

BYLAWS  
of  
Trinity Evangelical Lutheran Church, UAC.  
Leavenworth, Kansas, Inc.  
November 22, 2015

Trinity's Mission  
"To gather people to build relationships in Christ"

Trinity's Vision

"By 2025 Trinity, by God's grace, will be a center of Leavenworth County life which receives, trains, and sends forth Christians to worship, learn and reach out to all through God's Word and Sacraments by:

1. Discipling youth and people of all ages,
2. Nurturing and involving members,
3. Community outreach, and
4. Development of an expanded multipurpose ministry facility."

ARTICLE I - MEMBERSHIP

A. Baptized Membership: Baptized members are all those who have been baptized with water in the Name of the Holy Trinity, (that is, the Father, the Son, and the Holy Spirit) and who have been received by this congregation.

B. Communicant Membership: Communicant members are those who may receive Holy Communion in this congregation.

Any person may become a communicant member in this congregation upon the recommendation of the Senior Pastor or his designee and the approval of the Board of Elders, after taking one of the following four actions:

1. Receiving formal instruction in the Sacrament of Holy Communion
2. Completing Confirmation or adult instruction class.
3. Professing one's faith.
4. Presenting a satisfactory letter of transfer from another Missouri Synod Lutheran congregation.

C. Voting Membership: All communicant members shall be voting members of the congregation, provided that they shall have completed Confirmation, adult instruction, profession of faith, or a letter of transfer from an LCMS congregation and attend the voters' meeting. (Only Voting members who have reached the age of majority are eligible to sign legal documents.)

D. Termination of Membership:

1. Transfer or release of membership: Members desiring a transfer to another LCMS congregation or a release to another congregation are requested to notify the Board of Elders through the Senior Pastor or his designee.
2. Whereabouts unknown: Members whose whereabouts are unknown for a period of six (6) months or more shall be removed from membership by a two-thirds (2/3) majority of the votes cast by the Board of Elders, upon recommendation from the Senior Pastor or his designee.
3. Excommunication:
  - a. The Board of Elders and the Senior Pastor, in accordance with Matthew 18: 15-20 shall admonish any member who conducts himself/herself in an unchristian manner. If that person refuses to repent of their sinful life after proper admonition, he or she shall be excommunicated. A two-thirds (2/3) majority of the votes cast at a congregational voters' meeting held for that purpose shall be required to excommunicate such a person.
  - b. Excommunication constitutes a termination of membership and shall be announced to the congregation by the Senior Pastor or his designee in accord with accepted LCMS rites and procedures.
4. Self-exclusion:
  - a. If any member fails to attend at least one of the regular worship services conducted at the church during any twelve-month period, in accordance with the records of the church, such a member may be removed from membership by a two-thirds (2/3) majority of the votes cast by the Board of Elders upon recommendation from the Senior Pastor or his designee.
  - b. Anyone who is removed from membership under this subparagraph may be restored into membership when evidence of penitence and a desire to be received into fellowship again has been demonstrated. The Board of Elders shall receive him or her into membership upon recommendation from the Senior Pastor or his designee.

In the event of a pastoral vacancy the Board of Elders will designate the proper contact person for all of the above membership actions.

## ARTICLE II – CONGREGATIONAL MEETINGS

All authority comes from the congregation and its decisions to vest authority in persons, boards, and committees to carry out its wishes in the administration of the various ministries of this congregation.

- A. Regular meetings of the congregation shall be held in May and November each year. The specific date and time of these meetings shall be announced in all regular public worship services or by written notice to the membership at least 14 days prior to convening such meeting. All voting members present at a properly called meeting will constitute a quorum.
- B. Special meetings may be called by the president, the Board of Directors, the Senior Pastor, the Campus Coordinating Committee (CCC) or by a written request which has been signed by at least ten percent (10%) of the voting membership and filed with the Board of Directors. Such a meeting shall be legally authorized to transact business when it has been announced in all public worship services or by written notice sent to the membership at least 14 days prior to its being convened. A special meeting shall consider only those matters for which it is called. Therefore, all notices and announcements of such a meeting shall stipulate the purpose and business to be carried out during the meeting.

## ARTICLE III – ADMINISTRATIVE GROUPS

### A. Board of Directors

The Board of Directors will oversee the administration of the parish work program and provide guidance to the functional groups of the parish.

#### 1. Staff Relationships

The Board of Directors is responsible to the congregation through the president. The president is the chairman of the Board of Directors. It is composed of the president and the vice presidents of the congregation as voting members and the secretary of the congregation, the treasurer/business manager and the called staff as advisory members.

#### 2. Major Duties

The Board of Directors will identify ministry targets and develop and coordinate the long range planning for the period from 2 to 10 years toward meeting the congregation's mission and vision. It shall have the authority to make decisions and act on behalf of the congregation in between congregational voters' meetings except in areas reserved exclusively for the congregation as a whole. The board will review and update the operations manual each year. Specific duties are outlined in the operations manual.

B. Campus Coordinating Committee (CCC)

The Campus Coordinating Committee will provide coordination and evaluation of Trinity's ministries. The CCC will coordinate the activities of the congregation toward meeting the objectives of the church.

1. Staff Relationships

The CCC is responsible to the congregation through the president. It is a forum where the activities and ministries of the congregation planned by the functional boards will be discussed, evaluated, coordinated, and integrated into the congregation's annual activities calendar. It is composed of the officers and board chairpersons as voting members. Advisory members will be the called staff, treasurer/business manager and the congregational secretary.

2. Major Duties

The CCC will serve the congregation by coordinating and integrating the total work of the functional groups. Specific duties are outlined in the operations manual.

ARTICLE IV – FUNCTIONAL GROUPS

Time and circumstance will dictate the types of boards and committees required to support the ministry targets of the congregation. As such, boards and committees may be created, merged, modified or dissolved (except the Board of Elders) as determined by the Board of Directors acting for the congregation.

1. Each functional group shall:
  - a. Have a chairperson elected by the voters of the congregation.
  - b. Develop objectives consistent with their area of responsibility and current ministry targets.
  - c. Be responsible to the congregation through the president and Board of Directors for development and supervision of their portion of the work program.
  - d. Keep records of their meetings and activities.
  - e. Report their activities to the CCC once a month.
2. Current functional groups in service are:
  - Board of Elders
  - Board of Stewardship
  - Board of Outreach
  - Board of Worship
  - Board of Education
  - Board of Youth Ministry
  - Board of Properties
  - Board of Social Concerns
  - Board of Fellowship
3. Descriptions of these functional groups including major and specific duties are found in the operations manual.

ARTICLE V – ELECTION AND APPOINTMENT OF OFFICERS, OFFICIALS, CALLED WORKERS AND OTHERS SERVING THE CONGREGATION

A. Eligibility and Election of Officers and Officials.

1. The president and vice presidents are the elected officers of the congregation. Each elected officer must be male, a voting member, and at least 21 years of age. The terms of office for the officers shall be for two (2) years and they may be elected for no more than three consecutive terms. The number of vice presidents will be determined by the Board of Directors.

2. The board chairpersons and elders are the elected officials of the congregation. Chairpersons must be voting members, and at least 21 years of age. The terms of office for all chairpersons shall be for two (2) years and they may be elected for no more than three consecutive terms. Elders must be male, voting members, and at least 21 years of age. The number of elders will be determined by the Board of Elders. They may be elected for an unlimited number of two (2) year terms.

3. Staggering of elected terms: One half of the officers, board chairpersons, and elders shall be elected every year.

B. Nominating Committee: A nominating committee consisting of at least three (3) members shall be appointed by the president in August of each year. They shall recruit at least one candidate for each position scheduled for election. The committee shall submit the list of candidates to the Board of Directors. Upon acceptance of the nomination by the nominees and approval by the Board of Directors the list of candidates shall be submitted to the voters at the November congregational meeting. The voting membership has the right, at all times, to add other candidates to the list.

C. Date of Election: The annual election of officers and officials shall be held during the November congregational voters' meeting. The voting shall be by written ballot. A majority of the votes cast is necessary for election to any office.

D. Terms of Office: The terms of office of all officers and officials shall begin immediately following their election and continue for two years or in accordance with these bylaws. Such officers and officials shall be installed during a worship service following their election.

E. Vacancies in Elected Positions: When an officer or official declines to serve, resigns, or is removed, such vacancy shall be filled by the Board of Directors until the next November's congregational voters' meeting. At such voters' meeting, a person shall be elected for the remainder of that position's normal term of office. Election for a one-year or shorter term will not preclude an individual from serving three consecutive two-year terms.

F. Appointed Positions: Members appointed to any appointed position shall serve at the pleasure of the appointing officer or official. The term of office shall coincide with that of the appointing person and begin immediately. If a vacancy occurs in an appointed position, the appointing officer or official may appoint an individual to fill the vacancy.

G. Election of Ordained Ministers and Commissioned Ministers

1. At the time of a vacancy, the President of the Congregation shall contact the Circuit Visitor who will meet with the congregation to discuss the procedure for filling the vacancy, and the procedure for beginning the call process. The congregation shall also meet with the appropriate District Official who will outline the process for the nomination of candidates and the process of issuing a call.

The right of calling Ordained and Commissioned Ministers shall be vested in the congregation through the Voter's Assembly, and shall never be delegated to a smaller body or to an individual.

Only such men shall be called as Ordained Minister and only such men and women shall be called as Commissioned Ministers who accept all the books of the Old and New Testaments as the inspired Word of God, who are in full agreement with the Confessional Standard (Constitution Article III) and who have the qualifications for such offices according to the standards and teachings of The Lutheran Church – Missouri Synod. Members of the congregation may suggest names for candidates to be considered.

2. The Board of Directors shall appoint a Call Committee.

3. The list of candidates must be provided to the members at a worship service and notice given of a special congregational voters' meeting, which will consider the election of an ordained or commissioned minister. Notice of a special congregational voters' meeting will be in accordance with Article II Section B of the bylaws. Any voting member is entitled to make nominations (from the list of candidates presented) during the congregational voters' meeting called for this purpose.

4. At the congregational voters' meeting referred to in paragraph #3 above, the candidate receiving a majority of the votes cast shall be issued a call.

5. The call will then be issued according to instructions given by the congregation and shall be signed by the president and the chairperson of the Board of Elders.

## ARTICLE VI - OFFICERS

### A. President

#### 1. Staff Relationship

The president is the chief legal officer and elected lay leader. The president is responsible to the congregation for executing all business matters of Trinity Evangelical Lutheran Church, UAC. Leavenworth, KS, Inc. He will work closely with the staff and the officers and officials of the parish.

#### 2. Major Duties

He is directly responsible for all business matters of the parish. He will legally represent the congregation in all business transactions and sign such documents as necessary to execute the business of the church. He will preside over all congregational meetings and ensure the accuracy and completeness of all records of the church. The president is responsible for the execution of the annual parish work program through the actions of all boards and committees of the parish. Specific duties are outlined in the operations manual.

### B. Vice President(s)

#### 1. Staff Relationship

The vice president(s) are legal officers of Trinity Lutheran Church. They will work closely with the staff and other officials of the parish. The vice presidents are responsible to the voters through the president.

#### 2. Major Duties

The vice presidents will assist the president in all business matters of the parish. They will be designated 1<sup>st</sup> vice president, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. The 1<sup>st</sup> vice president will assume the duties of the president in his absence. They will provide counsel to, and coordinate with the boards of the congregation as assigned by the Board of Directors. Specific duties are outlined in the operations manual.

## ARTICLE VII – CALLED STAFF

### A. Senior Pastor

#### 1. Staff Relationship

The Senior Pastor is accountable to the congregation for his activities. He will work closely with the president of the congregation and the Board of Elders.

2. Major Duties

The Senior Pastor is the spiritual leader of the congregation. He performs the duties specified in his call document and as noted in his job description. He leads the team of called and hired staff, except for the treasurer/business manager. Specific duties and job description are outlined in the operations manual.

B. Other called staff members

1. Staff Relationship

The called staff members work under the supervision of the Senior Pastor and are accountable to the congregation through him.

2. Major Duties

The called staff members are spiritual leaders of the congregation with specific calls. They will work closely with the officers and officials of the congregation as directed by the Senior Pastor and as specified in their call documents and job descriptions. Specific duties and job descriptions are outlined in the operations manual.

ARTICLE VIII – APPOINTED POSITIONS

A. Secretary of the Congregation

1. Staff Relationship

The president, following his election, will appoint the secretary of the congregation. The secretary is one of the legal officers of the parish. The secretary of the congregation must be a voting member and at least 21 years of age. The term of office for the secretary shall be for the duration of the president's term. The secretary will be responsible to the president and will be the secretary of the congregation, Board of Directors and the CCC.

2. Major Duties

The secretary will take minutes and maintain a record of all business and attendance of all meetings of the congregation and the Board of Directors and the CCC. Specific duties are outlined in the operations manual.

B. Recurring Committees appointed by the president:

1. Financial Review Committee
2. Nominating Committee
3. Staffing Review Committee
4. Call Committee
5. Salary Review Committee
6. Endowment Fund Committee

## ARTICLE IX - AMENDMENTS

A. Proposing Amendments: Any proposed amendment to these Bylaws must be presented first to the Board of Directors. After having been reviewed by the Board of Directors and the CCC a notice of the amendment must be announced at all services conducted at least two weeks prior to such meeting and an announcement sent via U.S. mail and electronic mail to the voting members prior to any congregational voters' meeting called to consider such amendment. The voting members must be given opportunity to read and study any amendment before any congregational voters' meeting which is to vote on that amendment. Minor revisions and summaries of major revisions will be mailed to the voters. Major revisions (longer documents) will be provided before or after regular services or made available from the church office at least two weeks prior to the voters' meeting.

B. Adopting Amendments: The adoption of proposed amendments shall require a two-thirds (2/3) majority of votes cast at a congregational voters' meeting called for this purpose. The revised Bylaws shall, as a condition of continued membership in The Lutheran Church – Missouri Synod, be submitted to the President of the Kansas District for review by the District's Board of Directors, before being implemented by the congregation.