

CONSTITUTION AND BY-LAWS
of
Trinity Lutheran Church
Missouri Synod
Jefferson City, Missouri

Approved by the Missouri District
July 26, 2007

The Constitution of Trinity Lutheran Church

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Constitution
Trinity Lutheran Church-Missouri Synod
Jefferson City, Missouri

Preamble

The Word of God requires a Christian Congregation shall conform to the Divine Word in doctrine and practice (Ps. 119:105; Matt. 28:18-20; Gal. 1:6-8; 2 Tim. 4:1-5) and all things be done decently and in order (1 Cor. 14:40). Therefore, we, the members of Trinity Lutheran Church Missouri Synod of Jefferson City, Missouri, accept and subscribe to the following Constitution and By-laws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

Article I
Name

The name of this congregation shall be Trinity Lutheran Church-Missouri Synod of Jefferson City, Missouri.

Article II
Purpose

The purpose of this congregation shall be to serve its members and to spread the kingdom of God by the preaching of the Word of God, by the administration of the Sacraments and by the religious instruction of youth and adults, according to the confessional standard of the Lutheran Church (Article III), and to foster Christian fellowship and charity.

Article III
Declaration of Doctrine

This congregation as a body and all its members as individuals accept without reservation:

- A. The Scriptures of the Old & New Testament as the inspired Word of God as the only rule and standard of faith and practice.
- B. All the Confessional Books of the Lutheran Church as a true statement of the exposition of the Scriptures, and these Confessional Books are:
 - 1. The three Ecumenical Creeds: the Apostolic, the Nicene, and the Athanasian.
 - 2. The Unaltered Augsburg Confession.
 - 3. The Apology of the Augsburg Confession.
 - 4. The Smalcald Articles.
 - 5. The Large Catechism of Dr. Martin Luther.
 - 6. The Small Catechism of Dr. Martin Luther.
 - 7. The Formula of Concord.

Article IV
Membership

The membership of this congregation includes the following:

- A. Baptized Members are those persons of any age who have been Baptized and declared themselves to be, or are declared to be under the spiritual care of this congregation.
- B. Communicant Members are those Baptized Members who:

1. Personally declared adherence to the Declaration of Doctrine of this constitution;
2. Personally declare acceptance of the administrative procedures of this congregation;
3. Are faithful in public worship, reception of Holy Communion, and in support of the church program with their time, talent and treasure;
4. Are not in membership with a fraternal organization having religious teachings or practices in conflict with the Scriptures and the Lutheran Confessions.

Article V Administration

- A. The affairs of this congregation shall be administered under this constitution by a Voters' Assembly which shall be composed of those congregation members who meet the requirements of Article I, Section II., of the By-Laws. It shall have all the rights and powers that are granted by the laws of the State of Missouri to a not-for-profit corporation including the power to take, receive, acquire by purchase, lease, gift, bequest, or grant hold title to and manage real or personal property and the power to mortgage, sell or convey such real or personal property or any part thereof.
- B. The corporate officers shall be the legal representatives of the congregation.
- C. Congregational officers shall exercise their offices in conformity to this constitution, bylaws and resolutions enacted by the Voters; Assembly.

Article VI Officers

The Officers of this congregation shall be:

- A. Corporate Officers
 1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
- B. Board of Elders
- C. Christian Day School Board
- D. Sunday School Board
- E. Board of Young Adult Outreach
- F. Board of Adult Education
- G. Board of Trustees
- H. Board of Finance
- I. Board of Stewardship
- J. Board of Evangelism
- K. Board of Human Care Ministry
- L. Early Childhood Board
- M. Such other officers as may be prescribed in the By-Laws

Article VII Property Rights

- A. Separation from this congregation by individual transfer of membership to another congregation, or by resignation, or by dismissal resolved by the congregation shall also separate such persons from all property rights of the congregation.

- B. Separation from this congregation by a group of its members for the sole purpose of organizing another Missouri Synod Lutheran congregation may be offered a property rights settlement not to exceed the total sum of the recorded contributions of those in the group during the current and preceding year. This settlement will be remitted in reasonable time to the newly organized congregation into which the group has organized itself.
- C. If there is insoluble controversy and separation of the congregation's membership, all parties declaring themselves to be in accord with the Doctrinal Declarations of this constitution and are so judged to be, solely and finally, by the denomination with which this congregation is affiliated, the majority of the communicant members shall hold title to all property of the congregation and shall offer settlement as in “subsection B.” above.
- D. In the event of dissolution of the congregation, which God may graciously prevent, all property of the congregation shall become the property of the denomination with which this congregation is affiliated in membership.

Article VIII Amendments

- A. This Constitution may be amended with the consent of two-thirds of the voters present at any regular Voters' Assembly, provided that the proposed amendment has been submitted to said assembly in writing at the previous regular meeting.
- B. Articles III and VIII may be amended only by unanimous resolution of the Voters' Assembly.
- C. Amendments to this constitution must be submitted to the district president for synodical approval.

**By-Laws to The Constitution
of Trinity Lutheran Church-Missouri Synod
Jefferson City, Missouri**

**Article I
Admission to Membership**

Section I – Communicant Member

Any person eligible for communicant membership in this congregation, as provided in Article IV of the Constitution, may obtain such membership upon approval of the Voters' Assembly by:

1. Rite of Confirmation
2. Presentation of a satisfactory letter of transfer from a congregation in fellowship with this congregation.
3. By confession of faith before pastor, the Board of Elders, or the congregation.

Section II – Voting Member

- A. Any confirmed member, eighteen (18) years of age or older shall be considered a voting member with recommendation of the Elders and approval of the Voters' Assembly. The Board of Elders' recommendation shall be presented and acted upon by the Voters' Assembly in a subsequent meeting. Members who are absent for at least one year without a valid excuse, shall be considered delinquent, and their names shall be removed from the roster of voting members.
- B. Honorary Voting Member – A voting member may be given honorary status by approval of the Voters' Assembly, upon request to the Board of Elders and their further recommendation. All rights and privileges of voting members shall be retained, but attendance and regulations shall not be applicable to them.

**Article II
Officers, Boards and Committees**

Section I – Eligibility

- C. Those who are voting members of this congregation shall be eligible for any elective office. However, President, Vice-President, and Elders shall be at least 30 years old, male and shall have been voting members at least one year.
- D. A member shall hold only one elective office at a time.

Section II – Election

- A. Corporate officers and members of the Board of Elders shall be elected in the October's Voters' Assembly from the slate of candidates adopted in its August meeting.
- B. All other officers shall be elected in the December Voter's Assembly from the printed slate of candidates published in the weekly bulletin by the Nominating Committee at least two weeks prior to the December Voters' Assembly.

- C. All elections shall be by ballot and a majority of votes cast shall constitute election. If there are more than two candidates for an office and no candidate receives a majority of votes on the first ballot, the candidates receiving the two highest number of votes shall then be repeated until one candidate receives a majority of the votes cast. If only one candidate is on a ballot, a voice vote may be taken.
- D. If a vacancy should occur between elections, the candidates for the vacant office shall be voted on in a regularly scheduled Voters' Assembly. Completion of a vacancy shall constitute a full term.

Section III – Officers

- A. **President**
 - 1. Tenure of Office – His term of office shall be for two years. He shall not succeed himself.
 - 2. Duties -
 - a. It shall be his duty to serve as president of the congregation;
 - b. He shall call special meetings of the Church Council when necessary;
 - c. He shall be ex-officio member of all committees and Boards;
 - d. He shall preside at all Voters' Assemblies and Church Council in the absence of the Vice-President; and
 - e. He shall appoint all committees not otherwise provided for and supervise the proper functioning of such committees.
- B. **Vice-President**
 - 1. Tenure of Office – His term of office shall be for two years. He shall not succeed himself.
 - 2. Duties -
 - a. He shall perform the duties of the President during the latter's absence or inability to serve; and
 - b. He shall preside at all meetings of the Church Council.
- C. **Secretary**
 - 1. Tenure of Office – The term of office shall be for two years. He/She shall serve no more than two consecutive terms.
 - 2. Duties – The Secretary shall:
 - a. Keep accurate minutes of the meetings of the Voters' Assembly and of the Church Council for the permanent records of the congregation and shall perform other duties in keeping with this office;
 - b. Keep a master copy of this Constitution and Bylaws, recording all current and amendments thereon;
 - c. Keep a current record of all standing rules of the congregation in a book provided solely for that purpose. This book shall be accessible to the President in all Voters' Assemblies;
 - d. Keep a current record of all standing and special committees and present this list annually to the president for their appointment;
 - e. Keep with the permanent records of the congregation a copy of all accepted calls;
 - f. Advise all organizations to submit to the Church Council, by its February meeting, a written report of their activities for the previous year; and
 - g. All corporate records as noted in a. through f. above shall be filed in a secure location in the church office.
- D. **Treasurer**

1. Tenure of Office – The term of office shall be for two years. He/She shall serve no more than two consecutive terms.
2. Duties – The Treasurer shall or designate the Business Manager to:
 - a. Maintain accurate records and account for all funds;
 - b. Shall make payments only when authorized by the chairman of the board or committee responsible for the expenditure, by the direction of the congregation or when provided for in the annual budget;
 - c. Serve as a ex-officio member of the Board of Finance;
 - d. Make regular quarterly and annual reports;
 - e. Prepare annually a corporate statement; and
 - f. Perform the duties of the Assistant Treasurer during the latter's absence or inability to serve.

E. Assistant Treasurer

1. Tenure of Office – The term of office shall be for two years. He/She shall serve no more than two consecutive terms.
2. Duties – The Assistant Treasurer shall or designate the Business Manager to:
 - a. Perform the duties of the Treasurer during the latter's absence or inability to serve;
 - b. Under the direction of the Treasurer make payroll disbursements and keep payroll records, including withholding tax, social security, and other authorized payroll factors and make reports as required by law; and
 - c. If an outside accounting firm is used for payroll administration, insure that all duties under (b) are carried out.

Section IV – Boards

A. Board of Elders

1. Personnel – The Board shall consist of sixteen Elders. A minimum of 5 members shall be maintained at all times.
2. Tenure of Office – The term of office shall be three years, and no member may serve more than two consecutive terms.
3. Duties – The Board of Elders shall exercise general supervision over the spiritual activities of the congregation and particularly over the public worship that all things may be conducted in accordance with the Word of God. To this end they shall:
 - a. Assist the pastors in all matters pertaining to the spiritual welfare of the congregation;
 - b. Consider grievances within the congregation if Matt. 18:15, 16 has been fully observed, and they shall report to the congregation those which cannot be otherwise adjusted, in accordance with Matt. 18:17, 18;
 - c. Appoint the Chief Usher, who will select the staff of ushers;
 - d. Call or appoint the Director of Worship/Organist and/or Music Director with the approval of the Voters' Assembly;
 - e. Obtain approval of the Voter's Assembly prior to increasing the number of contract and called positions;
 - f. Be responsible for calling the Pastor(s) and hiring or calling the staff to ensure a quality program;
 - g. Develop policies that will guide and direct the pastors and staff;
 - h. Assist the pastors and staff in providing a program that reflects or meets synod and governmental requirements;
 - i. Work with, support and supervise the senior pastor who is responsible for the total Missouri Synod Lutheran Christian programs;
 - j. Be responsible, according to the provisions of the congregation, for the funding and financial management of the Missouri Synod Lutheran Christian programs;

- k. Conduct a yearly evaluation of the pastors and review the job descriptions for the staff;
 - l. Carry out such other responsibilities and tasks as may be assigned by the congregation; and
 - m. With the assistance of the Insurance Committee, provide proper and sufficient professional liability insurance for the Board, pastors and staff.
4. The Board may appoint persons who are male, 21 years of age or older as Deacons. The appointment shall be up to, and not to exceed, one year. Reappointments may be made at the Board's discretion in their January meeting.
 5. Deacons shall assist the Board in promoting and advancing the spiritual welfare and needs of the congregation.
 6. Deacons shall not participate in the exercise of general supervision over the spiritual activities or public worship of the congregation.
 - a. The Board shall elect from their group and the newly elected members in the December meeting a chairman, vice chairman and secretary for the coming year.
 - b. The Board shall present all matters which require the attention of the Voters' Assembly to the Church Council for consideration.

B. Christian Day School Board

1. Personnel – The Board shall consist of six elected members from Trinity Lutheran Church and one member from each Lutheran Church Missouri Synod congregation that has 25 or more students attending Trinity's Christian Day School. The school's principal shall serve as an advisory member at the Board's meetings.
2. Tenure of Office – The term of office shall be three years, and no member may serve more than two consecutive terms.
3. Duties – The Christian Day School Board shall exercise general supervision over the activities of the school and that all things may be conducted in accordance with the Word of God. To this end they shall:
 - a. Obtain approval of the Voter's Assembly prior to increasing the number of contract and called positions;
 - b. Be responsible for hiring the principal, faculty and staff to ensure a quality program;
 - c. Develop policies that will guide and direct the principal;
 - d. Assist the principal, faculty and staff in providing a program that reflects or meets synod and governmental requirements;
 - e. Work with, support and supervise the principal who is responsible for the total Christian Day School program;
 - f. Be responsible, according to the provisions of the congregation, for the funding and financial management of the Christian Day School program;
 - g. Conduct a yearly evaluation of the principal and review the job descriptions for the faculty and staff;
 - h. Carry out such other responsibilities and tasks as may be assigned by the congregation; and
 - i. With the assistance of the Insurance Committee, provide proper and sufficient professional liability insurance for the Board, principal, faculty and staff.
4. The Board shall elect from their group in the December meeting a chairman and a secretary for the coming year.
5. The Board shall present all matters which require the attention of the Voters' Assembly to the Church Council for consideration.

C. Sunday School Board

1. Personnel – The Board shall consist of an elected Sunday School Superintendent who shall serve as chairman of the Board; an Assistant Sunday School Superintendent who shall serve as secretary; and two additional members from the congregation. The Assistant Sunday

School Superintendent and the two congregational members shall be appointed annually by the President of the congregation.

2. Tenure of Office - The term of office for the Sunday School Superintendent shall be three years, and no Superintendent may serve more than two consecutive terms.
3. Duties – The Sunday School Board shall exercise general supervision over the Sunday School activities of the congregation and that all things may be conducted in accordance with the Word of God. To this end they shall:
 - a. Provide general supervision of the Sunday School in consultation with a pastor or his designee,
 - b. Recruit teachers for each Sunday School class;
 - c. Arrange training and lesson study for teachers; and
 - d. Provide teaching materials to the Sunday School teachers and class members.
4. The Board shall present all matters which require the attention of the Voters' Assembly to the Church Council for consideration.

D. Board of Youth Ministry

1. Personnel – The Board shall consist of three elected members plus one counselor and one youth representative from each of the youth groups. The Youth Minister shall serve as an advisory member at the Board's meetings.
2. Tenure of Office – The term of office shall be two years, and no member may serve more than three consecutive terms.
3. Duties – The Board of Youth Ministry shall exercise general supervision over the youth groups and that all things may be conducted in accordance with the Word of God. To this end they shall:
 - a. Obtain approval of the Voter's Assembly prior to increasing the number of contract and called positions;
 - b. Select the Youth Ministry person; with the approval of the Voter's Assembly;
 - c. Supervise youth ministry activities to provide an adequate spiritual and social program in consultation with a pastor or youth ministry person;
 - d. Approve the appointment of the youth counselors by the Youth Minister;
 - e. Supervise youth Bible classes, including recruitment of teachers and youth and to provide teaching materials;
 - f. Assist in the recruitment and participation of youth in the congregation's youth ministry programs. Be responsible for calling/hiring the youth minister, faculty and staff to ensure a quality program;
 - g. Develop policies that will guide and direct the youth ministry;
 - h. Assist the youth minister and staff in providing a program that reflects or meets synod and governmental requirements;
 - i. Work with, support and supervise the youth minister who is responsible for the youth ministry program;
 - j. Be responsible, according to the provisions of the congregation, for the funding and financial management of the youth ministry program;
 - k. Conduct a yearly evaluation of the youth minister and review the job descriptions for the staff;
 - l. Carry out such other responsibilities and tasks as may be assigned by the congregation;
 - m. With the assistance of the Insurance Committee, provide proper and sufficient professional liability insurance for the Board, Youth Minister and staff.
 - n. Enlist as many members from the congregation as needed to carry out the programs.
 - o. The youth minister shall work directly with and under the coordination of the Senior Pastor or his designee on a daily basis.

4. The Board shall elect from the elected members in the December meeting a chairman and secretary for the coming year.
5. The Board shall present all matters which require the attention of the Voters' Assembly to the Church Council for consideration.

E. Board of Adult Education

1. Personnel – The Board shall consist of three elected members, and at least two additional members from the congregation appointed annually by the president of the congregation.
2. Tenure of Office – The term of office of elected members shall be three years, and no elected member may serve more than two consecutive terms.
3. Duties – The Board of Adult Education shall exercise general supervision over the adult education activities of the congregation and that all things may be conducted in accordance with the Word of God. To this end they shall:
 - a. Promote and maintain an Adult Education Program in consultation with a pastor or his designee;
 - b. Assist the pastor in the recruitment of lay for the Adult Education program;
 - c. Assist the pastor in the recruitment of adults for participation in the Adult Education Program;
 - d. Encourage a balanced program of activity in the adult organization of the congregation;
 - e. Assist the pastor in establishment and maintenance of a church library; and
 - f. Enlist as many members from the congregation as needed to carry out the programs.
4. The Board shall elect from the three elected members in the December meeting a chairman and a secretary for the coming year.
5. The Board shall present all matters which require the attention of the Voters' Assembly to the Church Council for consideration.

F. Board of Trustees

1. Personnel – The Board shall consist of seven elected members.
2. Tenure of Office – The term of office shall be three years and no member may serve more than two consecutive terms.
3. Duties – The Board of Trustees shall exercise general supervision over the physical assets of the congregation and that all things may be conducted in accordance with the Word of God. To this end they shall or designate the Business Manager to:
 - a. Have charge of the property of the congregation, maintain an accurate inventory and supervise the maintenance of such property;
 - b. Procure all supplies and equipment necessary for the use and maintenance of the buildings;
 - c. Select the superintendent of the building and supervise his/her duties;
 - d. Supervise any projects undertaken by any organization if such project affects the property of the congregation;
 - e. Keep the congregation properly protected against loss with fire and extended coverage insurance, owner's contingent liability, worker's compensation including employers' liability insurance, with the assistance of the Insurance Committee;
 - f. Obtain approval of the Voter's Assembly prior to increasing the number of contract and called positions;
 - g. Be responsible for hiring the necessary staff to ensure a quality program;
 - h. Develop policies that will guide and direct the staff;
 - i. Assist the staff in providing a program that reflects or meets synod and governmental requirements;
 - j. Work with, support and supervise the staff who are responsible for the total custodial and maintenance program;

- k. Be responsible, according to the provisions of the congregation, for the funding and financial management of the custodial and maintenance program;
 - l. Conduct a yearly evaluation of the staff and review the job descriptions for the staff;
 - m. Carry out such other responsibilities and tasks as may be assigned by the congregation; and
 - n. With the assistance of the Insurance Committee, provide proper and sufficient professional liability insurance for the Board and staff.
4. The Board shall elect from their group and the newly elected members in the December meeting a chairman and secretary for the coming year.
 5. Present all matters, which require the attention of the Voters' Assembly to the Church Council for consideration.

G. Board of Finance

1. Personnel – The Board shall consist of six elected members. Additional persons shall be appointed annually by the chairman of the Board to assist in counting money but shall not serve as Board members. The Treasurer shall serve as an ex-officio member.
2. Tenure of Office – The term of office shall be three years for all elected members and no elected member may serve more than two consecutive terms.
3. Duties – The Board of Finance shall exercise general supervision over the financial affairs of the congregation and that all things may be conducted in accordance with the Word of God. To this end they shall:
 - a. Prepare and present a budget annually;
 - b. Consider any requested expenditures not specifically approved in the budget;
 - c. Count and deposit all monies received by the congregation;
 - d. Oversee the recording of all contributions and furnish a statement to all contributors at the end of the year;
 - e. Furnish to the Stewardship Committee at their request information related to contribution;
 - f. With the assistance of the Insurance Committee, provide a proper and sufficient fidelity bond for the Treasurer and the Assistant Treasurer, and holdup/burglary insurance for those authorized to handle congregational funds;
 - g. Oversee the disposition of all funds given to or through the church; and
 - h. Oversee functioning of the Audit Committee and require periodic reports of activity.
4. The Board shall elect from their group and the newly elected members in the December meeting a chairman and secretary for the coming year.
5. The Board shall present all matters which require the attention of the Voters' Assembly to the Church Council for consideration.

H. Board of Stewardship

1. Personnel – The Board shall consist of three elected members and two members appointed annually by the president of the congregation.
2. Tenure of office – The term of office shall be three years for all elected members and no elected member may serve more than two consecutive terms.
3. Duties – The Board of Stewardship shall promote a continuing program of education that help the members of the congregation live their lives in Christ and for Christ and that furthers awareness of their responsibilities as members of the congregation. To this end they shall:
 - a. Continually survey the congregation to determine the talents of the members and enlist them in congregational activities;
 - b. Develop training programs to equip the members for service in the work of the church;
 - c. Instruct the members in the grace of liberal and proportionate giving;
 - d. Plan an annual stewardship and pledge program; and
 - e. Enlist as many members from the congregation as needed to carry out the programs.

4. The Board shall elect from the elected members and its new member in the December meeting a chairman and a secretary for the coming year.
5. The Board shall present all matters which require the attention of the Voters' Assembly to the Church Council for consideration.

I. Board of Evangelism

1. Personnel – The Board shall consist of three elected members.
2. Tenure of Office – The term of office shall be three years for all elected members and no member may serve more than two consecutive terms.
3. Duties – The Board of Evangelism shall develop and conduct an organized program to actively involve the members of the congregation in winning new souls for Christ, leading inactive members into full congregational life, and personal witnessing for Christ. To this end it shall:
 - a. Maintain an evangelism training program;
 - b. Enlist as many members from the congregation as needed to carry out the programs;
 - c. Promote and publicize evangelism opportunities and programs on the congregational, community, and circuit levels; and
 - d. Recruit and integrate new and prospective members into the congregation.
4. The Board shall elect from the elected members and its new member in the December meeting a chairman and a secretary for the coming year.
5. The Board shall present all matters which require the attention of the Voters' Assembly to the Church Council for consideration.

J. Board of Human Care Ministry

1. Personnel – The Board shall consist of three elected members and at least three members appointed by the president of the congregation.
2. Tenure of Office – The term of office shall be three years for all elected members and no member may serve more than two consecutive terms.
3. Duties – The Board of Human Care shall exercise general supervision over the human needs of the congregation and that all things may be conducted in accordance with the Word of God. To this end they shall:
 - a. Actively pursue an Older Adult Ministry by instituting programs and activities that would enhance ministry to older members of the congregation;
 - b. Actively pursue a Social Ministry by educating and motivating congregational members to meet the needs of our fellow man;
 - c. Actively pursue a Parish Health Ministry, with the assistance of the parish nurse, by promoting health and wellness education, supporting Lutheran health care professionals and develop resources, suggestions and policies around health and healing issues in church and society;
 - d. Annually appoint a parish nurse;
 - e. With the assistance of the Insurance Committee, provide proper and sufficient professional liability insurance for the parish nurse;
 - f. Enlist as many members from the congregation as needed to carry out the programs.
4. The Board shall elect from the elected members and its new member in the December meeting a chairman and a secretary for the coming year.
5. The Board shall present all matters which require the attention of the Voters' Assembly to the Church Council for consideration.

K. Early Childhood Board

1. Personnel – The Board shall consist of six elected members. The daycare director shall serve as an advisory member at the Board's meetings.

2. Tenure of Office – The term of office shall be three years, and no member may serve more than two consecutive terms.
3. Duties – The Early Childhood Board shall exercise general supervision over the daycare of the congregation and that all things may be conducted in accordance with the Word of God. To this end they shall:
 - a. Obtain approval of the Voter’s Assembly prior to increasing the number of contract and called positions;
 - b. Be responsible for hiring the administrator, faculty and staff to ensure a quality program;
 - c. Develop policies that will guide and direct the administrator;
 - d. Assist the administrator and staff in providing a program that reflects or meets synod and governmental requirements;
 - e. Work with, support and supervise the administrator who is responsible for the total early childhood program;
 - f. Be responsible, according to the provisions of the congregation, for the funding and financial management of the early childhood program;
 - g. Conduct a yearly evaluation of the administrator and review the job descriptions for the staff;
 - h. Carry out such other responsibilities and tasks as may be assigned by the congregation; and
 - i. With the assistance of the Insurance Committee, provide proper and sufficient professional liability insurance for the Board, administrators and staff.
4. The Board shall elect from their group and the newly elected members in the December meeting a chairman and a secretary for the coming year.
5. The Board shall present all matters which require the attention of the Voters’ Assembly to the Church Council for consideration.

L. Church Council

1. Personnel – The Church Council shall consist of the Corporate Officers, the chairman or, in his absence, a designated representative from the following boards: Board of Elders, Christian Day School Board, Sunday School Board, Board of Young Adult Outreach, Board of Adult Education, Board of Trustees, Board of Finance, Board of Stewardship, Board of Evangelism, Board of Human Care Ministry and the Early Childhood Board. Staff members shall serve as advisory members. All members serving on the Church Council must be members of the Voters’ Assembly.
2. Duties – The Church Council shall exercise general supervision over the management needs of the congregation and that all things may be conducted in accordance with the Word of God. To this end they shall:
 - a. Serve as an advisory body to all officers, boards, committees, and the Voters’ Assembly;
 - b. Consider all matters and reports to be presented to the Voters’ Assembly by any of its officers, boards or committees, and may present assenting or dissenting recommendations to the Voters’ Assembly;
 - c. Be empowered to suspend any called pastor, teacher, DCE, elected or appointed officer, board or committee member, for the reasons outlined in Article IV, Section B of the Bylaws. It may dispossess said persons thus suspended. The case shall be presented to the Voters’ Assembly for final decision as soon as possible; and
 - d. Be empowered to call special meetings of the Voters’ Assembly.

Section V – Committees

- A. Audit Committee – The President shall appoint an audit committee annually, which will consist of at least three members, and will have the following duties:
1. Audit the fiscal year-end reports of the Treasurer and Assistant Treasurer;
 2. Audit funds administered by church, school and early childhood center offices;
 3. Provide audit services to any organization of the congregation, upon request; and
 4. Provide written reports annually to the Voters' Assembly and the Board of Finance.
- B. Insurance Committee – The President shall appoint an insurance committee annually, which will consist of at least three members and have the following duties:
1. They shall or a designee shall secure insurance coverage needed to protect the congregation's property;
 2. They shall or a designee shall maintain and supervise employee benefit plans, which include retirement, survivor, disability, health and accident.
 3. Prepare an insurance budget for the Board of Trustees and Board of Finance.
- C. Nominating Committee – The President shall appoint the Nominating Committee and its chairman in January of each year. It shall be composed of one member from each elected board.
1. A Board member who is in the last year of a term of office shall not serve on the Nominating Committee
 2. The committee shall propose a slate of candidates of more than one name for each expiring term of office or vacancy.
 - a. The candidates for the corporate offices and the Board of Elders shall be presented for adoption in the August Voters' Assembly.
 - b. The candidates for all other elective offices shall be presented in the December Voter's Assembly from the printed slate of candidates published in the weekly bulletin by the Nominating Committee at least two weeks prior to the December Voters' Assembly.
 - c. In case of a vacancy, with the unanimous consent of the Voters' Assembly, the committee may present one name to fill the vacancy.
 3. Before placing in nomination any person, the committee shall secure consent to such nomination and an expression of willingness to serve, if elected.
 4. The Voters' Assembly reserves the right to amend the slate proposed by the committee. Nominations from the floor shall be with the consent of the individual nominated.
- D. Salary and Personnel Committee – The Assistant Treasurer, plus one member of each of the Board of Elders, Christian Day School Board, Board of Young Adult Outreach, Board of Trustees, Board of Finance, and Insurance Committee, shall have the following duties:
1. Obtain information from District/Synod and from other sources regarding salary.
 2. Meet with the Senior Pastor and Principal regarding individuals under their supervision.
 3. Meet with the Board of Elders and Day School Board regarding the Senior Pastor and Principal.
 4. Develop an equitable salary and benefit package for each employee of Trinity Lutheran Church and School, and submit the cost of this package to the Board of Finance prior to completion of the annual budget.
 5. Assure funding of all workers benefit plans, and inform employees of their salary options.
- E. Scholarship Committee – The President shall appoint a scholarship committee annually to award and distribute scholarship monies in accordance with each endowment to eligible Trinity Lutheran Church members; the scholarship committee must submit to the Voters' Assembly not later than February 1st each year a written report of its expenditures for the previous calendar year.

Article III Called and Contract Employees

Section I

- A. Bestowal of Office by Call- The congregation shall confer the office of pastor, teacher, or youth minister upon such pastors, teachers, or youth ministers candidates who:
 - 1. Unreservedly pledge their acceptance of and adherence to the Declaration of Doctrine as contained in Article III of the Constitution of Trinity Lutheran Church-Missouri Synod, Jefferson City, Missouri.
 - 2. Are members of, or have qualified and applied for membership in, the Lutheran Church - Missouri Synod and are in good standing.
 - 3. Have been properly and rightfully called by the Congregation.
- B. The pastors shall be nonvoting ex-officio members of all Boards and committees, and spiritual advisors to all organizations.

Section II

- A. The following shall be the procedure for electing a called with tenure* pastor, teacher, or youth minister, when a vacancy occurs in an authorized position, or when the Voters' Assembly authorizes a new or additional position.
 - 1. If such position is for a pastor, the Board of Elders shall secure names of candidates and information about them, shall publicize this information to the congregation at least two successive weeks prior to a regular or called meeting of the Voters' Assembly and shall present such candidates with specific recommendations for election.
 - 2. If such position is for a teacher, the Christian Day School Board shall secure names of candidates and proceed as above.
 - 3. If such position is for a youth minister, the Board of Youth Ministry shall secure names of candidates and proceed as above,
 - 4. All calls to pastors, teachers and youth ministers shall be signed by a Pastor, the President and Secretary of the Congregation.
 - 5. When a called with tenure pastor, teacher, or young adult outreach ministry person is called from a college, the accepted synodical procedure shall be followed.
- B. Any calls received by called workers must be presented to the Voters' Assembly for final consideration.

(* "with tenure" shall mean "without designated time limit")

Section III

Obtain approval of the Voter's Assembly prior to increasing the number of contract and called positions.

Article IV Removal from Office

- A. A called pastor, teacher, or youth minister, an elected or appointed officer, board or committee member, may be removed from office by the congregation only in a Christian and rightful manner.
- B. Valid and urgent reasons for removal are:
 - 1. Persistent adherence to false doctrine;
 - 2. Living a scandalous life;
 - 3. Willful neglect of official duty; or
 - 4. Evident and protracted inability to perform the functions of office.

Article V Organizations

- A. Any group desiring to form an organization must have the permission of the Voters' Assembly to do so.
- B. No organization shall adopt a constitution conflicting with the Constitution and By-Laws of this congregation.
- C. Any proposed constitution or changes shall be reviewed and approved by the Church Council.
- D. All organizations must submit a written report of their activities for the previous calendar year to the Church Council not later than February. Organizations will submit additional reports when requested by the Church Council.

Article VI General Provisions

Section I – Business Meetings

- A. There will be six bimonthly meetings per calendar year beginning in February of each year. The meetings will be held on the first Tuesday of the month. Individuals who have been in attendance at three of the previous six regular Voter's Assembly Meetings shall be considered members in good standing and are eligible to vote..
- B. Special meetings may be called by a majority vote of the Church Council as occasion demands and such meetings shall be capable of transacting business and of passing valid resolutions in the same manner as provided for in regular meetings. Any member wishing to be notified by mail of a special Voter's meeting shall register with the Secretary of the congregation who will maintain a list for this purpose.
- C. The Board of Elders, Christian Day School Board, Sunday School Board, Board of Young Adult Outreach, Board of Adult Education, Board of Trustees, Board of Finance, Board of Stewardship, Board of Evangelism, Board of Human Care Ministry and Early Childhood Board may hold their regular meetings on the third Tuesday of each month. A majority of all boards and committee members shall constitute a quorum.
- D. The Church Council shall hold its regular monthly meeting on the last Tuesday of each month, except December.

Section II – Quorum

A quorum shall be required for each meeting of the Voters' Assembly. A minimum of 40 voting members of the congregation shall constitute a quorum.

Section III – Rules of Order

The Voters' Assembly and all other board and committee business shall be conducted according to Robert's Rules of Order, provided they do not conflict with Christian practice or with any article of this Constitution or By-laws.

Section IV – Order of Business

The Order of Business of all regular meetings of the Voters' Assembly shall be:

- A. Opening with prayer
- B. Reading of the minutes
- C. Pastor's Report
- D. Elections
- E. Report of Officers, Boards, and Committees
- F. Unfinished business
- G. New Business
- H. Adjournment

Section V – Balloting

- A. The calling and releasing of pastors and called "with tenure" teachers and young adult ministry person, and the election of all officers must be by ballot.
- B. All calls received by pastors and called "with tenure" teachers and young adult ministry person shall be presented to the Voters' Assembly for consideration and vote by ballot.
- C. In other matters, excepting discipline cases, voting by ballot shall be mandatory when requested by one individual.

Section VI – Change of By-laws

Proposed amendments to these By-laws must be submitted in writing at any regular Voters' Assembly. Adoption of such proposed amendments shall require a two-thirds majority vote of all voting members present at the next regular meeting. Any change in the By-laws must be submitted to the district president for synodical approval.

Section VII – Transfer of Membership

Requests for transfer may be granted by the pastor and approved by the Voters' Assembly. A member under disciplinary action ordinarily may not be transferred. By acceptance of such transfer the member named forfeits all rights of membership in this congregation and all interests in its properties.

Section VIII – Discipline

Any member of the congregation who is in violation of the conditions of membership in Article IV of the Constitution shall be admonished according to Matt. 18:15-20. If (s)he refuses to conform to these conditions of membership after proper admonition, her/his membership shall be terminated. Such termination shall be accomplished by a two-thirds rising vote in the Voters' Assembly. The individual subject to discipline shall not be allowed to vote on the matter.

Section IX – Installation of Officers and Board Members

All officers and board members elected in October and December shall be installed in a public service on the last Sunday in December following their election, to assume such office as of January 1st. Any officer elected to fill a vacancy occurring between elections shall be installed in a public service following his/her election.