

**TRINDLE SPRING EVANGELICAL LUTHERAN CHURCH
BYLAWS
(Approved at the 2025 Congregational Meeting November 17, 2024)**

B 4.05 MISSION STATEMENT

- a. TSLC: Claimed by God in baptism, Fed by Christ in worship, Led by the Spirit in love for one another and the world.

B 8.04 MEMBERSHIP

- a. 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.

The vice-president shall chair committees in section B13.07.b and B14.01.n and serve in the absence of the Church Council President.

- b. The secretary shall keep accurate minutes of all meetings of the congregation and of the Congregation Council in a volume provided by the congregation, which shall be preserved permanently in the Church archives. An electronic copy shall be kept as a permanent record in the church office.
- 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 with the election at the annual 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. Nominations will not be accepted from the floor of the congregation meeting.

B 13.07 CONGREGATION COMMITTEES

- 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. There shall be a **Nominating Committee**, chaired by the Church Council Vice President. This committee is responsible for obtaining candidates for election to vacancies in the Congregation Council, Nominating

Committee, and voting members to the Lower Susquehanna Synod Assembly. Candidates will be recommended to the congregation council and the congregation.

- 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 other organizations within the congregation.
- d. There shall be a committee for **Mutual Ministry**. This committee, which includes the rostered minister(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 support the rostered minister(s) and staff members. In addition, this committee helps to resolve conflicts and facilitate healthy conversations in the congregation.
- e. There shall be a **Call Committee**. This committee shall be elected when a rostered minister vacancy is created by resignation or extension of a new call. This committee shall be responsible for evaluation and recommendation of potential rostered minister 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.

B 14.01 ORGANIZATIONS WITHIN THE CONGREGATION

Each committee, team, or taskforce shall have a chairperson(s), and minutes or notes shall be taken at each meeting and submitted to the Parish Administrator. Each organization of the congregation shall also submit an annual report, keep a list of current members, and develop a ministry manual.

- a. 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.
- b. 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 the Director of Faith Formation, a liaison from the church council, advisors from the youth groups, and all members of the congregation who are willing and eligible to serve.
- c. There shall be a committee of **Christian Education**. This committee, in association with the Rostered Leaders, 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 members of the congregation.
- d. There shall be a committee on **Evangelism**. This committee shall organize the reception of new members and focus on reaching out to the community to share the good news of Jesus Christ. This committee shall also have the responsibility for the online presence of the congregation and for leveraging technology to help connect the congregation to each other and to the community.
- e. There shall be a **Fellowship Committee**. The purpose of this committee shall 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 shall plan and lead activities that will allow this type of interaction.
- f. There shall be a **Finance Committee**, of which the Treasurer shall be a member ex-officio. The purpose of this committee shall be to 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 Congregation Meeting where the

congregation, when presented with such budget, shall act on it. The committee shall exercise oversight 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 Congregation 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.

- g. There shall be a **Keeping Your Congregation Safe** committee. The purpose of this committee shall be 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 shall provide education on and enforce 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 committee members are appointed by the Church Council to serve a two-year term.
- h. There shall be a committee of **Outreach Ministry**. The purpose of this committee shall be to extend Christian compassion and helpfulness to persons of all ages within and outside of our church membership, providing support physically, emotionally, and spiritually. It shall strive to enlist in these efforts the individual members and groups of the congregation.
- i. There shall be a committee of **Parish Life**. The purpose of this committee shall be to facilitate the breaking of bread within the church community and beyond.
- j. There shall be a **Personnel** Committee. The purpose of this committee shall be to be responsible for staffing and administration. This committee shall include the Lead Rostered Minister plus 4 congregation members appointed by the Executive Committee of the Congregation Council. Each member will serve a term of two years and may serve up to two consecutive terms. Responsibilities shall include the development and yearly review of job descriptions as well as annual job performance evaluations of the rostered minister(s) and any paid staff members in accordance with each one's call and position description. It shall 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.
- k. There shall be a **Property Committee**. The Property Committee shall be 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.
- l. There shall be a **Stewardship Committee**. The Stewardship Committee shall introduce and promote the expression of Christian faith in daily living by guiding the congregation towards being stewards of time, talents and relationships, sharing our faith and making disciples of others, and leading all members to higher levels of proportionate giving for the Lord's work. The treasurer shall be a member ex-officio of this committee.
- m. There shall be a **Worship and Music** committee. This committee shall be responsible for supporting all aspects of both regularly scheduled and special worship services in accordance with the liturgy of the ELCA. Included in the responsibility are the recruitment and training of worship assistants; the maintenance and availability of materials for music and service needs; and frequent communication among the rostered pastor(s), organist, director of music and committee members to ensure spiritually fulfilling worship experiences for all congregation members.
- n. There shall be a **Constitution Committee**. This committee shall include the Congregation Council Vice President, who shall serve as committee chair, plus 4 congregation members appointed by the Executive

Committee of the Congregation Council. Each member will serve a term of six years and may serve up to two consecutive terms. This committee is responsible for interpreting the Constitution, Bylaws, Continuing Resolutions and *Robert's Rules of Order* as they relate to conducting church business by the congregation council, committees, and congregational meetings; act as an official body of church parliamentarians; and reviewing and recommending updates to the Constitution, Bylaws, and Continuing Resolutions periodically as needed and in the year following each ELCA Churchwide Assembly.

B 19.01 INDEMNIFICATION

- a. This congregation will purchase and maintain liability insurance on behalf of any and all persons who are or were a member of the congregation council, leader, employee, committee member or volunteer of this ministry while serving in their capacity as such. Such insurance will be purchased for the purpose of protecting such persons from the covered loss resulting in liability asserted against the above individuals while acting within the scope of their duties and responsibilities on behalf of this congregation.