

Bylaws to the Constitution

Trinity Lutheran Church
Parkland, Washington

Index

Chapter B1	Communion Participation	Page 1
Chapter B2	(Omitted)	Page 1
Chapter B3	Membership	Page 1
Chapter B4	Meetings of the Congregation	Page 2
Chapter B5	Required Reports	Page 3
Chapter B6	Congregation Council	Page 3
Chapter B7	Duties of Officers and Financial Managers	Page 5
Chapter B8	Congregation and Standing Committees	Page 5
Chapter B9	Parish Records	Page 13

TRINITY LUTHERAN CHURCH
Parkland, Washington

BYLAWS TO THE CONSTITUTION

Chapter B1. COMMUNION PARTICIPATION

- 1.01 This congregation invites all of its members to participate regularly in Holy Communion.
- 1.03 Record of participation in Holy Communion shall be maintained. If a member of another congregation communes, notice shall be sent to his/her congregation when the communicant requests it.

Chapter B3. MEMBERSHIP (Cf. Chapter C8 of Constitution)

- 3.01 Records shall be kept of members according the following definitions:
- a. Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, having been previously baptized in the name of the Triune God, or who have been received by a letter of transfer from other Lutheran congregations or congregations with whom the ELCA is in full communion partnership, or who have affirmed their baptism.
 - b. Active members of the congregation shall be those who ,during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation.
 - c. Only active members have voting privileges.
- 3.02 Discontinuance of membership
- a. The congregation shall, in the event a member moves from the community, encourage the member to request a transfer to a Lutheran congregation which can serve him or her effectively.
 - b. A member desiring to change membership to another Lutheran congregation shall, upon request, be granted a letter of transfer to a specific congregation.
 - c. A member who has not communed in the congregation and has not made a contribution of record to this congregation for a period of two years shall be considered inactive and their name shall be referred to the congregational council for consideration of discontinuance from congregational membership. The pastors shall consider it their duty to ask the assistance of the congregation to help in bringing inactive members back into active membership. The congregational council shall conduct an annual review of the membership roster, giving attention to inactive member's membership status.

Chapter B4. MEETINGS OF THE CONGREGATION (Cf. Ch. C10 of Constitution)

- 4.01 There shall be semi-annual meetings, one in November, one in January of each year.
- 4.02 The current rosters of active voting members shall be available at each meeting.
- 4.03 The November meeting shall include:
- a. Reports on the congregation's ministries, including a pastor's report, reports from other staff and the Congregation Council, and committee and organizational reports as appropriate.
 - b. The nominating committee reports and elections.
 - c. Action on resolutions presented.
 - d. Action on other activities and/or program proposals.
- 4.04 At the November meeting, the congregation shall elect a nominating committee for the following year. The lead pastor shall serve as convener for the Nominating Committee. (See C13.02.)
- a. The nominating committee shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate.
 - b. All candidates shall be apprised of the duties of the office to which they are nominated prior to giving their consent.
 - c. In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor, provided the person nominated gives consent after having been apprised of the duties of the office.
 - d. The Congregation Council shall fill vacancies on the Nominating Committee.
- 4.05 The January meeting shall include:
- a. Statistical reports for the prior fiscal year by the treasurer, the financial secretary, the lead pastor (membership statistics), and the Mission Endowment Fund Committee.
 - b. The recommended budget from the Congregation Council and adoption of the budget for the current year.
 - c. Action on the resolutions presented.
 - d. Presentation of other proposals and/or business concerns.
- 4.06 A meeting of the congregation may, by majority vote, recess to reconvene at a specified time and place. A meeting may also recess to reconvene upon call, provided the time and place of such a reconvened meeting be announced at a public service of the congregation, or not less than three days' written notice be given of the reconvened meeting.

Chapter B5. REQUIRED REPORTS

- 5.01 The required reports listed in Chapter B4.05 shall be submitted for reproduction and be made available to the members of the congregation at least one week before the January congregational meeting.
- 5.02 The required reports listed in Chapter B4.04 shall be submitted for reproduction and made available to the congregation at least one week before the November congregational meeting.

Chapter B6. CONGREGATION COUNCIL (Cf. Chapter C12 of Constitution)

- 6.01 The organizational meeting of the Congregation Council shall be held in January after the semi-annual meeting and prior to its February business meeting.
- 6.02 The Congregation Council shall:
 - a. Elect from its own membership a president, vice president, and secretary who shall also be president, vice president, and secretary of the congregation, all of whom shall serve until their successors have been elected.
 - b. Elect a treasurer and a financial secretary of the congregation (who shall not be members of the Council). Their terms shall be for one year and each may be elected to no more than five consecutive terms.
 - c. Elect such committees as are provided in the bylaws and supervise their work.
 - d. Nominate and elect voting members to vacancies for congregational officers and committees. These appointments terminate at the next semi-annual meeting in November, at which time the congregation will elect a replacement to fill the unexpired term.
 - e. Nominate and select member(s) to manage the church's archives.
- 6.03 In addition to the duties and responsibilities provided in the constitution, the Congregation Council shall:
 - a. Secure necessary program and administrative staff, other than the pastor(s), such as administrative assistant, Director of Childcare Ministries, childcare teachers, Director of Music, Director of Educational Ministries, church or business administrator, parish secretary, parish worker or youth worker, intern, sexton/custodian, etc., and fix and review annually their salaries.
 - b. Review annually the salary of the pastor(s) and all full- and part-time staff. Make adjustments periodically within the limits of the total budget approved by the congregation.
 - c. Receive monthly reports from the treasurer to ascertain that the expenditures are within the budget approved by the congregation and that benevolence gifts are

- forwarded in a timely manner. Any expenditures in excess of the total budget must be approved by the Congregation.
- d. Prepare a budget for submission to the congregation at the January semi-annual meeting.
 - e. Assure that all persons having access to the funds of the congregation are adequately bonded or the church has equivalent insurance coverage.
 - f. Appoint annually an Audit Committee, composed of at least three voting members, which shall audit the fiscal records of the congregation and congregational organizations, as requested by the Council, and report its findings in writing to the congregation at the January semi-annual meeting. Such audits shall include examination of the existing insurance coverage.
 - g. Be responsible for the building and premises of the congregation so that their use contributes to the mission of the congregation.
 - h. Maintain adequate insurance coverage for congregational properties and liabilities, approving the total insurance program annually as presented by the Property Management Committee.
 - i. Approve the nomination of the Director of Educational Ministries as presented by the Education and Family Ministries Committee and the Personnel Committee.
 - j. Have authority between meetings of the congregation to choose delegates to any group or meeting in which the congregation is entitled to representation.
 - k. Exercise discipline in accordance with the provisions of the Constitution.
 - l. Select committees and/or boards and supervise their function. The term of office for standing committee members shall be two years. At its February meeting the Council shall elect standing committees.

Chapter B7. DUTIES OF OFFICERS AND FINANCIAL MANAGERS (Cf. Ch. C11)

- 7.01 The president shall preside at meetings of the Congregation Council and of the congregation after his/her election but no later than February 1. The president shall also chair the Executive Committee and the Personnel Committee.
- 7.02 The vice president shall preside at the meetings of the Congregation Council ,the Congregation, Executive Committee, and Personnel Committee in the absence of the president.
- 7.03 The secretary shall keep the minutes of all the Congregation Council and Congregation meetings and shall submit copies of each, including all attachments presented at the meetings, to the Archives caretaker(s).
- 7.04 The president, vice president, secretary, and lead pastor shall serve as the legal board of the congregation. This board shall be directly responsible to the Congregation Council.

All legal documents shall be signed by two members of this board on behalf of the congregation.

- 7.05 The treasurer serves as the financial officer of the congregation, safeguards church assets by ensuring that the books of account are prepared, and provides financial guidance and recommendations to the Congregation Council. The treasurer chairs the Finance Committee and works in conjunction with the church/business administrator. Treasurer's responsibilities include:
- a. Overseeing the accounting methods of the church, including the application of internal controls to achieve accurate and efficient accounting.
 - b. Maintaining current edition of the Accounting Procedures Manual.
 - c. Ensuring that monthly and annual financial statements are prepared and reported to the Congregation Council and the Congregation.
 - d. Overseeing the annual budget preparation process.
 - e. Providing guidance to church leaders regarding the content of financial statements such as Balance Sheet and Income-Expense Statements.
- 7.06 The financial secretary shall be responsible for receiving, counting, and depositing all offering monies, maintaining records of all contributions and making regular reports to the Congregation Council and also to the semi-annual congregational meeting in January.

Chapter B8. CONGREGATION AND STANDING COMMITTEES

Every congregation, Council, and standing committee shall:

- a. Elect from its own membership presiding and recording officers.
 - b. Determine frequency (normally once a month), time, and location of its meetings.
 - c. Report to the Council at least twice a year (orally or in writing as Council requests).
 - d. Prepare a written report for the appropriate semi-annual congregational meeting.
 - e. Determine its membership unless otherwise specified.
- 8.01 (cf. C13.01) There shall be an Executive Committee comprised of the officers of the Congregation Council and the lead pastor. Its duties shall include:
- a. Provide general supervision of Trinity's affairs between Council meetings.
 - b. Present to the Council each February nominees for the Personnel Committee.
 - c. Present to the Council nominees for Treasurer and Financial Secretary.
 - d. Develop and issue the agenda for each council meeting.

- 8.02 (cf. C13.04) There shall be a Personnel Committee and three of its six members shall come from the Congregation Council. The committee shall represent the congregation, staff, and all others who work full time or part time in relation to all work conditions.

The responsibilities of the Personnel Committee shall include:

- a. Recommend annually to the Congregation Council the pay, compensation, and benefits for each pastor and paid staff member.
 - b. Recommend the appropriate qualifications and staff levels for paid staff.
 - c. Recommend the qualifications and appointment of non-paid staff.
 - d. Recommend personnel policies for the pastors and staff which shall include, but not be limited to, office hours, vacations, holidays and absences, sick leave, housing, health insurance, continuing education, and leaves of absence.
 - e. Develop job descriptions for all paid staff, including the pastor(s) with the understanding that the pastor's responsibilities are defined in their letters of call.
 - f. Develop and implement an evaluation system for pastors and staff.
 - g. Maintain, annually review, and update the Policy Manual for the church staff. This notebook will contain the personnel policies, job descriptions, staffing requirements, evaluation procedures, means of submitting grievances, and other such information of importance for the management of the church office and its personnel.
 - h. Serve as a means of liaison between the pastors, staff, Congregation Council, and the congregation.
 - i. Report regularly to the Congregation Council and to the congregation at the November semi-annual meeting.
- 8.03 There shall be a Nominating Committee (cf. C13.02) of six members, two of whom if possible shall be outgoing members of the Congregation Council. The Congregation Council shall fill vacancies on the nominating committee. Its duties are:
- a. Nominate one or more candidates (voting members) for each office to be filled, having secured the consent of each candidate.
 - b. Inform all candidates of the duties of the office to which they are nominated prior to receiving their consent.
- 8.04 There shall be a Finance Committee (cf. C13.07) of not less than four voting members. The Treasurer shall chair this committee. The staff person supervising Trinity's bookkeeping activities shall be an advisor to the committee. The committee's duties are to:
- a. Prepare a proposed budget for the following year and have at least one hearing open to the congregation prior to the final presentation to the Council.

- b. At the request of the Congregation Council, follow the monthly financial reports and provide input to the Council and treasurer on maintaining a balanced budget throughout the year.
- 8.05 There shall be an Audit Committee (see C13.03) of at least three members. The committee's duties are to:
- a. Audit the church Treasurer's accounts at the close of the fiscal year and report at the semi-annual congregational meeting in January.
 - b. At the request of the Congregation Council, audit the treasurer's accounts of other committees/organizations of the church and report to the Council.
- 8.07 (cf. C13.06) There shall be a Mission Endowment Fund Committee of five members elected by the congregation. Its duties are detailed within the Mission Endowment Fund Committee Document. The committee shall manage various endowment funds, such as the Trinity Mission Endowment Fund, the Cemetery Endowment Fund, and the Music Endowment Fund.

The duties of the Mission Endowment Fund Committee are to:

- a. Maintain accounts with such financial institutions as it may, by resolution, determine and authorize.
 - b. Receive funds through gifts, memorials, bequests, wills, estates, etc., from members or corporations and organizations, and disburse funds as authorized by the Trust Fund Document.
 - c. Request members of the congregation or staff to serve as advisory members or employ professional counseling on investments and legal matters.
 - d. Maintain complete and accurate financial books.
 - e. Report a full and complete account to the semi-annual January congregation meeting.
- 8.08 There shall be a Call Committee (cf. C13.05) of six members whenever there is a pastoral vacancy. Its duties are:
- a. Notify the Bishop of the Southwestern Washington Synod of the formation of the Call Committee.
 - b. Follow the Synod's Call Manual in the development and issuance of a Letter of Call.
- 8.09 There shall be a Committee on Education and Family Ministries. At least one member of this committee shall be a member of the Council. The duties of this committee shall be to oversee sub-committees to plan and carry out Adult Education, Family Ministries, Childcare & Kindergarten, Sunday School, confirmation, and Youth/Teen ministries with a goal of developing comprehensive programs for all ages covering a wide range of Christian education opportunities and experiences for all ages.

The duties of the Committee on Education and Family Ministries shall be to:

- a. Develop an effective teaching ministry, to include the training of teachers and leaders, so as to provide opportunities for study by every member of the congregation through its teaching agencies.
- b. Determine policy for the congregation's teaching ministry, and supervise and coordinate all teaching agencies in the congregation.
- c. Establish guidelines for curriculum offerings and evaluation of the programs.
- d. Serve as the congregation's link to Synod and national boards and committees in this phase of educational ministry.
- e. Extend the congregation's teaching ministry to the community, assisting parents in their teaching responsibilities.
- f. Appoint and supervise Kindergarten, Childcare, and Youth/Teen Committees as subcommittees.

8.10 There shall be a Committee on Evangelism and at least one member of this committee shall be a member of the Congregation Council. The committee shall faithfully sustain and develop the spiritual life of all the members in Christ, deepening and enriching the spirit of Christian fellowship, exercising meaningful participation with the missions of the national and local Church, and seeking new commitments to Jesus Christ within all areas of life.

The responsibilities of the Committee on Evangelism shall be to:

- a. Identify goals and objectives and develop effective evangelism programs for the congregation.
- b. Advance the development, support and implementation of programs, and activities that attract and retain persons of all ages in the worshipping community.
- c. Stir up the congregation's attitudes, call for cooperation, and motivate the congregational structures towards consistent evangelism in all elements of the congregation's life.
- d. Identify and recommend congregational goals and objectives for evangelism.
- e. Seek out the unchurched in the community and design methods of intervention that they may come to personal faith in Jesus Christ and enter the fellowship of the Living Body, the Church.
- f. Seek out the inactive members of the congregation and use every laudable means to restore them to active participation within the Christian fellowship and to the life and the work of the Church.

- g. Make witnessing and serving foremost functions which flow out of the faith and worship life of the congregation, thus giving reality and reverence to the profession of faith in a living God.
- h. Set in motion the forces and programs which will cause the congregation as a whole, rather than merely the committee itself, to fulfill the responsibilities of evangelism.
- i. Evaluate the congregations overall evangelism program periodically, to seek better ways of ministering to the whole person and to make recommendations accordingly.
- j. Serve as this congregation's link to synod and national boards and committees in this phase of ministry.

8.11 There shall be a Committee on Property Management and at least one member of this committee shall be a member of the Congregation Council. The committee shall manage all of Trinity's real estate, which includes all buildings and grounds.

The responsibilities of the Committee on Property Management shall be to:

- a. Be responsible for the maintenance, repair and improvement of all the church's real property, checking all real and personal items in full detail for such care at least once each year, and calling the attention of the Congregation Council and/or congregation to large, necessary repairs or improvements of facilities.
- b. Propose necessary large maintenance service purchase orders, including contract conditions, to the Congregation Council and/or congregation, with a recommended contractor to complete the work.
- c. Yearly maintenance expenses shall not exceed the Capital Improvement Fund income. Congregation Council and/or congregation approval will be required for unexpected or planned maintenance items which could result in expenses greater than annual Capital Improvement Fund income.
- d. Maintain adequate insurance coverage of all kinds, with approval of the Congregation Council.
- e. Appoint and supervise a Cemetery Committee as a subcommittee, with their chairperson as a member of the Property and Management Committee.
- f. Coordinate with the work of an advisory Landscape Committee, one member of which will be from the Property Management committee. This group may design and maintain landscaping programs for Trinity's main church property, including the park. It will report to the Council through the Property Management Committee on proposed activities.

8.12 There shall be a Committee on Social Concerns and at least one member shall be a member of the Congregation Council. A member of the Trinity Food Ministry (a subcommittee) shall be a member. The committee shall plan, implement, coordinate, and supervise the ministry of social concerns in the congregation and community.

The responsibilities of the Committee on Social Concerns shall be to:

- a. Attempt to discover unmet human needs both within the congregation and throughout its neighborhood and larger community, and advise ways of meeting these needs.
- b. Cooperate with other church and community agencies in their study, education, service and action.
- c. Stimulate and coordinate volunteer activity in the area of social services within both the congregation and the community.
- d. Serve as the congregation's link to synod and national boards and committees in this phase of ministry.
- e. Oversee the Trinity food ministry, and advise each year on its funding.

8.13 There shall be a Committee on Stewardship and at least one member shall be a member of the Congregation Council. This committee shall address programs for encouraging each member of the congregation to prayerfully consider how they will be part of growing and supporting the ministry and missions of Trinity Lutheran Church. Various forms of programs and plans may be utilized to encourage members to consider how they will participate in sharing their time, talents, and monies to support Trinity's ministry and missions.

The responsibilities of the Committee on Stewardship shall be to:

- a. Plan and execute scripturally valid programs in which the members of the congregation systematically, regularly, and adequately cover the congregation's own financial needs and constantly enlarge the proportion of giving beyond the congregation.
- b. Encourage liberal, thankful, loving, worshipful giving of time, talents, and money on the part of the membership.
- c. Study the best stewardship literature available, constantly discussing the principles of stewardship and using Christian means to promote a strong stewardship consciousness.
- d. Keep the talent forms of individual members in good order and study these forms periodically to enlist as many people as possible in the work of the church.
- f. Provide the Congregation Council committees or any other organizations with personnel for any specific work project.
- g. Sponsor hospitality for regular and special services and stewardship talks, discussions, and forums with the various organizations.
- h. Inform the congregation of the stewardship challenges of the synod and national church body.

- i. Encourage memorial and legacy gifts to the worldwide mission of the congregation through the Evangelical Lutheran Church in America and to the local mission of the congregation through the Trinity Trust Fund.
 - j. Serve as the congregation's link to Synod and national boards and committees in this phase of ministry.
- 8.14 There shall be a Committee on Worship and the Arts and at least one member of this committee shall be a member of the Congregation Council. The Chair of the Altar Guild (a subcommittee) shall be a voting member. The Director of Music shall be an *ex officio* member. The committee provides leadership, counsel, and guidance in all matters pertaining to all worship activities, music, drama, and visual arts presentations within the congregational setting.

The responsibilities of the Committee on Worship and the Arts shall be to:

- a. Be responsible for all elements needed for and contributing to regular and special services, including ushering.
- b. The preparation of the altar, and communion vessels, and care of all paraments, banners, vestments, and oil-filled candles, shall be the responsibility of the Altar Guild.
- c. Consult with the pastors and work with the Congregation Council and the Personnel Committee relative to the music staff.
- d. Establish criteria for the use of music, drama, and visual arts in the worship services and at weddings and funerals, with counsel and cooperation of the pastors and music staff.
- e. Recruit and develop talent in the areas of music, drama, and the visual arts.
- f. Serve as the congregation's link to the Synod and national boards and committees in this phase of ministry.

Chapter B9. PARISH RECORDS

- 9.01 The records of the congregation shall be and shall remain the property of the congregation. The pastor(s) shall be responsible for the maintenance of the records, except as otherwise provided herein.
- 9.02 The records shall consist of:
- a. The roster of baptized and confirmed members.
 - b. The ministerial acts performed by the pastor.
 - c. The minutes and records of the Synod and the Handbook of the Evangelical Lutheran Church in America.

- d. The minutes of the meetings of the congregation and the Congregation Council, which the secretary of the congregation shall be responsible to send to the Archive caretaker(s).
- e. The financial records of the congregation, for which the church/business administrator of the congregation shall be responsible in accordance with the current edition of the Accounting Procedures Manual.

Approved by the Congregation
November 10, 2013