, and the Pastor(s) and appropriate elected boards of the congregation that called them.
- A. The School Board, as elected representatives of the congregations, and Principal are to supervise and have full authority over all aspects of the professional duties and responsibilities of all called professional staff, including but not limited to those as specified in the call documents. This includes teaching assignment, assignment of other duties and responsibilities for the school and work assignments and their duration outside of the established school calendar, especially expectations before and after the beginning and end of the school year. Disciplinary actions will be followed in accordance with the policies and procedures established by the School Board.

- B. The calling congregation has full authority to exercise doctrinal supervision and supervision of the spiritual life of the called worker, including church discipline. This is to be done through the pastor(s), appropriate elected boards, and the congregational voters' assembly.
- C. Called workers may be assigned congregational responsibilities under the supervision of the pastor(s) and appropriate board(s) by mutual agreement of the calling congregation and the worker, in consultation with the Principal and the School Board. C. The School Board shall have full authority over all aspects of the duties and responsibilities of all contracted staff, including but not limited to those as specified in the contract. Disciplinary actions will be followed in accordance with the policies and procedures established by the School Board.

## **FINANCE**

### **I. FISCAL YEAR**

- A. The fiscal year of Danville Lutheran School shall be from August 1 through July 31.

### **II. STATEMENT OF COOPERATION**

- A. The financial administration of Danville Lutheran School is to be a cooperative effort of the School Board and its member congregations.

### **III. BUDGET PROCESS**

- A. Not later than November 1 of the year prior to the presentation of the school budget to the member congregations, representatives of the School Board shall meet, jointly, with the finance and evangelism representatives of both member congregations. They will review the needs of the school and the resources available to determine the budget.

- B. After the joint meeting specified above, the School Board, along with the school principal and development director, shall develop the budget and submit it to the governing bodies of the respective member congregations.

#### IV. ANNUAL BUDGET PROPOSAL

- a. No later than March 1, the School Board shall present the school budget for the upcoming year to its member congregations for approval.

#### V. DIVISION OF FINANCIAL RESPONSIBILITY

- a. Danville Lutheran School shall be responsible for all operational costs of the day school, exclusive of the cost of providing and maintaining the buildings that house Danville Lutheran School. The school shall investigate grant(s) that enhance the properties at both campuses.

#### VI. ASSESSMENT FOR OPERATIONAL EXPENSES

- a. Each member congregation will contribute to Danville Lutheran School a proportionate share of the annual operating budget.
  - i. The proportionate share for each member congregation will be set by agreement of the member congregations as approved with the annual school budget.
  - ii. One-twelfth of such proportionate share shall be due and payable each month. The appropriate day(s) of payment will be determined by the school principal and the financial boards of each church.
  - iii. The School Board is responsible for tracking and reporting actual costs to budget costs and reporting this to the respective church governing boards.

- b. All member students must enroll through their member congregation.

## VII. AUDIT

- a. An audit of all books of the Treasurer of the School Board is required to ensure orderly operation of the Danville Lutheran School. An audit of the financial records of Danville Lutheran School shall be consistent with the following:
  - b. An auditing committee shall consist of one member from each congregation.
  - c. The auditing committee member shall be appointed by the congregational governing body.
  - d. The auditing committee shall make an audit of all books of the Treasurer of the School Board after the close of the fiscal year.
    - i. The committee shall submit a written report to the School Board and to the congregational governing body before the end of October of each year. Any delay is to be reported to the president or chairman of each congregational governing body.

# SCHOOL ADMINISTRATION

Danville Lutheran School shall be responsible for the total operation of the day school, including administration, personnel, curriculum, finance, hot lunch program, and extra- curricular activities. The following responsibilities are reserved to the member congregations:

- Maintenance and improvement of congregation-owned property.
- Call and rescission of called professional staff.
- Election and/or appointment of members to the School Board.

## I. SCHOOL BOARD COMPOSITION

**A. The School Board shall consist of five (5) members from each member congregation. Each member congregation shall select its representatives in the manner prescribed by its constitution.**

## B. ELIGIBILITY

1. Any person elected or appointed to the School Board must comply with the following requirements:
  - a. Be a voting member in good standing with his/her congregation.
  - b. Attend the School Board training program sponsored by the Central Illinois District of the Lutheran Church Missouri Synod.
  - c. Attend regular and special meetings of the School Board with regularity.
2. The following shall be ineligible for election to the School Board:
  - a. Spouses of Pastors.
  - b. Danville Lutheran School teachers and staff.

c. Spouse, parents, or adult children of Danville Lutheran School staff.

d. Members of church governing bodies.

e. Any paid employee, full or part-time, of the school.

### **C. TERMS OF OFFICE**

1. The term of office of each elected School Board member shall begin with the first day of July following his/her election
2. The term of office of each School Board member shall be two (2) years.
3. A School Board member shall not serve more than three (3) consecutive terms.
4. Two (2) School Board members from Trinity's congregation and three (3) School Board members from Immanuel's congregation shall be elected in even numbered years and three (3) Board members from Trinity's congregation and Two (2) School Board members from Immanuel's congregation shall be elected in odd numbered years."
5. In case of a vacancy on the School Board, the president or chairman of the member congregation shall appoint a person to fulfill the unexpired term.
6. DLS School Board representatives will be elected by each member congregation before July 01.

### **D. ELECTION OF OFFICERS**

1. The School Board shall elect annually from its members the following officers:
  - a. President

- b. Vice-President
  - c. Secretary
  - d. Treasurer
- 2. All officers shall have the right to vote all issues brought before the School Board. If a vote on a motion is a tie, the motion will be considered defeated.
- 3. The following shall be ex-officio members of the School Board:
  - a. Pastors of the member congregations
  - b. Principal of the day school
  - c. Development Director

## **II. DIVISION OF AUTHORITY AND RESPONSIBILITY**

### **A. SCHOOL BOARD**

- a. The School Board shall have the following authorities and responsibilities:
  - 1. Supervise, discipline, and evaluate the Principal annually in order to assure that the duties and responsibilities of that office are fulfilled.
  - 2. Indirectly supervise all school staff through the Principal.
  - 3. Set compensation.
  - 4. Raise funds to supplement the contributions of the member congregations.
  - 5. Maintain accreditation with Lutheran Church Missouri Synod school accreditation program.
  - 6. Approve the Danville Lutheran School Curriculum.
  - 7. Provide educational materials, equipment, and supplies for operation of Danville Lutheran School.

8. Prepare school budget.
9. Approve the job descriptions of all professional staff.
10. Appoint all committees deemed necessary for the School Board to conduct its work.
11. Provide monthly reports to the member congregations, including but not limited to financial reports.

**B. PRINCIPAL**

- A. The Principal of the day school shall have the following authorities and responsibilities:
  1. Directly supervise, discipline, and evaluate the professional staff annually.
  2. Develop curriculum in cooperation with the faculty.
  3. Monitor the budget, collect income (tuition and other sources), and oversee the receipts and disbursements from the school.
  4. Manage school office(s).
  5. Directly supervise all support staff, including but not limited to cooks, teachers' aides and assistants (before and after care personnel), and any volunteers providing services for the school.
  6. Oversee the accreditation process for Danville Lutheran School.
  7. Works with Development Director on all advertising, promotion, and fundraising activities for the school.

### **C. TEACHING STAFF**

A. The teaching staff will have the following responsibilities:

1. Educate the students of Danville Lutheran School.
2. Maintain discipline in the classroom.
3. Report directly to the Principal.

### **D. DEVELOPMENT DIRECTOR**

A. The development director will have the following responsibilities:

1. Market and publicize Danville Lutheran School to the member congregations and the general public.
2. Coordinate all fund-raising efforts with the School Board.
3. Train and organize volunteer base for fund raisers.
4. Works with principal on all aspect of job.

### **WITHDRAWAL**

Notice of withdrawal from the Agreement must be made by the individual congregation at least two (2) calendar years prior to the start of the following school year.

### **REVIEW**

This Agreement shall be reviewed upon the written request of either member congregation to the other member congregation. Upon such request, the Agreement shall be reviewed within six (6) months by a joint committee, consisting of an equal number of members of the congregations and a representative of the School Board. Any changes suggested by the joint committee shall be presented to each congregation for approval at a regular or special voters' meeting.