

**By-Laws to the Constitution of
Trinity Evangelical Lutheran Church
Moline, IL**

Updates Approved by Congregation February 11, 2018

C4.04.01 Organization Structure (2009):

In addition to the officers, Congregation Council, congregational committees and organizations described in Chapters 11 through 14 of the Constitution, **ministry teams** are established to support the mission of the congregation. These ministry teams are created and directed by the Congregation Council, and their goals/objectives are documented in the Mission Profile. The Congregation Council shall approve the goals and objectives developed by the ministry teams, as shown in the Continuing Resolutions.

C8.02.01 Definition of Membership (2009):

An **active** member is a voting (confirmed - communing - contributing) member who has of record communed and contributed during the previous *or current* calendar year*.

An **inactive** member is a voting (confirmed) member who has **not** communed and contributed of record during the previous or **current calendar year**.

C10.01.01 Annual Meeting Date (2009):

The annual meeting shall occur in February each year on a date specified by the Congregation Council.

C11.01.00 Duties of Officers (moved from Constitution February 10, 2013)

C11.01.01. The **president** shall serve as the primary lay representative of the congregation and shall fulfill a leadership role in the operations of the church while supporting the pastors in their ministries and job duties as assigned.

C11.01.02. The **vice president** shall maintain the Constitution, By-Laws and Continuing Resolutions; communicate constitutional provisions to the congregation, staff and council; and coordinate amendments, including those required by the ELCA. In the absence of the president, the vice president shall serve.

C11.01.03. The **secretary** shall keep accurate minutes of all meetings of the congregation and the Congregation Council in a volume that shall be preserved permanently in the church archives. The secretary shall assist the vice-president in keeping Constitution, Bylaws, and Continuing Resolutions current by updating electronic and archival files.

C11.01.04. The **treasurer** or designee shall keep the books of accounts of the congregation and shall record all funds and disburse them on proper orders. The treasurer or designee shall make a written report of all financial transactions to the Congregation Council

monthly and to the congregation at its annual meeting. Fidelity coverage should be provided for the treasurer and the premiums for such coverage paid by the congregation.

C13.01.00 Committee Responsibilities

C13.08.01 The **Executive Committee** shall act on behalf of the Congregation Council when the Council is not in session. If actions are taken by the Executive Committee, it shall seek affirmation for such actions, from the Congregation Council by email or at the next regularly scheduled Congregation Council meeting.

C13.08.02 The **Nominating Committee** shall be convened by November 15th by an outgoing council member, preferably an outgoing president. This Committee shall solicit names of candidates for the Congregation Council, as well as next year's Nominating Committee, contact the candidates as to their interest and availability, and present the names to the Congregation Council by the following January. The names of candidates are presented to the congregation at the annual meeting for election.

C13.08.03 The **Audit Committee** shall provide an examination of the financial records to be presented at the annual meeting.

C13.08.04 The **Mutual Ministry Committee** shall affirm and strengthen the mission of the congregation by equipping and supporting the ministry of the pastoral staff.

C13.08.05 The **Call Committee** shall work with the Synod Bishop to receive the name(s) of a candidate(s) to be called to the pastoral staff.

C13.08.06 The **Human Resources Committee** shall develop, maintain, and recommend to the Congregation Council, human resource (HR) policies, procedures, and responsibilities for recruiting, compensating, and maintaining an effective and efficient church staff. These HR duties shall include, but are not limited to, compensation plans (salary and benefits), performance plans & evaluation, recruitment & interviewing, safety, staff position (work) content, and training & development.

C13.08.07 The **Endowment Committee** (C5.05) informs and encourages members of the congregation to consider bequests to the church in their estate planning, and makes endowment income distributions, as listed in Continuing Resolution CR 13.08.07.
[2 June 2013]

The Endowment Committee shall be elected by the Congregation Council and shall consist of eight members (Senior Pastor, Treasurer, and six voting members of this congregation). Term of office for six at-large members shall be three years, with two members appointed each successive year. No at-large member shall serve more

than two consecutive three-year terms.

The Endowment Fund will remain an endowed fund only, can accept bequests and gifts designated to it, and will distribute income earned each year, while keeping principal intact.

Distribution categories:

- Special causes (ministries, programs, activities) of Trinity Lutheran Church.
- scholarships and grants to members of Trinity Lutheran Church for attending colleges, seminaries, nursing or technical schools; for church-related camping or leadership conferences; or such training which enables members to grow in faith and service to the Church or community.
- Community outreach, including but not limited to grants to Church institutions and agencies to which the Congregation relates; and to special local programs designed for persons in spiritual and/or economic need.
- Missions of the ELCA at home and overseas, including but not limited to new mission development in North America, professional leadership, educational ministries, world mission and ecumenism, evangelism, and capital financing.
- Undistributed income, at end of the fiscal year, will go to the Property Reserve Fund.

Only under exceptional circumstances will the Endowment Committee consider requests for funding of Trinity **capital** projects. Such requests require thorough review and advice from the Property, Harvest, and Endowment Committees, and approval by the Congregational Council and Congregation, according to the Constitution.

C13.08.08 The Funds Investment Committee manages the Endowment Fund and the Property Reserve Fund investments. Annually, the Committee will provide to the Congregation a summary of the Endowment and Property Reserve Funds, including each fund's activities, performance, and investment strategy. *[2 June 2013]*

The Funds Investment Committee shall consist of eight members selected by the Congregational Council, including the Endowment Committee chairperson, Endowment Committee financial secretary, one church council representative, and five voting members of the congregation. The term of office for the five congregational members will be three years, staggered. Members may serve more than one term. Committee members shall not be held personally liable for any losses incurred in the investment of the assets of the funds, except in cases of bad faith or gross negligence.

C13.08.09 **The Memorial Fund Committee** determines, from family members or donors, the preferred use for memorial gifts, and disburses available funds for projects which will enhance Trinity programs and/or improve the physical plant.

The Memorial Fund Committee shall be selected by the Congregational Council and shall consist eight members (Senior Pastor, Congregation Council liaison, and six voting members of the congregation). Term of office for six at-large members of the congregation shall be three years, with two members appointed each successive year. No at-large member shall serve more than two consecutive three-year terms.
(2/10/2019)

C13.08.10 A **Harvest Committee** shall be selected by the Congregational Council and shall consist of the Chairperson, the Congregation President, the Congregation Treasurer, and, selected annually, four to six voting members of the congregation. Members may serve more than one term. [2 June 2013]

C13.08.11 **The Property Committee** shall consist of one church council member, the Chairperson, and five voting members of the congregation. Term of office shall be three years, with two members appointed each successive year. Members may serve more than one term. [2 June 2013]

The **Property Committee** maintains and repairs the church facilities and grounds, and helps oversee maintenance staff [sextons], congregational work days, utility usage, maintenance and insurance contracts, and inspections.

The **Property Chairperson** will work with the Coordinator of Church Operations to manage ongoing maintenance, staff workers [sextons], repairs and/or equipment replacement at Trinity, within the limits of the church property budget and in consultation with the staff and the Executive Committee.

C20.41.00 **Discipline of a member** shall be set forth in the Bylaws.

C20.41.01. **The offenses** for which a member or members of a congregation may be disciplined:

- a. persistent and public denial of the Christian faith;
- b. willful or criminal conduct grossly unbecoming a member of the Church of Christ;
- c. continual and intentional interference with the ministry of the congregation; or
- d. willful and repeated harassment or defamation of member(s) of the congregation.

C20.41.02. **Discipline** for an offense shall be administered consistent with the procedure which Christ instructed his disciples to follow (Matthew 18:15–17), proceeding through these successive steps, as necessary:

- a. seeking repentance and reconciliation through private counsel and admonition by a pastor;
- b. censure and admonition by a pastor in the presence of two or three members of the Congregation Council;

- c. written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel, pursuant to the *ELCA/Churchwide Constitution* (2016 edition), Chapter 20. CONSULTATION, DISCIPLINE, APPEALS, & ADJUDICATION, Provision 20.41.01 – 11 Discipline of Members of a congregation, pp. 147-8.

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