

**TRINDLE SPRING EVANGELICAL LUTHERAN CHURCH
CONGREGATION BYLAWS AND CONTINUING RESOLUTIONS**

B 4.05 MISSION STATEMENT

- a. To know Christ and to make him known
- b. The mission of this congregation is to bring its members closer to the revealed Christ and to bring knowledge of Him to those who do not know Him as the Lord and Savior. It is our task to serve him in thought,, word, and deed, here and abroad; exhorting those already confessing Christians to mature their faith in God, to restore hope for the future, and to show love for their fellow man through Christian service to all God's children

B 8.04 MEMBERSHIP

B 8.04a All members of the congregation shall be entitled to use the church building for a marriage, funeral, or baptism in the family, subject to the rules and regulations as may be set by the Congregation Council. Others may use the building for similar occasions at the discretion of the pastor of the Congregation Council and subject to the rules and regulations as may be set up by the Congregation Council

B 8.04b When members have failed to receive Holy Communion and to make a contribution of record for a period of two consecutive years they may be removed from the membership rolls by the Congregation Council.

B 10.01 TIME OF ANNUAL MEETING

The annual meeting of this congregation shall be in November.

B.11.01 DUTIES OF OFFICERS

- a. The president shall preside at meetings of the congregation and the Congregation Council. In the event of the president's inability to serve, the vice-president shall preside.
- b. The secretary shall keep accurate minutes of all meeting of the congregation and of the Congregation Council in a volume provided by the congregation, which shall be preserved permanently in the Church archives.
- c. The treasurer(s) shall keep the books of account of the congregation and shall receive from the financial secretary all funds and disburse them on proper orders, making remittance of benevolence receipts to the treasurer of the synod.
- d. The financial secretary, if such an office is activated, shall receive and keep record of all income from contributing members and other sources.

B 12.02 NOMINATION AND ELECTION OF CONGREGATION COUNCIL

- a. The Congregation Council member nominations will be by ballot received at the worship services on the third and fourth Sundays of September with the election at a special Congregation meeting. Nominations shall remain open until the November Council meeting. Members shall be elected by plurality vote and their tenure so arranged that one-third of their terms expire annually

CONGREGATION COMMITTEES

- B 13.01** a. There shall be an **Executive Committee**. This committee is responsible for taking any temporary actions required for the congregation council and congregation until the congregation Council or the congregation can act. The committee shall prepare an annual agenda for the council. During pastoral vacancies the committee shall be responsible for the daily administration of the church office.
- B 13.02** b. There shall be a **Nominating Committee**. This committee is responsible for obtaining candidates for election to vacancies in the congregation Council and recommending them to the congregation council and the congregation.
- B 13.03** c. There shall be an **Audit Committee**. This committee is responsible for annual audits of the accounts of the treasurer and the financial secretary as well as the accounts of the schools and organizations within the congregation.
- B 13.04** d. There shall be a committee for **Mutual Ministry**. This committee, which includes the pastor(s), shall function to strengthen the life and mission of the congregation and to affirm the ministries of the congregational leaders, both called and elected. It shall also be the responsibility of this committee to communicate with, support, guide, and evaluate the performance of the pastor(s) and staff members on a regular basis in accordance with each one's call and position description and to recommend annual proposals for the compensation of pastor(s) and staff to the Congregation Council via the Finance Committee.
- B 13.05** e. There shall be a **Call Committee**. This committee shall be elected when a pastoral vacancy is created by resignation or extension of a new call. This committee shall be responsible for evaluation and recommendation of potential pastoral candidates to the Congregation Council and congregation. The committee shall contact the synod for identification of available candidates, interview all potential candidates, conduct visitation at the candidate's current church and/or invite the candidate to preach for our congregation. After review of all qualifications, the committee shall submit a recommendation to the Congregation Council and congregation for action.

CR 13.06 STANDING COMMITTEES

- a. There shall be a committee of **Christian Education**. This committee, in association with the pastor, shall oversee the conduct and promotion of faith formation within the congregation. It shall encourage the use of the teaching material consistent with Lutheran theology and traditions. One of the aims of the committee in Christian Education shall be to bring the call to the ministry of the Gospel and to other church-related vocations to the attention of qualified youth of the congregation.
- b. There shall be a **Property Committee**. The Property Committee is responsible for the management and maintenance of all of the Church's property, with the exception of such items that fall under the purview of other committees. The Committee shall serve as a resource to the Congregation and Congregation Council regarding the acquisition, sale, maintenance, repair, improvement, and insurance of the Church's property. The Committee shall oversee all contracts related to the same. The Committee shall oversee the payment of property taxes. It shall assure that the Church is in compliance with all ordinances regarding property. It shall be responsible for assessing and maintaining the safety, efficiency, appearance and good order of all the church's property.
- c. There shall be a committee on **Evangelism**. This committee shall stimulate and lead all members of the congregation in continuous and, from time to time, concerted endeavors to reawaken the spiritually indifferent and to reach others, who are as yet un-won, the gospel and attach them to Christ's Church. To this end, the committee shall devote itself to deepening the spiritual life and shall periodically study the congregation in the context of its surrounding community.
- d. There shall be a committee of **Finance**, of which the Treasurer shall be a member ex-officio. This committee shall prepare a balanced budget for the succeeding year, and shall submit such budget to the

Congregation Council for its action and later for presentation at the Congregational Meeting where the congregation, when presented with such budget, shall act on it. The committee shall exercise over-sight of all the financial affairs of the congregation to ensure that they are being conducted efficiently and responsibly. It shall, subject to the approval of the Congregational Council, be responsible for the congregation's investments and its total insurance program. The committee shall also provide for annual audits of the accounts of the Treasurer, as well as the accounts of the organizations within the congregation.

e. There shall be a committee of **Outreach Ministry**. The purpose of this committee shall be to extend Christian compassion and helpfulness to the ill, the aged, the orphaned, underprivileged, imprisoned and, in general, to persons of all ages in need of aid in body and soul. It shall strive to enlist in these efforts the individual members and groups of the congregation.

f. There shall be a committee on **Stewardship**, of which the treasurer shall be a member ex-officio. It shall be the function of this committee to introduce and promote the expression of Christian faith in daily living and to:

- 1) Guide the congregation towards being stewards of time, talents and relationships.
- 2) Share our faith and make disciples of others.
- 3) Lead all members to higher levels of proportionate giving for the Lord's work.

g. There shall be a committee on **Worship and Music**. This committee shall assist the Congregation council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America, that competent worship assistants are recruited and trained, and that the hymnals and other devotional materials are provided and properly maintained. This committee shall supervise and strive to advance the welfare and effective service of the choirs of the congregation. It shall arrange for the care of paraments, vestments, and musical instruments and, in consultation with the pastor, the organist, and the choir director, it shall furnish music supplies appropriate for use in the worship of a congregation of the Evangelical Lutheran Church in America.

h. There shall be a committee of **Parish Life**. The primary function of this committee is to facilitate the breaking of bread within the church community and beyond. The breaking of bread or sharing of meals together has been and continues to be a critical aspect of building community and staying connected with one another. Much wisdom has been passed over the dining table dating all the way back to our Lord's time. This work also provides a path for people from outside of the church to come and join in food with us — in a non-threatening and friendly environment. All committees are encouraged to utilize the talents of this committee for such purposes.

i. There shall be a **Children, Youth and Family Committee**. This committee shall plan and promote the programs and activities of the church that help develop Christian identity and patterns of discipleship in our youth and their families. Members of this committee will include a liaison from the church council, advisors from the youth groups, and all members of the congregation who are willing to serve.

j. There shall be an **Archives** committee. This committee shall be responsible for maintaining the historical records and artifacts of the congregation. The committee shall identify those materials which are worthy of preservation as indications of the congregational life, congregational history, and congregational mission both within the congregation and within the larger community.

k. There shall be a **Keeping Your Congregation Safe** committee. The purpose of this committee is to review and revise, as necessary, policies and procedures that comply with federal, state and Synod regulations on child protection, specifically the KYCS Policy. The committee provides education on and enforces the policies and procedures to ensure approved adult volunteers and employees within the congregation provide a safe environment for all individuals who participate in activities affiliated with the congregation. The chairperson of the committee maintains the confidentiality of individuals' personal information and, in addition to the pastors, is the only committee member to receive, review, process and store background clearance requests and completed clearances for volunteers and employees. The committee members are appointed by the Church Council to serve a three-year term. Additional details regarding the committee's membership composition can be found in the KYCS Policy.

l. There shall be a **Fellowship Committee**. The goal of this committee will be to provide opportunities for all members of the congregation to come together for fellowship. Fellowship is defined as time to interact with one another, to talk about their lives, their faith, and the life of the church. This committee will plan and lead activities that will allow this type of interaction. These activities will include such things as hay rides, progressive dinners, bowling, hiking ...and similar events. All events will be available to all members of the congregation and to others outside the church may be interested. Participation on this committee is open to anyone.

k. There shall be a sub-committee of Property for **Information Technology**. The IT committee is responsible for all electrically powered equipment that deals with information, and the infrastructure, which supports that equipment. Computers, peripherals (printers, scanners, routers, etc.), video and sound equipment, TVs, DVD players, the phone system and the internet and WiFi network all fall under this sub-committee's area of responsibility. The IT committee will also propose, for Council approval all policies and procedures for use of these technologies.

l. The **Mutual Ministry Committee**, includes the pastor(s) and six members of the congregation who shall be appointed jointly by the council president and pastor(s). Term of office shall be three years, with 2 members appointed each successive year. (Two term limit) The committee shall meet at least quarterly. This committee shall function to strengthen the life and mission of the congregation, to affirm its leadership (both elected and staff), resolve conflicts, and facilitate healthy conversations.

m. The **Personnel Committee** will be responsible for staffing and administration and will include the Lead Pastor plus 4 congregation members appointed by the Lead Pastor and the Council President. Each member will serve a term of two years and may serve up to two consecutive terms. Responsibilities will include the development and yearly review of job descriptions as well as annual job performance evaluations of the pastor(s) and any paid staff members in accordance with each one's call and position description. It will also be this committee's responsibility to develop initial compensation packages for all paid staff members and to recommend annual salary adjustments to the Congregation Council via the Finance Committee.