



HANDBOOK
OF THE
CENTRAL ILLINOIS DISTRICT
OF THE
LUTHERAN CHURCH
MISSOURI SYNOD

1850 North Grand Avenue West
Springfield, IL
Revised July 2022

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ARTICLES OF INCORPORATION

of

The Central Illinois District of The Lutheran Church—Missouri Synod

Article I Name, Duration, Registered Office, and Agent

- a. The name of this corporation shall be “The Central Illinois District of The Lutheran Church-- Missouri Synod.”
- b. The period of duration of the corporation is perpetual.
- c. The address of the registered office of this corporation as of March 2014 is 1850 N. Grand Ave. Springfield, Illinois 62702-1626.
- d. The registered agent of this corporation is the Attorney of the Central Illinois District.

Article II Objectives

The objectives of this corporation shall be to carry out within the Central Illinois District the objectives of The Lutheran Church—Missouri Synod.

Article III Membership

The membership of this corporation is the congregations, and the ordained and commissioned ministers of religion of The Lutheran Church—Missouri Synod who have affiliated with this district.

The voting power of this corporation resides in the congregations which are members of the corporation. These congregations exercise this voting power through the accredited pastoral and lay delegates of those same congregations of the Synod that have affiliated with this district.

Article IV Meetings

This corporation shall have general meetings of its members in the years prescribed by the Constitution and Bylaws of The Lutheran Church—Missouri Synod. Special meetings may be called in such manner as may be provided by the Synod.

Article V Officers and Board of Directors

- a. The officers of this corporation shall consist of a president, vice-presidents as specified by the bylaws of this corporation, a secretary, a treasurer, and such others as bylaws may identify.
- b. The board of directors of this corporation shall be of the size and composition as shall be determined in the bylaws of this corporation.
- c. The officers and members of the board of directors shall be elected at the general meetings of this corporation for such terms as shall be specified by the bylaws of this corporation and shall serve until their successors are duly elected and have qualified.

Article VI Property

This corporation shall have power to acquire by gift, grants, demise, devise, bequest, purchase, or otherwise, property of every kind and description, real, personal, or mixed; to hold and use such property and deal with, or dispose of, any or all such property by sale, exchange, or gift, when necessary or expedient to carry out the objectives-of the corporation; provided that all such property shall be acquired, dealt with, or disposed of in a manner not in conflict with the laws of the State of Illinois or the laws of any state in which said property is located.

Article VII Constitution and Bylaws

- a. The Constitution of The Lutheran Church—Missouri Synod is also the Constitution of this corporation.
- b. The Bylaws of The Lutheran Church—Missouri Synod shall primarily be the Bylaws of this corporation. This corporation may adopt additional bylaws that are not in conflict with the Constitution, Bylaws, and resolutions of the Synod.

Article VIII Dissolution

- a. In the event this corporation is dissolved or its existence otherwise terminates or is terminated, after the payment of the debts of the corporation, all right, title, and interest in and to its property, whether tangible or intangible and whether real or personal, shall thereupon automatically vest in or be transferred to the Synod, and this corporation covenants and agrees to execute and deliver to the Synod such documents and instruments and to take such other and further actions as the Synod may deem reasonably necessary or desirable, in order to evidence and give full effect to the foregoing. This provision may not be altered or deleted without the approval of the Synod in convention or the Board of Directors of the Synod.
- b. If, however, on the date of such proposed dissolution, The Lutheran Church—Missouri Synod, a Missouri Corporation, or its successor, is no longer in existence, the assets of the corporation may be distributed to any other Section 501(C)(3) organization as designated by the board of directors.

Article IX Relationship to the Synod

This corporation, as part of The Lutheran Church—Missouri Synod, acknowledges its allegiance to the Synod and to the convention of the Synod. It submits to the authority of the Synod and the convention. It accedes, recognizes, and accepts the doctrine taught and practiced in the Synod (Art. II) and also the Articles of Incorporation, Constitution, and Bylaws of the Synod, as currently in effect and as may hereafter be amended from time to time.

- a. In the event of any conflict or inconsistency between the organizational documents of this corporation and the Articles of Incorporation, Constitution, or Bylaws of the Synod, as may hereafter be amended from time to time, the Articles, Constitution, or Bylaws of the Synod shall control and govern.
- b. This provision may not be altered or deleted without the approval of the Synod in convention or the Board of Directors of the Synod.
- c. Neither The Lutheran Church—Missouri Synod nor The Lutheran Church—Missouri Synod Incorporated is responsible for the debts or other obligation of this corporation nor do they represent or endorse the fiscal solvency of this corporation.

Article X Amendments

Amendments to these Articles of Incorporation may be made at any time at a regularly called meeting of this corporation by a majority of the voting delegates present at such meeting, provided such amendments are not inconsistent with [the Constitution or the laws of the United States or the State of Illinois or] the Constitution or Bylaws of The Lutheran Church—Missouri Synod, and with prior approval of the Commission on Constitutional Matters of the Synod.

CONSTITUTION
OF
THE LUTHERAN CHURCH—MISSOURI SYNOD
CENTRAL ILLINOIS DISTRICT

The Central Illinois District is a component part of The Lutheran Church—Missouri Synod and is established by the Synod in order more effectively to achieve its objectives and carry on its activities.

The Constitution of the Synod is also the Constitution of the Central Illinois District, as found and stated in the Handbook of The Lutheran Church—Missouri Synod. The Bylaws of the Synod shall be primarily the Bylaws of the District. The District may adopt additional bylaws, regulations, and resolutions necessary or proper for its own administration or for effectively carrying on the work of the Synod. Such bylaws, regulations, and resolutions shall not conflict with the Constitution and Bylaws of the Synod.

The District is the Synod itself performing the functions of the Synod.

Resolutions of the Synod are binding on the District.

The geographical boundaries are determined by the Synod. These boundaries may be altered by the Synod according to circumstances.

BYLAWS OF THE LUTHERAN CHURCH—MISSOURI SYNOD CENTRAL ILLINOIS DISTRICT

I. MEMBERSHIP

1.01 Application and Reception

The application for membership and the reception into membership shall be governed by the Bylaws of The Lutheran Church—Missouri Synod.

1.02 Duties of Members

Every member of the Synod shall, in accordance with his vocation, his ability, and the means at his command, diligently and earnestly promote the purposes of the Synod by word, deed, and adequate financial support.

1.03 Accrediting of Delegates

A pastor of a voting congregation and the lay delegate of a voting congregation shall stand accredited and entitled to vote upon presenting to the Secretary at the opening of the convention the proper credentials signed by two of the congregation's officers. If a pastor serves two or more congregations, these congregations shall be regarded as one parish and shall be entitled to only one lay vote (Synodical Bylaw 4.2.2 (a)).

II. ADMINISTRATION

A. OFFICERS, BOARDS, COMMISSIONS, COMMITTEES

2.01 Officers

The elective officers of the District shall be the following: a President, two Vice-Presidents, a Secretary, an Assistant Secretary, a Treasurer, a Financial Secretary, and a Circuit Visitor for each circuit.

2.02 Boards, Commissions, Committees

The boards, commissions, and committees of the District to be elected or appointed shall be the following:

- a. Elected by the Delegate Convention of the District
 1. A Board of Directors – subdivided by appointment as follows:
 - A Commission on Mission Services
 - A Commission on Evangelism Services
 - A Commission on Congregational Life
 - A Commission on Education Services
 - A Commission on Stewardship Services
 - A Commission on Finance and Management
 2. A Congregational Constitutions and District Handbook Committee
 3. A District Nominations Committee
- b. Appointed by the Board of Directors
 - A committee on Communication Services
 - A Human Care Committee
 - An Auditing Committee
 - An Archivist

- c. Appointed by the President
 - A Ministerial Health Committee
 - A Christian Legislative Concerns Committee
 - A Committee on Architecture and Construction Assistance to Local Congregations

2.03 Term of Office

- a. The term of office for all officers and members of boards, commissions, and committees, elected or appointed, shall be three years, unless otherwise specified.
- b. Newly elected officers and members of boards, commissions, and committees shall assume office at close of the convention.

2.04 Successive Terms

- a. The office of President of the District and of the two Vice-Presidents shall be limited to three consecutive terms.
- b. All other officers and members of boards, commissions, and committees shall be limited to two consecutive terms, except members of the Nominations Committee whose term of service is three years and who may not succeed themselves.
- c. Any officer or member of a board, commission, or committee, who is ineligible for re-election or reappointment, may be elected or appointed to any other position. He may become eligible again for election or appointment to the same office, board or committee after an interval of three or more years.

2.05 Vacancies

- a. Special provisions are indicated for vacancies occurring in the District Presidency.
- b. Vacancies that occur in the office of circuit visitor between conventions shall be filled by appointment by the District President (Synodical Bylaw 5.2.2.1).
- c. Any vacancy occurring in any other elective office, board, or committee shall be filled by appointment of the District President with the approval of the Board of Directors in the respective classification of ordained minister, teacher or DCE, or layman.
- d. The member thus appointed shall serve out the term of the person he succeeds. If the un-expired term is less than 1-1/2 years, it shall not prevent his being elected for two successive terms thereafter.

2.06 How Offices are Filled

The District offices shall be filled in the following manner in the year preceding the general Synodical convention:

- a. By election
 1. The President of the District
 2. The Two Vice-Presidents
 3. The Secretary
 4. The Assistant Secretary
 5. The Treasurer
 6. The Financial Secretary
 7. The Board of Directors: four parish pastors, four laymen who are voting members of congregations of the District, two parish teachers or DCEs
 8. The Circuit Visitors
 9. Congregational Constitution and District Handbook Committee: two Ministers of Religion Ordained (one to be a parish pastor), one layman (a lawyer)

10. District Nominations Committee: two parish pastors, two parish teachers or DCEs, two laymen who are voting members of congregations of the District.

b. By Appointment

1. Committee on Communication Services: one Minister of Religion-Ordained, one Minister of Religion-Commissioned, one layman (TV-Radio-Newspaper), one editor
2. Social Ministries Committee: two Ministers of Religion-Ordained, one Minister of Religion-Commissioned, two laymen
3. Ministerial Health Committee: two ordained ministers, one teacher or DCE, two laymen (one physician or psychiatrist, if possible)
4. Archivist
5. Christian Legislative Concerns Committee
6. Committee on Architecture and Construction Assistance to local congregations

2.07 Sundry Regulations

- a. Every board, commission, and committee shall organize at the first meeting after its election or appointment to select a chairman, vice-chairman, and secretary, and shall conduct its business in accordance with accepted parliamentary rules.
- b. All officers, boards, committees, and personnel shall surrender all records and equipment in their custody to their successors at the expiration of their term of office.
- c. All board, commissions, and committees, including the Archivist, shall be accountable to the District for all their actions and shall make a full report on the activities to the District at each convention.

B. THE PRESIDENT OF THE DISTRICT

2.08 Relation to President of Synod

The District President by virtue of his office represents Synod in his respective territory. He shall therefore regularly report to the President of Synod (Synodical Bylaw 4.4.2).

2.09 Duties

- a. The District President, in accordance with the Constitution of the Synod (Article XII) and Bylaws of the Synod (section 4.4), shall supervise the doctrine, the life, and the official administration on the part of the pastors and the teachers of the District. Therefore, as often as possible, he shall attend the conferences of pastors and teachers, advise the congregations of the District as to the calling of pastors and teachers, give counsel, and respond to requests and inquiries. He may call upon the vice-presidents and the circuit visitors to assist him (Synodical Bylaw 4.4.5).
- b. The District President, even without formal request therefore, may through the proper channels arrange for an official visit or an investigation when a controversy arises in a congregation or between two or more congregations of the District, or when there is evidence of a continuing unresolved problem in doctrine or practice. He shall ask for a full report on the case in order that he may have a clear understanding of the situation. If the District President authorizes anyone to represent him in such matters, his representative shall be accorded the same rights as the District President (Synodical Bylaw 4.4.6).
- c. The District President shall annually revise the official roster of Ministers of Religion-Ordained and Ministers of Religion-Commissioned for publication in the LUTHERAN ANNUAL and remove the names of those who have died, have severed their connections with the Synod, have been eliminated from the roster by the Council of Presidents, have resigned their status as Ministers of Religion-Ordained or Ministers of Religion-Commissioned in the Synod, or have in some way disqualified themselves for service in the church (Synodical Bylaws 4.4.7 and 4.4.8).

- d. The District President has the responsibility to see to it that the resolutions of the Synod and District are implemented.
- e. The District President shall make an official report to the District at its convention.
- f. At the sessions of the District, the President shall conduct the meetings according to the accepted parliamentary rules and in accordance with the Constitution and Bylaws of the Synod and the Rules and Regulations of the District.
- g. The District President shall be an ex-officio member of all commissions and committees of the District, except the Nominations Committee. As supervising officer of the District, he shall advise the Board of Directors and its various commissions and committees.
- h. The District President and the Secretary shall sign all legal documents and instruments.
- i. The District President shall perform all additional duties which the District places upon him through its Bylaws, regulations, or special resolutions.

2.10 President – A Full-Time Executive

- a. The District President shall be a full-time executive. He shall not be in charge of a congregation or hold a chair at any educational institution, but may be called as an assistant pastor provided such services do not interfere with his official duties as President.
- b. A District President who, before he has reached the official (pension) retirement age, fails to be reelected to this full-time office, or elects to resign his position because of infirmity, shall receive full monthly compensation for up to six (6) months or until the commencement of full-time employment or retirement benefits, if sooner.

2.11 If the President is Unable to Serve

- a. The duties and responsibilities of the Presidency shall be assumed by the First Vice-President on a part-time basis whenever the Board of Directors determines that the District President is temporarily unable to serve because of prolonged illness or disability.
- b. In the event that the office of District President is permanently vacated on or less than 18 months prior to the next District convention, the First Vice-President shall assume the duties and responsibilities of the Presidency on a part-time basis until the next regular District convention. He would be eligible to serve in three consecutive terms thereafter.
- c. In the event that the office of District President is permanently vacated more than 18 months prior to the next District convention, the First Vice-President shall serve on a full-time basis until the next regular District convention.
- d. In the event that the First Vice-President is unable to assume the duties and responsibilities of the Presidency on a part-time basis, the Second Vice-President shall serve in such capacity.

C. THE VICE-PRESIDENTS OF THE DISTRICT

2.12 Regional Vice-Presidents

- a. The District shall elect two Vice-Presidents, who shall be regional Vice-Presidents, that is, one of the Vice-Presidents shall at the time of the election be in the eastern region of the District, namely, the Altamont, Champaign, Decatur, Effingham, Iroquois, Mattoon, Shelby, Springfield East, or Springfield West Circuits; the other shall at the time of election be in the western region of the District, namely, the Bloomington North & South, Jacksonville, Lincoln, Peoria, Quincy, Rock Island, or Tazewell Circuits.
- b. If a regional Vice-President moves out of the region, he must vacate his office (Synodical Bylaw 4.3.3).

2.13 Relation to President

Each Vice-President shall, upon request of the President, or as may be provided by the District, advise, assist, or represent the President.

2.14 Ranking of Vice-Presidents

The Vice-Presidents shall be ranked as First Vice-President and Second Vice-President in the manner prescribed by the Bylaws under procedure for election (see district Bylaw 2.37 and following).

2.15 Succession

- a. The Vice-Presidents shall, in the order in which they have been ranked, perform the duties of the President in the event the President becomes incapacitated or the President's office is vacated.
- b. A vacancy in the First Vice-Presidency shall be filled by advancing the Second Vice-President. A vacancy in the Second Vice Presidency shall then be filled by the President from the reserve list of nominations, that is from the nominees left after the previous election, according to the number of votes received, as long as the nominee resides in the vacant region.

D. THE SECRETARY OF THE DISTRICT

2.16 Qualifications

The Secretary shall be an ordained minister who is a member of one of the congregations of the District.

2.17 Duties

- a. The Secretary shall record the proceedings during District conventions, publish the proceedings after the President has approved the manuscript, sign (in conjunction with the President) all legal documents and instruments, and perform such other work as the Synod or District may direct him through its Bylaws, regulations, or special resolutions.
- b. The Secretary shall receive and cause to be preserved signed copies of constitutions of congregations newly accepted into the Synod (Synod Bylaw 2.3.2), oversee selection of district advisory delegates to conventions of Synod (Synod Bylaw 3.1.3.1(a)), certify delegates for synodical conventions (Synodical Bylaws 3.1.3.2) accredit delegates from voting congregations or multi-congregation parishes to the district convention (Synod Bylaw 4.2.2), and oversee the nomination process for district president (Central Illinois District Bylaws 2.40 and 2.41).
- c. The Assistant Secretary shall assist the Secretary whenever requested to do so. In the event that the Secretary becomes incapacitated or vacates his office, the Assistant Secretary shall take over the office and duties of the Secretary.

E. THE TREASURER OF THE DISTRICT

2.18 Qualifications

The Treasurer shall be a lay voting member of one of the congregations of the District and shall be familiar with accounting and good business practices, and of good standing in his congregation and community.

2.19 Duties

- a. The Treasurer shall be responsible for the receipt, safeguarding, and proper disbursement of District funds through the establishment of appropriate procedures, systems, records, and internal controls, possibly utilizing the services of the Business Manager (if appointed), whose assistance in such functions would be under the supervision of the Treasurer.
- b. He shall be responsible for the establishment of one or more bank accounts as authorized by the Board of Directors and shall establish proper safeguarding and custody of securities, documents, and other legal or valuable papers of the District in one or more safe-deposit boxes or other depository or file as may be appropriate in the interest of security against loss or destruction.
- c. He shall cause to be prepared such financial reports, budgets, work programs, statistics, and related data as shall be requested by the Board of Directors or as shall be appropriate in the operation of the District's business.

- d. He shall supervise the purchase of investments as authorized by the Board of Directors.
- e. He shall attend meetings of the Board of Directors, the Commission on Finance and Management, Budget Advisory Conferences, District conventions, and any other meetings where the financial affairs of the District are being considered or reviewed, and he shall present such reports and summaries as necessary or required.

F. THE FINANCIAL SECRETARY OF THE DISTRICT

2.20 Qualifications

The Financial Secretary shall be a lay voting member of one of the congregations of the District and shall be familiar with general business practices.

2.21 Duties

- a. The Financial Secretary shall be responsible for the preparation of a statistical record of all budget and miscellaneous contributions received by the District Treasury.
- b. He shall be responsible for the issuance of regular reports in the official District news publication showing the contributions of each congregation in such manner and frequency as directed by the Board of Directors.
- c. He shall be responsible for keeping an accurate account of the communicant membership of every congregation, of each circuit, and of the district.
- d. He shall be responsible for reporting to the Board of Directors, congregations which may experience difficulty in being current with District/Synod mission Commitment.
- e. He may be assisted in the fulfillment of these responsibilities through such service and assistance as may be arranged with the Business Manager (if appointed).

G. THE BOARD OF DIRECTORS OF THE DISTRICT

2.22 Membership

- a. The Board of Directors shall be constituted as follows: The President, the Vice-Presidents, the Secretary, the Treasurer, and the Financial Secretary shall be members of the Board. Four parish pastors, four laymen who are voting members of congregations of the District, and two commissioned ministers actively serving shall be elected according to procedures defined in these Bylaws.
- b. The Assistant Secretary shall be an advisory members of the Board.
- c. The Administrative Assistant(s) to the President and the Business Manager (if appointed), while not members of the Board (Synod Bylaw 1.5.1.1) shall attend open sessions of the Board, giving reports and advice directly to the Board.
- d. Every member of the Board shall be a member of a voting congregation of the District. No two members of the same congregation may be members of the Board. When a member of the Board ceases to be a member of a voting congregation of the District or when the nature of his major duties is such that he no longer is a member of the group from which he was elected, he is automatically eliminated from membership on the Board.

2.23 Officers

The Board of Directors shall elect its own chairman, and vice-chairman.

2.24 Prohibition of Conflict of Interest

- a. No officer, director, board or commission member of the District or any agency of the District shall use his position or knowledge acquired from his services in such a manner that a conflict between his personal or business interest and the interest and general welfare of The Lutheran Church— Missouri Synod arises (see Synodical Bylaw 1.5.2).

- b. Officers or members of District boards or commissions shall not enter into gainful business transactions directly or indirectly, with any board or commission on which they serve.

2.25 Responsibilities, Commissions

- a. The Board of Directors as a whole is charged with the responsibility of handling for the District all matters pertaining to missions, evangelism, parish education, youth ministry, finances, stewardship, and student aid.
- b. After each District election the Board shall appoint out of its voting and/or advisory membership six commissions for a period of three years: A Commission on Mission Services
A Commission on Evangelism Services
A Commission on Congregational Life A
Commission on Education Services
A Commission on Stewardship Services
A Commission on Finance and Management

Immediately after such organization it shall inform all congregations and ordained and commissioned ministers of the District concerning the personnel of such commissions and indicate to which member communications inquiring for information and/or assistance are to be sent.

- c. In order properly to direct the work in the different fields, various duties and powers are prescribed for the Board of Directors. Since the Board through the commissions administers the work in the different fields, the regulations apply primarily to the particular commission involved and shall be so stated. However, as each commission must submit its findings to the Board for action, all duties and powers delegated to any particular commission actually remain the responsibility of the Board of Directors, although it may act through a particular commission. Rules and regulations are assigned to the various commissions only in order to designate which phases of the work are the primary responsibility of certain groups within the Board of Directors.
- d. Each commission shall meet at the call of its chairman as often as is necessary to conduct its business.
- e. Each commission shall be responsible for its share of the Board of Directors' triennial report to the District convention.
- f. Subcommittees:
Each commission, with the approval of the Board of Directors, may augment itself and/or appoint such personnel and committees as are needed to carry out the overall objectives of the commission. All such appointments will terminate at the close of the following district convention.

2.26 Meetings

- a. The Board shall meet not fewer than four times a year, or at the call of the Chairman, or at the call of three members of the Board. A majority of the Board members shall constitute a quorum. The District shall pay all expenses incurred.
- b. The Secretary of the Board shall keep accurate minutes of each meeting of the Board and copies of these minutes shall be sent after each meeting to all members of the Board. A summary of the actions of the Board shall be sent to each congregation on a regular basis.

2.27 Administrative Assistant(s) to the President, and the Business Manager (if appointed).

The Board shall appoint the Administrative Assistant(s) to the President and may appoint a Business Manager.

2.28 Financial Duties

- a. The Board shall bond or insure the fiduciary officers and such employees of the District as it deems advisable, such bond or insurance policy to be in the custody of the District President.

- b. The Board shall designate the signatories, in addition to the President and the Treasurer, who are to be duly certified for the financial transactions of the District.
- c. The Board shall determine the remuneration of the President, the Administrative Assistant(s) to the President, and the Business Manager (if appointed).
- d. Budgeting Procedure: The Budget Committee (Central Illinois District Bylaw 9.01c) shall propose a tentative income and expenditures budget for the next fiscal year for the consideration of the Board of Directors. The Board of Directors shall establish the budget at its last meeting of the prior fiscal year or the first meeting in the new fiscal year.
- e. Following the District Convention and before the beginning of the next fiscal year, the Board shall appoint a Financial Review Committee. Such committee shall stand for three years.

2.29 Powers and Duties with Respect to the Property of the District

- a. The Board of Directors shall hold in trust all properties of the Central Illinois District and shall have the power to transact the business of the District between conventions; always, however, subject to the rules and regulations of the District.
- b. The Board of Directors is hereby empowered to hold, purchase, and sell property, make loans, hold mortgages and chattels, etc., in the name of and for the benefit of the Central Illinois District of The Lutheran Church—Missouri Synod.
- c. Purchase or sale of property exceeding \$300,000 must be approved by a majority of circuit visitors and circuit lay-delegates present at a meeting called for this purpose.

2.30 Other Duties

- a. The Board may call missionaries-at-large and place them in new mission fields within the boundaries of the District. The Board may also call campus pastors and institutional chaplains and make appointment of part-time workers at various institutions within the boundaries of the District.
- b. The circuit visitors of the District shall be regularly informed of the transactions and directions of the Board. In any matter affecting a particular circuit the Board shall confer with the visitor of that circuit.
- c. The Board of Directors shall be accountable to the delegate convention of the District and shall present a complete report of its actions at each District convention. Appeals may be made from the actions of the Board to the District convention, and the action of the convention on such appeals shall be final.
- d. Nothing shall be done by the Board which is in conflict with the rules and regulations of the Synod or of the Central Illinois District.

H. STAFF

2.31 Administrative Assistant(s) to the President

- a. Administrative Assistant(s) to the President may be appointed by the Board of Directors as it deems necessary or as may be determined by the District convention.
- b. The Administrative Assistant(s) shall report regularly to the Board of Directors and to the President on the activities of his office.
- c. The term of office, unless otherwise specified, shall be for a period of three years, with no limitation on reappointment to successive terms. Appointees may normally expect reappointment if their work proves satisfactory and there is a continuing need for their services, but every appointment shall be subject to mandatory review and decision on reappointment every 3 years.
- d. Procedures for removing or terminating an appointment shall be in accordance with the Bylaws of the Synod (cf. Synodical Bylaw 3.11.1).
- e. Duties of the Administrative Assistant(s):

- i. Devote his efforts to the promotion of the Kingdom of God in the Central Illinois District of The Lutheran Church—Missouri Synod;
- ii. Carry out the decisions of the Board as it may direct;
- iii. Assist the President, as he directs, in the President’s supervisory responsibility with reference to the operating and service divisions of the District;
- iv. Serve as an advisory member of and as field representative for the respective commission(s) to which he has been assigned, and shall seek to visit all congregations in the interest of the assigned responsibilities and areas of service as time permits, and make such special visits as directed by the commission(s) or the President or by the Board of Directors.

2.32 Business Manager (if appointed)

- a. The Board of Directors may appoint a Business Manager, who is to be generally responsible to the Board of Directors and specifically responsible to certain commissions or officers as indicated herein. b.

Duties of the Business Manager (if appointed):

- i. **Property Management:** The Business Manager shall be responsible for the regular inspection of all District-owned property, recommending any items for repair and maintenance to the appropriate commission or the Board of Directors, and shall maintain records on major maintenance items such as roofs, redecoration, and exterior painting.
- ii. **Property Selection:** The Business Manager shall assist the Board of Directors or any commission, upon request, in the examination of sites and buildings in contemplation of purchase or other acquisition by the District.
- iii. **Legal Responsibilities:** The Business Manager shall assist the Board of Directors or any commission in the legal details involved in all purchases of sites and buildings and shall supervise the safekeeping of the deeds, mortgages, abstracts, and related records of all District-owned or mortgaged property.
- iv. **Insurance Management:** The Business Manager shall maintain proper insurance coverage on all property of the District, shall seek to obtain the best insurance values on behalf of the District, shall verify and recommend for payment any premiums as they come due, and shall handle all claims arising under such insurance coverage. He shall also handle any other forms of insurance which the District may purchase. Such duties may be delegated to a layman of the District, appointed by the Board, as Insurance Manager under the supervision of the Business Manager.
- v. **Other Property Management:** The Business Manager shall assure the Board of Directors that the proper taxes, if any, are being paid on District-owned property, or that exemptions are filed and in effect if such is appropriate. He shall likewise be available to any District commission in connection with any property matters, such as acting as liaison between an architect, a contractor, and any commission of the District, in contemplation of or in process of the construction of any building. He shall seek such assistance as is necessary or appropriate in all property management functions, utilizing where possible the experience and abilities of members of the congregations and reporting such appointments to the Board of Directors for approval or recognition, as may be appropriate.
- vi. **Office Management:** The Business Manager shall serve as office manager for the District office and shall be responsible for the maintenance of adequate facilities, supplies, and clerical and secretarial employment.
- vii. **Assisting the District Treasurer:** The Business Manager shall assist the Treasurer and shall be under his supervision with respect to the receipt, custody, recording, and disbursement of District funds. He shall handle such business matters as supervision of receipts, check preparation, general correspondence pertaining to general District financial matters, and such other duties as may be assigned by the Treasurer.

I. OTHER COMMITTEES

2.33 The Congregational Constitutions and District Handbook Committee

a. Membership: The Congregational Constitutions and District Handbook Committee shall consist of two ordained ministers, at least one of whom shall be a parish pastor, and one layman who is a voting member of a congregation of the District, who shall be an attorney. b. Duties:

- i. A congregation which applies for membership in the Synod shall send its constitution and bylaws to the District President, who shall refer them to the Congregational Constitutions and District Handbook Committee. This committee shall examine the constitution and bylaws to ascertain whether or not their provisions are in harmony with Scriptures and the teachings and practices of the Synod, in order that any necessary changes may be made by the congregation. A congregation shall not be granted membership in the Synod until it has made such changes as the Committee has deemed necessary and the Committee has notified the District President of its approval of the congregation's constitution and bylaws. Once a congregation's application for membership has been approved by the District Board of Directors or, if denied by the Board of Directors and requested by the congregation, approved by the District Convention, a copy of its constitution and bylaws shall be forwarded to the secretary of the District and retained in the District office for future reference (Synodical Bylaws 2.2.1 – 2.3.2).
- ii. A member congregation which translates, revises, or amends its constitution and/or bylaws or adopts a new constitution and/or bylaws shall submit such translation, revision, amendment, or new constitution and/or bylaws to the District President who shall direct it to the Congregational Constitutions and District Handbook Committee for review. Upon favorable action by the District Board of Directors, the congregation shall be notified that the changes have been approved and that the congregation may function under the new or changed constitution and/or bylaws without jeopardizing its good standing in the Synod. Such actions shall be reported to the next convention of the District. A copy of such constitutions and/or bylaws shall be retained in the District office for future reference (Synodical Bylaws 2.4.1 and 2.4.2).
- iii. The committee shall request, receive and keep on permanent file a copy of the constitution and bylaws of every congregation in the District.
- iv. The committee shall be responsible for revising the District Handbook and for providing the Synodical Commission on Constitutional Matters with a copy of any proposed revisions for its prior approval. After each District convention the committee shall be responsible for disseminating copies of the revised version of the District Handbook to the congregations of the District.

2.34 The Committee for Human Care and Church Worker Support and Wellness

- a. Membership: The Board of Directors shall appoint a Committee for Human Care and Church Worker Support and Wellness consisting of two ordained ministers, one commissioned church worker from the Synod roster, one layman who is voting member of a congregation of the District, and a fifth member of a District congregation who is not an ordained minister.
- b. The Duties of the Committee for Human Care and Church Worker Support and Wellness:
 - i. Provide services which will deepen congregation members' concern for human care and endeavors to remove or alleviate human suffering;
 - ii. Promote and participate in human care activities from the Synod's Offices of National and International Mission;
 - iii. Encourage and support the personal and vocational growth and well-being of the church's workers.
 - iv. Recommend to the Board of Directors the granting of assistance to congregations, or through them to their members or others, in dire emergencies or disaster situations;

- v. Assist the Commission on Mission Services, upon request, in the institutional ministries of the District.

2.35 The Ministerial Health Committee

- a. Membership: The President of the District shall appoint a Ministerial Health Committee consisting of two ordained ministers, one teacher or DCE, and two laymen who are voting members of congregations of the District, at least one of whom shall, if possible, be a physician or psychiatrist.
- b. Duties: The Committee shall provide opportunity for the continuing education and vocational growth of the church's workers, advocate and facilitate care and counsel for the church's workers to support them in the performance of their official duties, and advocate and facilitate support for the personal well-being of the church's workers and their family members.

2.36 The Auditing Committee

- a. Membership: The Auditing Committee shall consist of three laymen who are voting members of congregations of the District and qualified for such work through accounting and related experiences, one of whom shall be a certified public accountant.
- b. Duties: The Auditing Committee shall meet in mid-year with the Treasurer and Business Manager (if appointed) to review records, vouchers, instruments, cash and bank balances, notes receivable and payable, insurance papers, etc., and shall submit its report to the Board of Directors.
- c. Special Audit: The Auditing Committee shall annually, or more frequently at the request of the Board of Directors, engage a firm of Certified Public Accountants to audit the books and financial records of the District and such other funds and records as the Auditing Committee or the Board of Directors in their judgment may consider appropriate. The Auditing Committee shall review the audit reports as submitted by the independent CPA firm, and shall prepare a report with recommendations to the Board of Directors and to the District convention. At least annually notice shall be given to each congregation within the District that a copy of the latest audit is available from each circuit visitor_ and upon request from a congregation, a copy or copies will be supplied from the District office.
- d. Bonding: The Auditing Committee shall recommend to the Board of Directors the amount and form of bonding or insurance which the District shall maintain in force on the Treasurer, Business Manager (if appointed), employees, and such other persons as may be deemed appropriate for such bonding coverage.

J. REGULATIONS GOVERNING NOMINATIONS AND ELECTIONS

2.37 General Regulations

- a. Appointment of Committee: In preparation for the elections at the District convention the President, in consultation with the Vice-Presidents, shall appoint an Elections Committee, consisting of two ordained ministers, two teachers or DCEs, and two laymen who are voting members of congregations of the District.
- b. The Elections Committee, in consultation with the Nominations Committee, shall make the necessary provisions for elections and shall conduct and supervise the elections according to District regulations. The members of the Election Committee shall serve until their successors have been appointed.

2.38 Order of Elections

- a. In the year preceding the election of the officers of Synod, the election shall proceed as follows: The President and Vice-Presidents shall be elected first, as provided hereinafter; then the Secretary, the Assistant Secretary, the Treasurer, the Financial Secretary, the members of the Board of Directors, the circuit visitors, and the members of the standing commissions and committees of the District.
- b. Proxy: There shall be no voting by proxy at any District election.

2.39 Order of Names on Ballot

The names, congregational affiliation, and post office address of the congregation of each candidate in all elections shall be placed on the ballot in alphabetical order and without any distinctive mark.

2.40 Nomination for President

- a. Advance Nominating Ballot: Five months before the regular election each congregation holding voting membership in the District shall receive from the Secretary of the District an official nominating ballot on which to nominate one or two candidates for President. The congregation's ballot shall be signed by the chairman and secretary of the congregation. The ballot, duly filled in and signed, must be returned to the Secretary of the District at least eight weeks prior to the convention at which the election will be held in order to be counted.
- b. Notice of Nomination for President: The Secretary of the District shall notify the five candidates who received the highest number of nominations for the office of President (provided they received at least 5% of the total nominations submitted), but the number of nominating votes shall not be revealed. Such nominees who for good and sufficient reasons will not be able to serve in this particular full-time office shall so inform the Secretary of the District at least five weeks prior to the convention. Should any of the five nominees decline the nomination, the Secretary of the District shall notify the nominee receiving the next highest number of votes (as long as it is at least 5% of the total nominations submitted).

2.41 Election of President

- a. The Secretary of the District shall report to the convention and deliver to the Elections Committee an alphabetical list of the five persons nominated for the office of President in accord with the provisions above together with a tabulation of the nominating votes. These candidates shall be introduced to the convention.
- b. The election of the President shall take place as soon as possible after the convention is in session.
- c. If no candidate receives a majority on the first ballot, the name of the candidate who received the smallest number of votes shall be stricken from the list, and a new ballot taken immediately. This procedure is to be followed until a person is elected.

2.42 Nominations for Vice-Presidents

A primary election for the nomination of candidates for the office of Vice-President shall be held after the President has been elected. Ballots for the nominations shall be prepared in such manner that each voting delegate shall have opportunity for one nomination for each of the regional Vice-Presidents.

2.43 Election of Vice-Presidents

- a. The ballot for the election of the Vice-Presidents shall list three candidates for each of the regional Vice-Presidents. The names of those candidates who received the greater number of votes in the primary election shall be placed on the ballot, even though one or two may have received a majority in the primary election.
- b. In the regular election each voting delegate shall be entitled to vote for each of the regional VicePresidents. If a candidate in either region receives a majority on the first ballot, such candidate or candidates shall be declared elected. If no candidate receives a majority in one region or in either region, the name of the candidate or candidates receiving the smallest number of votes for his region shall be removed from the next ballot. Another vote shall then be taken.

2.44 Ranking of the Vice-Presidents

After the two Vice-Presidents have been elected, another ballot shall be taken to determine their rank. Each voting delegate shall indicate his choice for the office of First Vice-President. The candidate receiving the greater number of votes shall be declared First Vice-President, and the other candidate shall automatically be declared Second Vice-President.

2.45 Election of the Circuit Visitor

- a. The District shall create a sufficient number of circuits and elect a circuit visitor for each circuit from among the pastors serving congregations and emeriti pastors who are members of voting congregations thereof, to make possible official visits to each congregation once in three years, in accordance with Synodical Bylaw 4.4.4.
- b. Each circuit forums shall meet at the call of its circuit visitor at least four months prior to the District convention.

Nominations for candidates for the office of circuit visitor may be submitted by a voting congregation of the circuit and suggested by the District President, in consultation with the praesidium of the District.

Selection of the circuit visitor at the circuit forum shall be election by written ballot. The privilege of voting shall be exercised by the representatives from each member of the circuit, who shall have been selected in the manner prescribed by the congregation (Synodical Bylaw 5.3.2).

Following presentations of pertinent information regarding each pastor (cf. Synodical Bylaw 3.12.3.6(c)) and regarding circuit visitor responsibilities as provided in Synodical Bylaw 5.2.3, each voter shall write in the names of two pastors on the initial ballot.

The three pastors (or more in case of a tie) who receive the highest number of votes in this preliminary ballot shall be placed on the next ballot. Each voter shall then vote for only one candidate. The pastor who shall have received a simple majority of all votes cast shall be declared the nominee.

If no pastor receives a majority, balloting shall continue with the candidate receiving the lowest number of votes being removed from each succeeding ballot.

Immediately following the circuit forum, the circuit visitor shall report in writing the results of the selection process to the secretary of the district in preparation for ratification by the district convention.

Should the candidate(s) no longer be available for this office, the district president shall make the selection, which selection shall then be included on the convention slate of circuit visitors.

The convention shall have the right to alter the slate by amendment.

The convention shall then ratify the slate of Circuit Visitors, which ratification shall constitute election (Synodical Bylaw 5.2.2).

- c. Vacancies which occur in the office of circuit visitor between conventions shall be filled by appointment by the District President (Synodical Bylaw 5.2.2.1).

2.46 Election of District Nominations Committee

- a. At each regular convention of the District six persons (two parish pastors, two parish teachers or DCEs, two laymen who are voting members of congregations of the District) shall be elected to serve as the Nominations Committee for the next convention. They are to be chosen from a list of candidates representative of the various geographical areas of the District, submitted by the current Nominations Committee and augmented by additional candidates, if any, nominated from the floor of the convention.
- b. The Nominations Committee is an ad hoc convention committee, to which limitations on holding multiple offices do not apply but whose members may not succeed themselves.
- c. Should a vacancy occur on the Nominations Committee, the District President shall appoint a replacement from the list of non-elected nominees to this committee for the same classification as the vacancy in the order of the highest number of votes received.
- d. The chairman and secretary of the committee shall be advisory members of the succeeding Nominations Committee.

2.47 Nominations for Other Offices

- a. The District Nominations Committee shall nominate two candidates each for the following offices: the Secretary, Assistant Secretary, Treasurer, and Financial Secretary (in accordance with Synodical Bylaw 4.3), for members of the Board of Directors, the Congregational Constitutions and District Handbook Committee, the District Nominations Committee, and for the District member and alternate

to the Synodical Committee for Convention Nominations, in accordance with Synodical Bylaws 3.12.3 - 3.12.3.3.

- b. Candidates for membership on the Board of Directors shall be nominated so as to give equal representation, as nearly as practicable, to the various circuits of the District.
- c. The Nominations Committee shall present these lists of nominations to the convention for ratification or amendment in alphabetical order. This report shall contain pertinent information concerning the specific experiences and qualifications of each candidate for the office in question.

2.48 Election

- a. After approval of the nominations by the convention the Elections Committee shall prepare the ballots and direct the election of the above-named officers, boards, commissions, and committees. b. Election shall be by simple majority vote.
- c. In situations where delegates are asked to vote for more than one candidate on a single ballot, it is possible for more nominees to receive a majority vote than there are offices to fill. Should this situation occur, those nominees receiving the highest number of votes shall be declared elected.

III. CIRCUIT OFFICIALS

A. THE CIRCUIT VISITORS

3.01 Circuit Visitors and District President

- a. Each circuit visitor, by virtue of his office, shall assist the District President within the circuit.
- b. The circuit visitor shall regularly report on his activities to the District President.
- c. The circuit visitor is the principal officer of the circuit and serves in accordance with the duties assigned to this position in the Constitution and Bylaws of the Synod and District (Synodical Bylaw 5.2.1).

3.02 Circuit Visitors and Member Congregations

- a. The circuit visitor shall, when requested to do so by the District President, serve as his representative to visit each congregation once in three years and otherwise as he deems it necessary (Synodical Bylaw 5.2.3.1).
- b. The purpose of the official visits with pastors, congregations, and schools shall be those described in the Synodical Handbook (Synodical Bylaws 5.2.3.1 and 5.2.3.2).
- c. The circuit visitor may be assisted by an Administrative Assistant to the President in the visitation to Lutheran Schools.

3.03 Expenses of Circuit Visitors

The circuit visitor is authorized to draw on the District treasury for his expenses.

3.04 Circuit Forum

- a. Representation: Each congregation shall be represented at the circuit forum by its pastor and one lay member designated by the congregation. Depending on its adopted objectives, the circuit may request additional representation. The Circuit Forum is encouraged to meet at least twice a year (Synodical Bylaw 5.3.1).
- b. Purpose: The circuit forum is the group which aids the process of keeping congregations, particularly the lay leaders, pastors, and other church workers supportive of one another in their common confession and mutually active in developing programs for the good of member congregations, in considering and recommending new work, and in suggesting improvements for services and programming at the national and district levels. The circuit visitor, with any other circuit officers, shall have the primary responsibility of preparing the agenda for the circuit forum.

- c. Functions: Among the functions which the circuit forum may perform are the following: (Synodical Bylaw 5.3.1)
 - i. To study the Scriptures and the Confessions in order to promote an evangelical spirit in our walking together.
 - ii. To develop and adopt within existing policies of the District complementary and sometimes joint plans for missions outreach in the circuit area;
 - iii. To devise and develop programs and services relevant to the needs of circuit congregations, lay leaders, teachers, and pastors;
 - iv. To receive and respond as appropriate to advice, guidance, resolutions, and programs in other sections of the Synod as such may be addressed to it from other circuits, the District, and the general Synod;
 - v. To serve as a setting to review and evaluate programs, plans and long-range directions of the District and Synod, and thus participate in the triennial process of suggesting, developing, and attaining the Synod's priorities and goals.
- d. Election of Synodical Convention Delegates: The circuit forum triennially shall elect the pastoral and lay delegate and their alternates, to the general convention of the Synod according to the regulations of the Synod (Synodical Bylaws 3.1.2 and 3.1.2.1). The lay delegate shall, upon election, serve through the triennium following the next convention as an advisory member of the circuit forum (Synodical Bylaw 5.3.3).
- e. Overtures: The circuit forum shall be qualified to submit overtures to national and district conventions (Synodical Bylaw 5.3.5).

3.05 Circuit Convocations

- a. The circuit convocation is a larger gathering of members from circuit congregations during a year in which there is no national or district convention. The circuit visitor, with any other circuit officers, shall have the primary responsibility of preparing for the circuit convocation.
- b. The purpose of a circuit convocation is to provide a setting in which congregational members may know of and celebrate the ministry pursued by each congregation, may review and discuss the work of the circuit forum, may discuss and evaluate mission potential within the circuit, and may receive information on various phases of the work pursued through districts and Synod. As such, its emphasis should be on inspiration, education, motivation, and mission and theological discourse (Synodical Bylaw 5.4.2).

B. THE CIRCUIT LAY-DELEGATES

3.06 Office

The lay delegate elected by the circuit forum shall be the circuit lay-delegate.

3.07 Duties of the Circuit Lay-Delegates

- a. The circuit lay-delegate shall attend all meetings of his circuit, the Budget Advisory Conference, and such other meetings requiring his presence as may be called by the Board of Directors. He shall serve as an advisory member of the circuit forum.
- b. On special visits to the congregations he may accompany the circuit visitor.
- c. He shall assist the circuit visitor in reporting on the work of the Synod and of the District on his visits to the congregations.
- d. He shall endeavor to acquaint himself with the affairs of the Synod and of the District by every means available.
- e. He shall support the circuit visitor in encouraging the congregations in the fuller use of the educational agencies available.

- f. He shall interest himself especially in the financial contributions of the congregations for home, district, and Synodical purposes.

IV. DISPUTE RESOLUTION

4.01 Disputes defined in Bylaw Article 1.10 of the Synodical Handbook shall be resolved by the procedure set forth therein.

V. EVANGELISM

THE COMMISSION ON EVANGELISM SERVICES

5.01 Duties

- a. The Commission on Evangelism Services shall co-operate with Synod's Office of National Mission to develop policies and provide programs of evangelism for use by individuals, congregations, circuits, and the District. In keeping with the Synod's Office of National Mission, the policies and programs provided will include inreach, outreach, and assimilation/retention.
- b. It shall have the responsibility to make the work of evangelism the chief goal of our church.
- c. It shall strive to cultivate in members a greater mission consciousness and evangelistic concern.
- d. It shall arrange leadership training workshops and conferences in evangelism.
- e. It shall recommend and distribute evangelism materials.
- f. It is encouraged to avail itself of the assistance and experiences of additional pastors, teachers, and laymen in the District.
- g. The Commission on Evangelism Services may delegate much of the actual work to an evangelism field representative (district Bylaw 2.31 e.).

5.02 Subcommittees

The Commission, with the approval of the Board of Directors, may appoint committees to assist in the various areas of activity.

VI. CONGREGATIONAL LIFE

THE COMMISSION ON CONGREGATIONAL LIFE

6.01 Duties

The Commission on Congregational Life shall, in cooperation with Synod's Office of National Mission, support and serve the congregations and professional workers of the District in their ministries of worship, nurture, service, and youth.

The commission shall:

- a. Assist congregations and professional workers in stimulating members to serve the temporal needs of others in the community and world (so that the response to the Gospel of loving and caring for others may be demonstrated in life and vocation).
- b. Maintain liaison and cooperation with appropriate auxiliary and other service organizations recognized by the District.
- c. Assist congregations and professional workers in worship by providing literature for the understanding and love of our Lutheran heritage, and by recommending new worship forms worthy of use in Lutheran worship.

- d. Assist congregations and professional workers in developing loving and caring ministries to households of various Christian lifestyles.
- e. Encourage and assist congregations in establishing family life ministries.
- f. Encourage and assist congregations in establishing and maintaining youth ministries.
- g. Encourage and assist congregations with their educational ministries such as Sunday Schools, Bible Classes, Vacation Bible Schools, Saturday Schools, etc., with the exception of Christian Day Schools.

6.02 Subcommittees

The commission, with the approval of the Board of Directors, may appoint committees to assist in furthering its work.

VII. EDUCATION SERVICES

THE COMMISSION ON EDUCATION SERVICES

7.01 Duties

The Commission on Education Services shall cooperate with the Synod's Office of National Mission and shall assist and advise the local congregations with regard to the whole range of Christian education, full time parochial education and continuing education for full and part-time church workers. The Commission shall help the local congregation achieve the objectives and scope of Christian education as outlined:

- a. Aid those congregations which have full time schools, e.g., preschools, elementary or high schools.
- b. Aid congregations by assisting in providing for continuing education for full and part-time church workers.
- c. Provide personnel services and resources for calling competent teaching staffs for the schools of the District.
- d. Work toward an improved quality of Christian education through in-service training programs for pastors, teachers, and DCEs; through analysis and interpretation of statistics gathered on the educational functions of our congregations; and by visiting congregations and Lutheran elementary and secondary schools.
- e. Encourage and promote congregation members to become lay or professional church workers.
- f. Provide a liaison with synodical education experts.

7.02 Subcommittees

The Commission, with the approval of the Board of Directors, may appoint committees to assist in furthering its work, e.g., in the areas of Lutheran preschools, elementary and secondary schools; and continuing education for full and part-time church workers.

VIII. MISSIONS

THE COMMISSION ON MISSION SERVICES

8.01 Duties

- a. The function of the Commission on Mission Services shall be to "strengthen congregations and their members in giving bold witness by word and deed to the love and work of God, the Father, Son, and Holy Spirit, and extend that Gospel witness into all the world" (Synodical Constitution III 2).
- b. The Commission on Mission Services shall direct its attention to the entire mission work of the District (home missions, institutional mission, campus ministry, etc.) and shall promote the cause of mission

work in general. It shall explore territories in the District with a view to establishing mission stations and congregations. It shall recommend to the Board of Directors the calling of missionaries to new fields, if conditions warrant it, and the filling of vacancies occurring in the parishes which are not yet organized, and it shall supervise the work of the missionaries and pastors of subsidized congregations. Much of the actual work of exploring new fields, visiting and encouraging mission congregations, etc., may be delegated to a field representative for this commission.

- c. **Salaries:** The Commission on Mission Services shall submit to the District Board of Directors recommendations to set and adequately update the scale of salaries, equipment allowance, and mileage payments for the missionaries and other mission church workers of the District.
- d. **Report to the convention:** In presenting its report to the District, the Commission on Mission Services shall list the membership statistics of the subsidized congregations and parishes, losses and gains, funds raised by these congregations for work at home and at large, indebtedness, amount of subsidy received, the year when subsidies were begun, as well as other data, which will give the convention a comprehensive picture of their respective missions.
- e. **Synodical Membership:** The Commission on Mission Services shall urge every newly-organized congregation to become a member of the Synod as soon as possible. A copy of the tentative draft of the constitution and bylaws of a congregation about to organize shall be submitted to the Congregational Constitutions and District Handbook Committee for review and appropriate action.
- f. **Educational Agencies:** The Commission on Mission Services shall urge all congregations under its care to maintain adequate educational agencies for all age levels.
- g. **Conferences:** The Commission on Mission Services shall conduct conferences and workshops in the interest of missions as needed and when appropriate.
- h. **Expansion:** The Commission on Mission Services shall offer support and assistance to congregations and pastors interested in beginning mission stations or establishing daughter churches.
- i. **Instructions to Subsidized congregations:** The Commission on Mission Services shall notify the congregations under its care of the following duties and regulations governing them:
 - i. **Application for Subsidy:** All applications for subsidy shall be made in writing by congregation resolution, where this is possible, to the Commission on Mission Services. At a station where there is no organized congregation as yet, the Commission shall estimate the amount of subsidy needed and recommend the same to the Board of Directors. Every subsidized congregation shall make an earnest effort to reduce its request for subsidy, so that it may become self-supporting as soon as possible.
 - ii. **Regular Reports:** Subsidized congregations and their pastors shall be held to make regular reports, and such other special reports as the Commission may deem necessary, to the Commission on Mission Services. This is to be done promptly on forms provided for this purpose and as required by the Commission. The regularity of these reports conditions the regularity of the subsidies.
 - iii. **Calling of Pastors:** Vacant subsidized congregations shall seek the counsel of the District President and of the Commission on Mission Services when calling a new pastor. They should request the advice and presence of the District President or the field representative for the Commission on Mission Services at the meetings when calls are extended, or when considering calls which their pastors have received. If a congregation acts contrary to such advice without valid reason, subsidy may be withheld. When a pastor of a subsidized congregation has received a call, he shall immediately inform the Commission on Mission Services and the District President and seek their advice.
 - iv. **Repairs, Improvements, and Investments:** Subsidized congregations intending to incur larger expenses not included in their annual budget shall first obtain the advice and approval of the Commission on Mission Services and/or the Board of Directors.

- v. Welfare and Retirement Plans: All subsidized congregations and their ordained and commissioned ministers shall be required to join Synod's Concordia Retirement, Disability and Survivor, and Health Plans. Premiums are to be included in the congregation's budget.

8.02 Subcommittees

The Commission, with the approval of the Board of Directors, may appoint committees to explore each area of its concerns, e.g., small, rural, dual parish ministry, campus ministry, institutional ministry, town and country, human care, and world relief.

IX. FINANCES

THE COMMISSION ON FINANCE AND MANAGEMENT

9.01 Duties:

The Commission on Finance and Management shall:

- a. Be responsible for the management of all fiscal and financial affairs of the District;
- b. Have as members the Treasurer and Financial Secretary and three other members with financial expertise as appointed by the Board of Directors.
- c. Provide a Budget Committee made up of the Treasurer, the Financial Secretary, and one member of each Commission of the Board to receive, review, and submit a proposed budget from all spending commissions of the District;
- d. Recommend to the Board of Directors a balanced budget. A balanced budget is one in which budgeted income minus budgeted expenditures plus unrestricted net assets, not including investment in plant, is greater than zero. A balanced budget is based on the mission commitments of the District congregations plus other income and on the spending request of all departments and agencies of the District;
- e. Study the finances of the District on the basis of reports prepared by District officers and constantly look for ways and means to improve the financial performance of the District;
- f. Keep the congregations of the District informed of the financial status of the District through the use of official news publications of the District and other means of communications.

X. STEWARDSHIP

THE COMMISSION ON STEWARDSHIP SERVICES

Theological Principle: "I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service." (Romans 12:1 NKJV)

Christian stewardship is managing all God's resources which have been entrusted to us in such a way as to accomplish God's purpose with them. It is the recognition and the fulfillment of personal privilege and responsibility for the managing of the whole life in accordance with the will of God.

10.01 Objectives

Christian stewardship is an attitude which sees all of one's life as a sacred trust to be used in the Master's business. Therefore, objectives of the Commission on Stewardship Services are as follows:

- a. To help the people of God understand that stewardship originates and centers in His actions and therefore stewardship centers on the cross and our total response to Christ.

- b. To help the people of God to be motivated; to make personal commitments regarding the use of their time, talents, and resources in every part of their life in order to fulfill God's purpose for their existence on earth.
- c. To help the people of God to understand how they, through cooperative action with their fellow believers, can carry out the Great Commission of the Church.
- d. To help the people of God comprehend why He blesses them with material resources and the ways in which these blessings might be shared with others.

10.02 Functions

The functions of the Commission on Stewardship will be:

- a. Equip the leaders, the pastors, and the members of the congregations of the Central Illinois District in the principles and practices of the total stewardship life on a year-round basis.
- b. Guide the leaders, the pastors and the members of the congregations of the Central Illinois District to a greater appreciation of the privileges and responsibilities of Church membership.
- c. Offer training and develop skills of the leaders, pastors, and members of the congregations of the Central Illinois District for more effective stewardship ministry.
- d. Provide encouragement and challenge to professional church workers as they serve as examples of committed stewards of God.
- e. Promote the recruitment of professional church workers.
- f. Assist the leaders, the pastors, and the members of the Central Illinois District as they continue to grow in their attitudes and skills in the area of stewardship through Bible study, workshops, seminars, conferences, etc.
- g. Assist the leaders, the pastors, and the members of the congregations of the Central Illinois District to gain a greater understanding and appreciation of their worldwide mission and ministry for Christ through the Synod, and thereby grow in its support.
- h. Assist the leaders, the pastors, and the members of the congregations of the Central Illinois District to grow in the grace of Christian sacrificial giving.
- i. Provide counsel and materials for the congregations as they endeavor to enlist their members' time, talents and treasures for Kingdom service in and through the congregation.
- j. Study and evaluate contemporary trends in Christian stewardship and share these studies with pastors and leaders of the congregations of the Central Illinois District.
- k. Plan and prepare stewardship programs which will offer helpful suggestions to pastors and elders of the congregations of the Central Illinois District.
- l. Counsel with circuits and congregations of the Central Illinois District in the use of stewardship programs and materials.
- m. Cooperate with those district departments which offer specific programs and services for the purpose of coordinating these programs and services into an overall program.

10.03 Duties

It will be the duty of each member of the Commission on Stewardship Services to:

- a. Faithfully attend the Commission on Stewardship Services meetings.
- b. Participate in the discussion and decision-making process of the commission.
- c. Accept special assignments from time to time that may be required to carry out the commission's functions more effectively.
- d. Represent the Commission on Stewardship Services in a positive manner and to set an example of the spirit of total Christian stewardship in his life and attitudes.

- e. Pray that the Lord of the Church will bless the stewardship efforts of His stewards.

10.04 Student Aid

The Commission on Stewardship with the approval of the Board of Directors shall appoint a Committee on Student Aid which shall receive all applications for financial assistance from students preparing for service in the church and shall make recommendations to the Board of Directors through the Commission on Stewardship. Each year the Committee shall give adequate publicity to the Student Aid Fund in an official District news publication. The committee shall be guided by the following provisions:

- a. Eligibility: Communicant members of a congregation of The Lutheran Church—Missouri Synod in the Central Illinois District who are students or prospective students enrolled at synodical colleges, universities, or seminaries with the intent of preparing themselves for full-time work in the church are eligible.
- b. Applications: Application forms are to be obtained from the school in which the student is enrolled. The forms are to be sent to the school, not to the Central Illinois District office; the colleges, universities, or seminaries will forward the forms to the District by June 15.
- c. Nature of Support: All financial assistance shall be in the form of student grants. The amount of each grant shall be ratified by the Board of Directors. Financial assistance shall be determined on the basis of need determined by the accepted practice of the respective school. Grants shall be made only on an annual basis. If support is needed and desired for more than one year, an application shall be submitted prior to each new school year. Grants to students shall be sent only to the person in charge of such funds at the respective school.
- d. District Aid: Student grants shall be made available primarily to students who have completed high school and are enrolled in colleges and seminaries for studies leading to synodical certification.
- e. In the event a student who has received a student grant determines not to pursue studies leading to professional church service, it is understood that the recipient has a moral obligation to repay the grant.

10.05 Subcommittees

The Commission, with the approval of the Board of Directors, may appoint committees to assist in its various areas of activity.

XI. COMMUNICATION SERVICES

11.01 The Communications Committee

- a. Membership: The Communications Committee, appointed by the Board of Directors, shall consist of at least five members: one ordained minister, one teacher or DCE, one layman, one member-at-large who may be acquainted with electronic and/or print media, and one editor. The editor shall be appointed for a three-year term. The chairman of the committee shall be appointed by the Board of Directors.
- b. Area Representatives: The Communications Committee shall select one representative, a layman if possible, from each circuit to assist the committee in the publicity work in that circuit. Additional area representatives may be selected as the committee deems necessary.

11.02 Duties

- a. The Communications Committee shall be responsible for all aspects of communication of District happenings.
- b. The editor shall be responsible for the official District news publication.
- c. The Communications Committee shall handle the publicity of all events of District-wide importance, such as the District convention, conferences, special rallies, and the like. The committee shall be responsible for the publishing of a daily summary of business and events of the District convention.

- d. The committee shall serve as a clearing house for all publicity in the District. To this end, all pastors shall be encouraged to keep this committee informed on what is being done in their locality in this respect, and pastors should feel free to call upon this committee for counsel in promoting local publicity. Likewise, the Board of Directors, the officers and staff, and all commissions and committees of the District shall in a timely manner notify the Communications Committee of all newsworthy items.
- e. The committee may issue a digest of District news, releases from Synod's Board for Communication Services, and such other publicity materials that are being produced for the purpose of bringing our church to the attention of the public. This shall be sent to all pastors, professors, and teachers of the District.
- f. The committee shall promptly answer attacks or unfavorable comments made by the press, radio, or television concerning the church; when feasible this shall be done after consultation with the appropriate District officials.
- g. The committee shall promote articles and broadcasts that will publicize the position of the District or the Synod on matters currently controversial or directly affecting the attitude of many of our own people.
- h. The committee shall cooperate with the communication services of Synod and of neighboring districts by furnishing them with District news for possible nation-wide distribution and by supplying such other information and reports as may be found advisable.
- i. The committee shall send to the District Archivist for possible inclusion in the archives such material, photographs, and the like which it deems no longer necessary to retain in its own files.

XII. SPECIAL MINISTRIES

12.01 The Archivist

- a. The Board of Directors shall appoint a District Archivist. The District President may appoint an Assistant Archivist.
- b. Duties
 - i. The Archivist shall compile the history of the District in all phases of its work, such as organization, missions, educational agencies, young people's work, finances, etc., as well as the history of the individual local congregations and their interrelations.
 - ii. He shall preserve copies of all the Proceedings of District conventions, records of all boards, committees, and officers, reports and periodicals, minutes of all pastors' and teachers' conferences and circuit meetings, when no longer in use, and any documents of historical value, such as letters, printed anniversary booklets, parish papers, newspaper clippings, etc.
 - iii. He shall index all such records, books, and documents, and keep them in the archives of the District.
 - iv. Whenever an officer, committee, or conference no longer has need of any records, they shall be placed into the care of the archivist.
 - v. He shall inform himself, and be kept informed, of any change in the secretaryship of the various conferences, so that he may know where, at any time, to locate the minutes of the individual conferences.
 - vi. All expenses incurred by the work of the archivist shall be defrayed from the District treasury.

XIII AMENDMENTS TO BYLAWS

13.01 How Made

Amendments to the Bylaws may be made, provided they are:

- a. not contrary to the Constitution and Bylaws of the Synod;

- b. submitted to the Commission on Constitutional Matters of the Synod for review and prior approval (Amendments not approved prior to the convention shall not take effect until approved by the commission.);
- c. presented in writing to a convention of the District;
- d. adopted by the affirmative vote of a majority of the delegates present and voting at such a convention.