

Constitution and By-Laws of



Prince *of* Peace
LUTHERAN CHURCH
1190 North Hicks Road, Palatine, IL 60067

Adopted: 1974
Last Revision Approved: December 11, 2011

CONSTITUTION OF PRINCE OF PEACE LUTHERAN CHURCH

Adopted: 1974

Revised: 1981, 1994, 2005, 2006, 2008

PREAMBLE:

"Not by might, nor by power, but by my Spirit," says the Lord of Hosts. (Zech 4:6). Recognizing our unity in the Christian faith and our common practice of it, desiring to express our fellowship in worship and work, knowing our spiritual needs, mindful of our Christian privileges and duties, and wishing to observe orderly cooperation, with the help of God we adopt and pledge ourselves to the following Constitution and By-Laws.

ARTICLE 1: NAME

The name of this congregation shall be Prince of Peace Lutheran Church of Palatine, Cook County, Illinois. This congregation shall be incorporated under the laws of the State of Illinois.

ARTICLE 2: PURPOSE

The purpose of this congregation shall be to build and enlarge the Kingdom of God and to foster Christian fellowship according to the confessional standard of the Evangelical Lutheran Church (Article 3).

ARTICLE 3: CONFESSION

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, as a true exposition of the doctrines of the Bible, and as the norm for the faith and life of our congregation. These Confessional Writings are the three Ecumenical Creeds (Apostles', Nicene and Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms and the Formula of Concord.

ARTICLE 4: MEMBERSHIP

The membership of this congregation includes the following:

A. Baptized Membership

Baptized members are all the members who have been baptized in the name of the Father and of the Son and of the Holy Spirit, including those on the membership roles who have not yet confirmed their baptismal vow.

B. Confirmed Membership

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Confirmed membership in our congregation shall be extended to all those persons who:

1. Confess Jesus Christ as Savior and Lord;
2. Are baptized in the name of God the Father, Son and Holy Spirit and who, after careful instruction, have been confirmed into the Lutheran faith;
3. Accept all canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;
4. Attend divine services faithfully and study the Word of God diligently;
5. Walk in the Spirit (Gal. 5:16) and do not live in manifest works of the flesh. (Gal. 5:19-21);
6. Partake of the Lord's Supper frequently;
7. Contribute regularly and faithfully, as God has prospered them toward the building of Christ's Kingdom in the congregation and throughout the world;
8. Give of their time and ability to the development and extension of the Kingdom of God;
9. Permit themselves to be fraternally admonished and corrected when they have erred (Matthew 18:15-20);
10. Are not members, affiliates, or supporters of any organization whose purposes, principles or practices conflict with the Word of God;
11. Accept the provisions of the Constitution and By-Laws of this congregation.

C. Voting Membership

All confirmed members who have reached the age of 18 shall be entitled to vote.

ARTICLE 5: THE OFFICES OF CALLED SERVANTS

The Pastoral office of this congregation, as well as other called Ministers of Religion shall be conferred only on such candidates as profess and adhere to the confessional standard set forth in Article 3 of this Constitution, are well qualified for their work, have been endorsed by the Synod, and are members of the Synod. All candidates shall, in the call extended to and accepted by them, be pledged to this confessional standard.

ARTICLE 6: POWERS OF THE CONGREGATION

A. General

The congregation as a body, through the voting members, who are guided by the Holy Spirit, shall have supreme power to administer and manage all its external and internal affairs. The congregation, however, shall in all things be bound to the authority of the Word of God; any decision contrary to the Word of God shall be null and void.

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B. Right of Calling

The right of calling pastors, other ministers or teachers shall be vested in the congregation as represented by the voting members in assembly and shall never be delegated to a smaller body or to an individual.

C. Decisions

All matters of doctrine and of conscience shall be decided only by the Word of God; other matters shall be decided by the voting members by a majority vote unless otherwise specified by the Constitution and By-Laws.

D. Powers of Officers

Congregational officers, the board(s) or any committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be altered or revoked by the voting members.

E. Removal From Office

Any elected member, pastor, other minister or teacher may be removed or dismissed from office, by ballot, by the congregation in a Christian and lawful manner (as prescribed in Matthew 18:15-20). Valid and urgent causes for removal or dismissal shall be: persistent adherence to false doctrine, scandalous life, persistent neglect, or inability to perform his/her official duties.

ARTICLE 7: CHRISTIAN DISCIPLINE

Members of this congregation who willingly and repeatedly violate any of the principles of Article 4, Section B, shall be admonished according to Matt. 18:15-20.

A. If any member refuses to amend his/her sinful life after application of the several grades of admonition (Matt. 18:15-20), he/she shall be excluded from the congregation and shall thereby lose all rights and privileges of membership and all rights to the property of the congregation. The right of appeal to the congregation shall not be denied.

B. Those members who voluntarily withdraw from membership or permanently leave the community without due notice to the congregation shall also lose all rights and privileges of membership and all rights to the property of the congregation.

ARTICLE 8: OFFICERS

The officers of this congregation shall be Chair, Vice-Chair and Secretary, and, together with the directors, shall constitute the Board of Directors.

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ARTICLE 9: PROPERTY RIGHTS

If at any time a separation should take place on account of doctrine, or for other reason, 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 Articles 3, 4, 5, 6 and 7 of this Constitution. In the event the congregation should totally disband, the property and all other rights connected therewith shall be transferred to the Northern Illinois District of the Lutheran Church - Missouri Synod.

ARTICLE 10: 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 3. Likewise, in all classes for instruction, only such books shall be used as conform to this standard.

ARTICLE 11: EDUCATION

It shall be the responsibility of the congregation to provide for the Christian education and training of all members of the congregation. Members shall be encouraged to enroll themselves and their children into the established agencies for growth in Christian faith and life.

ARTICLE 12: SYNODICAL MEMBERSHIP

A. This congregation shall hold membership in the Lutheran Church - Missouri Synod, so long as the confessions and Constitution of said Synod are in accord with the confessional standard expressed in Article 3 as determined by a majority vote of the congregation at a meeting called for that purpose. The congregation shall send its pastor and a lay delegate to the District Convention of Synod.

B. It shall be the privilege of the congregation and its individual members to support the work of the Synod, since they thereby support their own Christian-appointed work.

ARTICLE 13: BY-LAWS

This congregation may adopt such By-Laws as may be required for the accomplishment of its purpose, but which do not conflict with the Constitution.

ARTICLE 14: AMENDMENTS

A. Amendments to this Constitution may be adopted at an assembly of voting members provided that:

1. They do not conflict with the provisions laid down in Article 3 or with any section of any article that pertains to Scriptural doctrine and practice.

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2. The proposed amendment has been submitted in writing at a previous assembly of voting members.
 3. The proposed amendment is published in at least two parish-wide distributions in advance of the meeting.
 4. The meeting in which a proposed amendment will be decided upon, be announced in the two previous weekly services, and reference to the proposed amendment be made in such announcements.
 5. The affirmative vote of a two-thirds majority of the voting members present be required for the adoption of an amendment.
- B. In addition to the above requirements, proposals to amend Articles 3, 5, 10 and 14 shall require that previous notice of such amendment and discussion of the same be presented at two regular meetings of the Voters Assembly before the meeting at which the proposed amendment is to receive action. Due notice of the fact that a vote will be taken shall be given to all voting members of the congregation. Any changes in these articles shall not destroy the essential meaning of the same. Whether or not this has occurred shall be decided, if challenged, by a decision of the Commission on Adjudication of the Northern Illinois District.
- C. The District Constitution Committee of the Northern Illinois District of the Lutheran Church-Missouri Synod shall be consulted with proposed constitution changes before adoption. After input from the District Constitution Committee (as outlined in the Prince of Peace Policy and Procedure manual), formulation of the amendment draft(s), and a vote to adopt the constitution amendment(s) by the congregation, the constitution will be submitted to the District Board of Directors for final approval.



THE BY-LAWS OF THE CONSTITUTION OF PRINCE OF PEACE LUTHERAN CHURCH

Adopted: 1974 Revised: 1981, 1994, 1995, 1996, 1998, 2003, 2005, 2006, 2008, 2009, 2011

ARTICLE 1: ADMISSION INTO MEMBERSHIP

Section 1: Baptized Membership shall be by:

- Being baptized and coming under the pastoral care of Prince of Peace Lutheran Church.

Section 2: Confirmed Membership shall be by:

- Confirmation at Prince of Peace Lutheran Church; or
- Transfer. Persons coming with a letter of transfer from a Lutheran Church Missouri Synod congregation or a congregation in fellowship with the Lutheran Church Missouri Synod, who meet membership requirements, shall be received by the Senior Pastor and reported to the Board of Directors; or
- Profession of faith. Other persons who have not previously been confirmed as a member of a Lutheran congregation, who meet membership requirements, shall be received by the Senior Pastor and reported to the Board of Directors

Section 3: Voting Membership shall be by:

- A confirmed member reaching eighteen (18) years of age.

ARTICLE 2: TERMINATION OF MEMBERSHIP

Termination of membership (Dismissal or Release from membership) shall be by :

- Transferring to a Lutheran Church Missouri Synod congregation or congregation in fellowship with the Lutheran Church Missouri Synod. A member in good standing requesting release to a Lutheran Church Missouri Synod congregation, or a congregation in fellowship with the Lutheran Church Missouri Synod, shall apply to the Senior Pastor, who shall issue a letter of transfer and report the action to the Board of Directors; or
- Joining other churches. In cases where a member has joined another congregation outside our fellowship, the individual shall be considered as having terminated membership; or
- Abandonment. A member whose whereabouts are unknown and cannot be established for a period of one year may be removed by the Senior Pastor and reported to the Board of Directors; or
- Excommunication. (See Article 3) or
- Self-exclusion. A member who has been admonished according to Matthew 18:15-20 and who is unwilling to participate in the spiritual life of the congregation, has thereby chosen self-exclusion.

A person whose membership has been terminated has forfeited all rights of a member of this congregation and all claims upon the property of the congregation as such or upon any part thereof, as long as (s)he has not been reinstated into membership.

ARTICLE 3: DISCIPLINE IN THE CONGREGATION

All discipline in this congregation shall be administered in accordance with the order of discipline laid down in Matthew 18:15-20, I Corinthians 5:1-5, and other related Biblical principles. The following procedure shall be followed under the direction of the Senior Pastor and the Board of Directors.

Section 1: Provisions Pertaining to Membership – Excommunication & Restoration

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Excommunication: Any member who persistently demonstrates unchristian conduct shall be admonished by the Senior Pastor according to Matthew 18:15-20. If the member refuses to amend a sinful life after proper admonition, the member shall be recommended to the congregation for excommunication. A three-fourths (3/4) majority vote at a meeting of the Congregational Assembly shall be required for excommunication;

Restoration: Persons who have been excommunicated from membership for whatever reason shall be restored with all rights and privileges when they repent and ask forgiveness through the Senior Pastor and the Board of Directors. Both acts of discipline and restoration shall be made known to all voting members by whatever method the Senior Pastor deems most suitable.

Section 2: Provisions Pertaining to Church Directors

Any member of the Board of Directors who willfully neglects the duties of his/her office may be deposed by a majority vote of the voting members present in a meeting of the Voters Assembly. The Board of Directors shall initiate such disciplinary action. When an office becomes vacant, a successor shall be appointed by the Board of Directors in accordance with the Board's policy manual.

Section 3: Provisions Pertaining to Pastors

Sufficient grounds for deposing a Pastor shall be persistent adherence to false doctrine, scandalous life, willful neglect of official duties, or evident and protracted incapacity to perform the function of the sacred office. The Board of Directors shall carefully investigate charges on any of these counts. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his position in the congregation. Such opportunity having been given and declined, the Board of Directors shall, after consultation with the appropriate officers of Northern Illinois District, notify the voting membership of the situation, and shall submit the matter for action at a special meeting of that body. A three-fourths (3/4) majority vote of the voting members present, shall be required to depose a Pastor.

Should the occasion to depose a Pastor ever arise, the intended deposition shall be announced by the Chair of the Board of Directors at regular worship services on the two (2) weekends preceding a special meeting of the voting members called for that purpose. All members shall be notified by U.S. mail at least two (2) weeks in advance.

ARTICLE 4: ASSEMBLIES OF THE CONGREGATION

Section 1: Regular Assemblies

Regular Assemblies of the voting membership shall be held bi-annually in the months of May and December. In the event of a conflict, the Board of Directors may alter the date of the meeting at a time no later than two weeks before the meeting. The May meeting of the Voters Assembly shall include the election of board members. The December meeting of the Voters Assembly shall include the consideration of the budget for the following year.

Two weeks prior to each regular voters' assembly date, officer, board, committee, and staff reports, along with the previous meeting's minutes and any resolutions being proposed shall be made available to members via an appropriate means of effective distribution.

One week prior to each regular voter's assembly, an informational presentation shall be given to the members that outlines resolutions, key areas of planning, or other appropriate subject matter as determined by the Board of Directors. Presenters will be determined by the Board of Directors. Additional informational presentations may be scheduled by the Board of Directors, as needed. The

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Board of Directors may alter the date or cancel the informational meeting at a time no later than 7 days before the meeting.

All members of the congregation may attend assemblies of the congregation. All members are welcome to participate in a discussion of any given item of business before the voting membership, but eligible voters will have priority in the discussion of issues, and only eligible voting members may vote on any order of business. All members may submit recommendations for voter consideration. These must be submitted to the Board of Directors at the Board meeting in the month prior to the congregational assembly.

Every assembly of the voting membership shall be announced at the worship service(s) on the weekend preceding the date of the meeting and be included in the regular parish communications/publicity.

Section 2: Special Assemblies

Special meetings of the Voters' Assembly may be called by the Senior Pastor, the Board of Directors, or by written request of at least seventy-five (75) voting members. The date and time of such a meeting, and nature of the business to be transacted, shall be announced by the Chair of the Board of Directors or his/her designee in the regular services preceding the meeting and be communicated to all members at least seven (7) days prior to the date of the meeting. In the event of a need for an extreme emergency expenditure, a special voters assembly may be called with less than seven (7) days notice.

Section 3: Order of Business at Meetings of the Congregation

For purposes of order, "Robert's Rules of Order" leavened by Christ-like conduct shall prevail at all meetings of the congregation.

Section 4: Restrictions Pertaining to Voters Assemblies

A majority vote of the voting members present shall be required to pass any resolution unless the matter to be determined is a question of doctrine, or of amending the Constitution and By-Laws, in which case two-thirds (2/3) majority vote of the voting members present shall be required.

The Voters Assembly may not act on matters of major importance unless written notice of such action is communicated to all members at least two weeks prior to the meeting. Matters of major importance shall be: 1) the removal from office of any elected member (for disciplinary reasons), pastor or other minister, 2) matters to be considered of major importance by the Board of Directors when formulating the agenda, or 3) resolutions proposed from the floor at a Voters Assembly and recognized as a matter of major importance by a majority vote of the members present.

In the event of a tie vote, the Chair shall cast the deciding ballot. There shall be no voting by proxy.

ARTICLE 5: THE OFFICE OF PASTOR AND MINISTERS OF RELIGION

Section 1: Procedure for Calling a Pastor or Ministers of Religion, Commissioned

In the case of a vacancy in the office of a Pastor, the Board of Directors shall establish a Call Committee, whose membership and activities are in accordance with the Board's Policy Manual.

The Call Committee shall consist of no less than two members of the Board, with at least one of these being a non-officer, and no less than three members at large from the congregation. The Call Committee shall:

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- Elect a chair person of the Call Committee at its first meeting,
- Establish a set of criteria for the position, with special attention to the leadership needs under Policy-Based Governance,
- Seek appropriate assistance from the President of the Northern Illinois District - LCMS,
- Call for nominations from the congregation for a period of 30 days (Nominations must be presented to the call committee in writing),
- Establish an effective interview and evaluation process,
- Present a summary of their work and recommendation(s) to the Board of Directors for its affirmation prior to Congregational vote to call.

The recommendation(s) of the call committee shall be presented to the congregation in an appropriate format at least one week prior to a vote to extend a call.

Voting shall be done by secret ballot. A candidate must receive a majority of the votes cast to be elected. If no one receives a majority, the candidate(s) with the least votes is removed, and the process repeated until one candidate receives a majority. A motion should then be made to make the election unanimous.

The Board of Directors, in conjunction with the Senior Pastor, shall follow the same procedure as outlined above, and specified in the Board's Self-Governance policy, for the calling of additional Ministers of Religion, ordained, and Ministers of Religion, Commissioned. In addition, the established Call Committee shall:

- Include either the Senior Pastor or his designee,
- Not allow the Senior Pastor or his designee to serve as chair person of the Call Committee,
- Ensure recommended candidates engage in a personal interview with the Senior Pastor, and, if appropriate, the supervisor of the vacant position.

Hiring of other non-called staff members shall be delegated to the Senior Pastor.

Section 2: The Pastoral Office

The Pastoral Office is the authority conferred upon pastors by God, through a call of the congregation (the holder of the priesthood and of all congregational authority) to exercise in public office the common rights of spiritual priesthood in behalf of all as recorded in 1 Peter 5:1-4. The Pastoral Office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

Upon being installed, the Pastor is authorized and obligated to proclaim to the congregation, jointly and severally, the Word of God in its full truth and purity as contained, in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580.

In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the church.

Section 3: The Offices of Ministers of Religion, Commissioned

The Offices of Ministers of Religion, Commissioned, shall be filled by one who meets both the confessional, academic, spiritual and moral qualifications of this congregation as herein established.

The Ministers of Religion, Commissioned shall:

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- A. Serve in a team ministry under the direction of the Senior Pastor;
- B. Give assistance in and provide leadership in their respective areas and promote and encourage their assigned concern in the congregation;

Section 4: Other Staff

Other staff positions shall be filled by individuals who meet the professional, spiritual and moral qualifications of this congregation as herein established.

The hiring of such individuals shall be the responsibility of the Senior Pastor, working with appropriate staff members.

All staff members shall:

- A. Serve in a team ministry under the direction of the Senior Pastor;
- B. Give assistance, provide leadership, and fulfill their responsibilities in their respective areas.

Section 5: Staff and Elected positions

No staff member shall occupy an elected office of the congregation.

ARTICLE 6: ELECTION OF THE BOARD OF DIRECTORS

Section 1: Board of Director Membership

The number of Board Members shall be 9 and, with the exception of the initial Board formation, each Board Member will have a term of 3 years. Members shall be elected on a rotational basis with one-third of the Board being elected each year.

Section 2: Nomination Procedure

The Nominating Committee's membership and activities will be in accordance with the Board's policy manual. The Committee shall prepare a list of candidates drawn from among the eligible Voting Members of the congregation, for the positions on the Board of Directors for which terms are expiring. Voters may submit to the committee, in accordance with the Self-Governance policy, the names of possible candidates for office. Candidates which are determined to be "qualified" as defined in Article 4 of the Constitution of the congregation and as further defined in the Board of Directors Policy Manual shall be considered for inclusion in the list of nominees to be presented to the congregation. The list of nominees shall be made available to the members of the congregation at least two (2) weeks prior to the May meeting. The Nominating Committee may continue to add candidates to the list until voting takes place in the May Meeting, only if there are an insufficient number of candidates to fill vacating positions. Any prospective candidate, who is not a voting member when nominated, must become a voting member in accordance with Article 1 of these By-Laws prior to election.

Throughout the year, the Nominating Committee shall secure and maintain a list of candidates for interim vacancies. Upon request by the Board, these candidates names shall be submitted for consideration and appointment made to fill the unexpired terms.

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Section 3: Election Procedure

Consent of the nominee, in accordance with the Board's policy manual, must be given before the election can take place. Election must be by ballot except where there is no contest and then be declared unanimous. A majority of ballots cast by the voting members present is necessary for election, and in the event of a tie or plurality, another vote shall be taken.

Section 4: Officers

The officers of this congregation shall be:

1. Chair
2. Vice Chair
3. Secretary

These offices will be filled by members of the Board, and elected by the Board, in accordance with the Board's Self-Governance policy. With the exception of the initial Board formation, an individual shall be eligible to serve as the Chair and Vice-Chair only after serving one full year of an elected term immediately preceding election to the Chair/Vice Chair and may not serve more than 2 consecutive years.

Section 5: Installation of Officers - Term of Office

The newly elected board members of the congregation shall assume their duties of office as of June 1st.

With the exception of the initial Board formation, all Board Members shall be requested to serve for a term of three (3) years. No member shall be eligible to serve more than two (2) consecutive terms unless that member was initially appointed to an open board position with a remaining term of less than one (1) year; no member shall stand for re-election if another term would extend their service to more than seven (7) years.

If an incumbent withdraws or is unable to serve for the full term, he/she shall give notice to the Board.

The Board shall notify the Nominating Committee, which shall present its list of candidates to the Board for consideration to fill the unexpired term.

No elected officer or board member may hold more than one office.

Section 6: Indemnification

The congregation shall indemnify any and all persons, their heirs, administrators, successors and assigns that may have, currently are, or in the future become officers and directors, as set forth in these by-laws. They shall be indemnified for all expenses, including amounts paid upon judgments, counsel fees and amounts paid in settlements, actually and necessarily incurred by such person in connection with the defense or settlement of any claim, action, suit or proceeding which may be asserted against them or any of them by reason of being or having been an officer or directors as defined by these by-laws. Except, that the congregation shall not indemnify any such director or former director if judged in any action, suit or proceeding to be liable for his/her own negligence or misconduct in the performance of his/her duties.

This indemnification is provided only to the extent any insurance will ultimately pay the costs or reimburse the congregation. If the insurance will pay or reimburse subject to the congregation first

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paying or reimbursing any officer or director, it shall then be the responsibility of the Senior Pastor, with the authorization of the Board of Directors to borrow or otherwise arrange for sufficient funds to first pay the officer or director. Subsequent reimbursement will be exclusively for the benefit of the congregation.

If the insurance company refuses to honor its legal commitment, such officer or director may on his/her own behalf or on behalf of the congregation, initiate legal action or such other measures to compel the insurance company to honor the contract. If such legal action is on behalf of the officer or director, then all damages shall go to such officer or director. Otherwise, all damages will go to the congregation. If such action is on behalf of the congregation, the congregation shall first pay or reimburse such officer or director to the extent of actual incurred costs.

ARTICLE 7: DUTIES OF OFFICERS - FUNCTIONS, POWERS, ORGANIZATION OF THE BOARD OF DIRECTORS

Section 1: Board of Directors' Policy Manual

The activities of the Board of Directors shall be in accordance with and limited by the Board of Director's Policy Manual.

A majority vote of the Board of Directors is needed to approve changes in the Board of Directors' Policy manual. These changes shall be published in accordance with the Board of Directors Policy Manual and, presented to the congregation in written and/or verbal form at the next scheduled bi-annual voters meeting.

Section 2: Duties of the Board of Directors

The Chair of the Board of Directors shall preside at all meetings of the voting membership, and shall also call and preside over the meetings of the Board of Directors in accordance with the Board of Director's Policy Manual.

The Board of Directors shall, to the best of their ability, enforce the Constitution and By-Laws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the voting membership.

The Board of Directors shall act on behalf of the congregation in all matters delegated to it by the Constitution and By-laws or by action of the congregation. However, the Board of Directors shall not:

1. Call or remove called workers.
2. Undertake capital campaigns of any amount greater than 5% of the current year Financial Plan.
3. Incur long-term debt.
4. Buy, sell, mortgage or transfer real estate.
5. Elect or remove Members of the Board of Directors.
6. Excommunicate a member of the congregation.
7. Execute a merger or dissolution of the congregation.
8. Amend the church's Constitution or the By-Laws.
9. Affirm on behalf of the congregation changes to the Mission or Core Values of the Congregation.
10. Affirm on behalf of the congregation the Annual Ministry and Financial Plan.

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The Board of Directors shall annually appoint an auditing committee as outlined in the Board of Directors' Policy manual. The Board of Directors shall submit the audit committee's report at the May Voters' Assembly each year.

The Vice Chair of the Board of Directors, in the absence of the Chair, shall act for and in the stead of the Chair.

The Secretary's prime responsibility shall be to insure that the legal records of the congregation are appropriately recorded and maintained. The Secretary will also be a signatory (along with the Chair and Vice Chair) with respect to all legal documents and contracts that are executed on behalf of the congregation.

The Secretary shall also keep a permanent set of minutes for each meeting of the Board of Directors. Such minutes shall be the property of the congregation.

ARTICLE 8: PRINCE OF PEACE LUTHERAN CHURCH ENDOWMENT FUND

This congregation shall have an endowment fund named PRINCE OF PEACE LUTHERAN CHURCH, PALATINE, ILLINOIS ENDOWMENT FUND. This fund's purpose shall be to receive gifts and bequests and to use them for the mission and ministry of Prince of Peace Lutheran Church, Palatine, Illinois and The Lutheran Church-Missouri Synod, its districts, seminaries, colleges, institutions or agencies.

The complete outline, specifications, use and limitations of the fund are contained in the "Prince of Peace Lutheran Church Endowment Fund Summary Plan Description".

ARTICLE 9: AMENDMENTS

These by-laws may be amended in a properly convened regular meeting of the Voters Assembly if adopted by a two-thirds (2/3) majority of the voting members present, provided the proposed change has been announced in a previous meeting or has been submitted in writing to all voting members at least two (2) weeks prior to the meeting. The Northern Illinois District of the Lutheran Church-Missouri Synod recommends that the District Constitution Committee be consulted before by-law changes are planned or formulated. After input from the District Constitution Committee, formulation of the amendment draft(s), and a vote to adopt the by-law amendment(s) by the congregation, the by-laws will be submitted to the District Board of Directors for final approval.