

# **HOLY TRINITY LUTHERAN CHURCH**

## **THE BYLAWS**

### **1.0 VOTERS' ASSEMBLY**

#### 1.1 Meetings

1.1.1 Regular meetings of the Voters' Assembly will be held at least quarterly and announced at least two weeks prior to the meeting. The annual meeting of the Voters' Assembly for the election of officers will be held in the last quarter of the year.

1.1.2 Special meetings may be called by the Church Council. Voting members will be advised in writing two weeks prior to the date of the meeting of the time, place, and the nature of the business.

#### 1.2 Quorum

All members present at a properly called meeting shall constitute a quorum.

#### 1.3 Order of Business

The meetings of the Voters' Assembly will be conducted in accordance with the Bylaws. Questions of parliamentary procedure not covered by these Bylaws will be resolved according to Robert's Rules of order.

### **2.0 PROCEDURE IN CALLING OF PASTORS**

#### 2.1 Nominations and Elections

2.1.1 At any properly called meeting of the Voters' Assembly, eligible and qualified nominees for the office of pastor will be submitted by the Church Council after consultation with the District President. Any voter is entitled to make additional nominations from the floor. Any nomination from the floor must be submitted to the District President for qualification.

2.1.2 The list of candidates will be publicly announced to the congregation on two successive Sundays or by mail at least one week before the meeting at which the call is to be extended. Barring any sustained protest, the candidate will become eligible for

calling at any subsequent properly called meeting of the Voters' Assembly. The election will proceed by ballot. A two-thirds majority of all ballots cast will be required to elect a pastor. The election will, if possible, be made unanimous.

### **3.0 Officers**

The elected officers of the congregation will consist of a President, a Vice President, a Secretary, a Treasurer and/or Financial Secretary, and the Chairpersons of the Board of Elders, Education, Evangelism, Stewardship, and Trustees. Only voting members will be eligible to hold these offices. All duly elected directors and officers of the congregation will hereby be indemnified, should a suit be brought against Holy Trinity Lutheran Church and/or the directors and/or officers on behalf of Holy Trinity Lutheran Church, individually or severally.

### **4.0 NOMINATION AND ELECTION OF OFFICERS AND BOARDS**

#### 4.1 Procedures in Nomination and Election

The nominating committee will consist of the Pastor, the Vice President, and the chairperson of the Board of Elders.

The committee will select persons from the membership who are qualified to perform the duties of the office to which they are nominated. Whenever possible, at least two persons will be nominated for each office to be filled, but no person will be nominated without their consent, nor will be nominated for more than one office. The slate of candidates will be announced to the membership by letter one month prior to the election to be held at the last quarters Voters' Assembly. Additional nominations may be made from the floor at that meeting. The Candidate with the majority of votes cast will be elected.

All elected officers will assume their duties in January and will be inducted into office in a public service of the congregation.

In case of a vacancy in an elective office, the Voters' Assembly will elect a successor to fill the unexpired term at a specially called meeting, and the officer will assume office immediately.

#### 4.2 Terms of Office

The President, the Vice President, the Secretary, the Treasurer and/or Financial Secretary and the Chairpersons of the Board of Elders, Education, Evangelism, Stewardship, and Trustee will be elected for a term of two years.

## **5.0 COUNCIL**

### 5.1 Membership

The council will consist of the President, Vice President, the Treasurer and/or Financial Secretary, the Secretary, the Pastor, and the Chairperson of each board, or such chairperson's representative.

In their absence or inability to act, the chairperson of the board will appoint a member of that board for representation at a meeting of the Council.

### 5.2 Meetings

The Council will meet in regular session to meet the needs of the congregation.

Special meetings may be called by the President of the congregation, the Pastor, or any three members of the Council.

Quorum: A legally constituted meeting of the Council must have a majority of its membership in attendance.

### 5.3 Duties

It will be the principal duty of the church council to coordinate the program and activities of the various departments of the congregation including the Pre-school. It will have power to act in behalf of the congregation between meetings of the Voters' Assembly.

## **6.0 DUTIES OF THE OFFICERS**

### 6.1 President

6.1.1 This officer will preside at all voters assemblies and Council meetings and will exercise care that all meetings are conducted in an orderly Christian manner. Robert's Rules of Order, Revised will be used accordingly to conduct the meetings.

6.1.2 This officer will be responsible for the development of the annual budget to be submitted to the annual meeting of the Voters' Assembly.

6.2.3 This officer will see that all articles of the Constitution and the Bylaws are adhered to.

## 6.2 Vice President

6.2.1 This officer will perform the duties of the President if absent.

6.2.2 This officer will be Chairperson of the Nominating Committee.

6.2.3 This officer will be an ex-officio member of all committees and boards and will see that all resolutions of the congregation are carried out.

6.2.4 This officer will be responsible for maintaining adequate insurance coverage of the church property.

## 6.3 Secretary

6.3.1 This Officer will keep a permanent record of the transactions and resolutions of the Voters' Assembly and the Church Council in both regular and special meetings, submit the minutes for approval at the next regular meeting, and promptly type the approved minutes to be kept as a permanent record. The secretary will file all committee reports.

6.3.2 This Officer will keep a membership book containing the Signed Constitution and Bylaws and a list of all current voting members.

## 6.4 Treasurer and/or Financial Secretary

6.4.1 This officer will make payment by bank check of all bills, salaries, and other obligations of the congregation upon approval by the appropriate board and will remit each month to the Indiana District Treasurer the money budgeted for Synodical purposes and any special offerings.

6.4.2 This officer will record all receipts and disbursements in a record keeping system designed for such purpose. The system will remain the property of the congregation.

6.4.3 This officer will submit a monthly and annual report of all receipts and disbursements to the regular Voters' Assembly.

6.4.4 Under this officer's direction, two appointed voting members of the congregation will count the weekly offerings and deposit them in the church bank account. The Treasurer and/or Financial Secretary will receive all other congregational funds and deposit them in the

corporate name of the congregation in a bank designated by the Church Council.

6.4.5 This officer will be responsible for seeing that a separate financial account of each member is kept, crediting envelope contributions to each contributor as and when made. This officer will record the annual pledges when applicable.

6.4.6 Annually this officer will see that individual statements are prepared and distributed to the members of the congregation. During the course of the year, the Treasurer and/or Financial Secretary will provide an interim statement to any member of the congregation upon their request.

6.4.7 This officer will submit at the end of the elected term of office the record books together with orders for payment and vouchers to an Auditing Committee appointed by the President. This officer will be released from obligation when a satisfactory written report is provided by the Auditing Committee.

6.4.8 This officer will give a good and sufficient bond for the faithful discharge of duties of this office and for the faithful accounting of all money received by this officer, the expense of such bond to be defrayed by the congregation.

6.4.9 The office of Treasurer and/or Financial Secretary may be fulfilled by a bookkeeper who may receive a stipend for services exceeding usual and customary duties as determined by the Church Council. In such case the bookkeeper will hold a council position with voting rights.

## **7.0 BOARDS**

### **7.1 Board of Elders**

7.1.1 The Board of Elders will assist the Pastor in the spiritual care of the congregation. It will visit new and prospective members. It will endeavor to correct the erring, and admonish the careless and indifferent and those lax in church and communion attendance.

7.1.2 It will offer assistance and comfort to those in distress and be particularly concerned about the poor and needy of the congregation. In case of contention and strife within the congregation, it will endeavor to reconcile the disagreeing parties.

7.1.3 This committee will maintain good order and beauty in the worship service.

7.1.4 In their life and conduct the members of the Board of Elders will be examples to the entire congregation.

## 7.2 Evangelism

7.2.1 The chairperson of Evangelism will be charged with the supervision of all missionary education and endeavor within the congregation.

7.2.2 The chairperson will assist the Pastor on periodic canvasses of the community.

7.2.3 The chairperson will provide for a systematic and continuous program of Christian outreach to the community.

7.2.4 The chairperson will oversee the work of public relations of the congregation.

## 7.3 Education

7.3.1 The chairperson can assist the directors of children's church, Sunday School, Vacation Bible School and Bible classes as needed.

7.3.2 The chairperson will encourage all members to avail themselves of the educational opportunities offered to the congregation.

7.3.3 The chairperson will assist the youth leadership of the congregation.

## 7.4 Stewardship

7.4.1 The chairperson will supervise the raising of all funds within the congregation.

7.4.2 The chairperson will instruct the people in the grace of proportionate giving to God's work in their own parish.

7.4.3 The chairperson will inform the members of their congregation's program and opportunities to lengthen their outreach into the entire world through district and synod.

7.4.4 The chairperson will work in close cooperation with the circuit and district stewardship committees, and encourage larger attendance at circuit meetings.

7.4.5 The chairperson will sponsor stewardship and mission talks in the congregation and its organizations.

7.4.6 The chairperson will discover the talents of the membership and enlist them in the congregational program.

## 7.5 Trustees

7.5.2 The Board of Trustees will be responsible for the care and maintenance of all physical property and equipment of the congregation.

7.5.3 When emergency repairs in excess of budgeted amounts are required, the chairperson is empowered to take necessary action. Such action must be reported to the Council members as soon as possible.

## **8.0 COMMITTEES**

The committees of the congregation will include:

8.1 An auditing committee, consisting of three (3) members (none of whom should be the Treasurer and/or Financial Secretary), to be appointed by the President. The auditing committee will make an audit of the books and records of the Treasurer and/or Financial Secretary, and of such other financial records the audit of which the congregation may assign to it. It will make its report to the Voters' Assembly at the earliest possible date after the close of the calendar year.

8.2 Such other committees as may be authorized or created by the Church council, the members of which will be appointed by the President, unless a different method of selection is authorized by the Voters' Assembly.

## **9.0 GENERAL RESPONSIBILITIES OF OFFICERS, BOARD MEMBERS, AND COMMITTEE MEMBERS**

9.1 It will be the duty of every member of the board or committee to attend every meeting of its group.

9.2 If he/she cannot be present, he/she will notify the chairperson prior to the time of the meeting, as much in advance as possible.

## **10.0 AMENDMENTS TO THE BYLAWS**

These bylaws may be amended in a properly convened meeting of the Voters' Assembly by a majority of all voting members present, provided the proposed change has been announced in a previous meeting or has been submitted in writing at least two weeks prior to the meeting to all communicant members.