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**The Constitution & Bylaws
of Trinity Lutheran Church, Inc.,
Austin, TX**

Adopted April 21, 2009

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The Articles of the Constitution

11

Preamble

12 Whereas the Word of God requires that a Christian Congregation not only conform to the Word
13 of God in doctrine and practice (Ps. 119:105; Col. 2:5; Gal. 1:6-8; 1 Timothy 4:1-5), but that also
14 all things be done decently and in order (1 Cor. 14:40), therefore, we, the members of Trinity
15 Lutheran Church of Austin, Texas set forth this present document, signed by ourselves, the
16 Constitution and Bylaws in accordance with which our Congregational affairs, both spiritual and
17 material, shall be conducted.

18

Article 1: Name

19 The name of this corporation shall be Trinity Lutheran Church, Inc., Austin, Texas.

20

Article 2: Purpose

21 The purpose of this corporate body shall be that of a religious organization, more specifically,
22 that of a Christian congregation, established and maintained for the express purpose of
23 disseminating and guarding the pure Gospel of Jesus Christ and His Holy Sacraments
24 according to the Confessional Standard of the Evangelical Lutheran Church, the Book of
25 Concord of the year 1580 A.D.

26

Article 3: Confessional Standard

27 This Congregation corporately and its members individually acknowledge and accept all the
28 canonical Books of the Old and New Testament as the divinely revealed and verbally inspired
29 Word of God, and acknowledge and accept all the Symbolical Books of the Evangelical
30 Lutheran Church, contained in the Book of Concord of 1580, as a true and correct exposition of
31 the doctrines of the Word of God. These Symbolical Books are:

- 32 - The Three Ecumenical Creeds (Apostles', Nicene, and Athanasian)
33 - The Unaltered Augsburg Confession (1530)
34 - The Apology of the Augsburg Confession (1531)
35 - The Smalcald Articles (1537)
36 - The Treatise on The Power and the Primacy of the Pope (1537)
37 - The Small Catechism (1529)
38 - The Large Catechism (1529)
39 - The Formula of Concord (1577)
40

1 The Pastor in conjunction with the Board of Elders shall determine what does or does not
2 conform to this Confessional Standard.
3

4 **Article 4: Synodical Affiliation**

5 This Congregation may affiliate herself with the Lutheran Church – Missouri Synod, or any other
6 synod, diocese or other collection of evangelical Lutheran congregations, as long as the
7 confessions, constitution, doctrinal statements, and resolutions of such a group remain true to
8 the Word of God and the Lutheran Confessions (Article 3.)

9 **Article 5: Office of the Pastor**

10 The Office of the Pastor is a divine institution. God, working through congregations, calls
11 Pastors to serve in that office locally. Pastors are accountable to God for their use of the Power
12 of the Keys (Hebrews 13:17; I Corinthians 4:1-4.) Only men shall serve as Pastor who are
13 properly qualified (I Timothy 3:1-7, Titus 1:5-9), are ordained, are unequivocally pledged to our
14 Confessional Standard (Article 3), have graduated from an Evangelical Lutheran seminary have
15 been endorsed by the synod, diocese, or other collection of evangelical Lutheran congregations
16 Trinity may be a member of, and are rightly called (Augsburg Confession XIV) by the
17 Congregation as set forth in the Bylaws. The duties of the Pastor of this Congregation are set
18 forth in the Bylaws, as are the criterion and procedure for removing the Pastor from office.

19 **Article 6: Membership**

20 A. Baptized membership in this Congregation is held by all those who are baptized in the Name
21 of the Triune God with water and are under our pastoral care.

22 B. Communicant membership in this Congregation may be held only by those who:

- 23 - Are baptized in the name of the Triune God with water;
- 24 - Fully accept the Confessional Standard of Article 3;
- 25 - Lead a Christian life and abstain from manifest works of the flesh (Gal. 5:19-21);
- 26 - Attend Divine Services and partake of the Lord's Supper frequently;
- 27 - Submit themselves for the sake of love, peace, and good order to the regulations already
28 made or still to be made by this Congregation, provided they do not conflict with the Word
29 of God or the Confessional Standard of this Congregation, and willingly accept brotherly
30 admonition when having erred or offended;
- 31 - Are not a member of any secret or other organization which conflict with the Word of God
32 or the Confessional Standard of this Congregation;
- 33 - Support to the extent of their physical and financial ability the preaching of the Gospel
34 and the administering of the Sacraments carried out by this Congregation.

35 C. The rights and privileges of membership in Trinity Lutheran Church shall continue until such
36 time as the member:

- 37 - Is transferred to the Church Triumphant;
- 38 - Is transferred or released to another Congregation;
- 39 - Excludes himself from fellowship by long-term absence from Divine Service, or by
40 resignation;
- 41 - Is excommunicated for manifest, impenitent sin;

- 1 - Joins a secret society or religious organization which conflicts with the Word of God or
2 the Confessional Standard of the Congregation.
3

4 **Article 7: Organization**

5 The Word of God as expounded in the Lutheran Confessions is the ultimate authority for the
6 conducting of the affairs of this Congregation. The spiritual affairs of the Congregation are
7 carried out under the supervision and authority of the Pastor, who shall appoint a Board of
8 Elders, as provided in the Bylaws, to assist him with his duties. In addition, the Organist, Choir
9 Director, and any similar office directly involved with worship or the Office of the Pastor shall
10 operate under the authority of the Pastor. The Pastor, at his discretion, may be a voting member
11 of all boards and committees of this Congregation.
12

13 The Congregation administers her secular affairs through a Voters Assembly. The Voters
14 Assembly is a human institution. Membership and officers of the Voters Assembly is set forth in
15 the Bylaws.
16

17 **Article 8: Congregational Societies or Groups**

18 Societies or groups may be organized within the Congregation only with the express approval of
19 the Voters Assembly, and all such societies or groups shall be under the supervision of the
20 Pastor and the Board of Elders. Only communicant members of this Congregation shall be
21 officers of such societies or groups. Any decisions, programs, or events of or by societies or
22 groups shall conform to the Confessional Standard of Article 3 and be under the purview of the
23 Voters Assembly. The Pastor, by virtue of his office, shall be the advisor of such societies or
24 groups within the Congregation.
25

26 **Article 9: Powers Vested in the Congregation**

27 The Congregation shall ever retain the right and duty to call Pastors. The Congregation shall
28 ever retain the right and duty to judge the doctrine and life of her Pastor through the Board of
29 Elders and the Voters Assembly.
30

31 **Article 10: Property Rights**

32 If a division should take place over the theology or practice of Article 3, the property of the
33 Congregation and all benefits connected therewith shall remain with those communicant
34 members who continue to adhere in confession and practice to Article 3 of this Constitution. If
35 division takes place for any other reason, the property shall remain with the simple majority of
36 the communicant members relative to the issue.
37

38 **Article 11: Dissolution of the Congregation**

39 In the event the Congregation should dissolve, all assets of the Congregation shall, after the
40 liabilities and obligations have been paid, satisfied and discharged, be distributed in accordance

1 with a plan of distribution duly adopted by the Voters Assembly as provided by the Texas Non-
2 Profit Corporation Act. The property and all rights connected therewith may be transferred by
3 the Voters Assembly to an entity with whom this Congregation is in fellowship.
4

5 **Article 12: Validity of Resolutions**

6 All secular/temporal matters shall be decided by a simple majority vote of the qualified voting
7 members present at a properly convened meeting of the Voters Assembly. While
8 doctrinal/spiritual matters may come before the Voters Assembly, doctrinal/spiritual truth is not
9 established by men voting. Instead, men recognize the truth as revealed in God’s Word.
10

11 **Article 13: Bylaws**

12 This Congregation, through the Voters Assembly, may adopt such bylaws by a simple majority
13 vote to accomplish the purpose of its organization.
14

15 **Article 14: Amendments**

16 A. This Constitution may be amended, with the exception of the Articles listed in section B, by a
17 three-fourths majority of the votes cast in a regular meeting of the Voters Assembly, provided
18 that the intention to amend the Constitution and the wording of the amendments proposed
19 shall be distributed to the Congregation assembled for worship on two different Sundays
20 prior to the date which the amendment is presented for action.
21

22 B. Articles 2, 3, 5, 6, 9, 10, and 13 are hereby made irrevocable and shall not be amended in
23 such a way to alter their essential meaning.

24 C. Upon ratification, all amendments to this Constitution will be submitted to the synod, diocese,
25 or other collection of evangelical Lutheran congregations Trinity may be a member of for
26 approval as may be required or advised by such organization’s rules or practices.
27

The Bylaws of the Constitution

Bylaw 1: The Office of the Pastor

Section 1. The Pastoral Office

“So that we may obtain this [Christian] faith, the ministry of teaching the Gospel and administering the Sacraments was instituted” (AC, V, 1). The “ministry is the highest office in the Congregation.” (AP, XV, 42, Triglotta). “[T]he authority of the ministry depends upon God’s Word” (TR, 10), not upon any human agreement or arrangement. According to 1 Corinthians 4:1, pastors are to be regarded “as servants of Christ and stewards of the mysteries of God.” Article XII, 80 of the Apology of the Augsburg Confession identifies “the mysteries of God” mentioned in I Corinthians 4:1 specifically as Word and Sacrament.

The Pastoral Office is not a human but a divine institution. The Congregation is free to add and subtract auxiliary offices such as President, elders, day school teachers, etc. because these offices are of human origin. The Congregation cannot decide not to have a Pastoral Office. This Office is a gift from her Lord. While the Congregation calls individual Pastors to minister to them, it is the Holy Spirit who makes him an overseer to care for the Church of God (Acts 20:28).

The Congregation using her official Constitution and Bylaws under the supervision and direction of the called Pastor determines what specific duties are to be assigned to such offices as they establish. The duties of the Pastoral Office, however, are outlined in Scripture. They are as follows:

- To feed the sheep (John 21:15) especially when they are sick, dying, or unable to attend Divine Services;
- To preach and teach the whole counsel of God (Acts 20:27; Matthew 28:20), in season and out reproving, rebuking and exhorting (2 Timothy 4:2) in sermons, catechetical instruction for children and adults, and Bible class(es);
- To bind and loose sin (John 20:23) including to excommunicate the impenitent. “Certainly, the common jurisdiction of excommunicating those guilty of clear crimes belongs to all pastors (I Corinthians 5)” (TR, 74);
- To administer the Sacraments as a steward of Christ; i.e. in accordance with His divine institution (Matthew 28:19; I Corinthians 4:1). This includes in particular, in conjunction with the Board of Elders, the oversight of Divine Services;
- To do the work of an evangelist (2 Timothy 4:5), to refute those who oppose pure teaching (1 Timothy 5:20; Titus 1:9), and to guard the Faith that has been passed down to them (I Timothy 6:20; 2 Timothy 1:13);
- To rule by means of the Word of God as one who must give an account before the Lord Jesus Christ of the souls entrusted to him (Hebrews 13:17).

In all of a Pastor’s preaching, teaching, and decisions, he remains accountable to the Congregation according to the doctrines of the Word of God as expounded in the Book of Concord of 1580. Members have the duty and right to judge the Pastor according to this standard (Acts 17:11; I John 4:1). Members of the Congregation are obligated by the Word of God to hear, honor, love, obey, help and support the Pastor in his ministry of God’s Word in such a way that he can give an account of their souls with joy not with groaning (Hebrews 13:17;

1 Luke 10:16; I Timothy 5:18). Pastors “who rule well” are to “be considered worthy of double
2 honor especially those who labor in preaching and teaching” (I Timothy 5:17).
3

4 **Section 2. Procedure for Calling a Pastor**

5
6 In a vacancy, the Board of Elders shall serve as the Call Committee. They shall submit names
7 of orthodox, confessional Lutheran Pastors to the Voters Assembly from which the assembly
8 shall elect one to be their interim Pastor to oversee the Divine Services, Christian education,
9 and the call process. Should Trinity be affiliated with a larger Lutheran organization, the Call
10 Committee may consult with its leaders during the calling process.

11
12 Candidates for the office of Pastor shall be orthodox, confessional Lutheran men who have
13 completed a seminary education and are certified by three other Pastors the Board of Elders
14 knows to be orthodox, confessional Lutherans.

15
16 Any member of the Congregation may submit a name for nomination, but the Board of Elders in
17 consultation with the interim Pastor shall decide using the criteria above which names are to be
18 submitted to the Voters Assembly for consideration for the office of Pastor. The Board of Elders
19 shall give the reason for any name being removed from the list.

20
21 At a regular or special meeting of the Voters Assembly at which the interim Pastor is in
22 attendance, the voters shall elect one of the proposed candidates by written ballot. The voting
23 shall continue until a unanimous agreement is reached. The President shall be responsible for
24 seeing that the candidate is notified promptly of his election and that all Call documents are
25 delivered to him as quickly as possible.
26

27 **Bylaw 2: Communicant Membership**

28 **Section 1. Application for Membership — Procedure**

29
30 Applicants for communicant membership in this Congregation shall consult the Pastor, who shall
31 determine whether such applicants are eligible for membership in accordance with Article 6 of
32 the Constitution. Applicants not familiar with the doctrines and confessions of the Lutheran
33 Congregation shall be required to attend a course of instruction in Luther’s Small Catechism,
34 and to make profession of their faith.

35
36 Applicants from Evangelical Lutheran Congregations in fellowship with Trinity shall submit a
37 letter of transfer from their former congregation to establish their eligibility for membership. In
38 the case of applicants whose previous membership in a Lutheran congregation has lapsed, the
39 Pastor may, with the consent of the Board Elders, arrange for a period of re-instruction prior to
40 the applicant reaffirming his or her faith.

41
42 After applicants have given satisfactory evidence of their eligibility in accordance with the two
43 preceding paragraphs, their admission as communicant members shall be reported to the
44 Voters Assembly. Once the Voters Assembly has accepted the applicant he shall be added to
45 the active membership roll.
46

1 **Section 2. Privileges and Duties of Communicant Members**

2
3 It shall be the privilege and duty of members of this Congregation to:

- 4
- 5 - Grow in the Christian faith and life through faithful use of the means of grace, searching
- 6 the Scriptures at home and in fellowship with other members of the Congregation, and
- 7 partaking of the Lord’s Supper frequently.
- 8 - Live a morally decent life before God and men, abstaining from open works of the flesh
- 9 (Gal. 5:18-21), and so conducting themselves at all times as to bring credit rather than
- 10 blame upon the Church of Jesus Christ.
- 11 - Provide for the proper Christian training of their children by instruction at home and
- 12 through the agencies of the Congregation.
- 13 - Contribute toward the maintenance of the Pastor and Congregation to the limit of their
- 14 financial ability.
- 15 - Place their God-given talents and abilities at the disposal of the Pastor, the officers, and
- 16 the Voters Assembly.
- 17
- 18

19 **Bylaw 3: Voting Membership**

20 **Section 1. Eligibility**

21
22 A communicant member who is male, at least 18 years of age and is on the roster of active
23 members shall be eligible to apply for voting membership. The roster is maintained by the
24 Pastor in consultation with the Board of Elders. Application for membership shall be made at a
25 regular voters meeting of the Congregation, at which time he shall be given an official copy of
26 the Constitution and Bylaws of the Congregation. He will then be eligible to vote at the next
27 regular voters meeting after signing the Constitution and Bylaws. To maintain his eligibility, he
28 must remain on the roster of active members and have attended the previous regular meeting,
29 or have been excused by the President or vice President chairing the meeting.
30

31 **Section 2. Privileges and Duties of Voting Members**

32
33 It shall be the privilege and duty of a voting member of this Congregation to:

- 34
- 35 - Conscientiously and prayerfully exercise his responsibility for the spiritual and material
- 36 welfare of the Congregation by exercising his right of suffrage.
- 37 - Willingly serve in any office or capacity for which his talents and abilities equip him.
- 38 - Faithfully attend Voters Assembly meetings.
- 39 - Assist with wholehearted diligence in administering the affairs of the Congregation.
- 40 - Encourage, by personal example, friendly interest, and judicious counsel, such eligible
- 41 communicant members who are not yet voting members to consider seriously accepting
- 42 the responsibilities and privileges of voting membership.
- 43
- 44

1 **Bylaw 4: Discipline in the Congregation**

2

3 All discipline in this Congregation shall be administered in accordance with the Confessional
4 Standard as outlined in Article 3 of the Constitution. The following procedure shall be followed
5 under the direction of the Pastor assisted as needed by the Board of Elders.

6 **Section 1. Provisions Pertaining to Pastors**

7

8 Sufficient grounds for deposing a duly called Pastor shall be persistent adherence to false
9 doctrine, scandalous life, or a protracted inability to perform the duties of the sacred office.
10 Charges on any of these counts shall be carefully investigated by the Board of Elders. Should
11 such charges be substantiated by clear evidence, the Pastor may first be given an opportunity to
12 resign his office in the Congregation. Such opportunity having been given and declined, the
13 above-mentioned Board shall, after consultation with at least three Pastors with whom Trinity is
14 in fellowship (two picked by the Board of Elders and one picked by the Pastor being charged),
15 notify the Congregation of the situation, and shall submit the matter for action at a special
16 meeting of the Voters Assembly. A three-fourths majority vote of the Voters Assembly shall be
17 required to depose a Pastor. Should Trinity be affiliated with a larger Lutheran organization, the
18 Board of Elders may consult with its leaders and shall notify them in the event a pastor is
19 deposed.

20

21 Should the occasion to depose a Pastor ever arise, the intended deposition shall be announced
22 by the Chairman of the Board of Elders at regular Divine Service on the two Sundays preceding
23 a special meeting of the Voters Assembly called for that purpose.

24 **Section 2. Communicant Membership - Termination**

- 25 A. Transfers. A member desiring transfer to a Lutheran congregation in fellowship with Trinity
26 shall apply to the Pastor. Upon approval by the Pastor in conjunction with the Board of
27 Elders, a letter of transfer shall be issued by the Pastor. The Pastor shall report all transfers
28 to the Voters Assembly at the next regular meeting of that body.
- 29 B. Joining Other Congregations. In cases where communicant members in good standing of
30 this Congregation have joined a non-Lutheran congregation, they shall be deemed to have
31 terminated their membership in this Congregation, forfeiting all rights and privileges of such
32 membership. Their name(s) shall be removed from the rolls of the Congregation and be
33 reported to the Voters Assembly as having been peacefully released.
- 34 C. Whereabouts Unknown. It is the duty of all communicant members to keep the church office
35 informed as to their whereabouts. The names of members whose whereabouts are unknown
36 as established by their mail returning with no forwarding address for a period of three months
37 shall be removed from the membership rolls. Such membership termination shall be reported
38 to the next regular meeting of the Voters Assembly as "whereabouts unknown."
- 39 D. Self-Exclusion. When a member of this Congregation has not attended a Divine Service
40 without acceptable excuse such as military service, illness, or temporary relocation for one
41 year, the member's name shall be removed from the Congregation's rolls with prior approval
42 by the Voters Assembly, and shall be regarded as having excluded himself from this
43 Congregation. Such self-exclusion releases the individual from all responsibilities to this
44 Congregation, but it also excludes the member from the privileges of Congregation

1 membership, such as a wedding or funeral at Trinity, Holy Communion, transfer to a sister
2 congregation, and of any claim against the properties of this Congregation. Such a person,
3 however, will always be welcomed to attend Divine Services.

4 E. Excommunication is to be applied to any member who conducts himself in an unchristian
5 manner; i.e., to one who openly adheres to false doctrine, gives evidence of an immoral and
6 offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper. The
7 Pastor in conjunction with the Board of Elders shall be responsible for administering
8 Christian discipline in accordance with Matthew 18, on behalf of the Congregation. In the
9 event of persistent impenitence, the Pastor's act of excommunication shall be recognized by
10 unanimous vote of the Voters Assembly. In the event a unanimous vote cannot be reached,
11 either those voting against the excommunication will have to be excommunicated or the
12 excommunication withdrawn. The Pastor, as a matter of pastoral care, may prohibit a
13 member from receiving communion for a time. Such a person may appeal his decision to the
14 Board of Elders, and failing that, to the Voters Assembly.

15 Persons who have been removed from membership for whatever reason shall be restored
16 with all rights and privileges when they repent and ask forgiveness through the Pastor. Both
17 acts of discipline and restoration shall be made known to all communicant members by
18 whatever method the Pastor in conjunction with the Board of Elders deem most suitable.

19 **Section 3. Provisions Pertaining to Congregational Officers and Chairmen**

20
21 Any Officer of the Congregation or Chairman of a Board who willfully neglects the duties of his
22 office may be deposed by a two-thirds majority vote of the voting members present in a regular
23 meeting of the Voters Assembly. The Pastor through the Board of Elders or the Board of Elders
24 itself shall initiate such action. Matthew 18 shall be followed under such circumstances. When
25 an office or chair is made vacant by deposition, resignation, death, or excommunication of the
26 incumbent, a successor to such office or chair shall be nominated by the Pastor and President
27 and elected by the voting membership at the next meeting.
28

29 **Bylaw 5: Meetings of the Congregation**

30 **Section 1. Regular Meetings**

31
32 Regular meetings of the Voters Assembly shall be held five (5) times during each calendar year
33 in the months of: January, March, June, September, and November. Dates and times of all
34 Voters Assembly shall be set by the President in conjunction with the Pastor. The November
35 meeting of the Voters Assembly shall include the consideration and acceptance of the budget
36 for the following year.
37

38 All communicant members on the roster of active members of the Congregation may attend the
39 meetings of the Voters Assembly and may participate in discussion of any item of business
40 before the voting membership. Although Scripture does place the responsibility and authority for
41 leadership on the men of the Congregation, Scripture also shows that women can indeed speak
42 the Word of the Lord. Furthermore, Scripture shows that men were chastised by the Lord when
43 they didn't listen to women when they spoke His Word (Gen. 21:12; Mark 16:14).
44

1 Every meeting of the Voters Assembly shall be announced at the Divine Service on the Sunday
2 preceding the date of the meeting.

3 **Section 2. Special Meetings**

4
5 Special meetings of the Voters Assembly may be called by the Pastor, Board of Elders, Board of
6 Trustees, or Board of Social Activities, or at the request of 10 members of the Congregation.
7 Notice of the date and time of such a meeting and of the nature of the business to be transacted
8 shall be given at the Sunday Divine Service immediately preceding the date of the meeting. The
9 agenda of the special meeting shall be limited to the previously announced business.

10 **Section 3. Order of Business at Regular Meetings**

11
12 Regular meetings of the Voting Membership shall proceed as follows:

- 13
- 14 1. Prayer by the Pastor
- 15 2. Roll Call of Voting Members
- 16 3. Reception of New Voting Members
- 17 4. Minutes of Previous Meeting(s), including Special Meetings
- 18 5. Unfinished Business
- 19 6. Pastor's Report
- 20 7. Treasurer's Report
- 21 8. Elders' Report
- 22 9. Trustees' Report
- 23 10. Social Activities' Report
- 24 11. Special Committees' Reports
- 25 12. New Business
- 26 13. Adjournment
- 27 14. Closing Prayer by the Pastor

28
29 The President may, with the consent of the Voters Assembly, vary the above order in the
30 interest of efficiency.

31 **Section 4. Restrictions Pertaining to Voters Assembly Meetings**

32
33 Attending voting members of a properly called Voters Assembly shall constitute a quorum.

34
35 The Pastor may vote when he chooses. The President may vote in the event of a tie. There
36 shall be no voting by proxy.

37
38 In general, for purposes of order, Robert's Rules of Order shall be followed but Christian charity
39 shall prevail.

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Bylaw 6: Officers and Administrative Boards

Section 1. Organization

A. Voters Assembly

The administrative (secular or temporal) affairs of the Congregation shall be conducted through the Voters Assembly. Whereas God has established the headship of the man in creation (Gen. 2 and I Cor. 11:1), the Voters Assembly shall consist of those communicant members on the roster of active members who are male and eighteen years of age or older who have willingly committed themselves before the Lord and their peers to be responsible for the administrative affairs of the Congregation. The officers of the Voters Assembly shall be elected from the voting membership of the Voters Assembly in accordance with the Bylaws.

B. Officers

The officers of the Congregation shall be President, Vice President, Treasurer, Chairman of the Elders, Chairman of the Trustees, and Chairman of Social Activities. These shall be the legal representatives of Trinity Lutheran Church, Inc. and each shall be empowered to sign contracts, to administer bank accounts, and to obtain legal information necessary to make wise decisions.

C. Administrative Boards

There shall be three administrative Boards: the Board of Elders, the Board of Trustees, and the Board of Social Activities. Each Board shall have a chair and such additional members as the Voters Assembly in conjunction with the Pastor shall deem necessary for the Boards to function effectively. The determination of the number of members required on each Board shall be decided no later than the March meeting of the Voters Assembly.

Section 2. Nomination

A committee shall be formed at the March meeting of the Voters Assembly in an election year to nominate all necessary Officers and Board Members. The President in conjunction with the Pastor shall announce the selection of three qualified Voting Members who, together with the Pastor, shall serve as the Nominating Committee. At this meeting, the voters may submit to the Committee the names of possible candidates for office.

The Nominating Committee, as soon after the March meeting as possible, shall prepare a list of candidates drawn from the active members of the Voters Assembly. Candidates for the Board of Elders shall be nominated by the Pastor and approved by the Nominating Committee. The Nominating Committee, at least one Sunday before the June meeting, shall publish in the bulletin the list of candidates for the following offices:

1 President, Vice President, Treasurer, Chairman of the Elders, Chairman of the Trustees,
2 Chairman of Social Activities and Board members as necessary to complete the membership of
3 each of the Administrative Boards.

4
5 Following the publication of the Nominating Committee’s list, any communicant member of the
6 Congregation may submit to the Committee additional names from the active members of the
7 Voters Assembly for inclusion on the list, and such names shall be placed in nomination by the
8 Committee along with the candidates already chosen, provided:

- 9
- 10 1. That such names shall be submitted at least 10 days before the June meeting of the
- 11 Voters Assembly, and
- 12 2. That the Nominating Committee, through consultation with the Pastor and the Board of
- 13 Elders, shall have investigated the status of the proposed candidates and found them
- 14 spiritually eligible for office and willing to serve.
- 15 3. That nominees for the Board of Elders have been approved by the Pastor.

16 **Section 3. Selection**

17
18 From the list of candidates for each office submitted by the Nominating Committee, the Voters
19 Assembly shall, at its June meeting, elect by simple majority, the following officers in the order
20 herein indicated:

- 21
- 22 1. A President
- 23 2. A Vice President
- 24 3. A Treasurer
- 25 4. Members for the Boards of Trustees, Social Activities, and one chair for each.

26
27 Members for the Board of Elders, having been nominated by the Pastor, require ratification by
28 the Voters Assembly. The Pastor shall appoint the Chair.

29 **Section 4. Installation & Term of Office**

30
31 The new officers and Board members of the Congregation shall be installed in a Divine Service.
32 They shall assume their duties of office as of July 1st. The term of office of all officers and Board
33 members shall be two years, terminating on June 30th of the second year of their terms.

34 **Bylaw 7: Duties of Officers & Administrative Boards**

35 **Section 1. Duties of Officers**

36
37 The President of the Congregation shall preside at all meetings of the Voters Assembly. He
38 shall, to the best of his ability, see to it that the Constitution and Bylaws of the Congregation and
39 the resolutions of the Voters Assembly are followed. The Boards of Trustees and Social
40 Activities, committees, auxiliaries, groups, etc., in the Congregation shall be responsible to the

1 President in temporal matters and to the Pastor in spiritual matters, and they shall be welcome
2 at any and all meetings of such groups.

3
4 The President shall appoint a secretary, male or female, from the roster of active members, who
5 shall continue in office until the President's term of office expires. The secretary shall be present
6 at all Voters Assemblies of the Congregation and at all meetings of the Officers and shall enter
7 the minutes of all meetings in a permanent record book over his signature. He shall conduct all
8 official correspondence of the Congregational Boards and committees under the supervision of
9 the President. In general he shall perform all the duties normally pertaining to his office and
10 such additional duties as the Voters Assembly with the consent of the President may delegate to
11 him.

12
13 The President shall appoint an Auditing Committee consisting of two qualified communicant
14 members of the Congregation other than the Treasurer, bookkeeper, or financial secretary to
15 audit the financial records of the Congregation. The President shall submit the Audit Committee
16 report at the March meeting of the Voters Assembly in each year. The President shall make an
17 annual inventory of official documents in safekeeping, and enter its completion in the official
18 minutes of the Congregation. The President shall see that an annual budget is prepared for the
19 November Voters Assembly.

20
21 The Vice President of the Congregation, in the absence of the President, shall act for and in the
22 stead of the President. He shall be available for whatever duties the President shall assign to
23 him as his representative.

24
25 The Treasurer shall:

- 26
27 1. Appoint a financial secretary (and may appoint a bookkeeper) with the consent of the
28 President and the Pastor and direct them in the procedures for recording incoming and
29 outgoing funds and issuing year end offering statements.
- 30 2. Be responsible for the accurate recording of Congregational receipts and disbursements
31 and budgeted and actual expenditures according to proper accounting procedures and,
32 as deemed advisable, shall suggest for Voters Assembly consideration improved
33 methods and systems for keeping financial records, which are to remain the permanent
34 property of the congregation.
- 35 3. Present a written, duplicated financial report at the Voters Assembly.
- 36 4. Submit permanent financial records for annual audit
- 37 5. Be responsible for remitting congregational missions and benevolence monies and for
38 prompt payment of salaries and bills authorized by the Voters Assembly or in
39 emergencies by the President and/or Pastor.
- 40 6. Coordinate the flow of monies from the treasury in such a way that an adequate balance
41 is retained for the payment of salaries and other regularly recurring expenses.
- 42 7. Insure the financial secretary has adequate offering envelopes in the pews; counts
43 offerings weekly, and issues year end giving statements by 31 January.
- 44 8. Receive from the financial secretary reports of all monies received through Divine
45 Services, special offerings, or other sources that have been deposited in the bank that
46 week.

- 1 9. Sign all checks for payment of bills, salaries, or other financial commitments of the
2 Congregation of any sort, and have at least one of the other elected Officers listed in
3 Bylaw 6, Section 1B as an emergency signatory on the checking account.
- 4 10. Have available for a current record of accrued disbursements and budget allotments.

5 **Section 2. The Boards of Elders, Trustees, and Social Activities**

6 7 **A. General Duties and Powers of Administrative Boards**

8
9 Each Board shall submit a report of its activities at each regular meeting of the Voters
10 Assembly, and on such other occasions as the Voters Assembly require. Such reports shall
11 include specific recommendations (if any) for Congregational action and/or approval. Each
12 Administrative Board shall be empowered to administer all funds set aside for its work by budget
13 appropriation or by special resolution of the Voters Assembly. The Voters Assembly may, at its
14 discretion, restrict such expenditures to conform to the actual financial condition of the
15 Congregation at any given time. Each Board shall be jointly and severally liable for all non-
16 emergency expenditures not authorized either by the budget or by special resolution of the
17 Congregation.

18 19 **B. Organization and Meetings of Administrative Boards**

20
21 Each Board shall be under the direct control and supervision of the chairman of that Board.
22 Following the election of the chairman of each Board and the Board members required, the
23 chairman of the respective Board shall designate and appoint from among the Board members
24 at his own discretion those individuals who are to be responsible for various phases of the work
25 of that Board. If such appointments are made, notification is to be given to the President of the
26 Voters Assembly for publication to the members in the manner he deems most advisable.

27
28 The time and frequency of Board meetings shall be at the discretion of the chairman of the
29 Board and the Board members, except that, for good and sufficient reason, either the President
30 of the Congregation or the Pastor may call a meeting of the Board at any time. Meetings thus
31 called shall be classified as special meetings, and each person involved shall be notified of the
32 date, time and purpose of such a meeting.

33 34 **The Board of Elders**

35 The nature of the duties of this Board requires that only men noted for their Christian knowledge
36 and experience in the Congregation shall be selected. The Board shall consist of at least three
37 members, including the elected chairman of the Board.

38
39 The basic objectives of this Board are the spiritual welfare of the Pastor and Congregation
40 members, individually and corporately, and in conjunction with the Pastor the supervision of
41 everything pertaining to Congregational worship.

42
43 That the objectives of this Board may be carried out, the Board, either corporately or individually
44 shall:

- 45
46 1. Pray for the Pastor.

- 1 2. Encourage the Pastor in his work by word and action.
- 2 3. Be concerned about the spiritual, emotional and physical health and welfare of the Pastor
3 and his family (adequate compensation, housing, free time, vacation, assistance in times
4 of illness.) To this end, the Board will have the Pastor acquire a salary scale from a local
5 church body, preferably Lutheran, and have him ascertain what is the minimum required
6 by it. The elders shall submit at least this amount to the Treasurer for inclusion in the
7 annual budget.
- 8 4. Assist the Pastor in counseling with difficult cases and in finding peaceful and God-
9 pleasing solutions to personal problems within the Congregation.
- 10 5. Review yearly the salary and performance of the Congregation office secretary and make
11 appropriate recommendations to the Voters Assembly, or, in case of a vacancy, interview
12 and hire a replacement in conjunction with the Pastor.
- 13 6. Be the Call committee when a vacancy occurs.
- 14 7. Assist the Pastor in maintaining discipline within the Congregation according to Scripture,
15 the Lutheran Confessions and Article 3 of the Constitution and Bylaw 4 of this
16 Congregation.
- 17 8. Assist the Pastor as needed in ensuring that the Congregation functions in accordance
18 with the established doctrine of the Congregation as listed in Article 3 of the Constitution.
- 19 9. Assist the Pastor as needed in determining eligibility for membership of all individuals and
20 families applying for membership in this Congregation according to Article 6 and Bylaw 2
21 of the Constitution.
- 22 10. See to the prompt transfer of all members who move away and of new Lutheran families
23 attending Divine Services.
- 24 11. Assist the Pastor when called on to investigate cases of severe financial need within the
25 Congregation and decide what if any funds may be dispersed.
- 26 12. Ensure that both youth and adults are thoroughly instructed in Luther's Small Catechism
27 before confirmation.
- 28 13. Ensure that Adult Christian Education classes are taught only by a Pastor or seminarian.
- 29 14. Ensure that Sunday School curriculum conforms to the Confessional Standard of Article
30 3.
- 31 15. Be present for periodic training as determined by the Pastor and this Board.
- 32 16. Submit an annual budget request to the Treasurer.

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For the Worship of the Congregation:

1. Supervise the organist(s) and choir director of the Congregation.
2. Ensure the Pastor acquires a substitute Pastor when he is on vacation.
3. Staff, train, schedule, and supervise the ushers and acolytes.
4. Assist the Pastor with communion distribution, reading of Scripture, conducting the liturgy, or reading a sermon as required.

- 1 5. Assist the Pastor in setting the time, schedule and number of services for the approval of
2 the Voters Assembly.
- 3 6. Assist the Pastor in approving and disapproving new forms of worship, liturgies, and
4 hymns for use in public worship.
- 5 7. Supervise the Altar Guild and/or Sextons in the care, use and maintenance of the sacred
6 vessels, the altar, the altar furnishings, and vestments.
- 7 8. Maintain an adequate supply of expendable items for worship such as communion cards,
8 pencils, communion wine and wafers, baptismal napkins, candles, etc.
- 9 9. In conjunction with the Pastor, approve or disapprove any narthex, nave or chancel
10 decorations
- 11 10. Recommend and annually review compensation and personnel for the music staff as
12 required for public worship.
- 13 11. Maintain and supervise adequate nursery facilities.

15 **The Board of Trustees**

16 The Board of Trustees shall consist of at least three members, including the elected chairman of
17 the Board.

18
19 The basic objectives of this Board are the proper maintenance and repair of Congregation
20 property and the general protection of the Congregation against loss or damage of whatever
21 nature.

22
23 That the basic objectives of this Board may be carried out, the Board, either corporately or
24 through specifically designated individuals, shall:

- 25
26 1. Conduct an annual inventory and inspection of Congregational properties and equipment,
27 including the acquisition date and approximate value of each item, and recommend to the
28 Voters Assembly any needed repairs, improvements, or replacements.
- 29 2. Carry out all resolutions of the Voters Assembly on purchases, repairs, replacement of
30 Congregational property and equipment.
- 31 3. Determine and engage, with Congregational and Pastoral approval, adequate custodial
32 help.
- 33 4. Prepare in conjunction with the Pastor a detailed list of the required weekly, monthly, and
34 annual maintenance of facilities and equipment of the Congregation for the custodial help
35 to perform. The day to day supervision of the custodian shall be the responsibility of the
36 Chairman of the Trustees.
- 37 5. In conjunction with the Pastor, annually review and recommend salaries for all custodial
38 help.
- 39 6. Determine and establish, with the approval of the Voters Assembly, regulations governing
40 the use of Congregation property and equipment.
- 41 7. Make and issue keys for Congregation property, and keep and review annually a list of
42 the keys issued.

- 1 8. Every three years check the adequacy of all types of insurance for Congregational
2 property and maintenance contracts for equipment and negotiate such policies and
3 contracts.
- 4 9. Check all property twice a year for any safety hazards, and maintain a record of such
5 inspections.
- 6 10. Enlist work crews for special repair, improvement, cleaning, painting, decorating,
7 landscaping and other projects.
- 8 11. Through the custodian arrange for immediate repairs of an urgent nature and all normal
9 repairs and alterations for which budget funds have been allocated.
- 10 12. Submit an annual budget request to the Treasurer.

12 **The Board of Social Activities**

13 The basic objectives of the Board of Social Activities are to see to it that an adequate number
14 and variety of activities are sponsored by the Congregation to afford God's people the
15 opportunity to gather for social reasons. Such activities may include but are not limited to
16 dinners, parties, sight seeing trips, sporting events, etc.

17
18 The Board shall have three men elected from the voting membership by the Voters Assembly
19 including the elected chairman. In addition, two other members of the Congregation on the
20 active membership roster may be appointed by the President.

21
22 The Board shall present to the September Voters Assembly a schedule of proposed activities for
23 the following fiscal year. This shall also be published in the newsletter.

24
25 The Board shall submit an annual budget request to the Treasurer.
26

27 **Section 3. Amendments**

28
29 These Bylaws may be amended at any meeting of the Voters Assembly by a two-thirds majority
30 vote, provided:

- 31
32 1. That a motion to submit a proposal to amend has been made at a regular meeting of the
33 Voters Assembly.
- 34 2. That the vote for the amendment happens at the next regularly scheduled meeting of the
35 Voters Assembly.

36 All amendments to the Bylaws or to the Constitution shall be recorded in the official copy of the
37 Constitution and Bylaws in the possession of the current Secretary of the Congregation.

38 Upon ratification, all amendments to these Bylaws will be submitted to the synod, diocese, or
39 other collection of evangelical Lutheran congregations Trinity may be a member of for approval
40 as may be required or advised by such organization's rules or practices.