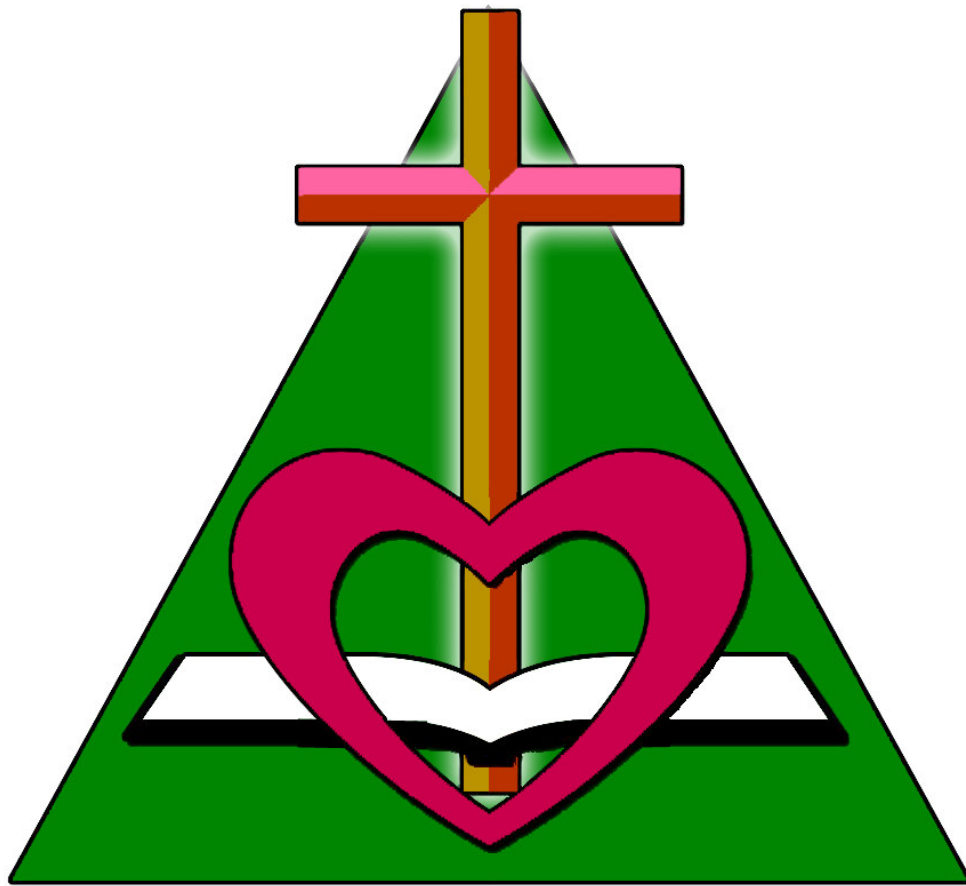


# Trinity Lutheran Church & School

*Connecting People to Christ in His Word & Love!*



## Constitution & By-Laws

THE CONSTITUTION  
PREAMBLE

WHEREAS, the Word of God demands that a Christian congregation not only conform to the Word of God in doctrine and practice (Ps. 119,105; Gal. 1, 6-8; 2 Tim. 4, 1-5), but that also all things be done decently and in order (I Cor.14, 40) therefore we, the voting members of Trinity Lutheran Church of Lincoln, Nebraska, have agreed upon and do adopt the following Constitution and By-Laws according to which all congregational affairs, spiritual and material, shall be conducted.

ARTICLE I - NAME

The name of this congregation shall be Trinity Lutheran Church of Lincoln, Nebraska.

ARTICLE II - PURPOSE

The purpose of this congregation shall be to seek the honor and glory of God, to carry out His will, to manifest the unity of our faith in Jesus Christ as God and Savior, to spread the Kingdom of God, and to foster Christian fellowship and love, by the preaching of the Word of God, by the administration of the Sacraments and by the religious instruction of all its members, according to the confessional standard of the Evangelical Lutheran Church (ARTICLE III).

ARTICLE III - DOCTRINAL STANDARD

A. This congregation acknowledges and accepts all the canonical books of the Old Testament and the New Testament as the revealed and inerrant Word of God, verbally inspired and submits to them as the only infallible authority in all matters of faith and life.

B. This congregation acknowledges and accepts all the confessional writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as true and genuine expositions 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 IV - MEMBERSHIP

The membership of this congregation includes the following:

A. BAPTIZED MEMBERSHIP

1. Definition. Baptized members are all members who have been baptized in the name of the Triune God.
2. Reception. Baptized members are received through the Sacrament of Holy Baptism, through transfer or with the consent of one or both parents or guardians in the case of children who have been baptized in another Christian congregation.
3. Duties. Baptized members shall conform their entire lives to the rule of God's Word and to that end make diligent use of God's Word, exercise faithful stewardship of God's gifts and impart and accept fraternal admonition as the need for such admonition becomes apparent.
4. Termination. Baptized members who have not been received as communicant members shall have their membership terminated for the same reasons that communicant membership is terminated insofar as these reasons are applicable. (ARTICLE IV,B-4).

B. COMMUNICANT MEMBERSHIP

1. Definition. Communicant members are those baptized members who have been confirmed in the Lutheran faith, accept the doctrinal standards of ARTICLE III of this constitution, are familiar at least with the contents of Luther's Small Catechism and who are not members of organizations whose principles and/or conduct conflict with the Word of God.
2. Reception. Communicant members are received upon profession of faith, by transfer from a congregation in

pulpit and altar fellowship or by reaffirmation of faith, provided they conform to the requirements for membership in this congregation. Their reception shall be approved by the Board of Elders.

3. Duties. Communicant members shall conform their entire lives to the rule of God's Word and to that end make diligent use of the means of grace, exercise faithful stewardship of God's gifts and impart and accept fraternal admonition as the need for such admonition becomes apparent.

4. Termination.

a. Communicant members in good standing shall be transferred by the pastors to a congregation in pulpit and altar fellowship immediately upon their request and upon approval of the Board of Elders at its next meeting.

b. Communicant members who join congregations outside of our fellowship thereby terminate their membership. Their names shall be removed from the membership list by resolution of the Board of Elders. Such action shall be reported to the Voters' Assembly.

c. Communicant members whose whereabouts are unknown and whose addresses cannot be established shall have their names removed by resolution of the Board of Elders. Such action shall be reported to the Voters' Assembly.

d. Communicant members who conduct themselves as manifest and impenitent sinners shall be admonished according to Matthew 18: 15-20; if they remain impenitent after proper admonition, they shall be excommunicated. Each case shall be presented individually to the Board of Elders for action. The Board of Elders shall be required to recommend excommunication to the Voters' Assembly. If such member deliberately absents himself from the meetings at which his case is to be discussed, or in some manner makes it impossible to deal with him, he thereby excommunicates himself.

#### C. VOTING MEMBERSHIP

1. Definition. Voting members are communicants who have reached the age of 19 years and who have been accepted by the Voters' Assembly.

2. Reception. Applicants for voting membership shall be accepted as voting members by resolution of the Voters' Assembly, provided they meet the requirements for such membership in this congregation.

3. Duties. Voting members shall attend the meetings of the Voters' Assembly regularly, participate in the work of the congregation and willingly accept responsibility of such membership.

4. Termination. Voting membership shall be terminated by resolution of the Voters' Assembly because of continued unexcused absence for a period of two years. Termination of communicant membership automatically terminates voting membership.

5. Honorary Membership. The Voters' Assembly may grant, for special reasons, to any voting member, with his consent, an honorary membership in the Voters' Assembly. He may vote, but shall not hold an elected office.

#### ARTICLE V - THE OFFICES OF PASTORS AND CALLED TEACHERS

The pastoral offices of this congregation, as well as the office of called teachers in the elementary school, shall be conferred only on such ministers, teachers and candidates who profess and adhere to the confessional standard set forth in ARTICLE III of this Constitution and who are qualified for their work. Pastors and teachers shall be pledged to this confessional standard.

## ARTICLE VI - AUTHORITY OF THE CONGREGATION

### A. GENERAL

The Voters' Assembly shall be the governing body of this congregation and shall be empowered to administer and manage all its affairs. The establishment and conduct of all organizations and societies within the congregation shall be subject to the approval and direction of the Voters' Assembly.

### B. RIGHT OF CALL

The right of calling pastors, ministers and teachers shall be vested in the Voters' Assembly and shall never be delegated to a smaller group or to an individual except in the case where the Voters' Assembly calls a candidate from one of the educational institutions of the Lutheran Church - Missouri Synod in which case the decision of Synod will be accepted.

### C. DECISIONS

All matters of doctrine shall be decided only by the Word of God. All other matters shall be decided by a majority vote of the Voters' Assembly unless otherwise specified by this Constitution or By-Laws.

### D. REMOVAL FROM OFFICE

1. Any pastor, minister, called teacher or officer may be removed from office by the Voters' Assembly by a two-thirds majority ballot vote, in Christian and lawful order for one of the following reasons: adherence to false doctrine, scandalous life or persistent neglect of duties.
2. The Voters' Assembly by two-thirds majority ballot vote may request the resignation of any pastor, minister, called teacher or officer from his position in the congregation in the case of prolonged incapacity or incompetence.

### E. REDUCTION IN FORCE

Positions of Called Servants may be terminated by a two-thirds majority ballot vote of the Voters Assembly under certain institutional conditions that do not reflect on the competency or faithfulness of the person in the position being terminated. These conditions are as follows:

1. Discontinuation of an entire program.
2. Reduction in the size of the staff in order to maintain financial viability.
3. Discontinuance of operation or mergers with another church or churches.

### F. REMOVAL FROM MEMBERSHIP

The Voters' Assembly shall have authority to exclude any communicant member according to Matthew 18: 15-20. The person so excluded (excommunicated) shall forfeit all rights of a member (ARTICLE IV B-4d).

## ARTICLE VII - OFFICERS

A. The officers shall be specified by the BY-LAWS of this congregation.

B. Congregational officers or committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them by the BY-LAWS, and whatever authority may have been delegated to them may at any time be altered or revoked.

C. Only voting members 20 years of age or over shall be eligible to hold constitutional offices, except that only male voting members 20 years of age or over shall be eligible to hold the office of elder, president and vice-president.

## ARTICLE VIII - DIVISION

If at any time a division should take place because of a dispute concerning doctrine, the property of the congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to ARTICLE III of this Constitution. If division takes place for any other reason, the property shall remain with the majority of the communicant members. In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to that District of The Lutheran Church - Missouri Synod of which the congregation has been a member at the time of disbanding.

## ARTICLE IX - DOCTRINAL CONFORMITY

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

## ARTICLE X - SYNODICAL MEMBERSHIP

This congregation shall hold membership in THE LUTHERAN CHURCH - MISSOURI SYNOD only as long as this Synod remains true to the Word of God and the Lutheran Confessions. It shall send its pastors, ministers, called teachers and lay delegates to the District Conventions of the Synod.

## ARTICLE XI - BY-LAWS

This congregation may adopt such By-Laws as may be required for the accomplishment of its purposes.

## ARTICLE XII - CHANGING THE CONSTITUTION

A. UNALTERABLE ARTICLES. ARTICLES II, III, V and IX of this Constitution shall not be subject to change or repeal.

B. AMENDMENTS. Amendments to this Constitution may be adopted at a properly convened Voters' Assembly, provided:

1. That they do not conflict with the provisions laid down in ARTICLES III and IX;
2. That the proposed amendment has been submitted in writing at a properly convened meeting at least 90 days prior to the properly convened meeting at which the proposed amendment will be acted upon; and
3. That an affirmative vote of a two-thirds majority of the voters present is secured provided a quorum is present.

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BY-LAWS  
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ARTICLE I - VOTERS' ASSEMBLY

A. MEETINGS

1. Regular meetings of the Voters' Assembly shall be held in April (Annual) and October with the time and date to be determined by the Church Council. Notification of such time and date shall be made available to the congregation in the church calendar, the Worship Bulletin and the Home Page.
2. Quarterly reports for January and July shall be made available to the congregation.
3. The election meeting of the Voters' Assembly shall be held in conjunction with the October meeting.
4. A budget approval meeting shall be held in December. The time and date shall be determined by the Church Council with notification to the congregation being the same as for a regular Voters Assembly meeting. New Board Coordinators will also be ratified at this meeting.
5. Special meetings of the Voters' Assembly may be called by the president of the congregation or the Church Council by notifying the voters. Whenever the Church Council is petitioned in writing by at least 25% of the voting members, it shall call a special meeting.
6. Where possible, the congregational membership shall be advised in advance of all regular, election and special meetings in order that non-voters may attend.
7. Non-voters may express their opinions if the presiding officer deems it advisable.

B. QUORUM

Ordinarily the voters present at the properly called meeting shall constitute a quorum to do business. However, for amending the Constitution, for the purchase, sale, construction on or encumbrance of real property or for the removal from office of a called pastor, minister or teacher, a majority of all voting members shall be required for a quorum. In the absence of a majority, those present may fix the date for an adjourned meeting for which at least five days written notice shall be given. The members who are present at such adjourned meeting shall constitute a quorum.

C. ORDER OF BUSINESS

1. The meetings of the Voters' Assembly shall be conducted in accordance with the Constitution and By-Laws. The agenda shall be determined by the presiding officer.
2. In questions of parliamentary procedure not covered by this Constitution and By-Laws, the current Revised Robert's Rules of Order shall prevail.

ARTICLE II - PROCEDURE IN THE CALLING OF  
MINISTERS OF RELIGION AND CONTRACTED CHURCH WORKERS

A. CALLED WORKERS (Ministers of Religion)

1. The Board of Elders Ministry shall nominate candidates for the office of pastor and other positions serving the pastoral office. The Board of Trinity Lutheran School shall nominate candidates for the position of principal and called teacher. The Board of Youth and Young Adult Ministry shall nominate candidates for the position of called youth director. These Boards may appoint a Search Committee consisting of appropriate Board members and, at the Board's discretion, other members of the congregation.
2. The procedure for calling a candidate shall be as follows:
  - a. The communicant members of the congregation shall be given an opportunity to submit names of potential candidates to be considered for the vacant position. The intention to place a call will be announced to the

congregation at the Sunday worship services and through a congregational mailing.

b. A listing of all names being considered by the appropriate Board, or the Board's designated Search Committee, shall be announced to the congregation at the Sunday worship services, or through a first class mailing, at least one week before the Voter's Assembly meeting in which the call is to be extended. The timing for calling a senior/administrative Pastor will be at least three weeks before the Voter's Assembly meeting in which the call is to be extended.

c. The appropriate Board shall nominate a maximum of three eligible and qualified candidates for consideration by the Voters' Assembly. A summary report of the nominated candidate's background and qualifications shall be announced to the congregation at the Sunday worship services prior to Voter's Assembly, or through a first class mailing, at least one week before the Voters' Assembly meeting in which the call is to be extended. The timing for calling a senior/administrative Pastor will be at least three weeks before the Voter's Assembly meeting in which the call is to be extended

d. Any voter is entitled to make additional nominations from the floor at the Voter's Assembly meeting in which the call is to be extended. If additional nominations are made, the election shall be deferred to a subsequent meeting. Prior to the subsequent meeting a summary report of the background and qualifications of all candidates shall be announced to the congregation at the Sunday worship services on two successive Sundays, or through a congregational mailing at least one week before the subsequent Voters Assembly meeting in which the call is to be extended. Additional nominations from the floor shall not be permitted at a subsequently called meeting.

e. No more than five candidates shall be considered for election. If more than five candidates are nominated, a written ballot under majority rule shall be used to select five candidates.

f. The election shall proceed by written ballot. A three-fifths majority of all ballots cast shall be required to the elect. In the event there are more than two candidates and a three-fifths majority is not obtained, the candidate with the least number of votes shall be eliminated and the election shall proceed with a second written ballot. The process of eliminating the candidate with the least number of votes shall continue on subsequent ballots until a three-fifths majority is obtained or until only two candidates remain.

#### B. NON-CALLED CHURCH WORKERS (contracted)

1. Eligible and qualified workers for positions approved by the Voters' Assembly shall be contracted by the Board granted such authority. The Board of Trinity Lutheran School shall contract teachers.

### ARTICLE III - CONGREGATIONAL OFFICERS

The officers of this congregation shall consist of:

President, Vice-President, Secretary  
Treasurer, Financial Secretary  
Board of Elders Ministry  
Chair of the Board of Evangelism and Missions Ministry  
Chair of the Board of Stewardship Ministry  
Chair of the Board of Child Education  
Chair of the Board of Youth and Young Adult Ministry  
Chair of the Board of Adult and Family Life Ministry  
Chair of the Board of Fellowship Ministry  
Chair of the Board of Property Management Ministry  
Chair of the Board of Assimilation Ministry  
Chair of the Board of Trinity Lutheran School

## ARTICLE IV - THE CHURCH COUNCIL

### A. MEMBERS

1. The Church Council shall consist of the officers listed in ARTICLE III, but shall include only the chairman of the Board of Elders Ministry. In addition there shall be one (1) representative of the Lincoln Lutheran School Association, the chair of the Planning Committee and three (3) Members-At-Large.
2. The pastor(s) and the principal shall be ex-officio members with full rights and privileges to vote.
3. The vice-president of the congregation shall chair the Church Council.

### B. MEETINGS

1. The Church Council shall meet in regular session and shall be the primary means of communication between the officers and professional staff. The chair of the Church Council or any three (3) members of the Church Council may call special meetings by informing each member of the Church Council of the time and place of such meeting at least 24 hours in advance. A majority of the members of the Church Council shall constitute a quorum.

### C. DUTIES AND POWER

1. It shall be the duty of the Church Council to consider and discuss all matters pertaining to the general welfare of the congregation, to review all reports, and to present recommendations to the Voters' Assembly including an annual budget that does not exceed the anticipated income. The Church Council shall act in matters committed to it by the Voters' Assembly.
2. Staff and direct operation of the Church office.
3. Authorize the making of all contracts in the name of the congregation, except as otherwise provided by the Articles of Incorporation and the Constitution and By-Laws.

## ARTICLE V - ELECTION AND APPOINTMENT OF OFFICERS & COORDINATORS

### A. NOMINATION AND ELECTION OF OFFICERS

1. A nominating committee, appointed by the president of the congregation, at the April meeting, shall present a slate of candidates except for the offices of the secretary, financial secretary, and treasurer. The slate proposed by the nominating committee shall normally consist of two names for each office. Additional nominations may be made from the floor. Incumbents eligible for re-election shall be designated on the ballot.
2. The nominating committee shall then prepare the ballot for the election to be held in the October meeting. All officers, except the secretary, financial secretary, and treasurer shall be elected by a majority ballot vote. The officers-elect shall assume their respective duties on the first day of January. They shall be inducted into office in a public service of the congregation.
3. In case of a vacancy in any office, the Church Council shall appoint a successor to complete the unexpired term. The appointment will be ratified at the next regular Voters' Assembly.

### B. ELECTION SCHEDULE

1. The following officers shall be elected in the even number years:

President  
At least 6 men to the Board of Elders Ministry  
Chair - Board of Evangelism and Missions Ministry  
Chair - Board of Fellowship Ministry  
Chair - Board of Property Management Ministry  
Chair - Board of Assimilation Ministry  
Chair - Board of Trinity Lutheran School

At least 3 men or women to the Board of Trinity Lutheran School  
One Member-At-Large  
Required member(s) of the L.L.S.A. Delegate Assembly, (as provided in ARTICLE VI,O)  
Representative to the Circuit Forum.  
Representative to Lutheran Family Social Services

2. The following officers shall be elected in the odd number years:

Vice-President  
Chairman of the Board of Elders Ministry  
At least 5 men to the Board of Elders Ministry  
Chair - Board of Stewardship Ministry  
Chair - Board of Youth and Young Adult Ministry  
Chair - Board of Child Education Ministry  
Chair - Board of Adult and Family Life Ministry  
At least 3 men or women to the Board of Trinity Lutheran School  
Two Members-At-Large  
Required member(s) of the L.L.S.A. Delegate Assembly, (as provided in ARTICLE VI,O)

3. The delegate to the District Convention of the Synod shall be elected when required.

#### C. APPOINTMENT OF OFFICERS

The Church Council shall appoint the Secretary, Financial Secretary, and Treasurer. Such appointment shall be ratified by the Voters' Assembly at their next regular meeting.

#### D. TERM OF OFFICE FOR ELECTED AND APPOINTED OFFICERS

The term of office for all offices, elected and appointed, shall be two years. There shall be no limit on the number of consecutive terms served.

#### E. APPOINTMENT OF COORDINATORS AND TERM OF OFFICE

1. Each Board Chair, except the Board of Elders and Board of Trinity Lutheran School, shall appoint from the confirmed membership of the congregation at least 6 persons to coordinate specific responsibilities in carrying out the ministry of the Board. Such appointments shall be ratified at the next Voters' Assembly meeting.

2. The term of office for all Coordinators shall be one year. There shall be no limit on the number of consecutive terms served.

### ARTICLE VI - DUTIES OF OFFICERS, BOARDS, MEMBERS-AT-LARGE

#### A. GENERAL

1. Each board chair shall annually appoint a vice-chairman and a secretary and report this at the next regular Church Council meeting.

2. Each Board shall provide copies of its minutes of all meetings as follows:

Original - Held by board secretary.  
1st copy - Held by respective board chair.  
2nd copy - Held by church office for review by pastors, president, and vice-president.

3. In presenting resolutions to the Church Council or Voters' Assembly, they shall be submitted in writing and given to the secretary in order that they may be entered correctly into the minutes.

4. Each board shall maintain a list or book of Standard Operating Procedures approved by the Church Council which shall be reviewed annually during the first quarter of the year by the Members-At-Large. The results of this review shall be presented to the Church Council.

5. Each board shall annually develop specific aims and objectives in keeping with their responsibilities as outlined in ARTICLE VI of the BY-LAWS, and develop plans to achieve them. These aims, objectives and plans shall be reviewed annually during the first quarter of the year by the Members-At-Large. The report of this review together with recommendations shall be submitted to the respective boards and Church Council.

6. Each board shall maintain a set of governing policies, approved by the Church Council, which each board shall review annually during the first quarter of the year. Changes to these policies shall be submitted to the Church Council for approval.

7. Each board shall hold its monthly meetings prior to the Church Council meetings.

8. Each board shall be authorized to appoint or reappoint annually sub-committees which are necessary to carry out its duties.

#### B. PRESIDENT

The duties of the president shall include presiding at all meetings of the Voters' Assembly, appointing committees according to the instruction of the By-Laws or the resolutions of the Voters' Assembly, seeing that the resolutions of the Voters' Assembly are carried out and that all business of the congregation is conducted in good order.

#### C. VICE-PRESIDENT

The vice-president shall preside at all of the Church Council meetings and shall perform the duties of the president in the latter's absence or at his request. If the office of the president becomes vacant for any reason, the vice-president shall succeed to the office of the president for the balance of that term.

#### D. SECRETARY

The secretary shall record the proceedings of the Voters' Assembly and the Church Council, submit minutes for approval at the regular meetings, maintain a resolution book which shall contain any resolutions passed by the Voters' Assembly and Church Council that shall remain in effect for a specific or indefinite length of time. This book is to be updated as the resolutions are passed or expire. The secretary shall perform such other duties as may be delegated by the Church Council.

#### E. TREASURER

1. The treasurer shall disburse the funds of the congregation in accordance with its resolutions and under the direction of the Church Council. Budget items which reoccur from month to month may be approved by the responsible board with one blanket voucher or signing the invoice, indicating how it should be accounted for in the treasurer's books. The treasurer shall prepare and submit to the Church Council at its meetings each month, a statement of receipts and disbursements of the preceding month. A reproduced report will be required for each regular Voters' Assembly. The Board of Property Management shall arrange for bonding the treasurer in the amount designated by the Church Council.

2. The treasurer shall chair the finance committee of the Church Council.

#### F. FINANCIAL SECRETARY

1. The financial secretary shall appoint a Counting Committee and schedule the committee to count the contributions after each service held and deposit in the bank designated by the Church Council. This committee shall be responsible for recording the contributions of members. The members of the counting committee shall be approved by the Church Council.

2. The financial secretary shall serve as chair of the counting committee, and serve as recording secretary of the finance committee of the Church Council.

## G. BOARD OF ELDERS MINISTRY

The Board of Elders as an aid to the pastors, shall concern itself with the spiritual life of the congregation and shall be charged with the supervision of public worship, church discipline, social welfare and church publications. To that end it shall:

1. Admonish members who are neglecting the means of grace and who fail to share in the support of congregational endeavors.
2. Pass on all requests for membership and terminations as outlined in ARTICLE IV, paragraph B-4 of the Constitution.

Soul Care Ministry: The Board shall be responsible for planning, implementing, supervising and evaluating all activities and programs/ministries relating to the general spiritual well-being and care of the members of Trinity with a goal of making disciples of all nations by caring for the total welfare of the people of Trinity in order that they might know the grace, provision, compassion, love, justice, and impartiality of God. To this end they shall continually:

1. Identify from among the people of Trinity those areas of struggle, concern, wanting and sin that strain their relationship with the Lord Jesus Christ and His Body, the Church.
2. Set up loving standards of evaluating the "fruits of faith" evident in a Christian's life and evangelically monitor them in the lives of the people of Trinity, encouraging them along the way to everlasting life.
3. Lovingly work at the restoration of those people of Trinity who have chosen to leave Jesus Christ and His Church out of their lives.
4. Lead the people of Trinity into Christ-like lives that abound in genuine forgiveness, love, care and compassion especially among those of the household of faith.
5. Care for the spiritual and other appropriate needs of the people of Trinity through personal Word and Sacrament ministry.
6. Equip the people of Trinity in more effectively caring for the total welfare of people in Trinity's responsibility area.
7. Seek through Word and prayer the Lord's will and wisdom for the soul care ministry of Trinity and its people.
8. Seek to unite, nurture and utilize the family in the Worship plans of Trinity.

Worship and Prayer Ministry: The Board shall be responsible for planning, implementing, supervising and evaluating all activities and programs/ministries relating to the general spiritual well-being and care of the members of Trinity with a goal of making disciples of all nations by providing opportunities for people to gather around Word and Sacrament in order to celebrate God's love, commune with Him and to be strengthened in personal and corporate faith and discipleship. To this end it shall:

1. Provide regular opportunities for the people of Trinity to gather in public worship around Word and Sacrament and celebrate together on the Lord's Day and other Holy Days through the church year.
2. Provide for the people of Trinity worship which expresses and fosters the Lutheran Christian understanding of Worship through traditional and contemporary forms.
3. Evaluate the environment for worship and the worship needs of the people of Trinity along with the needs of the unchurched.
4. Foster within the people of Trinity lives that include personal and family devotions.
5. Provide education for the people of Trinity with opportunities for the personal and corporate expression of prayer.
6. Provide education for the people of Trinity as it addresses their personal, family, small group and congregational worship, prayer and devotional life.

7. Seek through Word and prayer the Lord's will and wisdom for the Worship ministry of Trinity and its people.
8. Seek to unite, nurture and utilize the family in the Worship plans of Trinity.

#### H. BOARD OF EVANGELISM AND MISSIONS MINISTRY

The Board of Evangelism and Missions shall be responsible for planning, implementing, supervising and evaluating all activities and programs/ministries relating to the evangelistic outreach and Gospel mission of the congregation with a goal of making disciples of all nations by assertively and enthusiastically reaching out with the Gospel of Jesus Christ to bring the non-Christians (first within our community and then through the world) into the Body of Christ. To this end it shall continually:

1. Foster among the people of Trinity, the truth that we have by the Grace of God been called out of darkness into the marvelous light of Jesus Christ in order to proclaim the wonders of His love to those still in darkness.
2. Identify those people within the influence areas of Trinity who are not a part of the Holy Christian Church.
3. Enlist and train the people of Trinity for participation in the work of an evangelist and in their lives of witness to the Lord Jesus Christ.
4. Establish and follow procedures of loving soul accounting and incorporation of new Christians into the Body of Christ.
5. Seek through the Word and prayer the Lord's will and wisdom for the evangelism ministry of Trinity and its people.

#### I. BOARD OF STEWARDSHIP MINISTRY

The Board of Stewardship Ministry shall be responsible for planning, implementing, supervising and evaluating all activities and programs/ministries that address spiritual gifts, assimilation of new members, leadership development, and use of time talents and treasures with a goal of making disciples of all nations by helping people develop God-pleasing attitudes toward His world so that they might manage their whole lives, their time, talents and treasures to His glory, for the advancement of Christ's Kingdom and the support of His Church on earth. To this end it shall continually:

1. Provide programs that will aid the people of Trinity in managing their lives, time, talents, and treasures and in utilizing their spiritual gifts to the service of God and mankind and the support of stability of the Church.
2. Lead the people of Trinity in giving themselves and their resources willingly and cheerfully to the ministry of making disciples through the efforts of Trinity.
3. Lovingly monitor the stewardship of the people of Trinity helping them to determine a God-pleasing balance of involvement in their many responsibilities of life.
4. Evaluate the various programs of the Church as to their effective and efficient use of the resources of the people of Trinity.
5. Seek through the Word and prayer the Lord's will and wisdom for the stewardship ministry of Trinity and its people.
6. Promote, utilize, and unite the family in the stewardship plans of Trinity.

#### J. BOARD OF CHILD EDUCATION MINISTRY

The Board of Child Education Ministry shall be responsible for planning, implementing, supervising and evaluating all activities and programs/ministries, except those (1, relating to Confirmation, this will be the responsibility of the Board of Elders, but the Board of Child Education Ministry shall offer its support upon request, and (2, those of Trinity Lutheran School, this will be the responsibility of the Board of Trinity Lutheran School, relating to the nurturing and education of the children of our congregation from birth through 8th, with a goal of making disciples of all nations by providing opportunities for these children to study the Word of God, learn its truth and then by God's grace live under Him in love and obedience. To this end it shall continually:

1. Provide the people of Trinity with whole life, way-of-life study of God's Word.
2. Evaluate the educational needs of this age group, life stages and life situations, (including both the people of Trinity and those who are unchurched) and put in place appropriate programs to address those needs.
3. Enlist the participation of the people of Trinity in the regular study of God's Word and monitor the same.
4. Train facilitators for the appropriate leading of a variety of Bible Studies.
5. Seek through the Word and prayer the Lord's will and wisdom for the educational mission and ministry of Trinity and its people.
6. Provide educational opportunities that unite, utilize and promote family togetherness.

#### K. BOARD OF YOUTH AND YOUNG ADULT MINISTRY

The Board of Youth and Young Adult Ministry shall be responsible for planning, implementing, supervising and evaluating all activities and programs/ministries relating to the nurturing and educating of youth and young single adults of our congregation with the goal of making disciples of all nations by providing opportunities for the youth and young adults to study the Word of God, learn its truth and then by God's grace live under Him in love and obedience. To this end it shall continually:

1. Provide the people of Trinity with whole life, way-of-life study of God's Word.
2. Evaluate the educational needs of this age group, life stages and life situations, (including both the people of Trinity and those who are unchurched) and put in place appropriate programs to address those needs.
3. Enlist the participation of the people of Trinity in the regular study of God's Word and monitor the same.
4. Train facilitators for the appropriate leading of a variety of Bible Studies.
5. Seek through the Word and prayer the Lord's will and wisdom for the educational mission and ministry of Trinity and its people.
6. Provide educational opportunities that unite, utilize and promote family togetherness.

#### L. BOARD OF ADULT AND FAMILY LIFE MINISTRY

The Board of Adult and Family Life Ministry shall be responsible for planning, implementing, supervising and evaluating all activities and program/ministries relating to the nurturing and education of the adults of our congregation with a goal of making disciples of all nations providing opportunities for these adults and families to study the Word of God, learn its truth and then by God's grace live under Him in love and obedience. To this end it shall continually:

1. Provide the people of Trinity with whole life, way-of-life study of God's Word.
2. Evaluate the education needs of this age group, life stages and life situations, (including both the people of Trinity and those who are unchurched) and put in place appropriate programs to address those needs.
3. Enlist the participation of the people of Trinity in the regular study of God's Word and monitor the same.

4. Train facilitators for the appropriate leading of a variety of Bible Studies.
5. Seek through the Word and prayer the Lord's wisdom for the educational mission and ministry of Trinity and its people.
6. Provide educational opportunities that unite, utilize and promote family togetherness.

#### M. BOARD OF FELLOWSHIP MINISTRY

The Board of Fellowship Ministry shall be responsible for planning, implementing, supervising and evaluating all activities and programs/ministries relating to the fellowship of the members of our congregation with a goal of making disciples of all nations by recognizing, fostering and strengthening the common bonds that exist between people for the building up of the body of Christ. To this end it shall continually:

1. Identify the common social and fellowship bonds that exist between the people of Trinity (including both the existing membership and the potential membership of the congregation).
2. Provide programs and/or activities that lead the people of Trinity into caring fellowship with one another and the Lord Jesus.
3. Monitor the quality and effectiveness of the fellowship programs and/or activities in keeping with our goal of making disciples for Jesus Christ.
4. See to the involvement of the people of Trinity in the fellowship ministry of the Church and especially those who most recently affiliated with the congregation.
5. Seek through the Word and prayer the Lord's will and wisdom for the fellowship ministry of Trinity and its people.
6. Strive to promote, support, unite and utilize the family in the fellowship programs/activities of the congregation.

#### N. BOARD OF PROPERTY MANAGEMENT MINISTRY

The Board of Property Management Ministry shall be responsible for planning, implementing, supervising and evaluating all activities and programs/ministries that relate to the management and care of the properties and equipment of the congregation with a goal of making disciples of all nations by recognizing, fostering, and strengthening the common bonds that exist between people for the building up of the body of Christ. To this end it shall continually:

1. Evaluate and maintain the equipment and facilities of Trinity in order to insure an effective use of resources.
2. Seek through the Word and prayer the Lord's will and wisdom for the mission and ministry of Trinity and its people.
3. Promote and utilize the family in managing the resources of Trinity.

#### O. BOARD OF ASSIMILATION MINISTRY

The Board of Assimilation Ministry shall be responsible for planning, implementing, supervising, and evaluating all activities and programs/ministries relating to the assimilation of members of the congregation with the goal of aiding new members in acquiring: similar knowledge about our Christian beliefs and Trinity Lutheran Church; similar attitudes towards Christ and His church; similar feelings of belonging; and similar patterns of behavior. To this end it shall continually:

1. Assist new members in building strong relationships with other members and to involve new members in a meaningful role or ministry in the church.
2. Provide new members with resources describing the Church's mission, expectations of members, and activities for members.

3. Develop and implement a sponsorship program to provide new members with opportunities to grow spiritually through interaction, communication, and Christian fellowship with member families.
4. Share with visitors and new members information about our Christian faith and Trinity Lutheran through scheduled orientation sessions.
5. Provide a meaningful public reception of new members into our Christian family.
6. Assist new members in discovering, developing, and using their God-given talents to spread God's word throughout our community.
7. Review and evaluate all assimilation activities in order to provide meaningful assimilation activities for the membership.

#### P. BOARD OF TRINITY LUTHERAN SCHOOL

The Board of Trinity Lutheran School shall be responsible for the planning, development, implementation and management of programs and policies relating to the nurturing and education of the children enrolled in the elementary school. To this end it shall:

1. Support and encourage the faculty, administration and staff in their ministry.
2. Participate in the selection of the faculty, administration and staff of the school.
3. Promote parent participation in the support of the programs of the church and school.
4. Inform, educate and encourage all members of the church, including parents and their children to participate fully and joyfully in the ministry of the school.
5. Provide reports of its activities and actions to the congregation at regular intervals.

#### Q. ELECTED MEMBERS TO THE LINCOLN LUTHERAN SCHOOL ASSOCIATION BOARD

Trinity's members of the Lincoln Lutheran School Delegate Assembly shall be this congregation's representation to that board. Trinity shall provide five (5) delegates and one (1) additional delegate for each 100 communicant members. This delegation shall be selected in the following manner:

1. Three (3) Members elected by the Voters' Assembly,
2. Six (6) Members of the Church Council (the President, Vice-President, Treasurer, Secretary of the Congregation, the Chair of the Board of Trinity Lutheran School, and the Chair of Youth and Young Adult Ministry).
3. The remaining delegates to be appointed by the President of the Congregation.

All delegates, elected or appointed shall be members of the Voters' Assembly. To that end this delegation shall:

1. Elect one of it's members to be Trinity's representative on the Board of Directors of the Lincoln Lutheran School Association.
2. Annually elect one of it's members to serve on the Church Council.
3. Represent Trinity at all meetings of the Lincoln Lutheran School Association.
4. Make regular reports to the Church Council and Voters' Assembly. This would include making recommendations as to eligibility for, and the amount of financial assistance by Trinity toward student tuition.

#### R. MEMBERS-AT-LARGE

The Members-At-Large shall consist of three voting members of the congregation. Their primary responsibility shall be

to represent all the members of the congregation at the Council meetings and shall perform other duties as directed by the Church Council.

## ARTICLE VII - COMMITTEES

The committees of the congregation shall include:

A. The Finance Committee, shall consist of the Treasurer as Chair, the President of the Congregation, Chair of the Board of Elders Ministry, Chair of the Board of Property Management Ministry, Chair of the Board of Trinity Lutheran School, and the Financial Secretary. It shall analyze and offer recommendations to the Church Council and the Voters' Assembly involving the financial status of the congregation. To this end it shall:

1. Annually prepare a work program for presentation and approval of the Church Council and Voters' Assembly.
2. Give full attention to all financial questions related to the work of the congregation and direct expenditures within approved programs.
3. Publish and distribute the work program to the entire congregation.
4. Appear before the organizations and inform them what is being accomplished through the memberships contributions.

B. An Auditing Committee, consisting of at least three members of the congregation and shall be appointed annually by the president. The auditing committee shall make an audit of the books and records of the treasurer, and the financial secretary or any other financial records which the Voters' Assembly may assign to it. It shall make its report in writing to the Voters' Assembly. The annual audit shall be conducted after the close of the calendar year and before the October Voters' meeting.

C. A Memorial Committee, consisting of eight members. Membership shall include the Treasurer of the Congregation, Financial Secretary, Chair of the Board of Properties, a member of the Board of Elders Ministry as designated by that board, four (4) lay members of the congregation as appointed by the Church Council, and the senior Pastor. The four lay members shall each serve two years with two members to be appointed each year. The committee will elect its own chairman, vice-chairman, and secretary. The committee will hold quarterly meetings or when deemed necessary by the chairman after seven days notice. The committee shall prepare and maintain a list of projects for memorial gifts and make contact with family members of the deceased. The committee will report at regular meetings of the Voters' Assembly at which time the deletion or addition of projects may be made and progress reports presented.

D. A Nominating Committee, consisting of at least three members, appointed by the president of the congregation at the April voters meeting. The pastor(s) shall be ex-officio members of the nominating committee.

E. A Planning Committee, consisting of at least eight members of the congregation, four of whom shall be appointed by the President, with the remaining four to include the President, Vice-President, Secretary of the Congregation, and one representative of the administrative staff. The four appointed persons shall be appointed to two year terms, with two persons to be appointed each year. The Committee shall meet at least quarterly and/or at such times necessary to accomplish its tasks. It shall be the task of this Committee to initiate short- range and long-range planning of the ministry of the congregation and to coordinate and assist the boards and committees of the congregation in their efforts to carry out the plan. Specific responsibilities include:

1. Monitoring and refining as appropriate Trinity's long-range strategic planning based on the statement of Mission and Ministry developed by the Second Century Committee.
2. Encouraging and assisting the various boards and committees of Trinity in implementing the tactical goals of Trinity's long-range plans.
3. Promoting and coordinating leadership development and training of the various board and committee members.
4. Praying for guidance, wisdom and the development of an effective ministry at Trinity.
5. The Secretary of the Congregation shall keep minutes for all meetings and shall provide regular reports to the Church Council and Voters' Assembly.

F. A Scholarship Committee, consisting of the Chair of the Board of Youth and Young Adults, the Administrative Pastor, the School Principal, and the Treasurer of the Congregation. This committee shall be the sole governing and administrative body for all scholarship funds in effect through the congregation. Any change in scholarship policy must be approved by the congregation.

G. Such other committees as may be authorized or created by the Voters' Assembly shall be appointed by the President, unless a different method of selection is authorized by the voting members.

#### ARTICLE VIII - AMENDMENTS

These By-Laws may be amended in a properly convened meeting of the Voters' Assembly by a majority of all voting members present, provided the proposed change has been announced in writing at least one week prior to the meeting in which the amendment is voted upon.