

## **BYLAWS (Approved by Congregation January 23, 2011)**

Contains final Amendments as preliminarily approved by Holy Trinity Lutheran Church  
Congregation at the Special Called September 10, 2017 ratified at  
the January 28, 2018 Annual Congregational Meeting to be  
Effective April 1, 2018

### **Section 1. Adoption of Bylaws and Amendments**

Bylaws and amendments to bylaws shall be adopted as specified in Chapter 16 of the Constitution.

### **Section 2. Congregation Council**

The Congregation Council shall be comprised and shall function as designated in Chapter 12 of the Constitution.

### **Section 3. Staff (Excluding Pastor)**

- a. Professional Staff  
Professional staff members may be employed to help fulfill the proper function of the church.
  - (1) The duties and responsibilities of staff members shall be defined by the Mutual Ministry Committee of the church and approved by the Congregation Council.
  - (2) The Congregation Council shall continually review the congregational needs for professional staff. When staffing changes are required, the Congregation Council shall appoint a committee to interview applicants and recommend a person to the congregation. The committee shall report one person to the Congregation Council to be recommended to the congregation. Election shall be by a majority vote of those present and voting at a duly called congregational meeting.
- b. Temporary Professional Staff  
To perform specific temporary functions in the congregation, temporary professional staff members may be employed. When the cost of such a staff member is included in the annual budget of the congregation or when the cost does not exceed the limit of extra-budgetary expenses (Chapter 12.05) the Congregation Council may employ the temporary staff members. In any other case temporary staff members shall be employed by action of the congregation.

### **Section 4. Duties of Officers**

The duties, responsibilities, and obligations of the officers shall include the following:

- a. President of the Congregation Council.
  - (1) Preside at congregational meetings.
  - (2) Preside at meetings of the Congregational Council.

- (3) Notify the bishop of the synod in any matter concerning a pastoral vacancy.
  - (4) Secure pastoral care when necessary in the absence or disability of the pastor.
  - (5) Attend, at the president's discretion, meetings of standing or special committees of the congregation.
  - (6) Compile and present the annual report of the Congregation Council to the congregation.
  - (7) Carry out the letter, and intent of this constitution and bylaws in all congregational business.
  - (8) Make annual review of all papers and legal documents in the custody of the financial secretary.
  - (9) Upon the election of a new president, instruct the new president in the duties of the office.
- b. Vice-President of the Congregation Council
- (1) Perform all duties of the president during the absence or disability of the president.
  - (2) Perform any duties of the president that the president may direct.
  - (3) Perform duties related to amendments to the Congregational Constitution and Bylaws.
- c. Secretary of the Congregation Council
- (1) Keep minutes of all congregational meetings and meetings of the Congregation Council.
  - (2) Act as parliamentarian at meetings of the congregation and the Congregation Council.
  - (3) Act as custodian of the official copy of the Congregational Constitution and By-Laws, and serve as advisor to the president on constitutional questions.
  - (4) Act as custodian of the official records of Council Members class years, election results, replacement terms, etc.
- d. Treasurer of the Congregation Council
- (1) Receive all funds from the financial secretary and maintain the accounts of the congregation in good order.
  - (2) Disburse funds to satisfy financial obligations when presented with properly authorized statements.
  - (3) Make monthly reports to the Congregation Council and annual reports to the congregation.
  - (4) Serve as ex officio member of the Stewardship and Finance Committees (Ministries).
  - (5) Serve as advisor to treasurers of other church organizations of this congregation (e.g. Memorials, WELCA, etc.) in financial matters and methods of keeping and auditing financial records.
  - (6) Be responsible for managing all church funds and accounts with supervision from the Finance Committee as needed.

- (7) Be responsible for keeping all of this congregation's insurance policies current and up-to-date.
- e. Financial Secretary of the Congregation Council
  - (1) Receive all funds from members and other sources. Account for funds and properly credit the source.
  - (2) Notify the pastor or other designated person of any special funds that may require acknowledgement.
  - (3) Deposit all funds to this congregation's accounts.
  - (4) Report all funds to the treasurer of the Congregation Council.
  - (5) Maintain a current list of the legal documents, deeds, contracts, titles, insurance policies, charters, and other important documents. Ascertain that all such documents are stored in a safe deposit vault in the name of Holy Trinity Lutheran Church. Have custody of one key to the vault. The second key shall be locked in a safe place in the pastor's office.
  - (6) Review with the president and/or secretary all documents and legal papers annually to make certain all provisions are being followed.
  - (7) Serve as ex officio member of the Stewardship and Finance Committees (Ministries).
  - (8) Make monthly reports to the Congregation Council and annual reports to the congregation.

## **Section 5. Duties of Standing Committees (Ministries)**

- a. Audio Visual
  - 1) Assure that all the congregation may hear the spoken word.
  - 2) Provide recordings of worship services for those who are unable to attend regularly so they may maintain their contact with this congregation.
  - 3) Be responsible for the congregation's audio-visual equipment.
  - 4) Assist staff and congregation with computer, communication, and audio-visual needs.
  - 5) Report regularly to the Congregation Council and annually to the congregation.
  - 6) Review the current Audio Visual Budget and recommend changes by October 1 of each year for the following year or years to be acted on by the Finance Committee and presented at the Annual congregational meeting for approval.
- b. Christian Education

The Christian Education Ministry Team, working in partnership with the staff of Holy Trinity will:

  - 1) Organize and support all Christian Education opportunities for children and adults including, but not limited to Sunday Church School, Bible Study, Confirmation, First Communion, and Vacation Bible School.
  - 2) Review and order curriculum and educational equipment and supplies.
  - 3) Disburse Sunday Church School offering.
  - 4) Support and facilitate the library program.

- 5) Organize and support family and adult educational, enrichment, and inspirational opportunities.
- 6) Support the Lutheran Magazine.
- 7) Report regularly to the Congregation Council and annually to the congregation.
- 8) Review the current Christian Education Budget and recommend changes by October 1 of each year for the following year or years to be acted on by the Finance Committee and presented at the Annual congregational meeting for approval.

c. Church Property

- 1) Maintain the property and buildings of the congregation in good order for regular use.
- 2) Maintain permanent equipment in good order for regular use.
- 3) Make annual inspection of all property to ascertain that proper maintenance and housekeeping is done; that city fire and safety codes are being followed; and that all buildings and equipment are adequately protected from weather and abuse.
- 4) Maintain a current inventory of all property and equipment with fair appraisal of current value of each item.
- 5) Provide for the regular custodial care of the church buildings.
- 6) Have a communication structure that assures that all items pertaining to church property are communicated to the committee as a matter of information for necessary recommendations or approvals.
- 7) Report regularly to the Congregation Council and annually to the congregation.
- 8) Review the current Church Property Budget and recommend changes by October 1 of each year for the following year or years to be acted on by the Finance Committee and presented at the Annual congregational meeting for approval.

d. Congregational Life

The Congregational Life Ministry of Holy Trinity Lutheran Church has adopted the Mission Statement: *Celebrating His love*. The Vision of the Congregational Life Ministry of HTLC includes:

- a. feeding both spiritually and physically
- b. every member participation in fellowship opportunities

The Congregational Life Ministry, working in partnership with the Pastor of Holy Trinity and with the other ministries of the congregation as appropriate will:

- 1) Plan lunch for the annual business meeting of the congregation.
- 2) Plan the Easter breakfast.
- 3) Plan the Senior Banquet.
- 4) Plan the Confirmand Reception.
- 5) Plan receptions for new members.
- 6) Organize church picnic per Council directive.

- 7) Plan the Rally Sunday reception.
- 8) Organize Advent and Lent soup/chili/etc. suppers.
- 9) Organize the annual Christmas Dinner for the congregation.
- 10) Plan monthly Family Night meals working with the other congregational ministries
- 11) Organize post-funeral receptions when requested by families of deceased members.
- 12) Plan special meals and fellowship opportunities as requested by the Pastor of the congregation.
- 13) Encourage members of the congregation to share their food and hospitality with each other.
- 14) Report regularly to the Congregational Council through the council liaison and annually to the congregation through an annual report
- 15) Review the current Congregational Life budget and recommend changes by October 1 of each year for the following year or years to be acted on by the Finance Committee and presented at the Annual congregational meeting for approval.

e. Evangelism

Mission statement: Working to build up the Body of Christ, helping to bring newcomers into the church while proclaiming the gospel to those who cross our path in life. All are welcome.

The Evangelism Committee will strive to lead, encourage, and equip members to share in this directed work. The vision of evangelism to carry out our mission includes:

- 1) Train and equip church members to be “evangels” people who bring the Good News to others; and participate with other members of the body of Christ in ecumenical evangelism activities.
- 2) Encourage all members to grow as disciples by regular worship, daily prayer, daily scripture reading, spiritual friendships, service, and giving.
- 3) Extend Christian hospitality through greeters/hosts who welcome all who gather for worship.
- 4) To assist in tracking members – active, inactive and prospective – by maintaining contact with current members and visiting prospective members inviting them to share our church home and cultivating a relationship with Christ.
- 5) Provide mentors, reception opportunities, and church wide information for new members.
- 6) Enhance the visibility of HTLC’s ministry by advertising in local newspapers, in the yellow pages of the telephone directory, keeping a current web page, and providing informational and invitational brochures.
- 7) Maintain a pictorial directory of members for the church.
- 8) Encourage members to grow in personal as well as spiritual relationships through Foyer Groups. (Holistic Small Groups) Encouraging outreach to non-members through these Foyer Groups.

- 9) Report regularly to the Congregation Council and annually to the congregation.
- 10) Review the current Evangelism budget and recommend changes by October 1 of each year for the following year or years to be acted on by the Finance Committee and presented at the Annual congregational meeting for approval.

f. Stewardship and Finance Committees

Mission Statement: Support congregational members and their stewardship journey, and be responsible for congregational financial matters and reports.

These two committees may be combined into one committee when desired by either the Council or members of these committees given that some of their functions and responsibilities overlap.

Stewardship Committee Responsibilities:

- 1) Promote the total Christian dedication and stewardship of members of the congregation.
- 2) Plan and conduct any special appeals for unusual needs or causes of the church.
- 3) Inform the members of the congregation of needs and encourage each to assume his or her just responsibility.
- 4) Keep records of trends in congregational annual estimates of giving.
- 5) Promote and encourage both current and delayed giving for expansion of the congregational ministry
- 6) Report regularly to the Congregation Council and annually to the congregation.
- 7) Review the current Stewardship Budget and recommend changes by October 1 of each year for the following year or years to be acted on by the Finance Committee and presented at the Annual congregational meeting for approval.

Finance Committee Responsibilities:

- 8) Submit and compile budget proposals and present a recommended budget to the Congregation Council.
- 9) Provide for the annual audits of the records of the treasurer and the financial secretary.
- 10) Advise the pastor and the Congregation Council concerning tax rules and legal exemptions provided for churches.
- 11) Plan and conduct the annual estimate of giving campaign.
- 12) Oversee the investments of the congregation, giving consideration to Christian Stewardship of the corpus as well as interest funds.
- 13) Advise the Congregation Council as well as the Standing Ministry Committees of interest funds available each year and make

- recommendations to Council concerning the allocation of these funds consistent with the vision and mission of Holy Trinity Lutheran Church.
- 14) Report regularly to the Congregation Council and annually to the congregation.

g. Mutual Ministry

- 1) Prepare and review job descriptions for all personnel
- 2) Interview employees leaving the congregation
- 3) Encourage staff participation in continuing education programs
- 4) Evaluate the staff and congregation in light of the mission and ministry of the church
- 5) Provide emotional and spiritual support to staff members
- 6) Provide open communication between the congregation and the staff and between members of the staff
- 7) Contribute to the health and well being of the church by developing and maintaining harmonious working relationships
- 8) Prepare the annual budget request for salaries and benefits for the church staff
- 9) Will consist of six members appointed by the Congregational Council to serve alternating three year terms. Two new appointees shall be chosen each year by Council in consultation with staff personnel. An appropriate balance between male and female members shall be maintained.
- 10) Maintain a current file and advise the Congregation Council in formulating policy concerning benefits, pension plans, and other special arrangements for employees of the church.

h. Prayer Ministry

Mission Statement: *Lifting one another up in prayer.* The Vision of the Prayer Ministry of HTLC includes:

- a. Holy Trinity Lutheran Church to become a might praying church and
- b. every member comfortable in sharing prayer requests of their own and participating in intercessory prayer for others.

The Prayer Ministry, working in partnership with the Pastor of Holy Trinity, and with the assistance of the Parish Nurse as appropriate will:

- 1) Pray regularly for HTLC, the staff, Council, Ministries and/or Committees, and members.
- 2) Encourage members to share prayer requests and pray for one another.
- 3) Encourage spontaneous prayers by worshippers during Worship Services as appropriate and as indicated by the Pastor and/or Assisting Minister.
- 4) Encourage open sharing of joys, concerns, and prayer requests during Worship Services.
- 5) Publish Devotional Booklets written by HTLC members when appropriate.
- 6) Participate in the Intensive Prayer Unit for WHVMC when requested.

- 7) Assist with weekly Healing Services when requested.
  - 8) Assist with updating the Cares and Concerns listings in the church newsletter and in the weekly Sunday bulletins.
  - 9) Encourage regular submission of specific prayer requests from each council liaison and officer.
  - 10) Report regularly to the Congregation Council and annually to the congregation.
  - 11) Review the current Prayer Ministry Budget and recommend changes by October 1 of each year for the following year or years to be acted on by the Finance Committee and presented at the Annual congregational meeting for approval.
- i. Outreach Ministry
- 1) Study the needs outside our congregation (local, national, and global) where our actions might help alleviate suffering, comfort the afflicted, provide assistance to those in need, and extend the hand of Christian fellowship.
  - 2) Prioritize these needs and determine appropriate response from our congregation.
  - 3) Facilitate appropriate action of the congregation by encouraging members to share their time, talents, and resources in order to meet these needs.
  - 4) Report regularly to the Congregation Council and annually to the congregation.
  - 5) Review the current Outreach Ministry Budget and recommend changes by October 1 of each year for the following year or years to be acted on by the Finance Committee and presented at the Annual congregational meeting for approval.
- j. Worship and Music
- 1) See that worship services are conducted regularly and are compatible with confessional Lutheran theology and in accordance with the practice of the Evangelical Lutheran Church in America.
  - 2) Recruit, train, schedule, and support all lay participants.
  - 3) Provide direction and support for the music ministries and worship life of the church.
    - a. Provide appropriate hymnals and other liturgical guides for the congregation. Keep all service books in good repair.
    - b. Ensure that an appropriate music library is maintained for the music program.
    - c. Review recommendations of the Director of Music Ministries in selection and maintenance of musical instruments.
  - 4) Make recommendations to the Congregational Council of policies regulating the use of church musical instruments and worship aids by members and non-members.
  - 5) Prepare and publish “Principles for Conducting Worship Services at Holy Trinity Lutheran Church” at least once every five years.



- 6) Provide and maintain proper vestments for choirs and all others assisting in worship.
- 7) Provide and maintain all worship supplies and resources.
- 8) Coordinate with other congregational committees as requested by the staff ministry team.
- 9) Enhance the understanding of the Lutheran heritage in the use of music and liturgy within worship.
- 10) Report regularly to the Congregation Council and annually to the congregation.
- 11) Review the current Worship and Music Budget and recommend changes by October 1 of each year for the following year or years to be acted on by the Finance Committee and presented at the Annual congregational meeting for approval.

k. Youth Ministry

- 1) Work to establish a youth program that nurtures and enhances a life of Christian discipleship for school-age children and youth.
- 2) Provide guidance for the director of children's and youth ministries in developing a program for the children and youth of the congregation.
- 3) Recruit and train volunteers and chaperones for children and youth programs.
- 4) Assist the director of children's and youth ministries in managing programs by making sure an adequate number of volunteers and supplies are available for each program.
- 5) Report regularly to the Congregation Council and annually to the congregation.
- 6) Review the current Youth Ministry budget and recommend changes by October 1 of each year for the following year or years to be acted on by the Finance Committee and presented at the Annual congregational meeting for approval.

## **Section 6. Delegates to Synod Convention**

Delegates to the annual Synod Assembly will be appointed by the Congregational Council for approval by the Congregation at its Annual Meeting. The appropriate number of delegates will be appointed in accordance with Synod guidelines covering delegates allowed based on the size of the congregation.

## **Section 7. Nominating Committee for Council Elections**

A Nominating Committee of four members of the Congregation in good standing, at least two of whom shall be former members of the Congregation Council, shall be elected at the Annual Meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection. The pastor will serve on the committee ex officio with voice but no vote.