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**CONSTITUTION AND BY-LAWS
OF THE DISTRICT OF ILLINOIS AND WISCONSIN,
CHURCH OF THE BRETHERN**

PREAMBLE

The Churches of the Brethren in the District of Illinois and Wisconsin adopt this Constitution and these By-laws to enable us to live and demonstrate the Christian faith so that we and others will learn to know God through Jesus Christ, and thereby enrich our own lives, our congregations, and the society around us. The District shall use as its guidelines the Church of the Brethren Annual Conference polity.

CONSTITUTION

ARTICLE I. INCORPORATION

The District is incorporated as the District of Illinois and Wisconsin, Church of the Brethren, Inc., as filed with the Secretary of State February 6, 1968, under section 40 of the “General Not For Profit Corporation Act of Illinois” (ILL. REV. Statutes 1967, Chap. 32, Par. 163a39), approved July 17, 1943, in force January 1, 1944. The affairs of the District shall be managed by the District Leadership Team, whose chair, along with the Moderator and Clerk, shall be the legal officers of the corporation and shall sign legal documents. The District Leadership Team shall establish a principal place of business within the territory of the District.

ARTICLE II. PURPOSE OF THE DISTRICT

The purpose of the District of Illinois and Wisconsin is to administer and coordinate the religious and business activities of the Church of the Brethren within the District. The District shall have power to own and convey real estate and to be the trustee of property, endowment, and other funds. The District shall send delegates to Annual Conference and may appoint representatives to cooperative religious bodies as need and opportunity allow.

1 **ARTICLE III. MEMBER CHURCHES**
2

3 All congregations recognized by the District as organized Churches of the Brethren within
4 Illinois and Wisconsin shall be members of the District. A new church shall be known as a
5 fellowship until it has gained sufficient development to carry on the program of a church as
6 determined by the District Leadership Team, at which time it shall become recognized as a
7 member congregation. Unless otherwise indicated, “church(es)” and “congregation(s)” as used
8 in this document means both recognized congregations and recognized fellowships.
9

10
11 **ARTICLE IV. AUTHORITY AND LIABILITY**
12

13 **A. Indemnity**
14

15 The officers, team and committee members, and staff of the District, when acting within
16 the scope of their authority, shall not be held personally liable for claims against them or
17 against the District, though they will take the lead in seeking reconciliation to restore the
18 trust and integrity with the body or individuals concerned. Should such claims be made,
19 and proceed after mediation efforts are taken, the District shall defend and indemnify
20 them.
21

22 **B. Prohibited Activities**
23

- 24 1. No organization nor individual is authorized as legal agent for the District except
25 as prescribed by this document.
26 2. No person or organization is entitled to use the name of the Church of the
27 Brethren unless it is within a Church of the Brethren congregation, fellowship,
28 related institution, District, or the denomination.
29 3. No part of the net earnings of the corporation shall inure to the benefit of, or be
30 distributable to, its directors, officers, or other private persons, except as the
31 corporation shall be authorized and empowered to pay reasonable compensation
32 for services rendered and to make payments and distributions in furtherance of the
33 purposes set forth in this document. No substantial part of the activities of the
34 corporation shall be carrying on of propaganda or otherwise attempting to
35 influence legislation, and the corporation shall not participate in nor intervene in
36 (including publishing or distribution of statements) any political campaign on
37 behalf of any candidate for public office. Notwithstanding any other provision of
38 these Articles, the corporation shall not carry on any other activities not permitted
39 to be carried on (a) by a corporation exempt from Federal income tax under 501
40 (c)(3) of the Internal Revenue Code or, (b) by a corporation, contributions to
41 which are deductible under 170 (c)(2) of the Code.
42

1 **C. Distribution of Assets upon Dissolution**
2

3 Upon the dissolution of the corporation, the Leadership Team shall, after paying or
4 making provision for the payment of all of the liabilities of the corporation, dispose of all
5 the assets of the corporation in such a manner or to such organization or organizations,
6 organized and operated exclusively for charitable, religious, scientific, educational, or
7 such other exempt organization or organizations under 501 (c)(3) of the Code.
8
9

10 **ARTICLE V. CONGREGATIONAL PROPERTY**
11

12 A. Where, under rules of Polity of the Church of the Brethren, a congregation in the District
13 attempts to remove itself from the denomination or the District, the Leadership Team
14 may, as permitted by law, take control of the property of the congregation and take such
15 further action as it deems appropriate to preserve the property for that portion of the
16 congregation remaining loyal to the Church of the Brethren or to make the property
17 available to persons who wish to operate it as a congregation of the Church of the
18 Brethren.
19

20 B. So long as the District does not guarantee congregational indebtedness, the legal officers
21 shall execute deeds of trust or mortgages of congregations promptly, upon request of the
22 congregation, unless the document presented is part of a transaction to remove the
23 congregation from the denomination.
24

25
26 **ARTICLE VI. RELATED INSTITUTIONS AND INTEREST GROUPS**
27

28 A. The District may enter into relationship with separately organized and incorporated
29 Church of the Brethren institutions. The District, Camp Emmaus, Camp Emmanuel,
30 Pinecrest Community, and the Girard Area Homes are affiliated in a collegial manner but
31 are not governed by each other. The Annual Meeting of each of these organizations is a
32 part of the regular District Conference. Each Annual Meeting shall be convened and
33 adjourned independent of the others. In each instance, there shall be mutual agreement
34 between the District and the institution as to the nature of the relationship. The
35 involvement of the District in terms of financial support, selection of board members,
36 program endorsement, receiving of reports, etc., shall be subject to District Conference
37 action. Board members for such institutions representing the District shall be presented
38 by the District Conference Gifts Discernment and Call Committee and affirmed by
39 District Conference.
40
41

1 By request or as the need arises, the Leadership Team shall give encouragement to the
2 formation of special interest and/or age groups within the District. All such organization
3 shall exist to aid in fulfilling the mission of the church at large in the District and shall be
4 subject to the oversight and supervision of the Leadership Team.
5
6
7

8 **BY-LAWS**

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14 **ARTICLE VII. DISTRICT CONFERENCE**

15

16 **A. Purpose of the District Conference**

17

18 District Conference is a meeting in which delegates and other interested persons from the
19 member congregations convene in business sessions. District Conference is the final
20 authority of the District for policy, program, and procedure. In its decision making, the
21 District Conference shall consider Annual Conference decisions; the District Conference
22 may send queries to Annual Conference for clarification or action. Although worship and
23 fellowship are important in the Church of the Brethren, the principal purpose of the
24 District Conference is to conduct such functions as:

- 25 1. analyzing procedures and results;
 - 26 2. reviewing achievements;
 - 27 3. surveying continuing opportunities and needs;
 - 28 4. outlining objectives, determining priorities, and setting goals;
 - 29 5. approving strategy and adopting policy
 - 30 6. organizing for action and delegating responsibility;
 - 31 7. dedicating resources; and
 - 32 8. going forth in service
- 33
34

35 **B. Conference delegate body**

36

- 37 1. All members of the congregations and fellowships of the District shall have the
38 privilege of making and seconding motions and discussing the business of the
39 District Conference. However, only official delegates shall have the right to vote.
- 40 2. Each church of 100 or fewer members shall have three delegates.
41 Churches with more than 100 members shall add one delegate for each
42 additional 100 members or portion thereof.

1 3. The pastor and the board chair or equivalent officer of each church shall serve as
2 two of these delegates by virtue of their offices. The remaining (“at-large”)
3 delegate or delegates shall be a member of the congregation and shall be selected
4 in the same manner as congregational officers. The congregation shall report the
5 names and addresses of all delegates to the District. The District moderator and
6 moderator-elect may not serve as delegates.

7 The terms of delegates shall begin with the convening of the opening session of
8 the regular District Conference business meeting and shall end at the convening of
9 the opening session of the regular business meeting the following year.

10 The delegates shall:

- 11 a. attend all business sessions of the District Conference;
12 b. report and communicate actions and concerns from the District to the
13 congregation and vice versa;
14 c. function on a continuous basis, serving at special as well as regular
15 conferences; and
16 d. register at District Conference to indicate their presence.

17
18 **C. Standing Committee delegates**

19
20 Delegates shall be called by District Conference to represent the District on the Annual
21 Conference Standing Committee. Directives of Annual Conference shall be followed in
22 determining eligibility, number called, and length of term.

23
24
25 **D. District Conference Committees**

26
27 **1. Gifts Discernment and Call Committee**

28
29 The Gifts Discernment and Call Committee (formerly Nominating and Personnel
30 Committee) shall have six regular members. Nominations for these members shall
31 be made by the District Leadership Team. They shall be affirmed by the District
32 Conference. Members shall serve for one three-year term and may not succeed
33 themselves. Terms of service shall be structured so that no more than two
34 members are selected each year except when necessary to fill an unexpired term.
35 The District Executive and the moderator shall serve as *ex officio* members
36 without vote. The moderator-elect shall serve as an *ex officio* member with vote.
37 The clerk shall serve as an *ex officio* member without vote and shall be the
38 secretary of the committee. The committee shall elect a chair annually from
39 among its regular members.

1 **2. Program and Arrangements Committee**

2
3 The Program and Arrangements Committee shall consist of three regular
4 members. These members shall be called by the Gifts Discernment and Call
5 Committee and affirmed by the District Conference for staggered three-year
6 terms. The District Executive shall serve as an *ex officio* member without vote.
7 The moderator, who shall chair the committee, and the moderator-elect shall be
8 members *ex officio* with vote. The clerk shall be an *ex officio* member without
9 vote and serve as the secretary of the Committee.

10
11
12 **ARTICLE VIII. DISTRICT OFFICERS**

13
14 The Officers of the District are the Moderator, Moderator-Elect, Clerk, Treasurer, and Financial
15 Secretary.

16
17 **A. The Moderator shall:**

- 18
19 1. serve for a single one-year term, after serving as moderator-elect;
20 2. preside at business sessions of the District Conference;
21 3. preside over the annual organizational meeting of the Leadership Team;
22 4. chair the District Conference Program and Arrangements Committee as a voting
23 member;
24 5. be an *ex-officio* member without vote on the District Leadership Team; and
25 standing teams, ministry teams, and Gifts Discernment and Call Committee; and
26 6. study the needs of the District and give interpretation and counsel regarding them
27 to the Leadership Team, District Conference, and any other appropriate agency.

28
29 **B. The Moderator-Elect shall:**

- 30
31 1. serve a single one-year term, and then assume the office of Moderator.
32 2. perform the duties of the moderator in the absence of the moderator, or at the
33 moderator's request;
34 3. assume the office of moderator if it becomes vacant;
35 4. become familiar with the program of the District in preparation for serving as
36 moderator;
37 5. be an *ex officio* member without vote on the District Leadership Team; and
38 6. serve as a voting member on the Program and Arrangements Committee and on
39 the Gifts Discernment and Call Committee.

1 **C. The Clerk shall:**
2

- 3 1. record the minutes of the District Conference;;
- 4 2. in cooperation with the District staff, prepare the District Conference minutes for
5 publication and distribution to the churches;
- 6 3. serve as secretary of the Gifts Discernment and Call Committee and the Program
7 and Arrangements Committee.
8

9 **D. The Treasurer shall:**
10

- 11 1. be custodian of all District funds, disbursing them as authorized by the District
12 Conference and the District Leadership Team;
- 13 2. be an *ex-officio* member without vote on the District Leadership Team;
- 14 3. keep accounts of all expenditures;
- 15 4. make regular written reports to the Leadership Team and to the District
16 Conference as requested; and
- 17 5. submit the accounts for an annual audit.
18

19 **E. The Financial Secretary shall:**
20

- 21 1. receive and acknowledge receipt of all current District funds, and report all
22 receipts to the treasurer;
- 23 2. deposit said funds promptly in a depository designated by the Leadership Team ;
- 24 3. be an *ex-officio* member without vote on the District Leadership Team ;
- 25 4. keep accounts of all receipts;
- 26 5. prepare regular reports of the giving from member churches and of all receipts
27 (these reports shall be made available to the Leadership Team, and the churches);
28 and
- 29 6. submit the accounts for an annual audit.
30
31

32 **ARTICLE IX. DISTRICT LEADERSHIP TEAM**
33

34 **A. Purpose**
35

36 The purpose of the District Leadership Team is to lead the District into shared ministries
37 that are faithful to the call of Christ and build the unity of the Spirit among the member
38 congregations.
39
40
41

1 **B. Voting Members**
2

3 The Leadership Team shall consist of seven (7) voting members, and shall include both
4 lay and ordained persons representing the breadth of the district. Members of the
5 Leadership Team shall be called, subject to their consent, by the Gifts Discernment and
6 Call Committee, and be presented to the District Conference for affirmation. The term of
7 service for voting members of the Leadership Team shall be three (3) years.
8

9 **C. Ex Officio Members**
10

11 The District Moderator, Moderator-Elect, Treasurer, Financial Secretary, Delegate(s) to
12 Annual Conference Standing Committee, and the District Executive shall be *ex officio*
13 members without vote on the Leadership Team.
14

15 **D. Organization**
16

17 The District Moderator shall preside over the annual organizational meeting of the
18 Leadership Team. This meeting should be held at the regular District Conference
19 following the final adjournment of the business session, and shall in any event be held
20 within one month thereafter. The Leadership Team shall elect a Chair and Vice-Chair
21 from among its voting members. For each Standing Team and Ministry team, a voting
22 member of the Leadership Team will serve in a liaison relationship.
23

24 **E. Responsibilities and Expectations**
25

26 The Leadership Team is responsible for overseeing the combined mission work of the
27 District in the areas of ministerial leadership development, congregational renewal and
28 revitalization, stewardship, witness and service, reconciliation, ethics, youth ministries,
29 properties, and personnel. The Leadership Team shall:

- 30 1. strive to make known in all things our faithful servanthood to God's Holy Spirit;
- 31 2. provide supervision, direction, and coordination of the activities of Ministry teams
32 of the District which are created for a specific ministry function;
- 33 3. foster communication and relationship-building among the individual
34 congregations of the District with one another and in relationship to the District as
35 a whole;
- 36 4. employ District staff as appropriate to carry out the administrative and ministry
37 responsibilities of the District;
- 38 5. serve as the Board of Directors of the District for legal purposes;
- 39 6. act on behalf of the District Conference on an interim basis except for actions
40 specifically reserved for District Conference by the Constitution and these By-
41 laws;
- 42 7. bring queries or other business to District Conference;

- 1 8. allocate budgeted funds to support ministry objectives and opportunities presented
- 2 to or discerned by the Leadership Team; and
- 3 9. present a proposed budget to the regular District Conference for the following
- 4 year.

5
6 **F. Fiduciary Duties**

7
8 In relation to District fiduciary requirements, the Leadership Team shall:

- 9 1. have custody of all district capital funds, endowments, and annuities, and hold title to
- 10 district properties, except for those funds and properties that are specifically
- 11 designated to one of the other agencies of the District;
- 12 2. distribute current funds and invest permanent funds in the best interest of the District;
- 13 3. care for negotiations related to the purchase and sale of property, and the borrowing
- 14 and lending of money on behalf of the District;
- 15 4. provide for an annual audit of the District financial records that are maintained by the
- 16 treasurer, financial secretary, and such other groups handling district funds. The
- 17 results of the audit shall be submitted as part of the Leadership Team's report to
- 18 District Conference.

19
20 **G. Congregational Relationships**

- 21
22 1. In relation to congregations, the Leadership Team shall:
 - 23 a. divide the congregations of the District among themselves so that each
 - 24 congregation has an assigned liaison on the Leadership Team;
 - 25 b. actively encourage opportunities for joint worship, fellowship, and training
 - 26 between congregations and throughout the whole of the District;
 - 27 c. as it deems appropriate, receive, consider, and make disposition of concerns
 - 28 brought by any individuals or congregations;
 - 29 d. bring recommendations to the District Conference for revisions of district
 - 30 policy; and
 - 31 e. process queries from congregations for District Conference action.
- 32 2. Leadership Team members shall maintain regular contact with each congregation
- 33 with whom they have a liaison relationship. The purpose of these contacts is to be in
- 34 dialogue about the ministry of the congregation, the ministry of the District, and how
- 35 the congregation is feeling about its covenant relationship with the District. These
- 36 will be times for sharing and support. These contacts normally will be made by the
- 37 Leadership Team member with whom the congregation has a liaison relationship,
- 38 but if a contact cannot be made by the designated team member it may be made by
- 39 another person designated by the member.
- 40
- 41

1 **ARTICLE X. STANDING TEAMS**
2

3 Three of the following four teams exist because of Annual Conference guidelines. The fourth
4 team, The Church Revitalization and Development Team, was created to meet specific needs of
5 the District of Illinois and Wisconsin. The Moderator, the Chair of the District Leadership Team,
6 and the District Executive are *ex-officio* members of all Standing Teams.
7

8 **A. Ministerial Leadership Development Team**
9

10 The Ministerial Leadership Development Team shall promote the calling, training, and
11 credentialing of candidates for licensing and ordination to the ministry in the Church of
12 the Brethren. The Ministerial Leadership Development Team has authority, on behalf of
13 the District Leadership Team, along with congregations, to license persons to ministry
14 and to provide supervision for those persons during their period as licensed ministers.
15 The Ministerial Leadership Development Team shall evaluate annually the status of all
16 licensed ministers, and when approved, renew their annual license. The Ministerial
17 Leadership Development Team shall arrange for and conduct interviews of all candidates
18 for ordination and recommend nominees to the District Leadership Team for action on
19 ordination.
20

21 The Ministerial Leadership Development Team shall proceed with ordination when the
22 District Leadership Team and the congregation vote approval. The Ministerial Leadership
23 Development Team shall review and evaluate every five years the status of all ordained
24 ministers in the district, and when approved, renew their ordination certificate. The
25 Ministerial Leadership Development Team shall make recommendations to the District
26 Leadership Team regarding those ordained ministers who no longer appear to show
27 interest or dedication in their ministerial calling. The Ministerial Leadership
28 Development Team shall consist of five members appointed by the Leadership Team for
29 staggered five-year terms, and shall include a minimum of two ordained ministers and
30 two lay persons. The members of the Ministerial Leadership Development Team may not
31 serve more than one consecutive term.
32

33 **B. Ethics Team**
34

35 The Ethics Team is responsible for investigating and resolving ethical concerns involving
36 pastors, congregations, and elected and appointed persons serving the district in accord
37 with Annual Conference policy. The Team shall hold a hearing in any case in which it
38 proposes to recommend disciplinary action. The Ethics Team shall report its activities to
39 the Leadership Team, along with recommended actions. The Ethics Team does not have
40 the authority to implement its own recommendations. It is the District Leadership Team's
41 responsibility for making final disposition on any Ethics Team recommendation(s). The
42 Ethics Team shall consist of three members appointed by the Leadership Team for

1 staggered three-year terms. Members are eligible to serve one additional consecutive
2 term.
3

4
5 **C. Shalom Team**
6

7 The purpose of the Shalom Team (formerly the Discipleship and Reconciliation Committee) is to
8 assist and support congregations and the District in the resolution of disputes that threaten the
9 unity of the Spirit within a congregation or the District. The Shalom Team is on-call to the
10 District Leadership Team and the District Executive. The Shalom Team shall bring a report of its
11 activities and experiences to the Leadership Team and/or congregation, as appropriate, along
12 with recommended actions. The Shalom Team does not have authority to implement its own
13 recommendations. It is the District Leadership Team or congregation's responsibility for making
14 final disposition on any Shalom Team recommendation(s). The Shalom Team shall consist of
15 three members appointed by the Leadership Team for staggered three-year terms. Members are
16 eligible to serve one additional consecutive term. **D. Church Revitalization and**

17 **Development Team**
18

19 This team has two broad areas of responsibility constituting a two-pronged effort (1) to
20 aid congregational health and 2) to encourage and equip new ministry ventures in the
21 District.
22

23 **1. Church Revitalization**

24 The Church Revitalization and Development Team provides support and resources
25 for revitalizing the existing congregations of the district. This work might include
26 consultation with church boards, coaching for pastors, workshops on church growth
27 for members, revitalization grants to congregations, district-wide campaigns to
28 challenge congregations, and district-wide gatherings. Healthy growing churches are
29 encouraged to move outward in birthing new church plants.
30

31 **2. Church Development**

32 The Church Revitalization and Development Team provides support and resources
33 for starting new congregations and other ministries. The team is responsible for
34 training leaders for church planting, educating members of the district, and raising
35 necessary funds to begin new church plants.
36

37 The Church Revitalization and Development Team shall consist of six members, each
38 serving three-year terms. They shall be nominated by the Gifts Discernment and Call
39 Committee and appointed by the Leadership Team. The terms shall be staggered so that
40 two members are appointed each year. The team will consist of two ordained persons and
41 four lay persons. Members may serve two consecutive terms.

1
2 **ARTICLE XI. MINISTRY TEAMS**
3

4 **A. Purpose**
5

6 The District Leadership Team may establish ministry teams as needed for specific
7 ministries or projects. These teams are created by, and are reportable and accountable to,
8 the Leadership Team. The Gifts Discernment and Call Committee shall assist the
9 Leadership Team in the calling of ministry team members. Ministry teams are added and
10 dissolved by the District Leadership Team as new areas of ministry are identified; as the
11 District's needs change; and as the District Conference, individuals, and congregations
12 discern ministries which are in harmony with the shared District mission.
13

14 **B. Membership and Organization**
15

- 16 1. All ministry teams shall consist of at least three members. Each ministry team
17 shall have a liaison from the District Leadership Team who will maintain regular
18 contact with the ministry team. Ministry teams shall meet as needed to effectively
19 carry out their assignments.
20 2. The District Leadership Team shall maintain a current listing of all ministry teams
21 with a description of purpose and a listing of ministry team members. This listing
22 shall be available to all those who are interested.
23
24

25 **ARTICLE XII. PERSONNEL SELECTION, TERMS OF OFFICE, AND TERM LIMITS**
26

27 **A.** The Gifts Discernment and Call Committee shall call persons, subject to their consent,
28 for affirmation by the District Conference for the following positions:

- 29 1. District Officers as specified in Article VIII,
30 2. District Leadership Team members,
31 3. Members of the District Conference Program and Arrangements Committee,
32 4. Delegates to the Annual Conference Standing Committee,
33 5. Such other personnel as are to be affirmed by District Conference.
34

35 **B.** In calling persons to District positions, the Committee shall seek to secure leadership
36 from all parts of the District, provide a good balance between pastors and lay members,
37 and otherwise reflect the diversity within the District. All such persons shall be selected
38 only from among the active, informed, and committed membership of a congregation or
39 fellowship within the District.

40 **C.** The term of office for District officers (except the Moderator and Moderator-elect) and
41 members of the Leadership Team and District Conference committees shall be three
42 years. No one shall be eligible to serve more than two consecutive terms, except that

- 1 members of the Gifts Discernment and Call Committee are limited to one term. Service
2 for less than one-half of a term (of any length) for any term established by these By-Laws
3 shall not count for the purpose of term limits. Disqualification due to term limits shall
4 continue for one full term.
- 5 D. The term of office of the treasurer and the financial secretary shall begin and end with the
6 fiscal year. The terms of office for all other officers and all members of the Leadership
7 Team and District Conference committees shall begin and end at the end of the regular
8 District Conference. The terms of office for members of the standing teams shall begin
9 and end with the calendar year. The Leadership Team shall determine when the terms of
10 members of the ministry teams begin and end.
- 11 E. For groups whose members have three-year terms, approximately one-third of the
12 members shall be called each year.
- 13 F. The prepared ballot shall include only the names of persons who have consented to be
14 nominees. Information about each nominee shall be given to the delegates in advance.
15 Promptly after the District Conference, the clerk shall send a letter to all nominees
16 reporting the results of the balloting.
- 17 G. Nominations may be made from the conference floor provided that consent has been
18 given by the nominee(s), and information about the nominee(s) is provided to the
19 delegates. For each position for which there is a nomination from the floor, an election
20 shall be conducted by secret ballot. If there are more than two nominees for any position,
21 a plurality shall be sufficient for election. After the call for nominations from the floor
22 and any necessary election, the names of those called for positions for which there has
23 not been a nomination from the floor shall be presented to the delegates for affirmation.
- 24 H. The Leadership Team may fill a vacancy in any office which is subject to affirmation by
25 the District Conference, except that it may fill a vacancy in the office of Moderator only
26 if the office of Moderator-Elect also is vacant. If the vacancy occurs after June 30 of the
27 year before the year in which the term ends, such an appointment shall be effective until
28 the end of the term. If the vacancy occurs earlier in the term, such an appointment shall
29 be effective until the next regular District Conference at which the Gifts Discernment and
30 Call Committee can present a nominee for affirmation. The Leadership Team also may
31 make an appointment on an acting basis to replace an office holder who is unable to
32 perform the duties of the office.
- 33 I. A person filling an unexpired term is eligible for a full term of their own if they have
34 served for less than half of the unexpired term.
- 35 J. If a member of the Leadership Team or a person appointed by the Leadership Team
36 persistently fails to perform the required duties, the Leadership Team Chair shall contact
37 the member, and together they shall seek to discern whether the member should continue
38 in office. If such contact does not resolve the matter satisfactorily, the Leadership Team
39 may declare the office vacant.
- 40 K. On an ongoing basis, the Gifts Discernment and Call Committee shall compile and
41 maintain profiles of the gifts, talents, skills, and interests of members of District churches
42 who may be willing and are considered able to serve the District; consult with

1 congregational leaders and the District Leadership Team in the calling of persons for
2 positions in the District; and, as requested, assist the District Leadership Team in filling
3 the positions on the standing teams and ministry teams; and, for every position for which
4 it is responsible for supplying a nominee, develop a position description to include title,
5 duties, term, and term limit, and to whom reportable and accountable.
6
7

8 **ARTICLE XIII. DISTRICT STAFF**
9

10 **A. District Executive**
11

- 12 1. The District Leadership Team shall employ a District Executive qualified by
13 training, experience, and personal dedication to Christ and the church.
- 14 2. The District Executive shall be the executive officer of the District, and shall give
15 counsel, encouragement, vision, and support to the Leadership Team and ministry
16 teams as they seek to lead the District in shared ministries.
- 17 3. The District Executive shall be an *ex-officio* member, without vote, of the
18 Leadership Team, standing teams, ministry teams, their subordinate groups, and
19 the District Conference committees.
- 20 4. The District Executive and Leadership Team shall engage in reviewing the
21 responsibilities of the executive position.
22

23 **B. Additional professional staff**
24

25 When the work and resources of the District warrant it, additional professional staff may
26 be employed.
27

28 **C. Support Staff**
29

30 The District Leadership Team shall provide necessary support staff (paid and/or
31 volunteer) for the District office.
32

33 **D. Staff Employment Procedures**
34

- 35 1. The selection and employment of a District Executive and other professional staff
36 persons, as well as the termination of their employment, shall be the responsibility
37 of the District Leadership Team in keeping with approved denominational
38 placement procedures and in consultation with the denominational director of
39 District ministries.
- 40 2. Support staff shall be employed by the Leadership Team upon recommendation
41 of the District Executive and shall be responsible to the District Executive in
42 accordance with the job description.

- 1 3. The terms of employment for all employed personnel shall be carefully stipulated
2 and reviewed annually under the direction of the District Leadership Team.
3 When the terms have been mutually accepted, such terms shall be set forth in
4 writing on approved forms and shall be considered an agreement between the
5 contracting parties.
- 6 4. When there is multiple staff, the division of responsibility and the lines of
7 authority shall be clearly defined and periodically reviewed by the District
8 Leadership Team.
- 9 5. A job description shall be written for each employee.

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11 **E. Volunteer Staff**

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13 1. Volunteer staff shall be secured by the Leadership Team as conditions and
14 workload require.
- 15 2. Volunteer staff shall be persons of ability, commitment, experience and/or
16 willingness to learn and serve in a team relationship.

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19 **ARTICLE XIV. BUSINESS MEETINGS**

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21 **A. District Conference**

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23 1. The regular District Conference shall convene annually. Special conferences may
24 be called by the Moderator in consultation with the District Leadership Team.
25 Generally the location of the regular District Conference should rotate among the
26 various geographical areas of the district.
- 27 2. The Program and Arrangements Committee shall plan the conference program,
28 obtain leadership, determine the place of meeting, secure facilities, provide for
29 exhibits, register delegates, and make other necessary arrangements for the
30 conference.
- 31 3. Items of new business proposed for inclusion on the agenda of the District
32 Conference shall first be brought to the District Leadership Team for
33 consideration and addition to the agenda. New items of business may be added to
34 the agenda by a two-thirds vote of the delegate body.

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40 **B. District Leadership Team Meetings**

- 41
42 1. **Regular Meetings**

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2 The District Leadership Team shall meet at least quarterly, and it is encouraged to
3 use available technology to facilitate more frequent communication.
4

5 **2. Special Meetings**
6

7 Special meetings of the District Leadership Team may be called by Chair, and
8 may be held by means of video or telephone conferencing or the use of equipment
9 of similar communications capability by the means of which all members
10 participating in the meeting can communicate freely with each other.
11

12 **C.** The standing teams and ministry teams shall meet as needed or as the Leadership Team
13 may direct.
14

15 **D.** The District Conference committees shall meet as needed.
16

17 **E.** At least thirty days' advance notice of all regular business meetings shall be given to the
18 membership involved. At least seven days' advance notice of all special business
19 meetings shall be given to the membership involved.
20

21 **F. Rules of Order**
22

23 Unless otherwise specified in this document or otherwise agreed upon, Robert's Rules of
24 Order shall be the official rules of order for the District Conference and for meetings of
25 the groups covered by this Article.
26
27

28 **ARTICLE XV. FISCAL YEAR AND PROGRAM YEAR**
29

30 **A.** The fiscal year of the District shall be the calendar year.
31

32 **B.** The District program year shall extend from the end of one regular District Conference to
33 the end of the next regular District Conference.
34
35

36 **ARTICLE XVI. AMENDMENTS**
37

38 **A.** The constitution and bylaws of the District may be amended or revised by a two-thirds
39 vote of the delegates present and voting at any regular or specially called District
40 Conference. Written notice of the proposed amendment(s) or revision shall be given with
41 the call of the meeting issued at least thirty days prior to the meeting.
42

- 1 **B.** Amendments and revisions shall become effective at the conclusion of the District
2 Conference at which they are adopted, unless otherwise specified in the motion or report
3 presenting them. Upon adoption of such amendments or revisions, all former actions in
4 conflict therewith are rescinded.
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6 *After presentation by the Constitution Committee and with*
7 *amendments duly approved by the District Conference, this*
8 *Constitution and Bylaws for the District of Illinois and*
9 *Wisconsin of the Church of the Brethren, as so amended,*
10 *was approved and adopted by the 2004 District Conference*
11 *on November 6, 2004 in Dixon, Illinois.*

12 *Ed Garrison, Moderator*

13 *Judd Peter, Clerk*

14
15 *This Constitution and Bylaws for the District of Illinois and*
16 *Wisconsin of the Church of the Brethren, was amended by*
17 *the 2011 District Conference on November 5, 2011 in*
18 *Carlinville, Illinois.*

19 *Lisa Fike, Moderator*

20 *Bill Williams, Clerk*

21
22 *This Constitution and Bylaws for the District of Illinois and*
23 *Wisconsin of the Church of the Brethren, was amended by*
24 *the 2022 District Conference on November 5, 2022 in*
25 *Peoria, Illinois.*

26 *Harold Rose, Moderator*

27 *Judy Brinkmeier, Clerk*