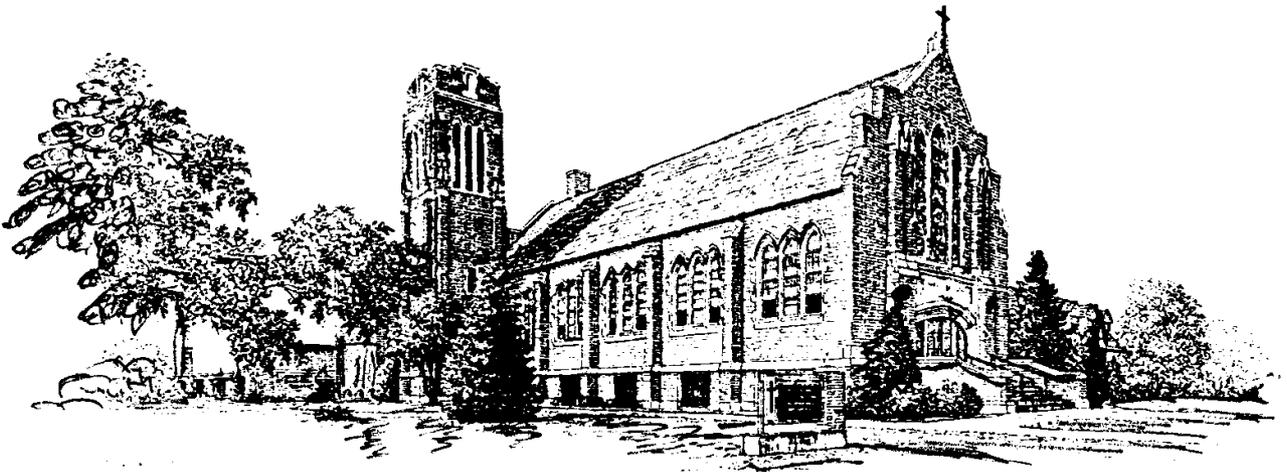


Constitution and Bylaws

of

*Trinity Lutheran Church & School
of Cedar Rapids, Iowa*



Effective as amended October 14, 2007

TABLE OF CONTENTS

	<u>Page No.</u>
Constitution	3
Preamble	3
Article 1: Name	3
Article 2: Confessions	3
Article 3: Doctrinal Literature	3
Article 4: Synodical Affiliation	3
Article 5: Membership	3
Article 6: Organization	4
Article 7: Offices of Pastor(s) and Called Professional Church Workers	5
Article 8: Societies	5
Article 9: Property Rights	5
Article 10: Validity of Resolutions	5
Article 11: Amendments	6
Article 12: Bylaws	6
Bylaws	7
Article 1: Confirmed Membership	7
Article 2: Voting Membership	7
Article 3: Discipline in the Congregation	7
Article 4: Meetings of the Congregation	10
Article 5: Office of the Pastor(s) and Called Professional Church Workers	11
Article 6: Officers of the Congregation	15
Article 7: Duties of Officers, Administrative Boards, and Church Council	15
Article 8: Election of Officers and Administrative Boards	19
Article 9: Amendments to the Bylaws	21
Bylaws of Administrative Boards	22
Bylaws of the Board of Christian School	22
Bylaws of the Board of Endowment Fund	23
Bylaws of the Board of Evangelism	28
Bylaws of the Board of Human Care	30
Bylaws of the Board of Elders	31
Bylaws of the Board of Parish Education	34
Bylaws of the Board of Parish Fellowship	36
Bylaws of the Board of Public Relations	38
Bylaws of the Board of Stewardship	39
Bylaws of the Board of Trustees	41
Bylaws of the Board of Youth Ministry	43
Amendments	

TRINITY EVANGELICAL LUTHERAN CHURCH

CONSTITUTION

PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Mark 16:16, Matt. 28:18-20, Acts 1:8). That Christ's mission for His Church might be carried out according to His will, He has commanded that Christians unite in worship (Hebrews 10:24:25), practice fellowship with one another (Acts 2:42), witness to all men (Acts 1:8), help each other grow in the Word (Ephesians 4:11-14), serve the needs of all men in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 20:21-23, Matt. 18:15-20), and maintain decency and order (1 Corinthians 14:40) in the Church.

Therefore, we the Members of Trinity Evangelical Lutheran Church of Cedar Rapids, Iowa, 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 1: NAME

The name of this Congregation shall be: **Trinity Evangelical Lutheran Church of Cedar Rapids, Iowa.**

ARTICLE 2: CONFESSIONS

The Congregation acknowledges and accepts all 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, Luther's Large and Small Catechisms, and the Formula of Concord.

ARTICLE 3: DOCTRINAL LITERATURE

Only such hymns, prayers, and liturgies shall be used in public services of the Congregation and in all ministerial acts as conform to the confessional standard of Article 2.

ARTICLE 4: SYNODICAL AFFILIATION

The Congregation shall be affiliated with the Lutheran Church - Missouri Synod as long as the confessions and constitution of said Synod are in accord with the confession and constitution of this Congregation as described in Article 2.

This Congregation shall, to the best of its ability, collaborate with said Synod and assist it in effecting all sound measures intended for the building up of the Kingdom of God.

ARTICLE 5: MEMBERSHIP

- A. Baptized membership in this Congregation is held by all those who are baptized in the Name of the Triune God with water and are under our pastoral care.
- B. Confirmed membership in this Congregation may be held only by those who

1. Are baptized in the name of the Triune God.
 2. Have declared their acceptance of the confessions of this Congregation as contained in Article 2 of this Constitution.
 3. Have been accepted into confirmed membership according to the Bylaws of this Congregation and shall remain faithful to the responsibilities of membership as contained in these by-Laws.
 4. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life.
 5. Are not members of a secret society or of any other organization conflicting with the Word of God and the conduct of a Christian (11 Corinthians 6:14-18).
- C. The membership, and membership privileges, of each confirmed Member shall remain in force so long as each Member shall maintain his eligibility according to the five points in Section B of this article and shall meet the requirements stated or implied in the disciplinary, or other provisions, of the Bylaws. A Member who voluntarily severs his connection with this Congregation, or who has been released or transferred, or who has been excommunicated or excludes himself according to the provisions of the Bylaws, shall be deemed to have terminated his membership in this Congregation along with all rights and privileges of such membership.

ARTICLE 6: ORGANIZATION

A. Voting Membership:

This Congregation shall be represented by, and administer all its affairs through, its voting membership.

Only confirmed members, who have qualified according to the membership provisions of the Bylaws, shall be received as voting members of this Congregation.

B. Administrative Boards:

Responsibility and authority for the daily administration of Congregational affairs shall be delegated to the administrative boards as defined in the Bylaws.

C. Officers of the Congregation:

The officers of this congregation shall be such officers as the Bylaws of this Constitution shall describe.

D. Church Council:

The Church Council shall consist of the Pastor(s), Principal, Chairman, Vice-Chairmen, Secretary, Treasurer, and the elected Chairpersons of the administrative boards listed in section B of this Article. Such individuals shall hold a position on the Church Council by virtue of their call or election by the voting members of the Congregation so long as their term of office continues.

E. Rights and Powers

The Congregation, subject first to the Holy Scriptures and then to the limiting provisions and regulations of this Constitution and its associated Bylaws, shall have ultimate power in the administration of its affairs. The Congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (Article II), and any such decisions shall be null and void. No duly elected officers of this

Congregation shall have any power or authority beyond that conferred upon him or her by the Congregation acting through its voting membership. Each administrative board, along with the Church Council, shall be responsible for the performance of such duties as the voting membership may delegate to it by special resolution. Such specially delegated rights and powers, both of officers and administrative boards, shall be subject to revision or complete withdrawal by the voting membership at its discretion.

F. The Congregation shall operate a Christian School.

G. Right of Calling:

The right of calling Pastor(s) and Called Professional Church Workers shall be vested in the Congregation and shall never be delegated to a smaller body or to an individual.

ARTICLE 7: THE OFFICES OF PASTOR(S) and CALLED PROFESSIONAL CHURCH WORKERS

Only such candidates shall be called to serve as Pastor(s) and Called Professional Church Workers who profess acceptance of, and pledge faithful adherence to, the confessions of this Congregation as set forth in Article 2 of this Constitution.

In the absence of adequate cause for dismissal, as defined in the Bylaws of the Congregation, the tenure of office of called Pastors and Called Professional Church Workers shall be the remainder of their active life, or until the Lord calls them into another field of service.

ARTICLE 8: SOCIETIES

Societies may be organized within the Congregation under the supervision of the appropriate administrative board under whose jurisdiction they function. Any decisions, enactment, or performance of or by societies or groups shall be invalid if they conflict with this Constitution and associated Bylaws. The Pastor(s) or his designated representative, by virtue of his office, shall be the advisor for such societies or groups within the Congregation.

ARTICLE 9: PROPERTY RIGHTS

If, at any time, a separation should take place within this Congregation, the advice of the officers of District and Synod shall be sought. If, despite all efforts to compose differences in peace and love, a division into factions of the Congregation shall occur, the property of the Congregation and all benefits therewith connected shall remain with those Members who continue to adhere in confession and practice to Articles: 2, 3, 4, 5, 6 of this constitution. In the event the Congregation should totally disband, the property and all rights connected there-with shall be transferred to the present named current District of the Lutheran Church - Missouri Synod.

ARTICLE 10: VALIDITY OF RESOLUTIONS

All Congregation matters shall be decided by a simple majority vote of the qualified voting members present at a meeting of the Congregation, as defined per Article 4 of the Bylaws, except as otherwise provided in this Constitution and its associated Bylaws, for dealing with certain situations or matters therein specifically mentioned and defined.

ARTICLE 11: AMENDMENTS

- A. This Constitution may be changed or amended, with the exception of the Articles listed in Section B of this Article, by a 2/3 majority of the votes cast in a meeting of the Congregation, as defined in Article 4 of the Bylaws. The intention to amend the Constitution and the wording of the amendment proposed shall be read and published to the Congregation assembled for worship on two different weekends prior to the date upon which the amendment is presented for action.
- B. Articles 2, 3, 4, 7, and 11(B) may be altered only with the unanimous approval of the members at a duly called special meeting for the purpose of altering such article.

ARTICLE 12: BY-LAWS

This Congregation may adopt such bylaws as may be required for the accomplishment of its purposes.

THE BY-LAWS OF THE CONSTITUTION

ARTICLE 1: CONFIRMED MEMBERSHIP

1. Application for Membership – Procedure:
 - A. Confirmed Members are received through the Rite of Confirmation, by transfer from a congregation that is in church fellowship with the Lutheran Church Missouri Synod, upon profession of faith, or by reaffirmation of faith, provided the applicant conforms to the requirements for membership in this Congregation.
 - B. After applicants have given satisfactory evidence of their eligibility in accordance with the preceding paragraph, their admission as confirmed Members shall be recommended by the Pastor to the Board of Elders which shall have the authority to act on such application on behalf of the voting membership.
2. Privileges and Duties of Confirmed Members

It shall be the privilege and duty of Members of this Congregation to

 - A. Grow in the Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and in fellowship with other Members of the Congregation and its agencies, and partaking of the Lord's Supper frequently.
 - B. Live a morally decent life before God and men, abstaining from open works of the flesh (Gal. 5:18-21), and so conducting themselves at all times as to being a credit rather than blame upon the Church of Jesus Christ.
 - C. Provide for the proper Christian training of their children by instruction at home and through the agencies of the Congregation.
 - D. Contribute toward the maintenance of the Congregation and the extension of the Kingdom of God at home and abroad to the limit of their financial ability.
 - E. Place their God-given talents and abilities at the disposal of the Pastor(s), the officers, and the other agencies of the Congregation as set forth in this Constitution and Bylaws, so that the purposes and functions of the Congregation may be effectively implemented.

ARTICLE 2: VOTING MEMBERSHIP

Any confirmed male or female Member of this Congregation, who is 18 years of age or over, is a voting member.

ARTICLE 3: DISCIPLINE IN THE CONGREGATION

All discipline in this Congregation shall be administered in accordance with the order of discipline laid down in Matt. 18:15-20, 1 Cor. 5:1-5, and other related New Testament passages. The following procedure shall be followed under the direction of the Pastor(s) and the Board of Elders.

- A. Confirmed Membership – Termination
 - i. Transfer - A Member desiring transfer to another Lutheran congregation in church fellowship shall apply to the Pastor. Upon approval by the Pastor and the Board of Elders, a letter of transfer shall be issued by the Pastor. The Board of Elders shall report all transfers to the Congregation through church publications and to the membership at the next Congregational meeting.

- ii. Joining other Churches - In cases where a Member of this Congregation has joined a congregation not in church fellowship, he or she shall, upon the decision of the Pastor(s) and the Board of Elders, be deemed to have terminated his or her membership in this Congregation, forfeiting all rights and privileges of such membership. His or her name shall be removed from the membership list of the Congregation.
- iii. Whereabouts Unknown - The names(s) of Members whose whereabouts are unknown and cannot be established within a period of six (6) months shall be removed from the membership list of the Congregation and designated as "Whereabouts Unknown." Such membership is terminated and shall be reported as such to the next regular meeting of the Congregation by the Board of Elders.
- iv. Self-Exclusion - When a Member of Trinity Lutheran Church has not communed for three (3) months without good cause, he or she will receive a communication from his or her respective Elder, and shall be admonished and encouraged. If such a Member has not communed after six (6) months, he or she shall receive a visit by at least two Members of the Congregation, one the respective Elder of the area and the Pastor or some other concerned Member of the Congregation. Additional admonition and encouragement shall be given.

If, after nine (9) months, such a Member still has not communed, and is not attending the worship services of the Church, he or she shall be evangelically admonished more firmly and told that if such neglect continues for another three (3) months, it shall be interpreted as impenitence, lack of faith in Jesus Christ, and indifference to church membership, privileges, and responsibilities. If, then after twelve (12) months, the Member has not responded to Christian admonition as outlined above, the Member's name shall be transferred to the mission file of the Congregation or turned over the Board of Evangelism. The individual shall be notified of such action and shall be declared to have himself or herself excluded from this Congregation.

Such self-exclusion releases the Member from all responsibilities to this Congregation, but it also excludes the Member from the privileges of church membership, including voting rights under Article II, and of any claim against the properties of this Congregation. *"Such a person, however, will at all times be cordially welcome to attend all Divine Services in our Church."*

- v. Excommunication - Excommunication is to be applied to any Member who conducts himself or herself in an unchristian manner, i.e., to one who openly adheres to false doctrine, gives evidence of an immoral and offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper. The Board of Elders shall administer church discipline on behalf of the Congregation.

Excommunication releases the Member from all responsibilities to this Congregation, but it also excludes the Member from the privileges of church membership, such as Christian burial, Holy Communion, transfer to a sister Congregation, voting rights under Article II, and of any claim against the properties of this Congregation. *“Such a person, however, will at all times be cordially welcome to attend all Divine Services in our Church.”*

- vi. Reinstatement - Persons who have been removed from membership, regardless of the reason, shall be restored with all rights and privileges when they repent and ask forgiveness through the Pastor(s) and the Board of Elders. Both acts of discipline and restoration shall be made known to the Congregation by whatever method the Pastor(s) and the Board of Elders deem most suitable.

B. Officers and Board Members

Any officer or board member of the Congregation who willfully neglects the duties of his office may be deposed by a majority vote of the Church Council after giving the officer or board member an opportunity to be heard.

When an office or board position is made vacant by deposition, resignation, death, or excommunication of the incumbent, a successor to such office or board position shall be appointed by the Church Council for the duration of the term, and such appointment shall be ratified by the membership at the next meeting of the Congregation.

C. Pastors and Called Professional Church Workers

Sufficient grounds for deposing Pastor(s) and Called Professional Church Workers shall be persistent adherence to false doctrine, scandalous life, willful neglect of official duties, or evident and protracted incapacity to perform the function of their called office. Charges on any of these counts shall be carefully investigated by the Board of Elders or, in the case of a teacher, by the Board of Christian School.

Should 75% of the total number of the respective board members agree that such charges have been substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his or her position in the Congregation. Such opportunity having been given and declined, the above mentioned board or boards, shall, after consultation with the appropriate officers of Iowa East District, notify the Congregation of the situation and shall submit the matter for action of a meeting of the Congregation. A 2/3 (two-thirds) majority vote of the Members present shall be required to depose a Pastor or Called Professional Church Worker.

Should the occasion to depose a Pastor or Called Professional Church Worker arise, the intended deposition shall be announced by the Chairman of the Board of Elders at the regular Worship Services on the two weekends preceding a special meeting of the Congregation called for that purpose. All Members shall be notified through church publications at least two weeks in advance.

- D. Elimination of the position in which a Called Professional Worker is employed due to economic constraints, as determined by the authoritative board, shall not be prohibited by subsection C.

ARTICLE 4: MEETINGS OF THE CONGREGATION

A. Regular Meetings

Regular meetings shall be held three (3) times during the calendar year in the months of February, May, and October. The May meeting shall include the consideration and acceptance of the budget for the coming Fiscal Year. The February meeting shall, in an election year, include the election of officers for the next term of office. Dates and times of all Congregational meetings shall be set by the Church Council.

All confirmed Members of the Congregation may attend the meetings of the Congregation and are encouraged to participate. Notice of regular meetings of the Congregation shall be published at the regular Worship Services on the two weekends preceding the date of the meeting.

B. Special Meetings

Special meetings of the Congregation may be called by the Chairman or the Church Council as the need arises. The Pastor(s), any of the boards, or 10 voting members may request a special Congregational meeting through the Chairman or the Church Council. Notice of the meeting and of the nature of the business to be transacted shall be published no later than two weekends immediately preceding the date of the meeting.

C. Regular meetings of the Congregation shall include, but not be limited to, the following:

1. Opening Devotion
2. Adoption of the Meeting Agenda
3. Minutes of Previous Meetings, including Special Meetings
4. Unfinished (Old) Business
5. Treasurer's Report
6. Committee Reports
7. Board Reports
8. New Business
9. State of the Parish Report by the Pastor(s)
10. Closing Devotion and/or Prayer

The Chairman may vary the above order in the interest of efficiency.

In addition to and consistent with the principles laid down in Scripture and in the constitution and bylaws of this Congregation, accepted parliamentary procedures such as Robert's Rules of Order shall be followed.

D. Restrictions Pertaining to the Congregational Meetings

Attending Members of a properly called Congregational meeting shall constitute a quorum, except as otherwise provided in this Constitution or Bylaws for dealing with certain situations herein defined.

E. Special Considerations

If there is a tie vote, the Chairman shall cast the deciding ballot. There shall be no voting by proxy.

ARTICLE 5: THE OFFICE OF THE PASTOR AND CALLED PROFESSIONAL CHURCH WORKER

A. Procedure for securing a Pastor or Called Professional Church Worker

When a Pastor or Professional Church Worker is to be called, every Member of the Congregation shall have the privilege of making one or more nominations. The Congregation shall also ask the District President for recommendations. The Chairman of the Congregation shall appoint a call committee to solicit and screen, giving due consideration for the recommendations of the District President, a list of candidates deemed best for the position. The chairman of the Board of Elders, or his designate from the Board of Elders, shall serve on any call committee seeking a pastor. In the case of a teacher, the Board of Christian School shall serve as the call committee.

In the screening process for a Pastor, the call committee shall submit all names to the District President for information and evaluation. After receiving information and recommendations from the District President, the call committee shall present to the Congregation, by means of a public announcement, at least three viable candidates, together with a biographical sketch of each.

In the screening process for any other Called Professional Church Worker, the call committee shall submit all names to the District President for information and evaluation. After receiving information and recommendations from the District President, the call committee shall present to the Congregation, by means of a public announcement, a list of viable candidates, together with a biographical sketch of each. The call committee shall perform a thorough and diligent search for at least three viable candidates. In the event that the call committee is unable, after such search and as determined by the call committee, to locate three viable candidates, the call committee may present to the congregation a list of less than three candidates for the position. Nothing in this section shall prohibit the congregation from complying with a synodical college's or university's placement program, including but not limited to the requirements for designating a synodically trained candidate.

For purposes of this section, a call for the position of a teacher that is new to Trinity shall comply with the Rubrics Governing Call and Placement Procedures for Ministers

of Religion—Commissioned, as found in the Call Document for Commissioned Ministers developed for use by the Council of Presidents of the Lutheran Church Missouri Synod.

At the Congregational meeting, called for the purpose of calling the new Pastor or Professional Church Worker, the proposed list of candidates may be amended by means of a 2/3 vote of those present. The Voters shall then adopt the list of candidates. Balloting shall proceed by means of a secret ballot. A candidate must receive a majority of all votes cast before a call may issue. If a majority of votes cast is not attained for one candidate, the candidate with the least votes will be dropped from the list, and the voting by ballot will continue until such time as a candidate receives a majority of the votes cast. The election shall be made unanimous by a rising vote. It shall be the duty of the Congregational Chairman to give prompt notice of the election to the called candidate as the Chairman deems necessary.

Negotiations for contract teachers (new or renewal) shall be delegated to the Board of Christian School, and such terms be reported to the Congregation.

A contract teacher employed by Trinity Lutheran Church and School who successfully completes the colloquy program or otherwise becomes a rostered employee of the Lutheran Church Missouri Synod may be considered for a call as a Called Professional Worker upon the recommendation of the Board of Christian School to the Congregation at a regular or special meeting of the Congregation. The Congregation may consider a call for such a candidate without the requirement of considering other candidates for the position. The candidate must receive a majority of all votes cast to receive the call. In the event the candidate does not receive the necessary votes to receive a call, the Board of Christian School shall have sole authority to determine whether to continue the candidate's contract status.

B. The Pastoral Office

The Pastoral Office is the authority conferred upon pastors by God, through a call of the Congregation (the holder of the priesthood and of all Congregational authority) to exercise in public office the common rights of spiritual priesthood on behalf of all. The Pastoral Office is the primary office in the Congregation from which all other offices of the Congregation issue. However, the Congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

Upon being installed, the Pastor is authorized and obligated to proclaim to the Congregation, jointly and severally, the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580. He is further

- To administer the sacraments in accordance with their divine institution;
- To discharge toward all Members of the Congregation the functions of a minister

and curator of their souls in an evangelical manner, in particular to visit the sick and the dying and admonish indifferent and erring Members;

- To spiritually guard the welfare of the younger Members of the Congregation and adults during their preparation for acceptance of Holy Communion;
- To guide the Congregation in applying the divinely ordained discipline of the church;
- To provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the Congregation;
- To serve as an example by Christian conduct and to do all that is possible for the up-building of the Congregation and for the advancement of the Kingdom of Christ. By reason of his position, the Pastor is not only a servant and steward of God, but also of the Congregation.

The Pastor(s) shall have the authority and responsibility for supervising all worship services in conjunction with the Board of Elders so that they are always in harmony with the doctrine and practice of the Lutheran Church - Missouri Synod.

Members of the Congregation are obligated

- To accord the Pastor(s) honor, love, and obedience in his ministry of God's Word, and to support his ministrations with diligence and faithful prayers;
- To help him in the discharge of his duties by cordial one-mindedness, by willing readiness, by peaceable conduct, and in every other way possible, and to provide for his material needs according to the ability of the Congregation.

In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the Members of the Congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all Members of the Congregation.

C. The Office of the Called Professional Church Worker

The office of Called Professional Church Worker (such as teacher, principal, Director of Christian Education or Deaconess) is the authority conferred upon him or her by God, through a call of the Congregation, to perform the duties of his or her office in all its parts according to the Word of God and the needs of the Congregation.

Upon being installed, a Called Professional Church Worker is authorized and obligated

- To instruct and train those people under his or her care diligently and faithfully in

the Word of God as contained in the canonical books of the Old and New Testaments and confessed in the confessional writings of the Lutheran Church, and found in the Book of Concord of 1580;

- To base such instructions on the Small Catechism of Dr. Martin Luther;
- To accord those people under his or her care a thorough Christian education in branches of learning prescribed by a course of study adopted or approved by the Congregation to maintain Christian discipline in the church and school, and to this end employ such means as are in accord with the Holy Scripture and within the bounds of Christian reason and justice;
- To serve the Congregation as an example of Christian conduct, to endeavor earnestly to live in brotherly unity with his or her Pastor(s) and his or her fellow church workers, and to work under the supervision of the Pastor(s), principal, and the boards of Elders, Christian School, or Parish Education, whichever is appropriate to his or her office;
- To do everything possible, by the grace of God, within the sphere of his or her calling toward the promotion of the church and school and for the general advancement of the Kingdom of Christ, both locally and generally;
- To perform such other offices as are in the interest of Christian conduct and to the welfare of the church and school and as have been mutually agreed upon, as the circumstances of the Congregation may require and as time and ability may permit.

Members of the Congregation are obligated

- To receive the Called Professional Church Workers as servants of the Word, to honor and love them as such;
- To support their work among us with diligent, faithful assistance and prayer;
- To render the discharge of their duties pleasant for them by a peaceable conduct and in every other possible way to encourage them by word and deed;
- To aid them in maintenance of Christian discipline, and in love and respect; and
- To provide for their material needs according to the ability of the Congregation.

ARTICLE 6: OFFICERS OF THIS CONGREGATION

The elected officers of this Congregation shall consist of a Chairman, two (2) Vice-Chairmen, Secretary, Treasurer, and the Boards of Elders, Christian School, Parish

Education, Youth Ministry, Trustees, Public Relations, Evangelism, Stewardship, Parish Fellowship, Human Care, and Endowment Fund.

ARTICLE 7: DUTIES OF OFFICERS - FUNCTIONS, AUTHORITIES, ORGANIZATION OF ADMINISTRATIVE BOARDS AND THE CHURCH COUNCIL

A. Duties of Officers

1. Chairman

The Chairman shall be the “Administrative Head” of the Congregational program who is responsible for guiding and assisting all elected or appointed officers and committees of the Congregation in the functioning and carrying out of their individual responsibilities.

The Chairman of the Congregation shall preside at all meetings of the Congregation. He shall, to the best of his ability, enforce the Constitution and Bylaws of the Congregation and carry out the expressed will of the Congregation as embodied in the resolutions of the voting members. All boards, committees, auxiliaries, groups, etc. in the Congregation shall be responsible to the Chairman, and he shall be welcome at any and all meetings of such groups, either in person or as represented by such person or persons as he may appoint.

He shall also call and preside over the meetings of the Church Council and shall endeavor to coordinate the functions, plans, and activities of the Congregation in all its parts for the total furtherance of the work of Christ’s Kingdom in our midst.

The Chairman will meet periodically with the pastoral staff to review past efforts and coordinate future plans. He will make such appointments to committees as are necessary. He will, along with the Secretary, sign all official and legal documents in the name of and by the direction of the Church Council and the Congregation.

At the end of each fiscal year (July 1 - June 30) the Chairman shall appoint at least two (2) auditors to annually review the financial records of the Congregation.

2. Vice-Chairmen

The two Vice-Chairmen will, at the direction of the Chairman, assist in the duties of the “Administrative Head” of the Congregation. Each Vice-Chairman will be assigned a number of the administrative boards as their area of responsibility. They will assist the Chairman as directed and will preside over Congregational meetings, Church Council meetings, and other committees in the absence of and as directed by the Chairman.

One of the Vice-Chairmen will serve as Chairman of the Personnel Committee. The Chairman may also appoint one of the Vice-Chairmen to chair the Nominating Committee who will also appoint at least five (5) Congregational

Members to the Nominating Committee.

3. Secretary of the Congregation

The Secretary shall be present at all Congregational meetings and all meetings of the Church Council and shall enter the minutes of all meetings of said groups in a permanent record book with the Secretary's signature. The Secretary shall conduct all official correspondence of the Congregational boards and committees under the supervision of the Chairman. In general, the Secretary shall perform all the duties normally pertaining to the office and such additional duties as the voting members may delegate to the Secretary. The Secretary is to maintain a permanent updated copy of the Constitution and the Bylaws.

The Secretary, along with the Chairman, will sign all official and legal documents in the name of and by the direction of the Church Council and the Congregation.

4. Treasurer

The following are the duties of the Treasurer:

- a. Shall be responsible for accurate recording of Congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest for Congregational consideration improved methods and systems for keeping financial records.
- b. Shall present a written financial report at Congregational meetings and a preliminary report at each Church Council meeting.
- c. Shall submit permanent financial records for annual audit.
- d. Shall be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the Congregation through the administrative boards.
- e. Shall furnish the Congregation a fidelity bond in the sum designated by the Congregation, and such bond shall be procured and the premiums paid by the Congregation.
- f. Shall coordinate the flow of monies from the treasury to the various boards in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
- g. Shall remit to the professional workers of the church for documented expenses while attending professional workshops, conferences, conventions, etc., approved by the Board under whose jurisdiction such workers function.
- h. Shall receive from the Board of Stewardship a report of all monies received through worship services, special offerings, or any other source and duly record same.
- i. Shall sign all checks for payment of bills, salaries, or other financial commitments of the Congregation of any sort, or shall provide a designee therefore approved by the Church Council.
- j. Shall have available for all boards a current record of their accrued disbursements and debt allotment.

- k. Shall have authority to provide salaried workers of the Congregation a breakdown of the worker's total compensation into salary and fringe benefits as the worker requests.
- l. Shall supervise the work of the Congregation's Business Manager.

B. Church Council

The Church Council shall consist of the Congregational Chairman and Vice-Chairmen, the Treasurer, the Secretary, and the eleven (11) elected Chairmen of the administrative boards. The Pastor(s) and the Principal shall be ex-officio members of the Council. All will hold membership on the Council until their term of office expires. It shall be the specific function of the Church Council to

1. Serve as the point of liaison between the Pastor(s), the Officers of the Congregation, and the various administrative boards in planning the total work and ministry program of the Congregation.
2. Settle jurisdictional disputes between the several administrative boards.
3. Be the final authority to determine whether a proposed action comports with this Constitution and Bylaws.
4. Be the final authority to interpret this Constitution and Bylaws.
5. Present to the Congregation a yearly plan of activity for the entire Congregation as well as long-range plans for the development and expansion of Christ's work in our midst.
6. Prepare the agenda for the three (3) Congregational meetings.
7. Set the dates and times for the Congregational meetings.
8. Approve the Vice-Chairman's appointees to the Nominating Committee.
9. Fill unexpired terms or shortages of personnel by appointment.
10. Approve the proposed budget prepared by the Board of Stewardship to be presented to the Congregation.
11. Review the financial condition of the Congregation and coordinate spending.

The Church Council shall meet at least six (6) times per year. Additional meetings may be called by the Chairman of the Congregation and/or by the Pastor as required.

The Church Council serves as a forum where the activities of the administrative boards may be discussed, evaluated, and coordinated, and where all such activities may be integrated into an overall Congregational program. The Church Council shall be available at all times, however, for any additional functions which the voting membership may wish to confer upon it.

The Church Council shall keep a permanent set of minutes for each meeting, and such minutes shall be the permanent property of the Congregation.

C. Administrative Boards

1. General Duties and Authorities of Administrative Boards (Refer to Article 6)

Each administrative board shall submit a report of its activities at each regular meeting of the Church Council and the Congregation, and on such occasions as the Church Council or voting Members shall require. Such reports shall include specific recommendations (if any) for Church Council or Congregational action and/or approval.

Each administrative board shall initiate and carry out such activities and programs within the Congregation as will enable it to effectively perform the functions and duties assigned to it by the Constitution and Bylaws or by specific resolution of the Church Council or the Voters at the Congregational meetings.

Each administrative board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Voter's action, provided that the Church Council may, at its discretion, restrict such expenditures to conform with the actual financial condition of the Congregation at any given time. Each member of an administrative board shall be jointly and severally liable for all expenditures by that board not authorized either by the budget or by special resolution of the Congregation.

Each administrative board shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the Congregation.

Each administrative board shall submit an annual report of activities to the Church Council by July 31 following the fiscal year end on June 30 to be included in the Trinity Lutheran Church & School Annual Report.

2. Organization and Meetings of the Boards

Each administrative board shall be under the direct control and supervision of the elected Chairman of the Board. Following the election of the Chairman of each board and the number of board members required, the Chairman of the respective board shall designate and appoint from among the board members at his or her own discretion those individuals who are to be responsible for various phases of the work of that board. Such appointments are to be made within thirty days of the date of their election, and notification of each appointment is to be given to the Chairman.

The time of board meetings shall be at the discretion of the Chairman of that board and the board members, except that, for good and sufficient reason, either the Congregational Chairman or the Pastor(s) or Principal may call a meeting of the board at any time. Meetings thus called shall be classified as special meetings, and each person involved shall be notified of the date, time, and purpose of such a meeting. Each board is encouraged to meet at least monthly to conduct the pertinent business of the board, but is required to meet a minimum of 6 times per year.

The regular times of all administrative board meetings shall be published. All administrative board meetings are “open” meetings and as such are open to all Members of the Congregation. The Chairman of the administrative board may close the meeting or a portion of the meeting if the issue to be discussed is not for public record, including but not limited to personnel or membership issues.

ARTICLE 8: ELECTION OF OFFICERS AND THE ADMINISTRATIVE BOARDS

A. Nominating procedure

At the October congregational meeting in an election year, the Church Council shall announce its selection of at least five (5) Members who, along with the Pastor(s), shall serve as the Nominating Committee. At this meeting the Congregation may submit to the Nominating Committee the names of possible candidates for office.

The Nominating Committee, as soon after the October meeting as possible, shall prepare a list of candidates drawn from among confirmed Members of the Congregation who are 18 years of age or older and have been an active member for the prior six months, either male or female, and from the list submitted by the Members of the October meeting. The list shall then be made available to the Congregation at least four (4) weeks prior to the election at the February meeting. Only male candidates are eligible for the Office of Chairman, Vice-Chairman, and the Board of Elders. Spouses, parents, children, and siblings of paid Staff shall not serve in an office or board that would have direct supervision over their family member. If an unforeseen conflict of interest or influence, or appearance of a conflict of interest or influence, arises, the Chair of the relevant Board, at his or her discretion after consultation with the Church Council, may recuse that board member from a particular decision.

Following the publication of the Nominating Committee’s list of candidates, any confirmed member of the Congregation may submit to the Nominating Committee additional names for inclusion on the list, and such names shall be placed in nomination by the committee along with the candidates already chosen, provided

1. That such names shall be submitted at least three (3) weeks before the date of the February meeting and;
2. That the Nominating Committee, through consultation with the Pastor(s) and the Board of Elders, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and capable and willing to serve.

The Nominating Committee, at least two (2) weeks before the date of the

February meeting, shall publicize the final list of candidates to the Congregation for the following offices: Chairman, Vice-Chairman (2), Secretary, Treasurer, Chairman of the 11 administrative boards, and the members of the administrative boards.

B. Election Procedure

From the list of candidates for each elective office submitted by the Nominating Committee, the Members at the February Congregational meeting shall elect, by ballot and simple majority, the following officers:

1. Chairman
2. Vice-Chairman (2)
3. Secretary
4. Treasurer
5. Those Chairpersons specifically nominated for the Chairmanship of the following boards: Elders, Christian School, Parish Education, Youth Ministry, Trustees, Public Relations, Evangelism, Stewardship, Parish Fellowship, Human Care, and Endowment Fund.
6. Board members of the 11 administrative boards for the number required to complete the membership of each of the administrative boards.

Membership on more than one board or in more than one office shall be discouraged to allow opportunity for all members to participate in governing the Congregation.

The determination of the number of members required on each board shall be a function of the Church Council and shall be decided no later than the October meeting of that body. Each board shall consist of an odd number of members. In the event the Church Council does not set the number of members for each board by the October meeting of the Council, the number of board members to be elected to each board at the February meeting shall not exceed the number of positions on the respective boards for the prior term. Only candidates defeated for office may be placed in nomination by the Voters at the election meeting for any office not yet filled.

C. Installation of Officers - Term of Office

The term of office of all officers and board members shall be two years terminating on June 30 of the second fiscal year of their term. The Congregational Chairman, Vice-Chairmen, and Board Chairperson may succeed themselves in the same office for two consecutive terms, with the exception of the Board of Evangelism and the Board of Human Care, which Board Chairpersons shall be able to serve unlimited terms in that position.

The newly elected officers and board members shall be installed on the first Sunday in July and shall assume their duties as of July 1. The newly elected

officers and the board members of the Congregation shall be invited to attend the respective board and Church Council meetings for April and May prior to commencement of their terms of office to have input into the budget process and to learn the functions of their respective board and/or the Church Council. The newly elected officers and board members shall have no right to vote on any board or Church Council item prior to commencement of his or her respective term.

ARTICLE 9: AMENDMENTS: (With the exception of the Bylaws for the Board of Endowment Fund)

These Bylaws may be amended at any meeting of the Congregation by the Members present by a simple majority vote, provided:

1. That a motion to submit for consideration such a proposal to attend has been made at a regular meeting of the Congregation.
2. That the entire Congregation has been advised of the nature of the proposed changes and of the date of the meeting at which the proposed amendment is to be acted upon at least 14 days in advance.

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

BY-LAWS OF THE BOARD OF CHRISTIAN SCHOOL

The Board of Christian School shall consist of at least six (6) members from Trinity Lutheran Church, including the elected Chairperson. The Principal shall be an ex-officio member of the Board. The Congregation may elect up to three (3) additional members to the Board of Christian School from sister congregations from among representatives put forth by the sister congregations.

The basic objectives of this Board are to promote Christian education for all students enrolled in Trinity Lutheran School. It shall concern itself with all matters pertaining to the operation of the school. The Board shall foster spiritual growth in the life of all students. That the objectives of the Board may be carried out, the Board, either corporately or through specifically designated individuals or groups of individuals, shall

1. Be responsible for school operation and ensure that spiritual learning opportunities are provided.
2. Meet regularly to receive reports on the school from the principal, to formulate policies for the conduct of the school with the pastor and the principal, and to make plans for the school's continued development and improvement as one of the Congregation's agencies of Christian education.
3. Set objectives and goals, annually review them to determine whether they are being met, and recommend revision and additions as deemed advisable.
4. Keep informed regarding courses of study, textbooks, effectiveness of teaching, and discipline.
5. Assure that the Christian training and instruction being given are in accordance with orthodox Lutheran doctrine and sound practice.
6. Determine that the course of study, as much as possible, conforms with local and State Department of Education standards.
7. Approve curriculum and instructional materials and make provision for the necessary equipment and supplies.
8. Consider and recommend candidates for Called teachers and be responsible for the employment of contract teachers and staff.
9. Be concerned with the physical and spiritual welfare of the school staff and encourage and assist them in every way possible in their ministries.
10. Foster and maintain interest in the school within the Congregation and encourage the enrollment of all member children who are eligible.
11. Take steps necessary to maintain accreditation with the National Lutheran Schools

Accreditation Commission.

12. Assure that all applications for enrollment are in accordance with accepted enrollment policies, keeping in mind the school's purpose as an agency of Christian training.
13. Review annually the salary and benefits of all school staff members and make recommendations to the Personnel Committee.
14. Submit, at the time and in the form required, a proposed annual budget as requested by the Board of Stewardship.
15. For administrative purposes and program development, be responsible for supervising the work of the Parent-Teacher-League and other similar supportive organizations.
16. Promote Lutheran full time education in the community with emphasis on sister Congregations.
17. Appoint annually a member to the Personnel Committee.
18. Annually conduct a self-evaluation program.
19. Appoint all standing committees as deemed necessary by the Board.
20. Assure that annual performance reviews are conducted for all school staff. Conduct an annual performance review of the Principal based on the job description for the position.

BY-LAWS OF THE BOARD OF ENDOWMENT FUND

The Board of Endowment Fund shall consist of at least five (5) members, including the elected Chairperson. The Board of Endowment Fund shall administer The Endowment Fund (herein referred to as the Fund) and administer all income and accounts of the Memorial Fund.

The administration of the Endowment Fund shall be as follows:

1. Endowment Fund General Purpose
 - A. This Fund's purpose shall be to receive gifts and bequests and to use them for the mission and ministry of Trinity Evangelical Lutheran Church and The Lutheran Church-Missouri Synod, its districts, seminaries, colleges, institutions, or agencies.
 - B. Both the principal and income from gifts and bequests to the Fund are to be used for the purposes, projects, and programs recommended to the Church Council by the Board. Use of interest income may be approved by a majority vote of the Church Council. Use of the principal requires a simple majority vote of the Members at a regular or special Congregational meeting. The list of approved purposes, projects, and programs shall be

disseminated to the Members of the Congregation through the Trinity Times.

- C. At least annually, the Board of Endowment Fund shall report to the Congregation regarding the distribution of interest income of the Fund. Income from the Fund may be used for the operating budget only if the program or project is supported by the operating budget. The distribution of the interest income from gifts for purposes other than the operating budget shall be determined by a simple majority of the Church Council upon the recommendation of the Board.
- D. Gifts and bequests to the Fund may be made upon special terms or conditions or containing limitations or directions as to the investments or use of the substance of the gift, or the use of accumulation of the income, provided that such are acceptable to Trinity Lutheran Church. The Church Council shall submit at the next meeting of the Congregation (or request an emergency meeting) its recommendation on the acceptability of such a gift or bequest. The acceptance of such gift shall be by a simple majority of the Members present and voting at a duly called and constituted meeting of the Congregation.

2. Duration

The Endowment Fund shall continue in existence and be used as herein above provided, unless earlier revoked, so long as Trinity Evangelical Lutheran Church shall continue to exist. If Trinity Evangelical Lutheran Church should cease to exist, then the assets constituting the Fund when Trinity Evangelical Lutheran Church ceases to exist shall become the property of a successor Lutheran Church or, if no successor Lutheran Church, then it shall become the property of the Lutheran Church - Missouri Synod Foundation (except that any and all properties held by the Fund upon special conditions, restrictions or limitations shall continue to be subject to the conditions, restrictions or limitations upon which such properties are held). If Trinity Evangelical Lutheran Church dissolves, it shall, at the time of such dissolution, have the right and duty to determine the existence of a successor Lutheran Church, if any, providing such successor Lutheran Church must qualify as an exempt organization under the Internal Revenue Code, and Trinity Evangelical Lutheran Church shall execute the necessary documents to effect such transfer.

3. Governing Board and Officers

- A. The Board of Endowment Fund shall promote and manage the Fund. The Board, including the elected board chairperson, will be elected by the Congregation for terms of two (2) years. The Treasurer of the Congregation will be an ex-officio member of the Board and shall be responsible for receipts by and disbursements from the Fund, shall maintain complete and accurate books of account, and shall provide, at least annually, a written financial report of the Fund to the Congregation.
- B. The Board, if it deems it to be in the best interest of the Congregation, may recommend to the Church Council that the assets of the Fund be delivered to The Lutheran Church - Missouri Synod Foundation for investment management. A simple majority of Church

Council members present and voting shall be sufficient to approve the recommendation. Any agreement entered into for the management of the Fund other than by the Board of Endowment Fund shall be valid only if approved by a two-thirds (2/3) majority of the voting members present at a duly called and constituted meeting of the Congregation.

The Board shall report to the Congregation in the Trinity Times or similar publication any investment management agreement approved.

- C. The Board shall meet as frequently as it may be deemed necessary in the best interests of the Fund. Special meetings may be called on 24 hours written or oral notice to the members of the Board by the chairperson or any two (2) members.
- D. A quorum shall consist of Board members present at a duly called meeting. The affirmative vote of a majority present and voting shall carry any motion or resolution.
- E. The Board shall establish such written rules and regulations as may be necessary for the conduct of its business. It shall adopt standards and goals to guide in the expenditure of the income from the Fund, which it may amend, all within the stated purposes of the Fund.
- F. The Board shall maintain accounts with such financial institutions as it, by resolution, may determine and authorize. All checks and other documents transferring or expending any Funds or assets in the Fund shall be executed by the Treasurer.

4. Fiscal Year

- A. The fiscal year of the Fund shall follow the fiscal year of Trinity Evangelical Lutheran Church.
- B. Within two (2) months, after the close of each of the Fund's fiscal years, and at such other times as are deemed convenient, an itemized, written statement should be prepared. It must accurately reflect the position of the Fund's income and corpus accounts as of a date reasonably close to the date the statement should be submitted, and should indicate the receipts, disbursements, and changes therein since the Fund's inception or the previous accounting, as the case may be. The statement should then be submitted to the Church Council and the Congregation.

5. Duties of the Board of Endowment Fund:

- A. The Board shall, at least annually, render a full and complete account of the administration of the Fund during the preceding year.
- B. Gifts and contributions from any individual, firm, or corporation, in money, in securities, or in any other form of property, including, by way of explanation and not in limitation, direct gifts for the purpose of the Fund, gifts in memory of any deceased person or in appreciation or recognition of any living person, gifts in the form of a

devise or bequest under will or trust instrument, and gifts or proceeds or portions of proceeds of insurance, annuity, or endowment policies or contracts, may be received by the Fund at any time.

- C. Means for acknowledging the receipt of each gift and contribution shall be established and maintained, including, whenever feasible and consistent with applicable Internal Revenue Service regulations, a designation of the value ascribed to each gift.
- D. Gifts and contributions may be made upon special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift, or the use or accumulation of the income, provided that such are acceptable to Trinity Evangelical Lutheran Church. Separate identification and recording shall be made of all transactions with respect to any such special or restricted gift or gifts.
- E. All funds and properties shall be kept and maintained separate, distinct, and independent from the funds and property otherwise belonging to the Church. However, the Board shall in no event be required to make physical segregation of the assets of the Fund in order to conform to the directions of any individual donors, but may establish separate accounts in accounting records.
- F. The Board is to inform the Members of the Congregation of the purpose of the Fund, and may periodically arrange for Members of the Congregation to meet with professional counselors in the area of charitable giving, wills, bequests, insurance, etc.
- G. All new members of the Board and Church Council are to receive a copy of these Bylaws in order to become acquainted with the function and purposes of the Fund.

6. Powers

The manager of the Fund, whether the Fund is managed and administered by the Board, or whether the Fund is delivered to the Lutheran Church - Missouri Synod Foundation for management and administration, shall have the following powers and authority:

- A. The property constituting the corpus of the Fund shall be invested and reinvested in any kind of property (whether real or personal, tangible or intangible, and/or domestic or foreign), including, but not limited to, securities, real estate, oil, gas, and other natural resources and/or accounts or certificates of bank or other lending institutions, and each investment shall be under the authority granted in this section, the decisions with respect to investment shall be guided by the concept of a prudent investor whose investment purpose includes both income and capital appreciation and shall not otherwise be restricted by any law, rule or custom (1) requiring safety of corpus as a primary consideration, (2) regarding investment in income producing property, or (3) requiring diversification of investments. It is further understood that any part or all of the Fund may be invested in obligations of the Lutheran Church Extension Fund - Missouri Synod, St. Louis, Missouri (or the District's Church Extension Fund). In amplification, but not limitation, of the foregoing, authority is granted

1. to acquire interests in property by purchase, lease, rental or other method; to sell, option, exchange, redeem or convert any property interests; and to rent or lease property of the Fund;
2. to exercise all rights and privileges acquiring to a holder of securities, including all voting, conversion, subscription and pre-emptive rights; to deposit any securities with, delegate discretionary power to, and participate, cooperate and contract with, as a member or otherwise, any projective committee of security holders; and to effectuate any merger, consolidation, dissolution, reorganization or financial adjustment of the issuer of any securities and/or any transfer, demise, or encumbrance of any of its properties;
3. to manage and/or develop any real property owned, leased or otherwise held by the Fund; to erect, repair, remodel, reconstruct, demolish or remove buildings or other improvements on it; to partition or subdivide it; to dedicate all or any part of it to public or semipublic use, and to grant easement or other charges with respect to it;
4. to abandon any property interest deemed worthless or of insignificant value;
5. to borrow money from any source, to encumber property of the Fund and to repay any loan due by the Fund;
6. to foreclose any mortgage, lien, or other encumbrance, and to purchase the encumbered property, whether through foreclosure or private arrangement;
7. to establish and maintain, out of income, depreciation, depletion and/or amortization reserves;
8. to maintain a portion of all of the property constituting the Fund in liquid or nearly liquid form, even though little or no income is earned thereon;
9. to use income or corpus funds (irrespective of their derivation) for any purpose of the Fund and with respect to any property of the Fund (irrespective of the income, if any, it produces) even if such funds are derived from the sale of or income from other property or from a loan (from income or an outside source) using such other property as security.

B. Without limiting the authority otherwise conferred, the following additional authority is hereby granted to be exercised by the Board as it is believed to be in the best interest of the Fund

1. to accept and receipt for any inter vivos, testamentary or other transfer of property to the Fund;

2. to hold property, and to negotiate and execute documents on behalf of the Fund, in the name of the Fund or in the name of a nominee(s) without disclosing any fiduciary relationship to anyone;
3. to allocate between income and corpus (in cases where reasonable doubt of the applicable law exists) in equitable proportions, any money or other property received, and any loss or expenditure incurred;
4. to vote, or refrain from voting, securities having voting privileges, and to give any type of proxy (with or without) voting directions to vote the same;
5. to make division and distribution of property held in the Fund (whenever directed to do so) either in kind or in cash, or partly in kind and partly in cash and for such purpose to set values upon any property of the Fund;
6. to protect the Fund and its property by insurance against damage, loss, or liability;
7. to establish checking account(s) in which may be deposited income and/or corpus cash; and
8. to employ, at the expense of the Fund, attorneys, investment counsel, brokers, custodians of assets, and other agents and employees.

7. Memorial Fund

The Board, in conjunction with the Pastor(s) and the other administrative boards, is to develop, prioritize, and maintain a list of suggested needs for which Memorial Funds may be contributed. The Board is to administer and disburse all funds according to the wishes of the contributors. If not designated by the donor, the Board of Endowment shall disburse the contributions according to the priority list. No Memorial Funds may be used for purposes other than as designated by the donor without the written permission of the donor, unless the donor is deceased or otherwise unavailable, in which event the Board of Endowment shall decide upon the disposition of the funds.

8. Amendments

Any amendments to the Bylaws of this Board that will change, alter, or amend the general purpose for which the Fund is established shall be adopted only if approved by a two-thirds (2/3) majority of the voting members present at a duly called and constituted meeting of the Congregation, the notice of which has stated that such an amendment will be proposed to the Congregation.

BY-LAWS OF THE BOARD OF EVANGELISM

The Board of Evangelism shall consist of at least eight (8) members, including the elected chairperson.

The basic objectives of this Board are the bringing of the Gospel to the unchurched, the enlistment of all of God's people in the work of spreading the Gospel, the deepening of the faith and activity of the Members of this Congregation, and proper soul-accounting at all times.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals or groups of individuals, shall

1. Join with the Pastor and all Members of the Congregation in the proclamation of the Gospel to all people.
2. Encourage prayer in church and homes for sincere evangelistic concern toward all people inside and outside the Church.
3. Foster a climate of evangelism that encourages Congregation Members informally and spontaneously to share Christ in every situation in life.
4. Emphasize evangelism through education programs.
5. Maintain an ongoing visitation program, offering people more than membership in a church - a saving relationship with Christ.
6. Promote and direct Congregation-wide evangelism undertakings.
7. Be responsible, together with the Board of Public Relations, for a program of community relations that identifies the Congregation with the Gospel of Christ.
8. Utilize the evangelism potential of The Lutheran Hour and other Synodical or Christian programs.
9. Emphasize evangelism and encourage evangelism programs in and through the societies and auxiliary organizations of the Congregation and suggest projects for such organizations.
10. Emphasize, in conjunction with the Boards of Parish Education, Christian School, and Youth Ministry, child and youth evangelism, both in participation and outreach.
11. Canvass the Congregation's area of responsibility and effectively record, study, and utilize the results in ministering to the lost and straying.
12. Be responsible for maintenance and follow-up of a prospect file at all times.
13. Be responsible for maintenance and follow-up of visitors.
14. Before organization of new member instruction classes, conduct special visitations to witness for Christ and to invite prospective members to attend.

15. Be genuinely concerned for those moving into the community and for those (both Members and prospects) moving into other areas. Use any and all means available for maintaining such contacts.
16. Be conscious of the atmosphere of friendliness in the Congregation toward Members and visitors and suggest ways and means of improvement.
17. Study and adopt or adapt suggestions by the evangelism departments of Synod, District, and circuit.
18. Conduct an annual self-evaluation program.
19. Submit, at the time and in the form required, a proposed annual budget as requested by the Board of Stewardship.

BY-LAWS OF THE BOARD OF HUMAN CARE

The Board of Human Care shall consist of at least five (5) members including the elected chairperson. One of the elected members must be a Registered Nurse (R.N.) or a Licensed Practical Nurse (L.P.N.)

The basic objective of this Board is to secure and provide assistance to Members of the Congregation as needed and to the church and community at large.

That the objectives of this Board may be carried out, the Board, either corporately or through specific designated individuals, shall

1. Be responsible for administering the Congregation's Human Care Fund and Food Pantry to help needy individuals and families both within and outside the membership.
2. Encourage Members of the Congregation to give financial aid and assistance to needy families through the Human Care Fund.
3. Compile and maintain a complete and updated list of all social agencies and community organizations and provide personal assistance and information for referral purposes.
4. In cooperation with the Lutheran Women's Missionary League, plan and recommend a year-round program of support for LCMS World Relief (financial gifts, clothing drives, and the like) through the various agencies and committees of the Congregation.
5. In conjunction with the Board of Stewardship, provide opportunities to the Members to support synodically endorsed agencies (Bethesda, Wheat Ridge, etc) by distributing information concerning such programs to the Congregation and its auxiliary organizations.
6. Together with the Board of Elders, maintain visitation of all sick, hospitalized, aged and shut-ins in the Congregation.

7. Investigate cases of severe financial need within the Congregation and provide whatever assistance possible.
8. Establish and maintain a parish resource file which includes the names, addresses and professions of Members of the Congregation who express willingness to provide assistance to those persons deemed by the Pastor(s) and/or the Board to be in need.
9. Receive regular reports from existing committees.
10. Maintain contact with the benevolent and charitable agencies of the community, state, and national level and recommend to the Congregation responses to opportunities for Human Care service.
11. Implement and maintain a confidential referral system of professional services and agencies for the Congregation to use when specific needs arise.
12. Together with the Pastor(s), plan, supervise, and carry out programs offering services and care, encouraging persons to participate in those services and programs as identified in No. 11 above.
13. Submit, at the time and in the form required, a proposed annual budget as requested by the Board of Stewardship.
14. Annually identify a member of the Board to be a liaison and serve on the Health Ministry Parish Nursing Committee.
15. Develop a list of volunteers willing to serve as Parish Nurses annually and arrange for their public installation at a regular worship service.
16. Conduct an annual self-evaluation program.

BY-LAWS OF THE BOARD OF ELDERS

The Mission of the Board of Elders is to be in the Word reaching out with the Gospel to promote and encourage the spiritual life of the Body of Christ.

The nature of the duties of this Board requires that only men noted for their Christian knowledge, zeal, and experience in the spiritual work of the Kingdom of Christ shall be elected to membership. The Board shall consist of at least eleven (11) members, including the elected Chairman of the Board.

The basic objectives of this Board are the spiritual welfare of the Pastor(s) and the Congregational Members, individually and corporately, and the supervision of everything pertaining to Congregational worship.

In order to assist the members of this Board in fulfilling their duties as elders, the members shall receive

appropriate training for the discharge of the enumerated objectives listed below. That the objectives of this Board may be carried on, the Board, either corporately or through specifically designated individuals or groups of individuals, shall

1. Pray for the Pastor(s) and all other spiritual leaders of the Congregation and for their fellow members.
2. Encourage the Pastor(s) in his work by word and action.
3. Be concerned about the spiritual, emotional and physical health and welfare of the Pastor(s) and his family (adequate compensation, housing, free time, vacation, assistance in times of illness), and to that end specifically review these items once a year, and make recommendations to the Personnel committee.
4. Assist the Pastor(s) in counseling with difficult spiritual cases and in finding peaceful and God-pleasing solutions to personal problems within the Congregation.
5. Together with the Administrative Pastor, review yearly the salary and performance of the Church Staff (excluding, for purposes of this paragraph only, custodial staff under the direction of the Board of Trustees) and make appropriate recommendations to the Personnel committee. In case of vacancy, interview and hire a replacement in conjunction with the Pastor(s).
6. Exercise leadership in gathering call lists and in calling a new Pastor when a vacancy occurs. The Chairman of the Board of Elders, or his designee from the Board of Elders, shall be a member of any call committee constituted for the purpose of calling a new Pastor.
7. Maintain spiritual discipline within the Congregation according to Scripture, the Lutheran Confessions and Articles 2 and 5 of the Constitution and Article 3 of the by-Laws of this Congregation and exercise discipline when required.
8. In conjunction with the Pastor(s) and other concerned boards, be responsible for the spiritual welfare of all Members of the Congregation.
9. Insure that the Congregation functions in accordance with the established doctrine of the Church according to Articles 2 and 3 of the Constitution and the Bylaws.
10. Determine eligibility for membership of all individuals and families applying for membership in this Congregation according to Article 5 of the Constitution.
11. See to the prompt transfer or release of all Members who move away and of new Lutheran families moving into the community.
12. Engage in member conservation and discipleship training in conjunction with the Board of Evangelism and the Board of Stewardship.

13. Engage in continual review of communion and church attendance of all Members, make calls on delinquents, follow-up on all newborn children in the Congregation until they are baptized.
14. Conduct an annual performance review of the Pastoral staff.
15. Together with the Board of Human Care maintain visitation of all sick, hospitalized, aged, and shut-ins in the Congregation with particular care for their spiritual welfare.
16. Develop and coordinate a schedule to provide for Elders at each Public Worship Service. The purpose of the Elder will be to provide a worshipful atmosphere for the service.
17. Be concerned about and supervise thorough instruction of youth and adults for confirmation and church membership in accordance with the policies and aims of the Board of Parish Education.
18. Be present for periodic training as determined by the Pastor(s) and this Board.
19. For Administrative purposes and program development, oversee the work of the Home Missionary Society and the Lutheran Laymen's League (LLL).
20. Encourage spiritual programs in the societies of the Congregation generally.
21. Submit, at the time and in the form required, a proposed annual budget as requested by the Board of Stewardship.
22. Appoint a Board member to the Personnel committee on an annual basis.
23. Annually conduct a self-evaluation program.

FOR THE WORSHIP OF THE CONGREGATION

The Board of Elders shall have the responsibility to

1. Appoint the Worship Committee for a two-year term.
2. Supervise all music of the Congregation.
3. Provide for substitute Pastors and guest speakers as needed.
4. Staff, train, and supervise the ushering staff.
5. Staff, train, and supervise the Lay Reader Program.
6. Staff, train, and supervise the Acolytes.

7. Staff, train, and supervise the Tape Ministry (Audio, Video) Program.
8. Assist the Pastor(s) with communion distribution, preaching, etc., as required.
9. Set the time, schedule and number of communion services in conjunction with the Pastor(s).
10. Approve forms of worship, liturgies, and hymns for use in public worship in conjunction with the Pastor(s).
11. Supervise the Altar Guild in the care, use and maintenance of the sacred vessels, the altar, the altar furnishings, and vestments.
12. Maintain an adequate supply of expendable items for worship such as communion cards, pencils, communion wine and wafers, baptismal napkins, candles, etc., in conjunction with the Altar Guild.
13. Supervise the use of all church and chancel decorations.
14. Plan all services for the year (including children's worship services) in cooperation with the Board of Parish Education.
15. Supervise the budgeted allotment for the selection and procurement of appropriate music, supervision of choirs, and other related matters in conjunction with the Director of Music.
16. Annually review compensation and personnel for the music staff as required for public worship and make recommendations to the Personnel committee.
17. Provide for adequate nursery facilities during worship.
18. A member of the Board, or their designated representative, shall be present at all special services including weddings and funerals.

BY-LAWS OF THE BOARD OF PARISH EDUCATION

The Board of Parish Education shall consist of at least five (5) members, including the elected chairperson.

The basic objectives of this Board are to plan and administer all Parish educational programs of the Congregation (i.e., Sunday School, VBS, Bible classes, excluding the day school program administered by the Board of Christian School), to determine policies, to select personnel for the various programs, to provide the necessary means and facilities for the programs, and to direct and supervise the Parish education programs.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals or groups of individuals shall

1. Be responsible for the Christian nurture of children, youth, and adults in the Congregation and, through them, reach into the community and beyond.
2. Establish objectives, set policies for, and supervise each Parish educational program in the Congregation, including the personnel: i.e. Sunday School, VBS, Midweek School, Bible Classes, and all other parish educational programs.
3. Encourage the active expression of Christian love and concern as an integral part of the education programs.
4. Approve curriculum and analyze performance of each Parish educational program and seek continual improvement.
5. Continually review existing programs to determine whether all age groups are being served and recommend revisions and additions as deemed advisable.
6. Make annual analyses, by age groups, to determine the degree of participation of the total membership of the Congregation in its educational program.
7. Maintain a “people accounting system” to record Members’ participation in the education program and to follow up with the uninvolved.
8. Assure that the Christian training and instruction being given are in accordance with orthodox Lutheran doctrine and sound practice.
9. Work with organizations, other boards, and committees to coordinate educational activities within the Congregation.
10. In conjunction with the Board of Evangelism, provide for the recruitment of pupils for the educational programs of the Church.
11. Encourage increasing participation of every Congregation Member in Bible study, privately and in formal and informal groups.
12. Recruit and appoint qualified persons to administer the Parish educational programs (i.e., appoint the Sunday School Superintendent, VBS Coordinator, etc.)
13. Enlist, train, place and continue to train lay teachers and leaders as the Congregation’s needs require.
14. Be concerned about the spiritual, emotional, and physical health and welfare of the Parish educational program staff and their families.
15. Establish a system of commendation for and recognition of faithful service by all persons involved in the educational tasks of the Congregation.

16. Strengthen families to be basic units of Christian education.
17. Oversee the activities of children's groups such as the Boy Scouts, Girls Scouts, and all other such programs to ensure that such groups' activities and conduct are consistent with Christian doctrine.
18. Encourage Christian educational programs in societies of the Congregation such as L.W.M.L.
19. Consider providing enhanced Christian educational opportunities for mentally and physically challenged persons.
20. Provide for the growth of the parish educational staff through activities such as conferences, conventions, and continuing education. Request the necessary funds for the same in the yearly budget.
21. Consider classes, courses, conferences, and retreats for special purposes and for special groups.
22. Maintain, improve, and cultivate the use of a church multi-media center.
23. Provide and/or promote subscriptions to church periodicals.
24. Study and adopt or adapt suggestions by the educational departments of Synod, District, and Circuit.
25. Establish and maintain, in conjunction with other boards, a continuing program for the recruitment of full-time workers in the church-at-large such as pastors, teachers, and deaconesses.
26. Establish and maintain a permanent file of all children and youth of the Congregation by age and/or grade level, and ensure that such a file is kept continually up to date. Example: Cradle Roll.
27. In conjunction with the Board of Christian School, annually examine the education facilities and equipment and make recommendations to the Board of Trustees as to upkeep, repairs, and replacements needed as well as new equipment needed.
28. Submit, at the time and in the form required, a proposed annual budget as requested by the Board of Stewardship.
29. Annually conduct a self-evaluation program.
30. In cooperation with the Board of Elders, plan and carry out children's worship services (i.e. Christmas Services).

BY-LAWS OF THE BOARD OF PARISH FELLOWSHIP

The Board of Parish Fellowship shall consist of at least five (5) members including the elected chairperson:

The basic objectives of this Board are to strengthen the fellowship between Members of the Congregation spiritually and socially, to integrate new Members into the life of the Congregation, and in general to build up a spirit of mutual cooperation, love, and trust among all the Members so that Trinity Congregation may be a true family of Christians bound together by their love for the Lord and each other

1. Plan, supervise, and implement larger gatherings of the Congregation throughout the year (such as pot-luck dinners, picnics, etc.), which will provide opportunities for fellowship.
2. Maintain contact with the other boards, both suggesting to them ways of furthering the work of their boards through fellowship and drawing from them requests and suggestions for fellowship activities.
3. Maintain an adequate group of volunteer workers who will help plan, coordinate, and execute the work necessary for fellowship goals to be accomplished successfully.
4. Promote a general atmosphere of friendliness among members in smaller group settings (such as Bible classes, societies, etc.), and suggest to these groups specific ways of developing meaningful personal relationships among their members.
5. Foster the orientation and integration of new Members and their families into the Congregation.
6. Provide materials and ideas from various sources which can be adapted or adopted to help Members of the Congregation get to know each other as fellow-Christians and give them opportunity for personal contact in groups such as “family nights,” talent shows, etc.
7. Be responsible for a greeter program to visitors and Members at worship services in conjunction with the Board of Evangelism.
8. Plan, supervise, and implement recurring yearly events (such as decorating the church at Christmas) which will focus attention on the major aspects of the Congregation’s ministry.
9. In conjunction with the Board of Public Relations, ensure that a pictorial directory is produced on a periodic basis as determined necessary, preferably at least once every five (5) years.
10. For administrative purposes and program development, oversee the work of all Congregational fellowship organizations.
11. Develop, maintain, and oversee the work of a church Recreation Committee, as deemed necessary. Be responsible for seeing that all Members participating in any of the recreational programs of Trinity Lutheran Church are provided with a copy of the athletic

policies. Approve the player rosters according to the guidelines, see that fees are collected and disbursed, take care of any complaints that may arise, and correct deviations from established policy.

12. Submit, at the time and in the form required, a proposed annual budget as requested by the Board of Stewardship.
13. Develop and maintain a volunteer recognition program.
14. Conduct an annual self-evaluation program.

BY-LAWS OF THE BOARD OF PUBLIC RELATIONS

The Board of Public Relations shall consist of at least three (3) members, including the elected chairperson.

The basic objectives of this Board are to project to the community that God is at work in our Church and School.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals or groups of individuals, shall

1. Represent the Congregation in the community.
2. Keep the community informed of Trinity Lutheran Church and School.
3. Keep the Congregation informed of internal activities and programs.
4. Keep the Congregation informed of developments in the community.
5. Work with other churches in the community, the Synod, and the District to promote the image and outreach of the Lutheran Church.
6. Maintain Church bulletin boards.
7. Seek local media coverage for special events.
8. Place timely ads in the Yellow Pages and the newspapers.
9. Provide current information of Trinity's ministry to visitors in our Church.
10. Work with the Board of Christian Schools and its Public Relations Director and Development Director to promote the school and church in coordinated efforts.
11. Submit, at the time and in the form required, a proposed annual budget as requested by the Board of Stewardship.

12. In conjunction with the Board of Fellowship, ensure that a pictorial directory is produced on a periodic basis as determined necessary, preferably at least once every five (5) years.
13. Annually conduct a self-evaluation program.

BY-LAWS OF THE BOARD OF STEWARDSHIP

The Board of Stewardship shall consist of at least seven (7) members, including the elected chairperson.

The basic objectives of this Board are

1. To initiate programs for the development of good stewardship attitudes in the Members of the Congregation in regard to time, talents, and treasures.
2. To provide for the training and utilization of Members of the Congregation for the work of Christ's Kingdom.
3. To ensure the financial stability of the Congregation and its work through a developed program of dedicated proportionate first fruits giving.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals or groups of individuals, shall

1. Study the Scriptural principles regarding the total stewardship calling of the Christian - as a member of his family, as a neighbor, and citizen, and as a Member of the Congregation - and share these insights with Members of the Congregation.
2. Contact and encourage new Members for service to the Congregation and endeavor to stir up the talents of present Members, old and new, young people and adults.
3. Be responsible for maintenance of a congregational talent file at all times and provide for the immediate recording of the talents and abilities of incoming Members, and delete from the file those leaving the Congregation.
4. Provide opportunities for the development of talents through training courses, workshops and the like.
5. Conduct and maintain an annual intensive program to approach every Member with basic biblical stewardship principles and practices.
6. Initiate an annual preparation and presentation to the Congregation of a God pleasing program of ministry, determine anticipated receipts and recommend a balanced budget for adoption by the Voters' Assembly.
7. Report the general financial position of Trinity to the Members on a monthly basis.
8. Annually review the budgeting procedures and make any necessary improvements or revisions.

9. Be responsible for the support of Mission and Charities, through an ongoing program of information and education.
10. Submit a selected list of charities for the Congregation to support.
11. Screen all outside appeals for funds and make appropriate recommendations through a decision of the Board for the appeal.
12. Be concerned together with the Treasurer, for the safe deposit and recording of all funds. Make prompt payment of all missions, church agencies, salaries, and bills as authorized by the Congregation and appropriate boards.
13. Furnish the Congregation with a Fidelity Bond or equivalent. The premium will be paid by the Congregation.
14. Have an accurate counting, recording, and deposition of all receipts with verification at each step.
15. Regularly record contributions of each Member and provide a written statement of contributions to Members, at least annually.
16. Hire a qualified bookkeeper who will see to the proper financial bookkeeping for the Congregation's funds.
17. Conduct an annual self-evaluation program.

The Personnel Committee shall be under the jurisdiction of this Board.

The membership of the Personnel Committee shall consist of the Congregational Vice-Chairman who will act as Chairman of the committee, one member from each of the boards who have staff responsibilities plus one member from this Board, an at-large Member of the Congregation appointed by this Board, and one staff member designated by the staff. All appointments shall be for two fiscal years.

No recommended personnel policy pertaining to compensation, severance, and employee benefits shall become binding upon Trinity Congregation and its employees until such recommendation is ratified by the Board of Stewardship after consultation with the other boards.

All personnel policies ratified by the Board of Stewardship shall apply equally to all employees of Trinity Congregation unless specific exclusions are included within the specific policy statement.

The committee shall develop, review, and revise personnel policies affecting employees of Trinity Congregation to ensure all policies are implemented fairly and equitably. Such review of policies shall include but not be limited to the following areas:

Employee Classification and Job Description

Employee Compensation (including severance)
Employee Leave Benefits
Employee Aid and Services (Housing, Continued Education, etc.)
Employee Performance Evaluation Appraisals
Employee Re-assignments (Revised Job Descriptions)
Disciplinary and Corrective Action
Grievance Procedure
Health and Retirement Plans and Social Security

No personnel matter that materially affects an employee's compensation package will be effective unless it is consistent with policies set forth by the Personnel Committee.

The Personnel Committee will maintain a file on each staff member containing their qualifications, job description, salary, raises, merit or discipline action, and written performance reviews. Personnel files are strictly confidential. The committee shall review and suggest annual compensation for all personnel.

BY-LAWS OF THE BOARD OF TRUSTEES

The Board of Trustees shall consist of at least five (5) members, including the elected chairperson.

The basic objectives of this Board are the proper maintenance and repair of church and school property, to ensure that the Congregation is properly represented in all legal matters pertaining thereto, and the general protection of the Congregation against loss or damage of whatever nature.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals or groups of individuals, shall

1. Make an annual inspection of Congregation properties and equipment and recommend to the Voters' Assembly needed repairs, improvements, or replacements. Any such items not included in the current budget shall be referred to the Church Council for action. Any improvements to the property in excess of \$10,000 shall be referred to the Voters' Assembly.
2. Conduct an annual inventory of all Congregation properties, equipment and supplies, including acquisition date and approximate value of each item. Use appropriate form.
3. Maintain an accurate record on all equipment and specific location on the property. If relocated, show the new location.
4. Carry out all resolutions of the Voter's Assembly on purchases, repairs, replacements of Congregation property and equipment.
5. In conjunction with the elected officers and other concerned boards, conduct the business affairs of the Congregation as pertaining to property of the Congregation, including but not limited to the following acts:

- a) Enter into contracts and appear in court.
 - b) Obtain legal information for the informed considerations of contracts, deeds, and similar transactions on behalf of the Congregation.
 - c) Negotiate service contracts on any equipment our own personnel are not trained to maintain. The Chairman of the Board is authorized to sign such contracts on behalf of Trinity Lutheran Church.
 - d) Make an annual inventory of all official documents which shall be stored in a fireproof location and see the record of the inventory be entered in the official minutes of the Congregation.
6. Prepare, with the help of custodial staff, a detailed list of required daily, weekly, monthly, semi or annual maintenance of the facilities and equipment.
 7. Conduct an annual performance review of all custodial staff members and make salary recommendations to the Personnel Committee. For purposes of this provision concerning performance reviews and salary recommendations, custodial staff are not considered church staff.
 8. Appoint one member of the trustees to the Personnel Committee on an annual basis.
 9. Determine and establish regulations governing the use of Congregation property and equipment.
 10. Make and issue keys for Congregation property; keep and review annually a list of all keys issued.
 11. Recommend proper and adequate storage facilities for Congregation property, equipment, and supplies in an orderly fire hazard free area.
 12. Check all property twice a year for fire hazards.
 13. Inspect monthly all fire extinguishers and emergency light systems.
 14. Set all policies for rental use and lending of Congregation properties.
 15. Establish policies for organizations outside of the groups using Congregation properties.
 16. Ensure the Maintenance and publishing of a weekly and monthly schedule of activities within the Congregation's facilities.
 17. Receive and approve requests for the use of the Congregation's facilities for wedding receptions, recreational activities, etc., by various groups and Members of the Congregation.

18. Be responsible for and supervise the use of all property and equipment for the various activities sponsored by this and other boards, groups or committees who have requested and received approval of an activity in our facility. This includes the kitchen, gymnasium, etc. Provide directions or other guidelines to all groups using the facilities to ensure the efficient and secure use of the facilities (e.g., lights turned off, doors locked).
19. Arrange for all normal repairs and alterations for which budget funds have been allocated and for immediate repairs of an urgent nature to protect the value of property.
20. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping, and other projects.
21. Annually check the adequacy of all types of insurance for Congregation property, equipment, and staff and negotiate insurance contracts.
22. Determine the need for and hire and/or contract an adequate custodial staff.
23. Maintain compliance with all OSHA, EPA, Federal, State, and local rules and regulations.
24. Submit, at the time and in the form required, a proposed annual budget as requested by the Board of Stewardship.
25. Annually conduct a self-evaluation program.

BY-LAWS OF THE BOARD OF YOUTH MINISTRY

The Board of Youth Ministry shall consist of at least five (5) members, including the elected Chairperson. Two of the members of the Board may be 16 years of age or older while the remainder of the members and the elected chairperson must be 18 years of age or older.

The basic objectives of this Board are to involve the young people of the Congregation in the work of Christ, provide for their spiritual growth and nurture, and to promote genuine Christian fellowship for the young people of the Congregation.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals or groups of individuals, shall

1. Promote attendance and involvement of the Congregation's young people at all youth activities.
2. Provide the continuing spiritual growth of the young people of the Congregation through Bible study, prayer, and Christian service.
3. Plan and carry out, together with other concerned boards, a year-round program for the young people of the Congregation.

4. Involve youth leaders in all parts of the Congregation's work by developing a planned parish program for young people.
5. Develop a program for the social fellowship of both young people and the young adults of the Congregation, including various recreational programs.
6. Actively engage in the selection and training of leaders for the young people's program at all times.
7. Plan and observe, together with the Pastor(s) and the Board of Elders, a yearly Congregational Young People's Sunday.
8. Provide along with the appropriate Board, for the assimilation of newly confirmed youth into appropriate activities.
9. In conjunction with the Board of Parish Education, provide for continuing education of young people on topics of current interest to them.
10. Provide opportunities for involvement as servants in the life of the community such as civic, school, cultural, humanitarian, recreational, and social groups.
11. Provide for public recognition of various youth achievements and accomplishments.
12. Plan and coordinate activities for youth with other young people's groups outside the Congregation, particularly with other Lutheran young people's groups at various levels.
13. In conjunction with the Board of Evangelism, train and involve the young people of the Congregation in bringing others to faith in Christ.
14. Provide counseling for the spiritual, moral, social, and vocational development of young people.
15. Together with the Board of Parish Education, sponsor programs and provide materials on church vocations to aid young people in considering service as a full-time church worker.
16. Welcome and utilize college students during the summer months for various young people's activities.
17. Submit, at the time and in the form required, an annual budget as requested by the Board of Stewardship.
18. Annually conduct a self evaluation program.

