

ZION LUTHERAN CHURCH

THE CONSTITUTION

PREAMBLE

The Word of God requires that a Christian congregation shall conform to the Divine Word in doctrine and practice (Ps. 119: 105; Matt. 28: 18-20; Gal. 1: 6-8; 2 Tim 4: 1-5) and that all things be done decently and in order (I Cor. 14: 40). Therefore we, the members of Zion Lutheran Church, accept and subscribe to the following Constitution and By-laws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE I - Name

The name of this congregation shall be known and incorporated as Zion Lutheran Church, Marengo, Illinois, under the laws of the State of Illinois.

ARTICLE 11 - PURPOSE

The purpose of this congregation shall be to serve its members in spreading the Kingdom of God by the preaching of the Word of God, by the administration of the Sacraments, and by the religious instruction of youth and adults according to the confessional standard of the Lutheran Church (Article III), and to foster Christian fellowship and charity.

ARTICLE III - CONFESSIONS

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 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 the doctrines of the Bible. These Confessional Writings are the three Ecumenical Creeds (Apostles, Nicene and Athanasian), the Unaltered Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Formula of Concord.

ARTICLE IV - MEMBERSHIP

The membership of this congregation includes the following:

Section A. Baptized Membership

Baptized members are all members who have been baptized, including the children on the membership rolls who have not yet confirmed their baptismal vows.

Section B. Communicant Membership

Such persons may be and remain communicant members:

1. Who have been baptized, Article IV-A, and who have confirmed their baptismal vow; or have reaffirmed their confession of faith by acceptance of Article III - Confession.
2. Who regularly attend divine services, who partake of the Lord's Supper frequently, and who lead Christian lives and do not live in manifest works of the flesh according to Galatians 5: 19-21.
3. Who support the Lord's work in the congregation and throughout the world by faithfully sharing with God the time and talent with which He has blessed them.
4. Who permit themselves to be fraternally admonished and corrected when they have erred.
5. Who are not members, affiliates or supporters of secret societies, or organizations in conflict with the Word of God.
6. Who have been excommunicated according to Bylaws Article I -Membership, Section B, Paragraph 4, and have evidenced repentance for their sins, by following Paragraphs 2, 3, and 4 of this Section. Re-instatement shall be made according to 11 Corinthians 2: 5-11.

ARTICLE V - THE OFFICES OF PASTOR AND TEACHER

The Pastoral office of this congregation as well as that of a Teacher in the parochial school shall be conferred upon such minister, teachers and candidates only as profess and adhere to the confessional standard set forth in Article III - Confessions, of this Constitution and are well qualified for their work.

ARTICLE VI - POWERS OF THE CONGREGATION

Section A. General

The Congregation as a body shall have supreme power to administer and manage all its external and internal affairs. All voting members present at a Congregational Voters meeting shall constitute a quorum with a two thirds (2/3) majority rule unless otherwise specified in the Constitution or By-laws. The establishment and conduct of all institutions and societies within the congregation shall at all times be subject to the approval and supervision of the congregation. The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (Article 111), and any such decision shall be null and void.

Section B. Right of Calling

The right of calling Ministers of the Word (such as Pastors, Teachers, Principals, etc.) shall be vested in the congregation and shall never be delegated to a smaller body or to an individual. See the Call Booklet maintained by the Congregational Secretary.

Section C. Decisions

Matters of doctrine and conscience shall be decided by the Word of God; other matters shall be decided by the Board of Directors by a majority vote unless otherwise specified in the Constitution and Bylaws.

Section D. Powers of Directors

Congregational Directors elected by the congregation or committees appointed by the Board of Directors shall have no authority beyond that which has been conferred upon them under this constitution.

Section E. Termination of a Call

"Under normal circumstances termination of a call should only be by death, by resignation, by retirement, by acceptance of another call, or by removal on the basis of adherence to false doctrine, ungodly life, failure/inability to perform effectively the duties of the office or the specifications of the call, or by discontinuance of an institution, department, program, or position." The procedures outlined in the Bylaws Article 111, Section B, Paragraph 3. will be followed to terminate a call.

Section F. Removal from Office

Any Director or member of a Board may be removed from office by the congregation, by ballot, in Christian and lawful order for one of the following causes: persistent adherence to false doctrine, scandalous life, and inability to perform their official duties or willful neglect of them. The procedures outlined in the Bylaws Article 111, Section B, Paragraph 3 will be followed to remove a Director or member of a Board.

Section G. Property of Congregation

1. By resolution of the Board of Directors a Special Congregational meeting shall be called to consider the purchase or sale of real estate, buildings and improvements. Notice of such meeting shall be mailed to all voting members at least fourteen days prior to the date thereof.
2. All voting members present constitute a quorum.
3. A vote of two-thirds (2/3) of the members present is required to pass a resolution.

ARTICLE VII - OFFICERS

The officers of this congregation shall be such directors, members of boards, or members of committees as the By-laws of this congregation may prescribe.

ARTICLE VIII - PROPERTY RIGHTS

If at any time a separation should take place on account of doctrine, the property of the congregation and all benefits therewith connected shall remain with those voting members who continue to adhere in confession and practice to Article III Confessions of this Constitution.

ARTICLE IX - DOCTRINAL LITERATURE

Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts as conform to the confessional standard of Article 111. Likewise, in all classes for instruction in Christian doctrine only such books shall be used as conform to this standard.

ARTICLE X - SYNODICAL MEMBERSHIP

Section A

This congregation shall hold membership in The Lutheran Church-Missouri Synod. It shall send its pastor and a lay delegate to the District Convention of Synod.

Section B

It shall be the duty of the congregation and its individual members to support the work of Synod, since they thereby support their own Christappointed work.

ARTICLE XI - CHANGING THE CONSTITUTION

Section A. Unalterable Articles

The following articles of this Constitution or sections thereof shall be unalterable and irrevocable:

- III - Confessions
- V - The Offices of Pastor and Teacher
- IX - Doctrinal Literature

Section B. Amendments

Amendments to this Constitution and Bylaws may be adopted at a regular Board of Directors Meeting, provided:

1. They do not conflict with the provisions laid down in Article III - Confessions or with any section of any article that pertains to Scriptural doctrine and practice; and
2. The proposed amendment has been submitted in writing by any communicant member of the congregation and read at a previous Board of Directors Meeting as well as being reread at the meeting the action is taken.
3. The affirmative vote of two-thirds (2/3) of the Board of Directors shall be required for the adoption of the proposed amendment, and the approval of the Voters at either a Special or Regular Voters meeting.

ARTICLE XII –BYLAWS

This congregation may adopt such Bylaws as may be required for the accomplishment of its purpose.

BYLAWS

ARTICLE I - MEMBERSHIP

Section A. Admission into Communicant Membership

1. By Confirmation

Confirmation itself being a reception into church membership, all who are thus received by this sacred act become communicant members.

2. By Transfer

Persons coming with a communicant letter of transfer from a congregation in church fellowship provided they conform in all respects to the requirements of membership of this congregation, shall be acted upon by the Board of Directors upon recommendation by the Pastor or Chief Elder.

3. By Reaffirmation of Faith

Other persons shall submit their application to the Pastor or Chief Elder; and having given satisfactory evidence of qualifications for communicant membership to the Pastor or Chief Elder, they shall be received as communicant members, after approval of the Board of Directors.

Section B. Termination of Communicant Membership

1. By Transfer

Communicant members desiring to join a congregation in church fellowship shall present their request for transfer to the Pastor or Chief Elder, to whom authorization is granted to issue such transfers. Such transfer of membership shall be approved by the Board of Directors in a subsequent meeting.

2. Joining Other Churches

Where communicant members have joined a congregation outside our fellowship, they shall, upon the recommendation of Pastor or Chief Elder, be granted a peaceful release. Their names shall be removed from the

membership list by a resolution of the Board of Directors.

3. Whereabouts Unknown

The names of members whose whereabouts are unknown and cannot be established shall be removed by the Board of Directors and forthwith such membership is terminated.

4. Excommunication

Members, who conduct themselves in an un-Christian manner, either by sins of commission or by sins of omission, shall be admonished according to Scripture. If said members refuse to amend their sinful lives after proper admonition, they shall be excommunicated. If said members refuse to attend a meeting of the Board of Directors, or any other group approved by the Board of Directors, they have thereby voluntarily excluded themselves. A two thirds (2/3) vote of the Board of Directors shall be required for excommunication. Such action by the Board of Directors must be ratified by the voting membership. Excommunication terminates membership, but does not deny the right to use the church facilities for worship. As soon as evidence of penitence and a desire to be received into fellowship again has been demonstrated, they shall be received as quickly as possible by action of the Board of Directors.

5. Self-Exclusion

Self-exclusion will be termed as a Member who has had a zero attendance worship record and has made no effort to contact the Pastor or Elders in a 2-year period of time. They will be considered by the Elders for release by self-exclusion. A two thirds (2/3) vote of the Board of Directors shall be required for self-exclusion. Such action by the Board of Directors must be ratified by the voting membership. Self-Exclusion terminates membership, but does not deny the right to use the church facilities for worship. As soon as evidence of penitence and a desire to be received into fellowship again has been demonstrated, they shall be received as quickly as possible by action of the Board of Directors.

6. Status

An excommunicant or self excluded member forfeits all rights of membership including all claims upon property of the congregation. or upon any part thereof.

Section C. Voting Membership

The purpose of the congregation shall be effected through its voting membership. This membership shall consist of all communicant members over eighteen (18) years of age.

ARTICLE 11 - ELECTION OF CONGREGATION DIRECTORS

Section A. The Board of Directors

1. The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer and the Director of each of the Congregational Boards. Each member of the Board of Directors shall be a voting member of the Congregation. The term of office for each member of the Board shall be for three years, except for the President and Vice President.
2. The Vice-President shall be elected each year. The Vice-President shall serve the first year as Vice-President and the second year as the President. The Past President serves as an ex-officio member of the Board of Directors and advisor to the President for the third year.
3. The election of said Board of directors shall be staggered. The Chief Elder, the Secretary, the Christian Growth Director, and the Properties Director shall be elected in one year. The Treasurer, the Evangelism Director, and the Education Director shall be elected the next year. The Stewardship Director, the Social Action Director, the Personnel Director, and the Planning Director shall be elected the following year. Those eligible members of the congregation desiring to volunteer their names as a candidate for election shall contact the Planning Director. Should such volunteers be insufficient to fill the required number of candidates for the office, the outgoing directors shall function as a Nominating Committee.
4. The directors shall be elected by secret ballot during the month of November by the voting membership. A plurality vote shall constitute election to office.
5. The retiring directors shall deliver to their successors all records and material pertaining to their office.
6. Called servants or lay employees may not be elected, appointed to, or remain on the Board of Directors.

Section B. Vacancy on Board of Directors.

In the event a vacancy exists on the Board of Directors, the President shall make an appointment to complete the current term of office. All appointments are subject to the approval of the Board of Directors.

Section C. Expenditures

The maximum amount the Board of Directors may spend shall not exceed \$5000.00, or 0.62% of the total Annual Budget, whichever is greater. Any amount in excess of this amount shall be approved by the Voters.

ARTICLE III - MEETINGS

Section A. Regular

1. Regular meetings of the Boards shall be held at a time specified by the respective director.
2. The Board of Directors shall meet monthly.

Section B. Board of Directors

1. Every Board of Directors meeting shall be announced by word during all church services or in the bulletin.
2. A quorum of the Board of Directors shall consist of two-thirds of the elected or appointed members of the Board. The Board of Directors has jurisdiction over all other boards and committees, pursuant to the powers granted under this constitution, and may act on anything brought before it. The Board of Directors shall be responsible to the Congregation at all times.
3. It shall require a two thirds (2/3) majority of all directors to propose the amending of the Articles of Incorporation; the Constitution; the By-laws; the construction of buildings; the purchase or sale of property; or the removal of a Pastor, Teacher or Director. Any action taken by the Board of Directors shall be ratified by the voters of the Congregation.
4. Special meetings of the Board of Directors may be called (1) by the President at the request of three (3) directors, after due notice has been given to the Pastor or Pastors; (2) by the Pastor or Pastors.

Section C. Congregation

1. Congregational meetings shall be held quarterly.
2. Special meetings of the voting membership of the congregation may be called by the President, a Pastor, or by written petition of 15% of the voting members. Notification of such meetings will be either in writing through the newsletter, bulletin, or special letter; and announced in all Church Services. Notification must be received by the congregation within a minimum of eight (8) days including two Sundays prior to the meeting date.
2. Written copies of the agenda for Regular Voters meeting shall be available in the Church Office not less than seven (7) days prior to the meeting date. The agenda will include a minimum of the following:
 - a. Minutes of the previous Voters meeting
 - b. Treasurer's Report
 - c. Written reports from all Boards
 - d. Copies of all motions approved by the Board of directors requiring action by the voters.
 - e. Old business
 - f. New business
3. Written reports from all of the Boards shall be published in the monthly News Letter.

ARTICLE IV - ORGANIZATION OF CONGREGATION DIRECTORS

The members of the Board of Directors for the coming year and the outgoing directors will hold a special organizational meeting for the purpose of reviewing the duties and responsibilities related to each position. The positions are:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Chief Elder
6. Properties Director
7. Evangelism Director
8. Education Director
9. Stewardship Director
10. Social Action Director
11. Christian Growth Director
12. Congregational Planning Director
13. Personnel Director

ARTICLE V - CONGREGATIONAL BOARDS

Section A

After the election each of the directors, except the President, Vice President, and Secretary, shall scan the Congregational Membership for people to serve on their Boards.

Section B.

At a meeting of the Board of Directors the proposed members of the Congregational Boards shall be reviewed for qualification. No person shall be allowed to serve on more than one Board. A Director shall serve one three year term, thereafter the Director shall be ineligible to serve as a Director for the next year. During said year the former Director may serve as a member of any Board, except the Board upon which the former Director was the immediate past Director. The Board of Directors will approve all members of all Congregational Working Boards before the members assume the responsibilities of a board member.

Section C.

Each Board shall meet at the call of its director, who shall select the times of meeting, keep all necessary records, and represent the interests of said office at the Board of Directors meetings. Each Board shall submit an Annual budget request to the Business Administrator for inclusion in the Congregation's Annual Budget.

ARTICLE VI - DUTIES OF THE DIRECTORS

Section A. The President

The President shall:

1. Be a male;
2. Preside at all meetings of the Board of Directors;
3. Be an ex-officio member of all committees;
4. Preside at all meetings of the congregation;
5. Represent the congregation wherever his presence shall be required, and sign all necessary documents on behalf of the Congregation;
6. Appoint all committees he deems necessary.

Section B. The Vice-President

The Vice-President shall:

1. Be a male;
2. Serve in the capacity of President in the event of vacancy or necessity;
3. Serve as Parliamentarian.

Section C. The Secretary

The Secretary shall:

1. Keep accurate minutes of the meetings of the Board of Directors and congregational meetings for the permanent records of the congregation and shall perform such other duties in keeping with the office;
2. Keep and preserve a copy of the Constitution to including all amendments thereto, and maintain a copy in the church office;
3. Maintain the Call Booklet.

Section D. The Treasurer

The Treasurer shall:

1. Be responsible for the records of the receipts and disbursements of the congregation in books which shall be audited annually, and a copy of said audit shall be submitted in writing at a regular Board of Directors meeting;
2. Pay all bills authorized by the Business Administrator, the Board of Directors, or the Congregation;
3. Submit a report at each Board of Directors meeting;
4. Appoint the financial secretaries;
5. Appoint counting captains;
6. Supervise the Finance Working Committee. This committee shall consist of the financial secretaries, counting captains, and other persons appointed by the Treasurer;
7. Supervise the receipt, recording, and depositing of all monies in the congregation's designated depository.

Section E. The Chief Elder

The Chief Elder shall:

1. Be a Male;
2. Assist the Pastor in promoting the spiritual welfare of the congregation, preserve the peace of the Church, admonish erring members and further the cause of missions;
3. Supervise all church services, monitor membership records and maintain a liaison with the Usher Corps;
4. Determine that all music is appropriate and to the glory of God
5. Appoint a Board, consisting of all male members, to assist in the accomplishment of the duties set forth herein.

Section F. The Properties Director

The Properties Director shall:

1. Negotiate the sale, purchase, rental, or lease of all church property, regularly inspect the same and make appropriate recommendations concerning its upkeep. All rental assignments must be approved by the Board of Directors;
2. Make recommendations to the congregation when legal counsel is needed pertaining to the real estate of the congregation;
3. Supervise the duties of the custodial staff;
4. Make all necessary and appropriate repairs of church property after conferring and coordinating the repairs with the Business Administrator;
5. Authorize emergency repairs, when necessary, not to exceed \$2,000.00, or 0.25% of the annual budget, whichever is greater;
6. Appoint a Board to assist in the accomplishment of these duties.

Section G. The Evangelism Director

The Evangelism Director shall:

1. Plan, promote, and carry out an evangelism program in the congregation, and in the community;
2. Visit and enlist aid in visiting prospective members of the church;
3. Assist in bringing the unchurched to instruction classes, Bible classes, and other church activities;
4. Evaluate new evangelism programs;
5. Work in cooperation with the District Evangelism Committee and Synodical Board for Evangelism;
6. Appoint a Board to assist in the accomplishment of these duties.

Section H. The Education Director

The Education Director shall:

1. Be responsible for the education of all of the Day School students from pre-school to eighth grade enrolled at Zion Lutheran School;
2. Oversee the operation and functions of all areas of the Day School including, but not limited to, curriculum and Religious training;
3. Develop a job description for the Principal, Teachers, both Called and Lay, and Teacher's Aids. Follow the procedures in the Call Booklet when calling a Principal or Teacher. Advertise and interview candidates for the position of Lay Teacher and Teacher's Aid and recommend to the Board of Directors those individuals selected;
4. Develop policies to provide direction in areas not otherwise provided for in the Constitution;
5. Encourage the teaching staff to continue their education in areas that will benefit the students, the Congregation, and the internal workings of the Church and School;
6. Appoint a Board to assist in the accomplishment of these duties.

Section I. The Stewardship Director

The Stewardship Director shall:

1. Discover the talents of the membership and enlist them in the congregations program;
2. Assist in training lay workers;
3. Work in cooperation with the circuit and district stewardship committees;
4. Be concerned with the contributions of the individual members as reported by the financial secretary and shall maintain an effective follow up on those neglecting their responsibilities;
5. Supervise the raising of funds on the congregational level;
6. Appoint a Board to assist in the accomplishment of these duties.

Section J. The Social Action Director

The Social Action Director shall:

1. Discover the social needs of individuals and groups in the congregation and community and bring these needs to the Board of Directors when deemed necessary with recommendations for action;
2. Bring to the attention of the congregation the agencies under the auspices of the Social Action Board and solicit support for them;
3. Report the social needs of the community to the Board of Directors and solicit congregational cooperation and support with the other agencies in the community endeavoring to meet said social needs;
4. Consider the tremendous resource available for service to the Lord and plan for the use of said resources;
5. Cooperate with the Circuit, District, and Synodical Social Action Board;
6. Appoint a Board to assist in the accomplishment of these duties.

Section K. The Christian Growth Director

The Christian Growth Director shall:

1. Foster spiritual growth in the life of the individual Christian;
2. Strengthen the Christian home and assist and educate parents, children, and young people for Christian family living;
3. Provide learning opportunities for all age levels, pre-school, school age, youth, adult, and senior adults. Specifically, but not limited to, Sunday School, Vacation Bible School, Library, Adult Education, and Teens;
4. Encourage the congregation to establish agencies and organizations to help the parish best perform its educational task for specific age levels, namely, the Sunday School (from the nursery department to Bible class);
5. Require the leaders of these learning opportunities set forth in subparagraph above to select the curriculum for their respective programs, subject to the approval of the Board of Christian Growth and a Pastor of the Congregation; the curriculum shall be Christian, comprehensive, balanced, and functional
6. Appoint a Board to assist in the accomplishment of these duties.

Section L. The Congregational Planning Director

The Congregational Planning Director shall:

3. Promote, project and facilitate all future building programs of the congregation;
4. Provide the names of candidates for election as Congregation Directors and when necessary work with the Nominating Committee;
5. Represent, co-ordinate and plan Congregational programs designed to present the best image of Zion Lutheran Church in the community;
6. Handle and supervise publicity for the congregation.
7. Act as a coordinator for all organizations in the congregation;
8. Act as a liaison between the Congregational Organizations and the Board of Directors to inform the Board of Directors of the needs of each organization;
9. Appoint a Board to assist in the accomplishment of these duties.

Section M. The Personnel Director

The Personnel Director shall:

1. Annually review the salary and hourly wage of all employees and servants and propose all necessary changes to the budget;
2. Determine the salary, hourly wage, and benefits of all of the employees and servants of the Congregation, which shall include, but not be limited to, health insurance, vacation, sick days, and retirement programs;
3. Develop job descriptions for all non-called positions, except Lay Teachers and Teachers Aids which will be developed by the Board of Education. Develop Salary or Wage schedules for all employees of the Congregation. Advertise for and interview applicants for positions, except Contract Teachers and Teachers Aids which will be done by the Board of Education, and shall recommend to the Board of Directors those individuals selected to employ;
4. The Personnel Board shall be comprised of the Treasurer; a representative from the Board of Elders, the Stewardship Board, the Board of Education, and the Board of Properties. The Senior Pastor; School Principal; Vice President of the Congregation; and the Business Administrator shall be advisory members of the Personnel Board. The Personnel Director shall appoint three members at large from the Congregation to assist in the accomplishment of these duties.

ARTICLE VII

All regulations and resolutions heretofore adopted, and, which are in conflict with these by-laws, are repealed.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the congregation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the congregation may adopt.

Article IX - The Business Administrator

The Business Administrator shall:

1. Maintain effective and orderly procedure that add support to the ministry at Zion by relieving the pastoral staff of administrative duties;
2. Assist and cooperate with the Pastoral Staff and shall be responsible to the Board of Directors. The Business Administrator shall work independently within the framework of the purpose and goals of the position;
3. Authorize the expenditure of all church funds, through the Treasurer, without the approval of the Board of Directors. Said expenditures shall not exceed \$ 1,000. 00, or 0. 13 % of the annual budget, which ever is greater;
4. Prepare the annual budget upon consultation with other responsible directors for the submission at the May Board of Directors meeting;
5. The position of Business Administrator is a salaried administrative position.

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Procedures For Calling or Otherwise Engaging Personnel for the Educational Ministries of Congregations of The Lutheran Church Missouri Synod (St. Louis, Mo: 1989) 5

CALL PROCESS

ZION LUTHERAN CHURCH
MARENGO, ILLINOIS

INTRODUCTION

Ephesians 4:11-12

“ It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up.”

These two verses from Ephesians tell us that God gives specific spiritual gifts to his servants and also motivates those servants to serve where their gifts are best used to build the body of Christ. This motivation is inspired by the Holy Spirit. (ie: the term "called from God") Therefore the burden of finding the best person to fill our staff positions does not fall on the Call Committee or the congregation because the choice belongs to God. It is the function of the Call Committee to properly follow procedures and provide the congregation with a qualified list of candidates from which they can extend a Call. It is then that the congregation can prayerfully ask the Holy Spirit to intercede on their behalf. With this understanding of the "Divine Call", the Board of Elders submits the following procedures for calling professional church staff and professional school staff.

CALLING PROFESSIONAL CHURCH STAFF

- I. The Call Committee shall be established from the following church members:
President, Vice-President, Chief Elder, Personnel Director, Secretary of Board of Directors, 2 other members Bd. of Elders, 1 other member of Bd. of Directors, 4 at large members from the congregation.
- II. The Circuit Counselor will be an advisory member of the committee and should be present at the first meeting and be present for the screening process.
- III. The Call Committee shall elect a Chairperson from the committee.
Duties of the Chairperson
 1. Assign responsibilities to the committee members
 2. Chair all committee meetings
 - a. if absent assign someone to chair meeting
 3. In charge of all correspondence with the NID and call candidates
 - a. correspondence may be delegated to other committee members
- IV. Assess the needs of the congregation and the qualification of the candidates needed to meet those needs.
- V. Establish Call List
 - A. Inform the Northern II. District of the vacancy

1. Phone first and begin process as soon as possible
2. Formal letter to follow
 - a. Provide statement of the vacancy position as mentioned in the phone call
 - b. Establish a time frame for the NID to send names of candidates
 - c. List job description and strengths and weaknesses of the congregation.
 - d. Inform the NID to whom correspondence should be directed.
- B. Ask the congregation to submit names of candidates
 1. Set a time frame for submitting names (2-4 weeks is ample time)
 2. Provide the congregation with a form to fill out
 - a. Name, Address, Phone number, Current position etc.
 3. Direct the congregation to whom or where to submit names of candidates
 4. After time frame has been reached send names to NID for biographical update

V. Review/Screen candidates

- A. Compile a list of candidates based on NID biographies qualifications of the candidates, needs of the congregation, and personal information
- B. Set a minimum number of candidates to present to the congregation. Elders recommend 6-8
- C. Establish a final list
- D. Submit final list to the Voters.

CALLING PROFESSIONAL SCHOOL STAFF

- I. The Call Committee shall be established from the following church members:
Board of Education, Vice-President, 1 at large member
of the congregation appointed by the President.

The School Principal shall act as an advisory member
of the Call Committee

The Call Committee shall elect a Chairperson from the
Committee.

A. Duties of the Chairperson

1. Assign responsibilities to the committee members.
2. Chair all committee meetings
 - a. if absent assign someone to chair meeting
3. In charge of all correspondence with the NID and call candidates
 - a. correspondence may be delegated to other committee members

II. Inform the Northern Illinois District of the vacancy

A. Phone first and begin process as soon as possible.

B. Follow phone call with a formal letter

1. Statement of vacant position as mentioned by phone.
2. List the qualifications needed by the candidates
3. Establish time frame for submitting candidates
4. Inform the NID to whom all correspondence should be directed

III. Ask the congregation to submit names of potential candidates

A. Make the congregation aware of the necessary qualifications.

B. Set a time frame for submitting candidates

(4 weeks is ample time)

C. Provide the congregation with a form to fill out

1. Name, Address, current position, etc.

D. Direct the congregation to whom or where to submit names

E. After the time frame has been reached, submit names to NID for biographical
update.

IV. Review/Screen Candidates

A. Based on the previous qualifications established, NID biographies, and
personal information

B. Set a maximum number of candidates

1. Call Committee to establish number if the list is too large.

C. Place candidates in order of preference.

D. Select person/persons to phone candidates

1. Update biographical record

- a. Address
 - b. Correct phone number
 - c. Additional Education
 - d. Anything the candidate would like added to the record.
2. Is the candidate open to a Call?

V. Establish Final Candidates

A. Review final list of candidates

1. Did 1st phone call narrow list?
2. Did biography reflect all the proper information?

B. Form Final List

1. 2nd phone call
 - a. Confirm candidate information
 - b. Review job description with candidate
 - c. Establish a time for a group, conference call with the Call Committee

C. Group Conference Call

1. List questions to ask candidate
 - a. qualifications
 - b. education and biographical record
 - c. comments made during previous call
 - d. comments made during current call

D. Final list for Voter's meeting

1. Does the Call Committee wish to make a recommendation?
2. Limit number of candidates for the Voters (minimum of 4 unless not enough candidates)

VI. Submit candidates for Calling at Voters Meeting