

# FLOSSMOOR COMMUNITY CHURCH

Flossmoor, Illinois  
CONSTITUTION

## **ARTICLE I Formation**

### Section 1.

The name of this church shall be the Flossmoor Community Church. The authority for the government of this church is vested in its members.

### Section 2.

The corporate existence of the church is based on a certificate of election of three trustees filed with Recorder of Deeds, Cook County, Illinois, on the 9th day of January, 1934, as Document 11344426 recorded in Book 865 of Records on page 422.

## **ARTICLE II Statement of Commitment**

### Section 1.

We, the members of Flossmoor Community Church, recognizing that differences of belief which may exist among Christians are not inconsistent with unity, are committed to worship the living God; to study the Christ's teachings; to accept and witness to the loving and saving words of God in the Christ, God's intention for the wholeness of each person and the whole of humankind.

We are committed to our church as a potentially powerful means of service in these communities and the worldwide community; to ecumenical cooperation among all helping persons and institutions, especially those of our Judeo-Christian religion; and to cooperation among the members of our church.

We are committed to a church membership comprised of persons of varied religious traditions, ethnic and racial backgrounds, educational and economic accomplishments: each contributing proper portions of time, talent and treasure; each a minister, each a missionary.

## **ARTICLE III Members**

### Section 1.

The membership of this church shall consist of regular members and associate members.

### Section 2.

Regular members shall be those who unite with this church through confession of faith, reaffirmation of faith, transfer from another Christian church, or reinstatement by the Governing Board.

### Section 3.

Associate members shall be those with Christian church membership elsewhere who unite with this church without withdrawing from the churches to which they already belong.

### Section 4.

Regular and associate members shall share equally the duties and responsibilities and also the rights and privileges of membership. Voting members shall be active regular and associate members. The normal minimum age for membership is 15 years. However, those less than 15 years of age may be accepted if they have completed the Disciples program at Flossmoor Community Church, or a comparable program elsewhere, or have satisfied the Governing Board that they fully understand the meaning and responsibilities of Christian church membership.

### Section 5.

A member may request to be placed on the inactive list, be permitted to resign or be granted a letter of transfer to any Christian church by the Governing Board.

### Section 6.

Any member of this church who moves from the community or who does not attend its services or contribute to its support with time, talent or treasure for a period of two years may be transferred to the inactive list by the Governing Board. This board may also return a member to the active list.

## **ARTICLE IV Governance**

### Section 1.

The affairs of this church shall be administered by the Governing Board. The officers of the church shall be the Chair, Vice-Chair, Secretary and Treasurer all of whom shall be Elders. The six program boards, namely the Diaconate Board, the Board of Christian Education, the Board of Outreach Ministries, the Board of Worship and Arts, the Board of Lay Ministries, and the Board of Congregational Life shall exist to sustain the ministries of the church and shall be led by Elders. The six standing committees of the Governing Board, also led by Elders, shall be the Finance Committee, the Nominating Committee, the Personnel Committee, the Properties Committee and the Stewardship Committee. The Senior Pastor shall be the spiritual leader of the church, assisted by other members of the pastoral staff.

## **ARTICLE V Pastors**

### Section 1.

The church's pastoral staff shall include a Senior Pastor and such Associate Pastors as may be authorized by the Governing Board upon the recommendation of the Senior Pastor and the Personnel Committee. The Pastors shall be ordained ministers in good standing in a Protestant church and elected as provided in this Article.

### Section 2.

The Senior Pastor shall be the spiritual leader of the church. It is the responsibility of the Senior Pastor to provide the communication necessary to assure coordination and focus among the various church activities. Therefore, the Senior Pastor or the Senior Pastor's designee shall attend the meetings of each board and standing committee. For other committees, the Senior Pastor or the Senior Pastor's designee may attend, or the Governing Board may request that the Senior Pastor or the Senior Pastor's designee do so. The duties of the Senior Pastor shall be to (a) preach the word; (b) plan and direct the services of worship of the congregation; (c) administer the ordinances and sacraments; (d) promote the spiritual welfare of this church and persons served by it; (e) direct the staff of the church; (f) be responsible for parish visitations; (g) make periodic reports and specific reports as requested to the Governing Board and make a report of each year's work to the members of the church at the Annual Meeting; (h) represent the church in ecumenical and community relationships; and (i) perform such other duties as are provided for elsewhere in this Constitution and such other duties as are customarily associated with the office of Senior Pastor of this church, as directed by the Governing Board.

### Section 3.

Associate Pastors shall assist the Senior Pastor in conducting the ministry of the church and shall perform such other duties as are appropriate to the office, as directed by the Senior Pastor.

### Section 4.

Candidates for the position of the Senior Pastor or an Associate Pastor shall be selected by a Search Committee which will make its recommendation to the church members through the Governing Board. The Search Committee shall be composed of fifteen active church members representing a balance

between age groups, length of church membership, and number of men and women, nominated by the Nominating Committee and elected by the church members. Nominations may also be presented from the floor at the meeting of the church members called to elect the Search Committee. In the event of election contests, vote shall be by written ballot. In a search for an Associate Pastor, the Search Committee shall also include the Senior Pastor as an ex-officio member.

#### Section 5.

The election or dismissal of the Senior Pastor or an Associate Pastor shall be by not less than two-thirds vote of the active church members attending and voting at a congregational meeting called for that purpose. The Governing Board shall present to the church membership any candidate selected by the Search Committee for election as Senior Pastor or an Associate Pastor. A resignation tendered by a Pastor shall be submitted in writing to the Governing Board which will consult with the Personnel Committee before prompt transmittal to the church membership. The Governing Board shall formally respond to the resignation and convey its response to both the resigning Pastor and the congregation.

#### Section 6.

In the event of a vacancy in the position of Senior Pastor the Governing Board shall appoint an Interim Senior Pastor until a Senior Pastor is elected. In the event of a vacancy in a position of Associate Pastor, the Governing Board may appoint one or more Interim Associate Pastors.

#### Section 7.

Employment of any Pastor may be for continuous service or for a specific term designated by the Governing Board, provided that the term of any Associate Pastor shall be coterminous with that of the Senior Pastor unless extended temporarily by the Governing Board for an additional period not to exceed six months beyond the date when a new Senior Pastor takes office. Nothing herein shall be interpreted to prevent a Search Committee from considering an Associate Pastor for a new term as Associate Pastor, with the advice, counsel, and approval of the new Senior Pastor after the new Senior Pastor is elected. An Associate Pastor is not eligible to succeed immediately the Senior Pastor.

### **ARTICLE VI Staff**

#### Section 1.

Staff persons may be employed by the Governing Board on a full- or part-time basis to assist the pastors in any phase of the church's ministry. Staff positions shall be authorized by the Governing Board upon the recommendation of the Senior Pastor and the Personnel Committee. A staff member may not be elected to serve on any board.

### **ARTICLE VII Elders**

#### Section 1.

The position of Elder shall be conferred as a commitment for life to demonstrate by word and deed the grace and mercy of Christ. The Elders shall be particularly responsible, with the Pastors, for the spiritual welfare of the church and its members. The Elders shall assist, support, advise and counsel with the Pastors in the spiritual life of the church. In the absence of the Pastors, they (the Elders) shall assist the Governing Board in seeing that the pastoral duties are performed.

#### Section 2.

The Elders shall be elected from among the members of the church. Candidates for the position of Elder must have been active members of Flossmoor Community Church for at least three years, having regularly supported the church through attendance and offerings of time, talent and treasure. Candidates shall also have developed a broad knowledge of church activities through previous membership on several boards and/or committees. At each Annual Meeting of the church members, a sufficient number

of Elders shall be elected to serve on the Governing Board for terms of up to three years. No Elder who has served on the Governing Board for three consecutive years shall be eligible for re-election to the Governing Board until one year from the date of expiration of his or her term of office. In the case of a vacancy in the office of Elder on the Governing Board, the Governing Board, upon the recommendation of the Nominating Committee, shall fill the vacancy from the list of non-sitting Elders until the next Annual Meeting of the church members, at which time the unexpired term shall be filled by a vote of the church members. Following the Annual Meeting, the Elders of the church shall ordain and install the newly elected Elders during a regular service of worship. All Elders of the church shall be specially invited to participate in the service. This shall be a fittingly solemn and joyous celebration.

### Section 3.

Elders shall retain their status as Elders as long as they remain church members. At any time they may be called to serve on special committees, as requested by the Governing Board.

### Section 4.

All Elders of the church shall be invited to gather together during the month preceding the Annual Meeting prescribed by Article XVI and at any other time as deemed necessary by the Senior Pastor or the Chair of the Governing Board.. The gathering of Elders also shall be attended by the Senior Pastor (or, should the Senior Pastor be unable to attend, a person delegated by the Senior Pastor). The Chair of the Governing Board shall preside over the gathering. The Elders and Senior Pastor (or his or her delegate) shall discuss and consider matters affecting the mission and ministry of the church and its members. The Elders so gathered shall have no authority to institute changes in this Constitution or in any board's by-laws, and shall neither replace nor challenge the other governance structures established by this Constitution. If a report of the gathering is deemed advisable, the Chair of the Governing Board shall present it at the next Annual Meeting.

## **ARTICLE VIII All Boards**

### Section 1.

Board members shall be elected from among members of the church at the Annual Meeting of the church members for three-year terms, or for the remainder of a vacant term. In case of a vacancy on a board, the Governing Board, upon the recommendation of the Nominating Committee, shall appoint a church member to the position until the next Annual Meeting of the church members. A board member may be elected to serve a maximum of two consecutive terms and shall not be eligible for re-election or appointment to the same board for at least one year. Terms of office are to be staggered so that one-third of each board's membership terminates each year.

### Section 2.

All the officers of the Governing Board and chairs of the program boards shall be elected by the church members. Officers of the Governing Board shall be elected as provided in Article IX. Chairs of program boards shall be elected as provided in Article XVI. The members of each program board shall provide the Nominating Committee with their recommendations for leadership on their respective boards.

### Section 3.

When a board member misses three consecutive meetings, the position may be declared vacant by a vote of the board.

### Section 4.

Meetings of all boards and committees of the Governing Board may be attended by any church member, subject to the by-laws of the Governing Board.

### Section 5.

Each board may appoint committees to implement its activities.

### Section 6.

Each board shall have by-laws defining the responsibilities of its members and committees, with the advice and consent of the Governing Board. Such by-laws shall be maintained on file with the Secretary of the Governing Board.

## **ARTICLE IX Governing Board**

### Section 1.

The Governing Board shall consist of 15 members, all of whom shall be Elders. The Chairs of the six program boards and of the five standing committees shall sit on the Governing Board, as will, in a non-voting, ex-officio capacity, the Senior Pastor. Nine voting members of the Governing Board shall constitute a quorum.

### Section 2.

The Governing Board shall accept and dismiss members, coordinate the work of other boards and committees, manage the property and financial affairs of the church including the raising of funds, and perform or assign all other duties not specifically assigned or denied herein. The Governing Board shall have the authority to borrow money, not exceeding fifty thousand (\$50,000) dollars outstanding and unpaid at any time. The Governing Board shall not have authority to sell or mortgage church real estate without the specific authorization by vote of the church members. The Governing Board shall be responsible for maintaining continuity and adherence to the constitution and faithfulness to the ministry and mission of the church by all boards, committees, pastors and staff members, and shall make an annual report to the congregation of its activities.

### Section 3.

At the Annual Meeting, the church members shall elect for one year from among the present serving Elders, a Chair, a Vice-Chair, a Secretary and a Treasurer. Any vacancy occurring in these offices shall be filled by the Governing Board from the list of sitting and non-sitting Elders, to serve until the next Annual Meeting in accordance with Article VII, Section 2. The chairs of the standing committees shall be elected according to Article VII, Section 2. The standing committees are Finance, Nominating, Personnel, Properties, and Stewardship.

### Section 4.

The Chair shall preside at all meetings of the Governing Board and the congregation. The Chair shall appoint such additional committees as authorized by the Governing Board. The Chair shall perform all other duties delegated by the Governing Board.

### Section 5.

The Vice-Chair shall assume the duties of the Chair when the latter is unable to do so. The Vice-Chair shall perform all other duties delegated by the Governing Board.

### Section 6.

The Secretary shall keep the minutes of the meetings of the Governing Board and of the annual and special meetings of the church membership. The Secretary shall be responsible for keeping current the essential records of the church and shall have custody of all membership and legal records of the church. Such records shall be made available to any member of the church upon request. The Secretary shall assist the Pastors by scheduling the Elders to serve all communion services. The Secretary shall perform all other duties delegated by the Governing Board.

Section 7.

All funds of the church shall be received and be disbursed under the supervision of the Treasurer, subject to the authorization of the church members or of the Governing Board. The Treasurer shall supervise the finances of the church including church budgeting.

**ARTICLE X Diaconate Board**

The Diaconate Board shall consist of twelve members. The board shall have responsibility for service to members.

**ARTICLE XI Board of Christian Education**

The Board of Christian Education shall consist of six members elected by the church membership and ex-officio members in the numbers and by the positions designated in the by-laws of the Board of Christian Education. The board shall have responsibility for the Christian education of children, youth and adults.

**ARTICLE XII Board of Outreach Ministries**

The Board of Outreach Ministries shall consist of twelve members. The board shall identify and coordinate programs to extend the hands-on mission and ministry of the church. The board shall recommend to the Governing Board allocation of mission grants and special offerings to selected organizations and activities. In addition, the board shall recommend to the Governing Board the selection of memorials and the distribution of memorial funds.

**ARTICLE XIII Board of Worship and the Arts**

The Board of Worship and the Arts shall consist of twelve members. The board shall have responsibility for support to the Pastors and staff in conducting worship services, shall coordinate with pastors and staff the development of music and arts programs for worship services, and shall develop, implement, and coordinate special programs in music and arts for the education and enjoyment of the congregation and the community.

**ARTICLE XIV Board of Congregational Life**

The Board of Congregational Life shall consist of twelve members. The board shall be responsible for the Woman's Association, retreats, all-church events, and men's, singles, couples, and other fellowship groups and associations.

**ARTICLE XV Board of Lay Ministries**

The Board of Lay Ministries shall consist of twelve members. The board shall be responsible for membership development, for active and inactive church members, and for discerning and developing leadership and spiritual gifts among church members for service where needed. The board will recommend to the Governing Board changes in the status of church members where appropriate.

**ARTICLE XVI The Nominating Process**

Section 1.

Except for nominees for the elective positions on the Nominating Committee, the names of all potential nominees for church offices who are to be elected by the church members at the Annual Meeting shall first be submitted to the Nominating Committee. This includes nominees for Governing Board offices and for the chairs of the program boards and of the standing committees. The committee shall review the qualifications of the prospective nominees and recommend to the Governing Board a proposed slate. Upon approval of the slate, or modification thereof, the membership is to be notified and the slate presented for congregational vote at the Annual Meeting. Potential nominees for elective positions on

the Nominating Committee shall be submitted to the Governing Board. The Governing Board shall prepare a proposed slate and, as above, the membership is to be notified with such slate presented for congregational vote at the Annual Meeting.

Section 2.

Nominations from the membership at large may also be presented at the Annual Meeting, providing that such nominations be submitted to the Nominating Committee at least ten days prior to the Annual Meeting. In the event of election contests, vote shall be by written ballot.

**ARTICLE XVII Committees**

Section 1.

There shall be a Nominating Committee consisting of a Chair and eight members-at-large, two of whom must be Elders. The Chair shall be selected by the Governing Board from among the Elders serving on the Governing Board. Nominations for members-at-large shall be approved by the Governing Board and elected at the Annual Meeting.

Section 2.

There shall be a Personnel Committee consisting of seven members. At least two members shall be sitting Elders, one of whom shall be appointed chair of the Personnel Committee by the chair of the Governing Board, and the balance shall be non-sitting Elders elected at the Annual Meeting for staggered three-year terms. No non-sitting Elder who has served an elected term of three years on the committee shall be eligible for re-election until one year from the date of expiration of the original term of office.

Section 3.

The Personnel Committee, under the general direction of the Governing Board and in accordance with the By-Laws of the Governing Board, shall prepare or have prepared written job descriptions for Pastors and staff members. The committee shall arrange for the performance reviews of the Senior Pastor at least annually by the Chairs of the Governing Board and the Personnel Committee; shall verify that the Associate Pastors are reviewed at least annually by the Senior Pastor and the Chairs of the Governing Board and the Personnel Committee; shall verify that performance reviews of other employees are being conducted on at least an annual basis; shall submit recommendations in consultation with the Senior Pastor as to staffing, salaries and employee benefits; shall assure that the Pastors and staff have a grievance procedure available to them as prescribed in the By-Laws; and shall perform other duties as directed by Governing Board or as indicated by good personnel practices. The Personnel Committee shall promptly report to the Governing Board any significant personnel matters.

Section 4.

Other committees may be established by any board to assist in the planning, development or implementation of a board's activities. The continued need of each committee shall be reviewed by the appointed board and affirmed annually. Unless otherwise provided in this Constitution, committee members shall be selected from the membership at large and the Chair of each committee shall be selected by the members of the board which established the committee. When a committee member misses three consecutive meetings, the position may be declared vacant by vote of the board or committee.

Section 5.

Unless otherwise provided in this Constitution, the composition, responsibilities and authorities of each committee shall be contained in the by-laws of the board authorizing such committee. Committees shall be empowered to make recommendations to their boards and to implement decisions as directed by each board. All committees and church activities shall report and be responsible to the Governing Board, one

of the program boards, the Woman's Association, the PEGs Council, or the Weekday Preschool Committee.

## **ARTICLE XVIII Meetings**

### Section 1.

The Annual Meeting of the church members shall be held during the month of July at a time and place to be fixed by the Governing Board. The call to the meeting shall include a list of the nominees for election to boards and committees. At the meeting the members will receive reports, elect Governing Board officers and board and committee members, approve the financial statements and proposed budgets for the next year, and conduct any business properly brought before the meeting.

### Section 2.

Special meetings of the church members may be called by the Governing Board, or upon the written request of twenty-five or more voting members. A request for a special meeting shall state the purpose for which the meeting is to be called. At any special meeting, the transaction of business shall be limited to the subjects stated in the call for said meeting. Special meetings shall be held within thirty days of receipt of a valid request for such a meeting.

### Section 3.

The Annual Meeting and all special meetings shall be announced by written notice mailed at least ten days in advance to all active church members. Fifty voting members shall constitute a quorum at any meeting of the church members.

### Section 4.

All questions properly coming before a meeting of the church members shall be decided by a majority vote of the members present and voting except as provided in Article V, Section 5 (election or dismissal of Pastors) and Article XIX, Section 1 (amendments to the Constitution).

## **ARTICLE XIX Installations**

The Pastors and members of the boards shall be installed and church members received at a church service in accordance with procedure established by the Governing Board.

## **ARTICLE XX Sacraments**

### Section 1.

The sacrament of baptism shall be administered according to the preference of the candidate, or his or her parents or guardian, in consultation with the Pastor.

### Section 2.

The sacrament of the Lord's Supper shall be celebrated at least four times a year.

## **ARTICLE XXI Amendments**

The Constitution may be amended at any annual or special meeting of the church members, provided the announcement of such meeting contains or has attached thereto a statement of the proposed amendment. Adoption of amendments to this Constitution shall require a two-thirds vote of those present and voting.