

Revised Constitution and Bylaws

**Approved by the Voters Assembly
September 19, 2010**

**Approved by the Committee on Constitutional Matters
of the Central Illinois District
March 1, 2011**

The Constitution and Bylaws

**Trinity Lutheran Church
801 S. Madison St.
Bloomington, Illinois 61701**

THE CONSTITUTION

PREAMBLE

The Word of God requires that a Christian Congregation shall conform to this Divine Word in doctrine and practices (Psalm 119:105; Matthew 28:18-20; Galatians 1:6-8; 2 Timothy 4:1-5) and that all things be done decently and in order (1 Corinthians 14:40). Therefore, we, the members of Trinity Lutheran Church, Bloomington, Illinois, accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE I - Name

The name of this congregation shall be Trinity Lutheran Church.

ARTICLE II - Purposes

The purposes of Trinity Lutheran Church shall be:

1. To confess and worship the Triune God, Father, Son, and Holy Spirit, as revealed in Holy Scripture to be the one true God.
2. To teach that faith in Jesus Christ is the only way to salvation and that this salvation is the gift of God through the death of Jesus Christ on the Cross in payment for our sins, and that the Holy Spirit through the Word creates this saving faith and changes lives.
3. To unite God's people under the Lordship of Christ; to nurture and edify one another through the Word for Christian faith and life; to confess Christ and His Gospel boldly and lovingly to all people.
4. To administer the Sacraments of Baptism and the Lord's Supper as means of grace instituted by God Himself.
5. To promote Christian harmony, fellowship, and discipline among the members of the congregation (Matthew 18:15-18); to promote Christian concern and acts of Christian love in the community by the individual members and by the congregation.
6. To provide opportunities for Christian worship, nurture, witness, service, and fellowship.

All of these purposes are to be accomplished according to the confessional standard of The Lutheran Church-Missouri Synod (See ARTICLE III of this Constitution).

ARTICLE III - Confession

This congregation acknowledges and accepts all of the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and acknowledges and accepts all the

Confessional writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, to be the true and genuine exposition of the doctrines of the Bible. These confessional writings are the three Ecumenical Creeds (Apostles', Nicene, and Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Treatise on the Power and Primacy of the Pope, Luther's Small and Large Catechism, and the Formula of Concord.

ARTICLE IV - Membership

The membership of this congregation includes the following:

A. Baptized Membership

Baptized members are all members who have been baptized, including the children on the membership rolls who have not yet confirmed their baptismal vows.

B. Communicant Membership

Communicant members are those:

1. Who are baptized in the name of God the Father, Son, and Holy Spirit;
2. Who accept all canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;
3. Who have studied Luther's Small Catechism and declare their acceptance of it;
4. Who attend divine services faithfully;
5. Who partake of the Lord's Supper frequently after their confirmation;
6. Who lead Christian lives and do not live in manifest works of the flesh (Galatians 5:19-21);
7. Who contribute regularly and faithfully, as God has prospered them, toward the building of Christ's Kingdom in the congregation and throughout the world;
8. Who devote their time and talents to the extension of the Kingdom of God;
9. Who permit themselves to be fraternally admonished and corrected when they have erred;
10. Who are not members, affiliates, or supporters of unchristian societies or other organizations conflicting with the Word of God.

C. Voting Membership

All communicant members who are eighteen years or older shall be entitled to vote.

ARTICLE V - Officers

The officers of this congregation shall be such officers, boards, or committees as the Bylaws of this congregation may prescribe.

ARTICLE VI - Church Workers

All pastors, teachers, vicars, candidates, and other called or contracted workers shall profess and adhere to the confessional standard set forth in ARTICLE III of this Constitution. They shall be well qualified for the duties assigned to them. Consistent with the education, ability, and experience of a called worker and the needs and/or desires of the congregation, the congregation may alter or amend the assignment and duties of any called worker. Pastors, teachers, and other called or contracted workers who are engaged in the spiritual work of this congregation shall be pledged to this confessional standard at the rite of ordination, installation, or induction.

ARTICLE VII - Powers

A. General

1. This congregation as a body, through the Voters Assembly, shall have supreme power to administer and manage all its external and internal affairs.
2. This congregation shall establish approved Bylaws governing the organizations, activities, purposes, and termination of auxiliary agencies of the congregation.
3. This congregation, however, shall never be empowered to decide anything contrary to the Word of God and the Confessions of The Lutheran Church-Missouri Synod (See ARTICLE III of the Constitution).

B. Right of Calling

The right of calling all church workers shall be vested in the congregation through the Voters Assembly and shall never be delegated to a smaller body or to an individual.

C. Decisions

Matters of doctrine and conscience shall be decided by the Word of God. Other matters shall be decided by the Voters Assembly by a majority vote unless otherwise specified by the Constitution or Bylaws.

D. Powers of Officers

The congregation may grant, alter, or revoke any authority given to elected or appointed officers and committees. The authority and responsibility of officers and committees shall be set forth in the Bylaws.

E. Removal from Office

Any officer or called or contracted church worker may be removed from office by the congregation, through the Voters Assembly, by ballot, in Christian and lawful order, for one of the following causes: persistent adherence to false doctrine, scandalous life, and inability to perform his or her official duties or willful neglect of them.

ARTICLE VIII - Property Rights

A. Operating Powers

This corporate body may receive, acquire, hold title to, and manage such real estate and other property as it may need to accomplish said purposes (See ARTICLE II of this Constitution); and may sell or dispose of such real estate and other property or any part thereof. This corporate body shall have all the rights and powers that are granted by the laws of the State of Illinois to religious corporations.

B. Congregational Division

If at any time a division should take place on account of doctrine, the property of this congregation and all benefits therewith connected shall remain with those voting members who continue to adhere in the confession and the practice of ARTICLE III of this Constitution. In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to the Central Illinois District of The Lutheran Church-Missouri Synod.

ARTICLE IX - Doctrinal Literature

All liturgies, hymns, and prayers used in the public service of this congregation, all ministerial acts, and all books used in all the classes for instruction in Christian doctrine shall conform to the confessional standard of ARTICLE III of this Constitution.

ARTICLE X - Synodical Membership

This congregation shall hold membership in The Lutheran Church-Missouri Synod. It shall send a pastor and a lay delegate to the District Convention of Synod. It shall be the duty of the congregation and its individual members to support the work of Synod, thereby supporting their own Christ-appointed work.

ARTICLE XI - Bylaws

This congregation shall adopt such Bylaws as may be required for the accomplishment of its purpose.

ARTICLE XII - Changing the Constitution or Bylaws

A. Unalterable Articles

ARTICLES III and IX of this Constitution or sections thereof shall be unalterable and not repealable.

B. Amendments

Amendments to this Constitution or Bylaws may be adopted at a Voters Assembly meeting, provided:

1. That they do not conflict with the provisions set forth in ARTICLES III and IX or with any Section of any other Article of this Constitution that pertains to Scriptural doctrine and practices.
2. That the proposed amendment has been submitted in writing at a previous Voters Assembly. The affirmative vote by ballot of a two-thirds majority of the voting membership present at the Voters' Assembly shall be required for the adoption of an amendment.

BYLAWS

Article I - Membership

A. Admission into Membership.

1. Baptized membership.

- a. By the Sacrament of Holy Baptism.
- b. By transfer.

2. Communicant membership.

- a. By the rite of confirmation following the junior or adult confirmation program.
- b. By transfer.

Persons coming with a communicant letter of transfer from a congregation in church fellowship, provided they conform in all respects to the requirements of membership of this congregation, shall be received by the pastor, whose action is subject to approval by the Board of Elders in a subsequent meeting.

- c. By Profession of Faith.

Persons shall submit their applications to a pastor. After giving satisfactory evidence of qualification for communicant membership to a pastor, they shall be received as communicant members upon approval by the Board of Elders and announced at the next Voters Assembly meeting.

3. Voting Membership.

- a. Every communicant member who is eighteen years of age or older shall have the right to vote.

b. Duties.

(1) To attend the Voters Assembly Meetings. By failing to attend such meetings, a member waives the right to vote during that meeting.

(2) To accept, if qualified, nomination for office, committee appointments, etc., and to actively participate in the life of the congregation.

B. Termination of Communicant Membership.

Membership may be terminated by the following means:

1. Transfer to other congregations.

Communicant members desiring to join other congregations in church fellowship shall present their requests for transfer to a pastor who is authorized to grant such transfers. The Board of Elders shall approve transfers in a subsequent meeting.

2. Joining other churches.

Communicant members who desire to join a congregation outside our own church fellowship are urged to address a written request for release from membership to the congregation. Such persons are considered to have terminated their membership, and their names shall be removed from the membership list by a resolution of the Board of Elders.

3. Self-Exclusion

When a communicant member fails to attend worship services, fails to partake of Holy Communion, fails to share in the support of the congregation's work, and has been repeatedly visited and admonished without result, the Board of Elders shall have the authority to remove the member from communicant membership and report any and all removals to the Voters Assembly. The member removed is to be informed of this action by registered mail, return receipt requested. If this person does not join another Christian church, his name shall be placed on the congregation's mission responsibility list. If such person moves to another community, his name shall be forwarded to a Lutheran Church - Missouri Synod congregation in that community.

4. Excommunication

Members who conduct themselves in an unchristian manner shall be admonished according to Matthew 18:15-20. If they remain impenitent after proper admonition, they shall be excommunicated. Each case of excommunication shall be presented to the Voters Assembly for a decision. A two-thirds majority vote of those present shall be required for every resolution by the Voters Assembly for excommunication.

Self-exclusion or excommunication terminates membership, and any member so removed shall be informed of this action by registered mail, return receipt requested. A person whose membership has been terminated forfeits all rights as a member of this congregation and all claims upon the property of this congregation or upon any part thereof. After sincere repentance, a self-excluded or excommunicated person shall receive absolution and be reinstated into membership upon the recommendation of a pastor and subsequent approval of the Board of Elders and the Voters Assembly.

Article II - Voters Assembly

A. Duties and Responsibilities.

1. To issue all calls and contracts of synodically trained workers and to issue all extensions of such calls and contracts.
2. To approve the elimination of a position if that position is currently held by a staff member who has a tenured call or an unexpired non-tenured call.
3. To approve the annual budget.
4. To acquire or dispose of real property.
5. To dispose of personal (unfixed) property which exceeds three percent of the current annual budget.
6. To authorize the borrowing of money on a long-term basis (over twelve months).
7. To authorize the borrowing of money on a short-term basis (twelve months or less) if the total outstanding short-term debt will exceed three percent of the current annual budget.
8. To excommunicate members upon the recommendation of the Board of Elders. A two-thirds majority vote of those present is required.
9. To accept the slate of nominations for the election of the officers of the Board of Lay Ministry, Board of Elders, and the members of the Nominating Committee.
10. To elect the officers of the Board of Lay Ministry, Board of Elders, and the members of the Nominating Committee.
11. To merge or dissolve the congregation.
12. To amend the Articles of Incorporation, Constitution, and Bylaws.
13. To yearly review and approve the long-range ministry plan.

B. Meetings.

1. The regular meetings of the Voters Assembly shall be three times per year in September, January, and May. Budget approval and elections shall be at the May meeting.
2. Special meetings of the Voters Assembly shall be called by the Board of Lay Ministry or by the President. Special meetings also shall be called by the President after receiving a written petition at his home address from at least twenty-five voting members of the congregation. After receiving such a petition, the President must schedule and conduct a Voters Assembly meeting within thirty (30) days. The first item of business on the agenda for the special meeting shall be the purpose for which the meeting was called. The special meeting may then transact any other business as a majority of those present consent to consider.
3. All meetings shall adhere to *Robert's Rules of Order*, most recent edition.

C. Meeting Announcements.

Every Voters Assembly meeting shall be announced either verbally or in the church bulletin at all services within two weeks before the meeting. After such announcements, the meeting shall be considered a properly convened and legal meeting capable of transacting business. The voting members present at a properly called and announced meeting shall constitute a quorum.

D. Voting.

1. A two-thirds majority vote of those present shall be required for the calling and contracting of synodically-trained church workers and for the following resolutions: the amending of the Articles of Incorporation, the Constitution or Bylaws; erection of buildings, the purchase or sale of property, and the removal of a called church worker or a lay officer from office.
2. Any vote shall be taken by ballot at the request of any voting member.

Article III - Calling and Contracting of Church Workers

A. The Calling of Synodically-Trained Staff.

The President shall appoint a call committee and its chairperson. This committee shall consist of at least six members from the Voters Assembly, one member of the Board of Lay Ministry, and one advisory (non-voting) member of the Executive Ministry Staff. In making appointments, every effort should be made to have representation from a cross section of the congregation. The members of this committee and its chairperson must be approved by the Board of Lay Ministry. This committee shall search for candidates from the names submitted by the congregation, Executive Ministry Staff, various offices of the Lutheran Church-Missouri Synod, etc. Any member of the congregation may submit names for consideration. This committee shall present a slate of candidates through the Executive Ministry Staff and the Board of Lay Ministry to the Voters Assembly.

B. Procedures Regarding Calls and Contracts.

1. Senior Pastor:

The Senior Pastor shall have a tenured call. He shall be in service at Trinity until the Lord calls him into His service somewhere else.

2. Additional Pastors:

Additional pastors added to assist in the Word and sacrament ministry shall have tenured calls. Evaluation by the senior pastor will be on an annual basis.

3. Executive Ministry Staff and Trinity Lutheran School Teaching Staff:

Additional members of the Executive Ministry Staff shall be issued three-year, non-tenured calls, with evaluation of performance on an annual basis by the Senior Pastor. Satisfactory performance from year to year will always keep the call at the three-year, non-tenured level with the approval of the Voters Assembly. Synodically-trained teachers shall have a three-year, non-tenured call or contract which will remain at the three-year level with satisfactory annual performance evaluations by the principal and by approval of the Voters Assembly. Ideally, Executive Ministry staff and teachers' calls or contracts will continue from year to year at the three-year level.

4. Unsatisfactory Performance:

Unsatisfactory performance evaluations may result in the call or contract not being submitted to the Voters Assembly for extension or removal from position per Article VII, Section E of the Constitution, which states that a worker may be removed for "persistent adherence to false doctrine, scandalous life, and inability to perform his or her official duties or willful neglect of them."

5. All calls must be issued by the Voters Assembly.

6. Non-synodically-trained Teachers and Support Staff:

Non-synodically-trained teachers and support staff shall have one-year contracts that are renewed on an annual basis based on satisfactory performance and congregational needs. All contracts will be issued upon recommendation of the Executive Ministry Staff and approval of the Board of Lay Ministry.

Article IV - Board of Lay Ministry.

A. Membership.

1. The Board of Lay Ministry shall consist of the President, Vice-President, Treasurer, and Lay Directors of Assimilation, Care and Concern, Christian Growth, Communications, Elders, Family Life, Fellowship, Missions, Properties, School Administration, School Curriculum and Instruction, School Student Services, Stewardship, Witness, Young Adults, and Youth. They shall be people who have proven faithful to the Lord and His Church. They shall have been communicant members of The Lutheran Church-Missouri Synod for at least two years prior to serving on the Board of Lay Ministry and shall not be an employee of the congregation. They should be people who attend worship faithfully, participate in ongoing Bible study, and have committed themselves to a life of growing discipleship.
2. Advisory (non-voting) members shall include, but are not restricted to, the Senior Pastor, Principal of the Christian School, Director of Finance, and an appointed secretary. Additional advisory members, such as a past president of the congregation, may be added or removed at the recommendation of the Executive Ministry Staff and majority approval of the Board of Lay Ministry.

B. Duties and Responsibilities.

1. To meet monthly or as often as necessary to transact business.
 - a. Meetings may be called by the President or at the request of at least three members of the Board of Lay Ministry. The President shall give notice of all meetings either verbally, by mail or by electronic means at least one day in advance of such meetings.
 - b. The Board of Lay Ministry may conduct meetings by e-mail or other electronic means as provided by rules of order adopted by the Board.
 - c. At least ten voting members of the Board of Lay Ministry must be present at any meeting in order to transact business.
2. To coordinate all church activities and to appoint, instruct, and supervise individuals or committees as needed.
3. To approve the creation or elimination of any standing committee.
4. To assist the Executive Ministry Staff in implementing, maintaining, or eliminating the ministry programs of Trinity.
5. To enlist the members of the congregation to do the work of the ministry programs as proposed by the Executive Ministry Staff.
6. To direct to the proper individuals or committees any and all matters requiring action.
7. To supervise and control all budget expenditures and financial programs that are not specifically listed as duties of the Voters Assembly.

8. To act upon the recommendation of the Executive Ministry Staff regarding the annual budget. The Board of Lay Ministry shall submit an annual budget at the May Meeting of the Voters Assembly.
9. To review all internal audits of the financial records of the congregation and to request an independent external audit if desired.
10. To review and authorize short-term borrowing (12 months or less) of money, provided that the total outstanding short-term debt will not exceed three percent of the current annual budget.
11. To review and approve the disposal of personal (unfixed) property, in excess of \$500, but not to exceed three percent of the current annual budget.
12. To consult with the Executive Ministry Staff in the case of a vacancy in the position of Senior Pastor. The Board of Lay Ministry shall appoint an acting Senior Pastor to exercise the functions of the Senior Pastor.
13. To approve the members of any call committee.
14. To act upon the recommendations of the Executive Ministry Staff for extending calls to staff members who may be serving under contract. If accepted by the Board of Lay Ministry, the recommendation shall be given to the Voters Assembly for consideration.
15. To act upon recommendations from the Executive Ministry Staff to not renew the calls or contracts of non-tenured persons. Special cases shall be handled in accordance with policies and procedures outlined in the Personnel Manual.
16. To act upon the recommendations of the Executive Ministry Staff for the hiring and dismissal of all support staff of the church.
17. To act upon the recommendations of the Executive Ministry Staff for the calling of Synodically trained staff. When the Board of Lay Ministry accepts the recommendations, call lists shall be presented to the Voters Assembly.
18. To act upon the recommendations of the Executive Ministry Staff regarding the creation and elimination of any full-time staff positions. The elimination of a full-time staff position must be approved by the Voters Assembly only if the position is currently held by a staff member who has a tenured call or an unexpired non-tenured call.
19. To call special Voters Assembly meetings to deal with any appropriate business.
20. To prepare and present recommendations to the Voters Assembly.
21. To prepare an agenda for the Voters Assembly meetings.
22. To consider all matters of a private nature discussed in Executive Sessions at the Board of Lay Ministry meetings as strictly confidential until it becomes necessary to submit such matters to the Voters Assembly. The Board of Lay Ministry members shall affirm their adherence to this rule.
23. To propose revisions of the Constitution and Bylaws, if necessary.

24. To listen to grievances or concerns from any member of the congregation.
25. To act upon the recommendation of the Executive Ministry Staff regarding the administrative policies of the congregation, such as financial and personnel policies.
26. To approve and annually review the long-range ministry plan as recommended by the Executive Ministry Staff, and to recommend the long-range ministry plan to the Voters Assembly.
27. To review the regular reports from the Executive Ministry Staff on the status of the ministry programs of the congregation.
28. To provide a written annual report detailing the past year's activities and the next annual plan.

Article V - Election of Congregational Officers

A. Offices and Terms.

1. The terms for all offices except Elders are two years.
2. The offices are as follows:
 - President
 - Vice-President
 - Treasurer
 - Elders
 - Lay Director of Assimilation
 - Lay Director of Care and Concern
 - Lay Director of Christian Growth
 - Lay Director of Communications
 - Lay Director of Family Life
 - Lay Director of Fellowship
 - Lay Director of Missions
 - Lay Director of Properties
 - Lay Director of School Administration
 - Lay Director of School Curriculum and Instruction
 - Lay Director of School Student Services
 - Lay Director of Stewardship
 - Lay Director of Witness
 - Lay Director of Young Adults
 - Lay Director of Youth
3. Terms of office are to be staggered so that approximately one-half of the offices shall be filled by election in a given year.
4. Elders shall be elected to three year terms. They may serve a maximum of two consecutive full terms. The members of the board shall select a chairman, vice-chairman, and secretary. The chairman shall serve on the Board of Lay Ministry as the Lay Director of Elders. Terms of Elders are to be staggered so that five (5) Elder positions shall be filled by election in a given year.

B. General Rules.

1. Officers must be voting members of Trinity.
2. An officer may run for re-election and may serve for a maximum of three consecutive full terms in that office. If a person was appointed to fill a vacancy on the Board of Lay Ministry, he or she may serve for a maximum of three consecutive terms, plus the unexpired term to which he or she was appointed to complete.
3. No member may hold more than one elective office concurrently.

C. Nominations and Elections.

1. The Nominating Committee shall consist of five people elected at the May Meeting of the Voters Assembly, a member of the Board of Lay Ministry appointed by the President, and the Vice-President, who shall serve as the chairman. The elected nominating committee members may serve a maximum of three consecutive 1-year terms.
2. From February 1 to April 30 of each year, the Nominating Committee shall ask the voting members to submit in writing the names of individuals to be considered as candidates for the Board of Lay Ministry, Board of Elders, and the next year's Nominating Committee. The Nominating Committee shall submit these and other names as the slate of candidates for the election at the May Meeting of the Voters Assembly. The Voters Assembly may add or delete names from the slate of candidates. Acceptance of the entire ballot must be made prior to casting votes. Voting is to be done by ballot. The person receiving the majority of votes for each office shall be given the right to serve in that office.
3. Each prospective nominee shall be contacted by the Nominating Committee and those willing to serve will have their names placed on the slate of candidates.
4. Whereas the fiscal year starts July 1, elections are to take place in May. Installation of officers shall occur at a regular church service on a Sunday in June. Newly-elected officers shall assume their respective duties as of July 1.
5. In the event of a vacancy in any office, the President shall appoint a qualified person to fill that vacancy for the remainder of the term. The appointment is subject to majority approval by the Board of Lay Ministry. If the vacancy is in the office of the President, the Vice-President shall become the President for the remainder of the President's term.
6. In accordance with the procedures of the Lutheran Church-Missouri Synod, only male members may hold the offices of the President, Vice-President, and Elders.

Article VI - Officers

A. Duties and Responsibilities of Officers.

1. The President and Vice-President shall serve as a team and meet on a regular basis.
2. The officers may appoint individuals or committees to assist them in fulfilling the duties of their offices.
3. The President, Vice-President, Treasurer, and Director of Finance shall represent and act on behalf of the congregation in all secular and legal matters pertinent to resolutions adopted at meetings of the Board of Lay Ministry and Voters Assembly by signing one or more of their names to appropriate documents as needed. All business transactions or legal matters executed by these people shall be in accordance with instructions issued by the Board of Lay Ministry and Voters Assembly, as well as in accordance with the laws of the Federal Government and the State of Illinois.

President

4. Duties of the President shall be:
 - a. To preside at all meetings of the Voters Assembly and the Board of Lay Ministry. If he is unable to attend any of these meetings, the Vice-President shall preside in his absence.
 - b. To be an advisory member of all committees.
 - c. To acquaint himself with all the workings and affairs of the congregation, in consultation with the Senior Pastor, Vice-President, and others, so that he may serve effectively as the lay leader of the congregation.
 - d. To bring to the attention of the Board of Lay Ministry suggested programs and procedures that are to be developed by his office and committees as they serve the interests of Trinity Lutheran Congregation, the Central Illinois District, and the Lutheran Church-Missouri Synod.
 - e. To represent this congregation through his office when the opportunity presents itself or the occasion serves the interests of the congregation in community affairs and in other Lutheran meetings or activities.
 - f. To appoint three people to an advisory financial review committee in May of each year. They are to conduct an internal review of the financial records of the congregation and present a report to the Board of Lay Ministry by the September Board meeting.
 - g. To appoint a Committee for Personnel. The committee shall consist of seven lay members, one of whom is the congregational Treasurer. The committee shall be chaired by the congregational Treasurer who will report to the Board of Lay Ministry. During the transitional period, three shall be appointed for two years and three for one year. The Vice President and Director of Finance shall be advisory, non-voting members. Members shall be approved by the Board of Lay Ministry. The committee shall 1) assist the Board of Lay Ministry and the Executive Ministry Staff in establishing all salaries and seeing that the salaries and allowances are in conformity with established policies and procedures; 2) review all salaries annually and make recommendations regarding adjustments in salaries and benefits for all workers; 3) assist the Executive Ministry Staff in preparing the annual budget; and

- 4) prepare and keep an up-to-date Personnel Manual covering all phases of personnel relations. This committee shall meet as often as necessary to fulfill its duties and obligations.
- h. To appoint a secretary to record the minutes of all meetings of the Board of Lay Ministry and the Voters Assembly.
- i. To appoint (with the approval of the Board of Lay Ministry) other individuals or committees to help do the work of the congregation.
- j. To review monthly a complete financial report as submitted by the Director of Finance.

Vice-President

5. Duties of the Vice-President shall be:

- a. To perform the duties of the President in his absence.
- b. To serve as chairman of the Nominating Committee, and any other committee as mutually agreed upon with the President.
- c. To represent the President as an advisory member of any committee when so designated by the President.
- d. To acquaint himself with all the workings and affairs of the congregation so that he may be prepared to serve as President in the event of a vacancy in the office of the President.

Treasurer

6. The duties of the Treasurer shall be:

- a. To appoint at least two assistant treasurers to oversee the counting and depositing of money in accordance with the approved financial policies established by the Board of Lay Ministry. These people shall serve a two-year term. One of these assistant treasurers must be present at all times when money is counted.
- b. To appoint a financial committee to count the money receipts in the presence of two or more members, one of which must be an assistant treasurer.
- c. To be responsible for the receipt and disbursement of all money through the Director of Finance.
- d. To be responsible for keeping accurate records of the receipts and disbursements of the congregation through the Director of Finance.
- e. To publish monthly and year-to-date reports to the congregation listing income and expenses, together with any unpaid bills and outstanding loans (internal and external)
- f. To sign checks in accordance with adopted procedures.
- g. To consult with the appointed financial committee as necessary.
- h. To submit to the Voters Assembly a yearly budget and to make it available to the congregation at least one week before the May Voters Assembly meeting.

- i. To recommend to the Board of Lay Ministry any changes to the current financial policies.
- j. To serve as Chairman of Committee for Personnel.

We have rearranged the Lay Director roles alphabetically as follows:

Lay Director of Assimilation
Lay Director of Care and Concern
Lay Director of Christian Growth
Lay Director of Communications
Lay Director of Elders
Lay Director of Family Life
Lay Director of Fellowship
Lay Director of Missions
Lay Director of Properties
Lay Director of School Administration
Lay Director of School Curriculum
Lay Director of School Student Services
Lay Director of Stewardship
Lay Director of Witness
Lay Director of Young Adults
Lay Director of Youth

Lay Director of Assimilation

7. The Lay Director of Assimilation shall work with appropriate staff and appoint committees of sufficient size to effectively accomplish the following:
 - a. Develop a program to discover and enlist the talents of all members, and provide for the immediate recording of talents and abilities.
 - b. Provide opportunities for the development of talents through training courses and workshops.
 - c. Coordinate all Assimilation sub-committees.
 - d. Provide for a continual evaluation of the Assimilation processes.
 - e. Coordinate Adult Information Class schedules with Pastors and Directors of Christian Education.
 - f. Coordinate Talent, Interest, and Spiritual Gift inventories with new members, transfers, and current members.
 - g. Promote the Assimilation process to the Board of Lay Ministry to expand, explain, and implement the ministry.
 - h. Cooperate with other Lay Directors as needed to implement programs that span more than one ministry area.

Lay Director of Care and Concern

8. The duties of the Lay Director of Care and Concern shall be to work with appropriate staff and appoint committees of sufficient size to initiate and oversee any ministry programs in the area of Care and Concern, which may include, but are not limited to, the following:
 - a. Care and Concern programs serving both congregation members (Acts 2:44-45) and members of our community (Matthew 25:40).
 - b. Parish nurse programs
 - c. Prayer shawls
 - d. Grief recovery and other support programs for those who have experienced the death of a loved one or other loss.
 - e. Helping Hands ministries to support those with needs including rides, meals while recovering, groceries, clothing, utilities or rental assistance.
 - f. Prayer support and spiritual guidance during times of need
 - g. Cooperate with other Lay Directors as needed to implement programs that span more than one ministry area.

Lay Director of Christian Growth

9. The Lay Director of Christian Growth shall work with appropriate staff and appoint committees of sufficient size to effectively accomplish the ministry programs in the area of Christian Growth which may include, but are not limited to, the following:
 - a. Bible study programs for children through adults.
 - b. Programs for people with disabilities.
 - c. Vacation Bible School.
 - d. Nursery rolls.
 - e. Confirmation classes.
 - f. Church library
 - g. Small Groups
 - h. Cooperate with other Lay Directors as needed to implement programs that span more than one ministry area.

Lay Director of Communications

10. The Lay Director of Communications shall work with appropriate staff and appoint a committee of sufficient size to effectively carry out the following duties:
 - a. Inform the congregation of the purposes of Trinity Lutheran Church as contained in Article II of the Constitution.
 - b. Present to the public a Christian image which reflects favorably upon the work of Christ, the spiritual blessings of our congregation as His instrument, and of our congregation's work in the life of our community.
 - c. Publicize the work and image of our congregation as contained in the Great Commission of our Lord and Savior Jesus Christ (Matthew 28:18-20) through the use of various media, such as radio, television, newspapers, and so forth.
 - d. Secure and use area media to advertise and publicize Trinity congregation's ministries, activities, events, and occasions of all kinds.
 - e. Make known to the entire community and surrounding areas the location of our church, our worship service schedule, and information regarding our Christian School.
 - f. Help maintain, in cooperation with the Lay Director of Properties, the congregation's bulletin boards, and to recommend appropriate messages, themes, slogans, sentence sermons, and announcements for publication.
 - g. Arrange for the necessary technicians to operate the audio and/or video systems for church services, chapel services, weddings, funerals, and other programs.
 - h. Arrange for the necessary announcers for any radio and/or television broadcasts of our worship services, Bible classes, and other church activities or events.
 - i. Work with Executive Ministry Staff (EMS) and other Lay Directors to provide direction and support for the Computer Systems.
 - j. Cooperate with other Lay Directors as needed to implement programs that span more than one ministry area.

Lay Director of Elders

11. The Lay Director of Elders shall work with appropriate staff and lead a Board of Elders that shall consist of 15 male members who shall:
 - a. Pray for and encourage the pastoral staff of Trinity as it serves the congregation.
 - b. Assist the pastoral staff in all matters pertaining to the spiritual welfare of the congregation, especially in the area of visitation of the sick and those delinquent in the faith.
 - c. Assist the pastoral staff with all cases requiring the administration of church discipline (e.g., negligent use of the Means of Grace; deficient Christian stewardship; non-conformance of stipulations set forth in the constitution).

- d. Assist the pastoral staff in planning and scheduling sufficient worship services to meet the needs of the congregation.
- e. Assist the pastoral staff in the worship service(s) with baptisms and the distribution of communion.
- f. Assist the pastoral staff as requested before and after regular worship services, special services, weddings, and funerals.
- g. Develop programs such as, but not limited to, ushers, greeters, acolytes, lectors, altar guild, and nursery which will maintain proper order and a worshipful atmosphere for worship services.
- h. Assist the pastoral staff in maintaining a music ministry for the congregation.
- i. Cooperate with the other Lay Directors as needed to implement programs that span more than one ministry area.

Lay Director of Family Life

12. The Lay Director of Family Life shall work with appropriate staff and appoint committees of sufficient size to accomplish the following:
- a. Recruit and help equip an on-going family life ministry team.
 - b. Model the philosophy of being home-centered and church-supported in all we do.
 - c. Provide Christian resources to help families pass on the faith from one generation to the next.
 - d. Equip parents with faith-filled parental and couple relationship skills.
 - e. Develop and maintain a milestone ministry that supports and encourages families in all of life's stages.
 - f. Develop and maintain a "Family University" in which educational opportunities are offered to strengthen the home.
 - g. Connect people in the congregation through life's stages with a mentoring program.
 - h. Provide opportunities for families to serve and do missions within the congregation.
 - i. Teach family members how to offer their spiritual gifts to the church and community.
 - j. Create family fellowship events that help families have fun, learn new skills, and connect to others in the congregation along the way.
 - k. Teach families how to share the Christian faith in their own neighborhoods living out the Great Commission.
 - l. Cooperate with other lay directors as needed to implement programs that span more than one ministry area.

Lay Director of Fellowship

13. The Lay Director of Fellowship shall work with appropriate staff and appoint committees of sufficient size to initiate and oversee any ministry programs in the area of Fellowship, which may include, but are not limited to, the following:
 - a. Develop a program of Christian, social fellowship for the congregation including Lenten and various other congregation meals.
 - b. Sunday morning fellowship hour.
 - c. Funeral dinners.
 - d. Recognition of the service anniversaries of staff members and of the efforts of volunteers.
 - e. Recreational activities and programs as needed by the congregation and not covered by other Lay Directors, such as any athletic events, picnics, etc.
 - f. Cooperate with other Lay Directors as needed to implement programs that span more than one ministry area.

Lay Director of Missions

14. The Lay Director of Missions shall work with appropriate staff and appoint a committee of sufficient size to effectively carry out the following duties:
 - a. Per Acts 1:8, lead the missions committee in serving to sustain an energetic congregational missions program encompassing each of the following four areas:
 - Jerusalem (local)
 - Judea (regional/national)
 - Samaria (disaster relief)
 - Ends of the Earth (International community)
 - b. Develop and provide guidance to support volunteers assigned to lead each of the four areas. This includes assisting volunteer leaders in developing written ministry plans and seeking volunteers.
 - c. Solicit prayer, volunteer and financial support for missions through an ongoing program of educating the congregation on mission activity.
 - d. Sponsor mission education and communication which will emphasize cooperation with and participation in the world-wide mission work of the Central Illinois District and the Lutheran Church-Missouri Synod
 - e. Cooperate with other Lay Directors as needed to implement programs that span more than one ministry area.

Lay Director of Properties

15. The Lay Director of Properties shall work with appropriate staff and appoint a committee of sufficient size to effectively carry out the following duties:
 - a. Arrange for and maintain an annual inventory of all congregational property, including the acquisition date and approximate replacement cost of each item.
 - b. Make regular inspections of congregational properties and equipment and to make recommendations for needed repairs, improvements, or replacements.
 - c. Enlist needed work crews for special repairs, cleaning, improvements, painting, decorating, landscaping, and so forth.
 - d. Determine and engage adequate custodial help, meeting regularly with custodians to discuss the care, needs, and problems of the buildings and grounds.
 - e. Arrange for custodians to receive a detailed list of the required daily, monthly, and annual maintenance of the congregational properties and equipment.
 - f. Arrange for annual evaluation of custodians and maintenance personnel.
 - g. Determine and establish (with the approval of the Board of Lay Ministry) regulations regarding the use and/or rental of congregational properties and equipment.
 - h. Assist with the scheduling of activities within the facilities.
 - i. Arrange for the making and issuing of keys for the congregational properties and to keep and review annually a list of the keys issued.
 - j. Supervise, control, recommend, and maintain adequate storage facilities for all congregational property, equipment, and supplies.
 - k. Ensure that the congregational property is regularly checked for fire hazards.
 - l. Annually check the adequacy of all the types of insurance coverage for congregational property and equipment, and to assist the appropriate staff person in negotiating necessary insurance contracts.
 - m. Cooperate with other Lay Directors as needed to implement programs that span more than one area.

Lay Director of School Administration

16. The Lay Director of School Administration shall work with appropriate staff to initiate and oversee any ministry programs in the area of School Administration, which may include, but are not limited to, the following:
 - a. Policies that relate to the operation of Trinity Lutheran School.
 - b. Operation Fund of Trinity Lutheran School.
 - c. Annual operating budget for Trinity Lutheran School.

- d. Adjustments in annual tuition and registration fees according to the needs of the School and the congregation.
- e. Third-source fund-raising efforts.
- f. Facilities and equipment.
- g. Public relations and recruitment activities of Trinity Lutheran School.
- h. Trinity Lutheran School Scholarship Fund.
- i. Official school-year calendar of Trinity Lutheran School.
- j. Enrollment of students in Trinity Lutheran School.
- k. Meetings on a regular basis with the Principal and the other School Directors to formulate and administer school policies.
- l. Cooperate with other Lay Directors as needed to implement programs that span more than one ministry area.

Lay Director of School Curriculum and Instruction

17. The Lay Director of School Curriculum and Instruction shall work with appropriate staff to initiate and oversee any ministry programs in the area of School Curriculum and Instruction, which may include, but are not limited to, the following:
- a. Curriculum of Trinity Lutheran School.
 - b. Textbook selection process.
 - c. Acquisition of all textbooks and other related materials needed to successfully teach the curriculum.
 - d. Acquisition of qualified Christian teachers and support staff necessary to run the school.
 - e. Ensuring that an annual evaluation of the school staff is conducted by the School Principal and that the School Principal is annually evaluated by the Senior Pastor.
 - f. Meetings on a regular basis with the Principal and the other School Directors to formulate and administer school policies.
 - g. Cooperate with other Lay Directors as needed to implement programs that span more than one ministry area.

Lay Director of School Student Services

18. The Lay Director of School Student Services shall work with appropriate staff to initiate and oversee any ministry programs in the area of School Student Services, which may include, but are not limited to, the following:
- a. Activities of all the service and support organizations of Trinity Lutheran School, such as PTL, Athletic Committee, Alumni Association.

- b. Trinity Lutheran Hot Lunch Program.
- c. Transportation needs of Trinity Lutheran School.
- d. Extra-curricular programs, such as sports, music, fine arts, and drama.
- e. Meetings on a regular basis with the Principal and the other School Directors to formulate and administer school policies.
- f. Before and after school care.
- g. Cooperate with other Lay Directors as needed to implement programs that span more than one ministry area.

Lay Director of Stewardship

- 19. The Lay Director of Stewardship shall work with appropriate staff and appoint a committee of sufficient size to effectively carry out the following duties:
 - a. Study the Scriptural principles regarding the total stewardship calling of each member of the congregation, and annually encourage the membership with basic Biblical stewardship principles and practices.
 - b. Encourage all members to use their talents in carrying out the work of the church.
 - c. Encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, first-fruits giving in our response to received blessings.
 - d. Annually give members an opportunity to make commitments of their treasures for the work of the Kingdom.
 - e. Sponsor stewardship educational programs which will emphasize cooperation with and participation in the world-wide work of the Central Illinois District and Lutheran Church-Missouri Synod.
 - f. Evaluate the offerings of the congregation regularly, and share these evaluations with the members of the congregation.
 - g. Establish and vigorously pursue a program for endowing the congregation through wills, bequests, foundations, and other sources.
 - h. Encourage stewardship programs within the societies and organizations of the congregation.
 - i. Cooperate with other Lay Directors as needed to implement programs that span more than one ministry area.

Lay Director of Witness

20. The Lay Director of Witness shall work with appropriate staff and appoint a committee of sufficient size to effectively carry out the following duties:
- a. Establish, organize, supervise, and implement an energetic Witness Program of the Congregation as required in response to Christ's Great Commission.
 - b. Acquaint prospective members with Jesus Christ.
 - c. Invite prospective members to participate in adult instruction classes.
 - d. Assist the pastor(s) in educating the members to recognize their need for personal one-on-one Evangelism.
 - e. Seek ways and means of promoting Evangelism within the congregation.
 - f. Maintain a current file on prospective members.
 - g. Where possible, arrange for the placing of Lutheran books, periodicals, and tracts in the public libraries, hospital waiting rooms, motels, airports, and bus and train stations.
 - h. Cooperate with other Lay Directors as needed to implement programs that span more than one ministry area.

Lay Director of Young Adults

21. The Lay Director of Young Adults shall work with appropriate staff and appoint committees of sufficient size to effectively accomplish the following:
- a. Promote attendance and involvement of the congregation's young adults at all young adult activities.
 - b. Provide for the continuing spiritual growth of the young people of the congregation through Bible study, prayer, Christian fellowship and Christian service.
 - c. Promote loyalty to the Christian home.
 - d. Develop a program of social fellowship including various recreational programs.
 - e. Intentionally welcome newly-confirmed young adults and invite them to join and participate in young adult activities and events.
 - f. Provide for public recognition of the achievements and accomplishments of young adults.
 - g. Provide for the continual education of young adults on topics of interest to them.
 - h. Christmas decorations for the church
 - i. Encourage young adults to continue their education, especially in Lutheran Church-Missouri Synod institutions of higher learning that will prepare them for eventual full-time service in the church.

- j. Help further the love for, and assist in increasing the active participation in, the Mission Work of our church at home, as well as in the District and Synod.

- k. Cooperate with other Lay Directors as needed to implement programs that span more than one area.

Lay Director of Youth

22. The Lay Director of Youth shall work with appropriate staff and appoint committees of sufficient size to effectively accomplish the following:

- a. Promote attendance and involvement of the congregation's youth at all youth activities.
- b. Provide for the continuing spiritual growth of the young people of the congregation through Bible study, Prayer, and Christian Service.
- c. Promote loyalty to the Christian home.
- d. Develop a program of social fellowship including various recreational programs.
- e. Plan and observe, together with the Pastor(s), a yearly Congregational Young People's Sunday.
- f. Plan a special event to welcome newly-confirmed young people and invite them to join the young people's group and participate in their activities and events.
- g. Provide for public recognition of the achievements and accomplishments of the youth.
- h. Provide for the continual education of the young people on topics of interest to them.
- i. Encourage the young people to continue their education, especially in Lutheran Church-Missouri Synod institutions of higher learning that will prepare them for eventual full-time service in the Church.
- j. Help further the love for, and assist in increasing the active participation in, the Mission Work of our church at home, as well as in the District and Synod.
- k. Cooperate with other Lay Directors as needed to implement programs that span more than one area.

Article VII - Executive Ministry Staff

A. Membership.

Voting members of the Executive Ministry Staff shall consist of the Senior Pastor as chairman, and other called ministry staff who are directly responsible to the Senior Pastor. The Senior Pastor may appoint any other advisory, non-voting staff members he deems necessary.

B. Duties and Responsibilities.

- 1. To advise the Senior Pastor in the ministries of the church and in making recommendations to the Board of Lay Ministry.

2. To recommend to the Board of Lay Ministry the selection, hiring, and dismissal of all support staff of the church.
3. To make recommendations to the Board of Lay Ministry for the contracting and dismissal of contracted ministry staff.
4. To make recommendations to the Board of Lay Ministry regarding the creation and elimination of staff positions.
5. To present regular reports on the status of the ministry programs of the church to the Board of Lay Ministry.
6. To prepare the annual budget and recommend it to the Board of Lay Ministry.
7. To oversee the expenditure of money for emergency maintenance needs after first consulting with the President if time permits.
8. To make recommendations to the Board of Lay Ministry regarding the administrative policies of the church, such as financial and personnel policies.
9. To develop a long-range ministry plan and recommend it to the Board of Lay Ministry.
10. To provide administrative support for the Scout ministries.

Article VIII - Explanation of Working Relationships

A. Authority and Accountability.

The Voters Assembly, the source of all authority granted to the leaders of the congregation, elects the Board of Lay Ministry and gives them the authority to oversee the activities of the church. The Board of Lay Ministry is accountable to the Voters Assembly for all of its actions and those of the staff and volunteers of the church.

The Board of Lay Ministry gives authority to the Senior Pastor to be the spiritual shepherd of the congregation and to oversee all the activities of the ministry and support staff. The Senior Pastor is accountable to the congregation through the Board of Lay Ministry and the Board of Elders for all his actions and those of the ministry and support staff.

The Senior Pastor (the shepherd of the congregation) gives authority to the ministry and support staff (the under shepherds) as necessary to carry out the ministry programs of the church. All staff members are accountable to the Senior Pastor for their actions. The Senior Pastor shall regularly set goals with the members of the ministry and support staff that are directly accountable to him, and he shall evaluate them yearly. The Senior Pastor shall also review the yearly evaluations of the staff members that are indirectly accountable to him. The Board of Elders shall regularly set goals with the Senior Pastor and shall evaluate him yearly.

B. Problem Resolution.

The members of the Board of Lay Ministry shall work with their respective counterparts on the ministry staff to implement, maintain, and eliminate the ministry programs of the congregation. The individual members of the Board of Lay Ministry shall not have authority over their counterparts on the ministry staff. Their working relationship is one of equals. If a member of the Board of Lay

Ministry cannot resolve a problem with his or her member of the ministry staff, the matter shall be brought to the Senior Pastor for resolution. If the Senior Pastor cannot resolve the problem, the matter shall finally be resolved by the Board of Lay Ministry.

Article IX - Order of Business

The following shall be the order of business for the Voters Assembly meetings:

1. Devotion.
2. Presentation of the Minutes.
3. Reports from the Officers of the Board of Lay Ministry.
4. Senior Pastor's Report.
5. Unfinished Business.
6. New Business.
7. Adjournment.
8. Prayer.