

CONSTITUTION AND BYLAWS

July 2023 REVISION

Jerusalem Evangelical Lutheran Church

Morton Grove, Illinois

Established July 5, 1902

PREAMBLE TO THE CONSTITUTION AND BYLAWS

Whereas it was necessary to revise the original constitution of Jerusalem Evangelical Lutheran Church, because of the many changes which had to be made by the congregation through the ensuing years to meet new conditions as they arose without changing the confessional position of this congregation, which revised constitution was adopted by the congregation on the tenth day of February, 1957.

Whereas other revisions have been necessary through the succeeding years and such revisions and clarifications have been embodied in the revised constitution adopted on the twenty-sixth day of November, 1973; the eighth day of February, 1987; the tenth day of December, 2006; the twenty-seventh day of January, 2013; and the twenty-fifth day of January, 2015.

Therefore be it resolved that we, Jerusalem Evangelical Lutheran Church of Morton Grove, Illinois, do herewith in the name of the Triune God, Father, Son and Holy Ghost, adopt this revised constitution and bylaws.

CONSTITUTION

Article I. Name and Purpose

The name of this congregation shall be Jerusalem Evangelical Lutheran Church of Morton Grove, Illinois. Our purpose is to serve all people with the Gospel of Jesus Christ on the basis of Holy Scripture.

Article II. Articles of Faith

This congregation accepts and confesses all the canonical books of the Old and New Testaments as the verbally inspired and inerrant Word of God, and all the symbolical books of the Evangelical Lutheran Church contained in the Book of Concord of 1580 as a correct presentation and true exposition of Christian doctrine, drawn from, and in full agreement with, the Holy Scriptures; hence no doctrine shall be taught or tolerated in this congregation which is in any degree at variance with the following symbols of the Evangelical Lutheran Church, viz:

1. The Three Ecumenical Creeds: the Apostolic, the Nicene, the Athanasian
2. The Unaltered Augsburg Confession
3. The Apology of the same
4. The Smalcald Articles
5. Luther's Catechisms, the Large and the Small
6. The Formula of Concord

And we set forth that according to this norm of doctrine and faith all controversies which may arise in this congregation shall be decided and adjusted.

Article III. Membership

Baptized members of the congregation are those who have been baptized into the Christian faith in the name of the Triune God. Only such can be and remain communicant members, hold offices, and enjoy the rights and privileges of communicant membership in this congregation, who:

1. Are baptized members
2. Declared their adherence to all the canonical books of the Old and New Testaments, without qualification, as the only rule and norm of faith and life
3. Are familiar at least with Luther's Small Catechism, and declare their acceptance of the same
4. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead Christian lives
5. Together with the congregation partake of the Lord's Supper frequently
6. Permit themselves to be fraternally admonished and corrected when they have erred
7. Do not hold membership in any ungodly or Christless organizations, such as lodges, or in any other organization or group conflicting with the Word of God (2 Corinthians 6:14-18; Ephesians 5:11-12; Matthew 5:34-37)

Article IV. Contributions

It shall be the duty of every communicant member to contribute according to ability toward all that the congregation has made its concern and in general assist in bearing all its burdens (1 Corinthians 16:2; 1 Corinthians 9:14; Mark 16:15).

Article V. Christian Education

It shall be the duty of all members to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4) and to this end they shall bring them to Holy Baptism at an early age, give them Christian training in the home, and to the fullest extent use and promote the opportunities for Christian education which are offered by the congregation. Since the responsibility of training the young in Christian doctrine and life is not only that of the parents, but also that of the congregation, every member shall assist the parents of our congregation in providing the best Christian educational system possible under existing circumstances.

Article VI. Excommunication, Removal or Dismissal

Members excommunicated according the Matthew 18:15-20, such as excommunicate themselves by evading Matthew 18:15-20, and such as by their adherence to false doctrine, by removal, or otherwise sever their connection with the congregation, give up all their rights in the congregation and its property. When a member who has been excommunicated repents of his sin by the grace of God, he is to be reinstated in Christian love with all former rights and privileges in this congregation (2 Corinthians 2:6-8). Such members as for reasons that are justified by the Word of God ask for their dismissal shall be peaceably dismissed by the congregation. Such dismissed members relinquish all their rights in the congregation and its property.

Article VII. Separation

If at any time a separation shall occur in this congregation on account of doctrine or for any other cause (which God may graciously prevent), the property of this congregation and all its benefits shall remain with those members who adhere to the doctrinal position of this congregation.

Article VIII. Reception into Communicant Membership

Anyone desiring to become a communicant member of the congregation shall announce their intention to the pastor. Upon the recommendation of the pastor(s) to the Board of Elders, the application shall be presented to the church council for action. Such action shall be submitted to the congregation for ratification. The Rite of Confirmation shall bestow upon the confirmand the privilege of communicant membership.

Article IX. Suffrage

Only such male members of the congregation as have completed their eighteenth year and signed this constitution shall have the right to vote (1 Corinthians 14:34-35; 1 Timothy 2.11-12). Those eligible for voting membership and who desire this privilege shall present themselves at a regular congregational meeting to be accepted as voting members. Whenever action binding on the congregation as a whole is required the word congregation shall mean the voters' assembly.

Article X. The Pastorate

The congregation, as a whole, has the exclusive right to call or elect pastors, teachers, and other officers. The pastorate of this congregation shall be conferred only upon such ministerial candidates as unqualifiedly and publicly profess their acceptance of and adherence to Article II of this constitution; and such acceptance and adherence shall be required of them in the call or vocation extended by the congregation. The teachers called to assist the pastor(s) in the Christian training of our youth shall be such as are in accord with the confessional standard of the congregation (Article II) and are qualified for this field of work. On assuming office the called pastor or teacher shall be obliged to be or to become a member of the synod, if any, of which this congregation is a member.

Article XI. Removal from Office

If any pastor, teacher, or officer in the congregation willfully neglects his duty, and upon due admonition does not amend, the congregation in such case has the right and eventually the duty to remove him from office and call or elect another to take his place. Sufficient and urgent causes for removing a pastor, teacher, or any other officer, are persistent adherence to false doctrine, scandalous life, willful neglect of duty, or established inability to perform the duties of his office (1 Timothy 3:1-7; Titus 1:6-9).

Article XII. Books and Forms

All hymnals, textbooks, forms, etc., used in this church must conform to Article II of this constitution.

Article XIII. Meetings of the Congregation

Section 1. Regular Meetings

Regular meetings of the congregation shall be held in each quarter of the year. The annual meeting shall be held on a Sunday in January, the date to be set by the church council in its December meeting. In the annual meeting, the annual reports shall be made and the various officers elected. The quarterly meetings are to be held as specified by the church council. Such meetings shall be announced in the regular services on two preceding Sundays.

Section 2. Special Meetings

Special meetings may be held upon the request of the church council or five voting members of the congregation. Such special meetings can be officially held when an announcement of the meeting has been made on at least two prior Sundays and members have been notified. The purpose of the special meeting shall be clearly stated in all notices.

Section 3. Quorum

The members present at any meeting properly announced shall constitute a quorum. In all matters not already decided by the Word of God, the majority rules, except in the case of constitutional changes as specified in Article XVIII.

Section 4. Necessary Decorum

No one shall bring before the congregation a complaint against any member, teacher, or the pastor(s) unless he has admonished him in a Christian manner according to Matthew 18:15-20.

Section 5. Authority

The congregation shall have supreme authority in the external and internal administration and management of all the affairs of the congregation.

Article XIV. Meetings of the Church Council

The regular meetings of the church council shall be held as prescribed in the bylaws. The president must call a special meeting of the church council upon the request of the pastor(s) or any two church council members. The church council shall never convene to transact business without the knowledge of the pastor(s).

Article XV. Organizations

Before any new society may be formed and organized in our congregation, it shall be obliged to submit its constitution and bylaws, if any, to the congregation through the church council.

Organizations may take place only upon the sanction of the congregation. This applies also to the amendments to the constitutions of existing organizations. At all times all organizations remain under the supervision of the pastor(s) and the church council.

Article XVI. Synodical Affiliation

This congregation shall be affiliated with the Wisconsin Evangelical Lutheran Synod, provided this synod remains true to the pure doctrine as set forth in Article II

Article XVII. Irrepealable and Unalterable Articles

The following articles in this constitution are declared to be unalterable and irrepealable: II, III, IV, V, X, XI, and XVII, inasmuch as they express clear scriptural teaching. Everything else in this constitution and bylaws may be altered and amended.

Article XVIII. Repeals and Alterations

Section 1. Repeals and Alterations to the Constitution

The motion to change and to amend any alterable or repealable article of this constitution can be made only at a regular meeting of the congregation. The deciding vote on the question, however, is to be taken in the next annual or in a special meeting called for that purpose only, and such meeting having been announced and the purpose of it stated in two regular services on the previous Sunday. All changes and amendments must be adopted by a vote of two thirds present. In all other matters the minority must submit to the majority of votes.

Section 2. Repeals and Alterations to the Bylaws

Bylaws not in conflict with the letter or spirit of this constitution may be adopted by a majority vote at any properly constituted meeting of the congregation, provided that the proposed amendment has been submitted in writing to the church council for its study and recommendation, and provided that notice of the final proposed amendment shall have been given to the congregation on at least two Sundays prior to the date of the congregational meeting. Such bylaws also may be amended or repealed by the same procedure.

BYLAWS

Article I. Election of Officers

The annual election of officers shall be held at the annual meeting of the congregation. All appointments specified in these bylaws shall be made at the annual meeting. Voting must be done by ballot and the candidate receiving the majority of votes shall be declared elected. All officers shall remain in office until their successors are installed.

Article II. Voting Membership

The list of voting members shall consist of previously accepted voting members who, at any regular meeting of the congregation or private ceremony, affix their signatures to a list signifying their acceptance of this constitution and bylaws; also new voting members accepted as prescribed in Article IX of this constitution.

Article III. Order of Business

All meetings of the congregation shall be conducted according to parliamentary procedure in so far as it is in harmony with Christian love and serves the purpose of these congregational meetings.

The order of business shall be as follows:

1. Opening with a short service
2. Reading and approval of minutes of previous meeting
3. Roll call
4. Introduction and reception of new voting members
5. Report of officers and standing committees and action thereon
6. Unfinished business
7. Reception and dismissal of members
8. Recommendations of the church council and new business
9. Election of officers
10. Adjournment with prayer

Article IV. Procedure in Calling a Pastor or Teacher

In case of a vacancy in the office of pastor or teacher, the congregation shall notify the president of the district that he may assist in temporarily filling the vacancy and in giving his good counsel in regard to the calling of a new pastor or teacher. The district president shall be requested to provide a list of candidates with a brief history of each. The congregation reserves the right to add to this list the names of other qualified pastors or teachers. Barring any protest, all proposed candidates shall by resolution be approved as the official candidates.

The election shall proceed by secret ballot. The candidate receiving the majority of the votes shall be declared elected, and a unanimous ballot shall be cast by the secretary. The Board of Elders shall prepare a proper call and present or send the same to the elected candidate, setting forth all conditions required of the office and obligations of the congregation.

Article V. Church Council

Section 1. Structure and Powers

The church council shall consist of the members of the Board of Trustees and the Board of Elders, with pastor(s) and school principal serving as advisory (non-voting) members. The church council cannot independently change, abrogate, or disregard any rules or regulations of the congregation. The church council is empowered to transact all congregational business between regular meetings of the congregation. In cases of emergency, the church council is empowered to take necessary action, which shall be subject to ratification, alteration, or reversal in a specially-called or regular congregational meeting, whichever comes first. The church council is an advisory body to the congregation. It shall meet at least once a month. In accordance with provisions in Article VI of the bylaws, the church council shall attend to all the affairs of the congregation. The duties of the officers and boards of the church council are described at greater length in Article VI.

Section 2. Vacancies

When a vacancy on the church council occurs, the church council shall be empowered to fill the vacancy by appointment, to be ratified or rejected at the next meeting of the congregation. In case of the latter, the congregation shall elect someone to fill the vacancy.

Section 3. Responsibilities to the Congregation

Briefly stated, the responsibilities of these members to the congregation is as follows:

1. They shall adorn their high office with an honest conduct and be good examples to the congregation (1 Timothy 3:8-12).
2. They shall aid the pastor in the spiritual affairs of the church.
3. They shall be responsible for good order in the services.
4. They shall administer the temporal affairs of the congregation.
5. The new members of the church council should present themselves for installation on a Sunday soon after the annual meeting.

Article VI. Duties of the Officers, Boards and Committees

A. Board of Trustees

Section 1. Structure and Powers

1.1 In accordance with all legal requirements the voters' assembly shall elect by ballot at its annual meeting a Board of Trustees, the number of which shall not be fewer than the number required by law.

1.2 The members of the Board of Trustees are the responsible guardians of all property and assets of the congregation. They shall manage them as property and assets held in trust for the congregation, enter into contracts relating thereto, act for the congregation in all legal

proceedings affecting its affairs, and transact all business which the congregation as owner would have to perform itself. They shall see to it that precedence be given to the payment of salary to all called workers, unless special agreement has been entered with them (1 Corinthians 9:6-14; Luke 10:7ff; 1 Timothy 5:17-18; Galatians 6:6). They shall establish wages for non-called employees subject to congregational approval, oversee their hiring and continued employment, and recommend any salary adjustments to the Budget Committee. The congregation may, if it so desires, impose maximum limits which this board shall not exceed in their appropriations without specific instructions from the congregation.

1.3 The offices of the Board of Trustees shall consist of these five: president, secretary, treasurer, financial secretary, and one property chairman.

1.4 The congregational elder, the pastor(s), and school principal shall be advisory (non-voting) members of the Board of Trustees.

1.5 The Board of Trustees is accountable to the church council and the congregation.

Section 2. Term of Office

The terms of office for each member of the Board of Trustees shall be two years. A member may be reelected to the Board of Trustees without limitation.

Section 3. Meetings

The Board of Trustees shall meet as necessary. Meetings may be called by the president or the pastor(s). The Board of Trustees shall not convene to transact business without the knowledge of the president and the pastor(s).

B. Duties of the Board of Trustees Officers

Section 1. President

The president shall preside at all meetings of the Board of Trustees, church council, and congregation. In the absence of the president, the congregational elder shall be the presiding officer at meetings of the church council and the congregation. The president is to see that the resolutions and directives of the Board of Trustees, the church council, and the congregation are carried out. By virtue of his office, the president shall be an ex-officio (voting) member of all boards and committees of the congregation. On an annual basis, the president will review the constitution and bylaws for any potential revision needs.

Section 2. Secretary

The secretary shall keep a correct report of the proceedings of all meetings of the Board of Trustees, the church council, and the congregation. He shall record and file with the church office all meeting minutes in duplicate for a permanent record. He shall take care of all correspondence as directed by the Board of Trustees, church council, or congregation and preserve the same. He shall keep an accurate record of all voting members of the congregation and send out all necessary notifications. He shall maintain a copy of the current constitution and bylaws with all amendments and a record of all resolutions pertaining to fiscal policies.

Section 3. Treasurer

The treasurer shall serve as the chairman of the Treasury Committee and have oversight of and authority over all congregational, school, and early learning center accounts. He shall keep checking accounts and such other accounts as may be approved by the congregation. In coordination with the financial secretary and the Treasury Committee, he shall keep an accurate account of all moneys received by the congregation, school, and early learning center. With the assistance of the Treasury Committee, he shall disburse all moneys according to instructions received from the congregation or church council. In the event that the treasurer is temporarily unable to disburse moneys required of him, the president is authorized to do so. With the assistance of the Treasury Committee, the treasurer shall render monthly reports to the church council and quarterly reports to the congregation. He shall submit his books and bank statements on request to the Auditing Committee for auditing purposes. The annual report made to the congregation by the treasurer shall not be accepted unless approved by the Treasury Committee before the annual meeting.

Section 4. Financial Secretary

The financial secretary shall receive from the Finance Committee the original record for monies received by the congregation, and shall keep accurate accounts of all monies received from individual members, societies, clubs, outsiders, etc; and for what purposes such monies were received. He shall have the responsibility of seeing that all monies received are deposited at least weekly in a bank designated by the church council. Such deposits shall be made early enough to enable the treasurer to make his report to the council in its monthly meeting. He shall be the chairman of the Finance Committee. He shall give a monthly report to the church council and quarterly reports to the congregation. He shall issue semi-annual contribution reports to every member and/or member family. He shall be responsible for the yearly distribution of new church offering envelopes. He shall submit his books on request to the Auditing Committee for auditing purposes. The annual report made to the congregation by the financial secretary shall not be accepted unless approved by the Treasury Committee before the annual meeting.

Section 5. Property Chairman

5.1 The congregation shall elect one property chairmen.

5.2 The property chairman (with the help of a Property Committee consisting of no less than 4 members, including the chairman) shall supervise the repair and upkeep of all property relating to the church and school buildings, as well as the church-owned residences. In the area of technology, he shall work in coordination with the Technology Committee. He shall prepare annual budget recommendations for those items of the congregation's business for which he is responsible. He shall also be responsible for managing the congregation's multi-peril insurance coverage of all church properties (including all church-owned residences) and file any necessary claims. He will establish a (the above-mentioned) working committee, under his direction and the oversight of the entire Board of Trustees.

C. The Board of Elders

Section 1. Structure and Powers

1.1 The voters' assembly shall elect by ballot at its annual meeting a Board of Elders composed of three members.

1.2 The members of the Board of Elders shall, in general, be responsible for the spiritual wellbeing and orderly operation of the congregation, school, and early learning center. It shall ensure that doctrine and practice in the church conform to the Word of God and the provisions of the constitution, that regular services are conducted in good order, and that assistance is given the pastor(s) in administering the spiritual affairs of the congregation, especially in matters of church discipline and the reclaiming of straying members.

1.3 The chairman of the Board of Trustees shall be an ex-officio (voting) member of the Board of Elders. The pastor(s), and school principal shall be advisory (non-voting) members of the Board of Elders.

1.4 The Board of Elders is accountable to the church council and the congregation.

Section 2. Term of Office

The terms of office for each member of the Board of Elders shall be two years. A member may be reelected to the Board of Elders without limitation. 12

Section 3. Meetings

The Board of Elders shall meet as necessary. Meetings may be called by the Congregational elder, who shall serve as chairman of the Board of Elders, or the pastor(s). The Board of Elders shall not convene to transact business without the knowledge of the Congregational elder and the pastor(s).

Section 4. Establishment of Working Committees

Each elder is invited and encouraged to establish working committees, as necessary, under his direction and the oversight of the entire Board of Elders.

Section 5. Budget Preparation

Each elder shall prepare annual budget recommendations for his area of ministry. These recommendations shall be submitted to the Board of Elders for approval and for recommendation to the Budget Committee.

D. Duties of the Board of Elders Officers

Section 1. Outreach/Fellowship Elder

1.1 The Outreach/Fellowship Elder shall oversee the work of reaching out into the community with the gospel and providing information about the work of our congregation, school and early learning center to the community. To that end he shall plan and implement outreach efforts into the community, create and maintain an active prospect file, coordinate the visitation of membership prospects, discuss and develop ways to make the congregation more "visitor friendly" within the parameters of scriptural limits, and assist the pastor(s) in educating and encouraging the congregational membership to engage in outreach work.

The Outreach/Fellowship Elder shall oversee special fellowship opportunities of the congregation. To that end he shall plan, promote and carry out special fellowship events and oversee the use of the kitchen area.

1.2 In cooperation with the pastor(s), the Outreach/Fellowship elder shall make monthly, written reports to the church council concerning the work and progress of congregational efforts. He shall also make quarterly, written reports to the congregation concerning the same.

Section 2. Congregational Elder

2.1 The Congregational Elder shall oversee In-reach efforts of the congregation. He shall work with the pastor, and other mature Christian leaders, in the church in encouraging regular use of the mean of grace in word and sacrament by all members. He shall serve as the chairman of the Nominating Committee and report to the Board of Elders, the church council and the congregation on the work of this committee.

The Congregational Elder will oversee Christian stewardship of the congregation. To that end he shall educate and encourage the congregation in the principles and practice of total Christian stewardship (time, talents and treasures) and life, promoting an appreciation of the privileges and responsibilities of church membership, enlisting members of the congregation for the work of the church, and updating members on the work of the congregation, the district and the synod. He shall serve as the chairman of the Planned Giving Committee and report to the Board of Elders, the church council and the congregation on the work of this committee.

2.2 In cooperation with the pastor(s), the congregational elder shall make monthly, written reports to the church council concerning the work and progress of congregational efforts. He shall also make quarterly, written reports to the congregation concerning the same.

Section 3. Education Elder

3.1 The Education elder shall oversee the mission and ministry of Jerusalem Evangelical Lutheran School and Precious Child Early Learning Center. To that end, he shall exercise general oversight of the school curriculum and instructional equipment in cooperation with the school principal. He shall

provide input and guidance to the Board of Trustees concerning the necessary maintenance of and improvement to the educational facilities. With the care for called workers elder he shall oversee all matters concerning the faculty, including faculty review, encouragement toward professional growth, assessment of student-teacher ratios and need for faculty addition or reduction, faculty disciplinary cases, etc. With the Board of Elders he shall be responsible for overseeing student disciplinary cases in conjunction with the school principal that rise to the level of suspension or expulsion and work to resolve any grievance brought against the school, faculty, or staff. In all matters he and the Board of Elders shall act in the best interest of the students, faculty, staff, school, and congregation to the glory of God.

3.2 In cooperation with the school principal, the school elder shall make monthly, written reports to the church council concerning the work and progress of outreach efforts. He shall also make quarterly, written reports to the congregation concerning the same.

3.3 The Education Elder shall oversee all other Christian education of children, teens and adults within the congregation. To that end he shall provide for and promote opportunities for the congregation's faithful use of the gospel that members may be strengthened in their faith and prepared for works of service. He shall work to provide adequate educational facilities and materials for teachers, keep records of enrollments and attendance, foster home-church cooperation, oversee a cradle roll, organize a Sunday School and Vacation Bible School, support youth and college-aged activities, and oversee the development and maintenance of a church library

Section 4. Care for Called Workers Elder

4.1 The care for called workers elder shall ensure that the congregation is providing for the needs of its called workers and their families both spiritually and materially. He shall be intimately involved in evangelically addressing any grievance that may arise in connection with any called worker of the congregation and work toward a peaceful and God-pleasing resolution. In conjunction with the Board of Trustees, he shall be concerned with the maintenance and upkeep of the parsonage and teacherages.

4.2 The care for called workers elder shall make monthly, written reports to the Church Council concerning the work and progress of his committee. He shall also make quarterly, written reports to the congregation concerning the same.

E. Duties of Other Officers

Section 1. Jerusalem School Principal

The school principal shall be responsible for carrying out all the policies and directives of the Board of Elders as they pertain to Jerusalem School and Precious Child Early Learning Center. To that end, he shall annually prepare a school student/parent handbook and, with the school elder's approval, provide it to all students and parents. He shall also annually prepare a school and early learning center faculty handbook and, with the school elder's approval, provide it to all faculty and staff members. These handbooks should include all the policies and directives adopted by the Board of Elders. It is the responsibility of the school principal to oversee and enforce every policy and to exercise general oversight in all school and early learning center classrooms and over all school and early learning center faculty members and staff. Occasionally the school principal shall be called upon to make decisions where no policy currently exists. In such a case, he shall request the Board of Elders to establish a policy by which similar subsequent situations can be handled. 14

F. Committees

Section 1. Structure and Responsibilities

1.1 Committee Structure

Committees of Jerusalem Congregation and School shall be one of three types: 1) working committees; 2) standing committees; or 3) special purpose committees

1.2 Committee Responsibilities

All committees shall work under the authority of one of the Boards, the church council, or the congregation. No committee is empowered to establish or impose policy within the congregation or school. All committees are to serve in an advisory role to one of the Boards, the church council, or the congregation. All communicant members are eligible to serve on committees unless otherwise specified.

Section 2. Working Committees

The two property chairmen and the elders are strongly encouraged to establish working committees which shall be under their authority and leadership. Working committees shall not be formed for the purpose of meeting and making policy but rather for carrying out the established mission and ministry of Jerusalem as it has been established by the congregation and the two Boards. All communicant members of Jerusalem are encouraged to participate on working committees in accordance with their God-given gifts. 15

Section 3. Standing Committees

3.1 Structure and Establishment of Standing Committees

Standing committees exist for the purpose of carrying out ongoing work within the congregation. They shall be established only by resolution of the congregation upon the recommendation of the church council. Eligibility for membership on these committees is outlined in each committee charter.

3.2 The Treasury Committee

The Treasury Committee shall consist of the Treasurer, serving as chairman, and all those church members deemed necessary to assist him in overseeing the congregation, school, and early learning center treasuries and disbursing payments in a timely fashion. This committee shall also be responsible for providing tax information to all called workers, staff, and school families in a timely fashion.

3.3 The Finance Committee

The Finance Committee shall consist of the Financial Secretary, serving as chairman, and all church offering counters as approved by the church council. They shall receive all church offerings when services are held. They shall open all church offering envelopes in the church building in a timely manner, record the sum in each envelope, and preserve these envelopes until after the annual report is issued. They shall make and keep a duplicate record of all offerings and provide a report to the Financial Secretary. They shall deposit all monies received in a bank designated by the church council under the direction of the Financial Secretary.

3.4 The Planned Giving Committee

The Planned Giving Committee shall consist of a chairman, appointed by the church council and ratified by the congregation, and three congregational members at-large as appointed by the church council and ratified by the congregation. They shall oversee the management of the Jerusalem Endowment & Trust Fund according to the congregational resolution establishing that fund. The committee shall report to the church council and congregation.

3.5 The Technology Committee

The Technology Committee shall consist of a chairman, appointed by the church council, a school faculty member responsible for technology, and other at-large congregational members as appointed by the church council. In coordination with the property chairmen 16

they shall work toward maintaining and upgrading the various technologies (both hardware and software) used by both church and school.

3.6 The Worship Committee

The Worship Committee shall consist of a pastor, serving as chairman, the congregational elder, and several at-large congregational members as appointed by the church council. They shall work under the auspices of the Board of Elders and be charged with assisting the pastor(s) in the planning and development of Christian worship practices at Jerusalem.

3.7 The Auditing Committee

The Auditing Committee shall consist of three voting members appointed by the church council. They shall audit all financial books and records of the officers of the congregation, school, and preschool, as well as those of the societies and clubs of the congregation prior to the annual meeting and July meeting of the congregation, and shall make a report of its findings to the congregation in the annual and July meetings.

3.8 The Budget Committee

The Budget Committee shall consist of the congregational president, the congregational elder, Outreach / Fellowship Elder, and the school elder, with the Treasurer, Financial Secretary, pastor(s) and school principal serving as advisory (non-voting) members. The Budget Committee shall be available to review the fiscal affairs of the congregation during the year, if necessary, and to submit recommended changes in the annual budget to the congregation.

3.9 The Nominating Committee

The Nominating Committee shall consist of 2-3 voting members appointed by the church council. The pastor(s) shall serve as advisory member(s). They shall confer and nominate from the voting membership properly qualified men, submitting a slate of candidates to the congregation for each office to be filled. The slate shall be approved by the voters, who withhold the right to propose additional names for any office. In no case can any member be nominated for an office without his consent.

3.10 The Planning Committee

The Planning Committee shall consist of the congregational president, the congregational elder, Outreach/Fellowship Elder, and the education elder, with the pastor(s) and school principal serving as advisory members. The Planning Committee shall meet to prepare planning documents, outlining and updating the goals and objectives of the congregation's mission and ministry for the next five years. The planning committee will meet early each year to help support the budget planning process in March/April.

Section 4. Special Purpose Committees

Special purpose committees (examples: constitution review, anniversary, church directory) shall be appointed by the congregation or by the church council, subject to ratification by the congregation. They shall have a stated purpose and make regular reports to the church council and congregation.

Article VII. Instructions

The children of our own Christian day school shall be obligated to attend the pastor's instruction class in their seventh and eighth grades. In the case of those who do not attend the Christian day school, two years of the pastor's instruction class are required. Exceptions to this rule will be left to the discretion of the pastor(s).

Article VIII. Service Regulations

1. The congregation shall approve the schedule for the time of services. In the case of any emergency, the church council may set the time.

2. Weddings may be conducted in our church only when the bride or groom are members of the congregation or of a congregation in our fellowship, upon the approval of our pastor(s).
3. Funerals may be conducted in our church only for members of our congregation or of a congregation in our fellowship, upon the approval of our pastor(s).
4. In no case may our pastor(s) officiate at funerals of persons not of our church fellowship to whom he has not given spiritual ministration.
5. No display of distinguishing banners or emblems of any organization of which the deceased was a member shall be permitted in the church, excepting that an American flag may be draped over the casket of a person having an honorable discharge from the United States military service.
6. All organists, choir directors, vocalists, and performers in any church service shall be in agreement in faith and fellowship with the congregation.