

BYLAWS

TRINITY LUTHERAN CHURCH
609 S. Lincoln Ave., Owatonna, MN 55060

MISSION STATEMENT:

A Community Growing Disciples for Christ

Trinity Lutheran Church is a family of believers committed to inspiring people of all ages to grow in their understanding of Jesus Christ and to live out his invitation to follow him. Trinity is committed to continue faith education for all, with an emphasis toward working with youth and their faith development. We strive to grow a family of disciples in Christ, sharing and living the good news.

SECTION I CONGREGATION COUNCIL, COMMISSIONS & PASTORAL OFFICE

A. MEMBERSHIP & MEETINGS OF THE CONGREGATION COUNCIL

1. Each voting member of the Congregation Council and officers shall be elected.
2. The Congregation Council shall not transact business unless a majority of elected Council members are present.
3. Meetings of the Congregation Council shall be held monthly at a date determined by the Council. Special meetings of the Council may be called by the President or by any three members of the Council. Notice of each special meeting shall be given to all who are entitled to be present.
4. A member of the Council who is absent from four consecutive regular meetings without an excuse acceptable to the Council shall forfeit Council membership. A member having two consecutive unexcused absences from regular meetings shall be notified thereof by the Secretary.
5. Officers and employees may be bonded in amounts determined by the Council.

B. COMMISSIONS OF THE CONGREGATION

1. The Commissions shall be: Adult Education; Caregiving; Family; Finance; Life and Growth; Personnel; Properties; Outreach; Stewardship; Worship, Music and the Arts; Youth Education; Youth Ministry.
2. Each Commission shall consist of the elected Chairperson and at least four additional members (or as many as needed) appointed by the Chairperson and approved by the Council.

C. DUTIES AND RESPONSIBILITIES OF OFFICERS AND THE CONGREGATION COUNCIL

1. The President shall preside at all congregational meetings and over the Congregation Council, unless otherwise decided by the Council or the Congregation.
2. The Vice-President shall perform the duties of the President in his or her absence.
3. The Secretary shall keep records of the Congregation Council and all congregational meetings along with maintaining its archives.
4. The Council shall also have authority to appoint such other committees or make such changes in existing committees as may from time to time be necessary or advisable. The Council shall have authority to appoint additional congregational members who might not be members of the Council as members on these regular committees.
5. The Council is encouraged to invite two or more times a year the Commission Chairpersons to meet with the Council to review the Council's plans and issues and to solicit their input.
6. The Council is encouraged to invite once a year the full membership of its regular Commissions together with representatives chosen by the organizations of the congregation to review the entire program of the congregation.
7. The Council shall appoint delegates to the District, State, National and International meetings of the Evangelical Lutheran Church in America.
8. The Council may expend up to \$10,000 for any one item not included in the budget, not to exceed \$40,000 in a calendar year.
9. The Council shall have the responsibility for long range planning and may secure other persons not on the Council to assist in this work. This may also include periodic review by outside consultants to assist in determining any future planning.
10. The Council will appoint the Audit Committee and the Nominating Committee. The Council will also be responsible for appointing the external auditing firm when required by the Constitution.
11. The Council shall also serve in an oversight position over the work of the Commissions and to resolve conflicts as brought to them by the Commissions or personnel after proper channels have been exhausted.
12. The Council and Executive Pastor will assign pastors or staff to each of the various commissions for the purpose of coordinating and aligning that Commission's goals with the overall mission of the church. Elected council members will also be assigned as ex-officio liaisons to the various commissions. These assignments shall be periodically reviewed by the Council who will make changes if warranted.
13. The Council will conduct an annual performance review and establish goals for the Executive Pastor with the assistance from the Personnel Commission.

D. DUTIES AND RESPONSIBILITIES OF THE COMMISSIONS OF THE CONGREGATION

Each Commission of the Congregation shall be responsible for the management of funds allocated to their budget, in conformity with the Constitution, Bylaws and Resolutions of the Congregation Council and congregation. Each appointed member of the commission shall serve no more than 6 consecutive years on that commission.

1. The Adult Education Commission has the responsibility to establish and coordinate educational classes, forums, workshops and special educational events for adults and families in the congregation.
2. The Caregiving Commission shall have the responsibility in ministering to the aging, the ill and those with crisis or other special needs.
3. The Family Commission shall have the responsibility to be concerned with adult and family activities of the congregation. It shall develop the adult and family activities of the church.
4. The Finance Commission shall prepare and oversee the annual congregational budget. It shall pursue gifts and memorials and recommend to the Council the purpose for which they are used.
5. The Life and Growth Commission shall promote evangelism and spiritual life and growth of the congregation.
6. The Worship, Music and the Arts Commission shall support and assist staff and volunteer groups in providing worship services for the congregation.
7. The Personnel Commission shall be responsible for monitoring the hiring and supervision of the lay staff of the congregation and for overseeing the implementation of the evaluation and review procedures of all staff, including pastors, and shall recommend salary adjustments of all staff.
8. The Properties Commission shall have the responsibility for the care of the congregation's real and personal property.
9. The Outreach Commission shall advocate for the poor, powerless and oppressed, and oversee the benevolent outreach of Trinity Lutheran Church.
10. The Stewardship Commission shall encourage the congregation's financial and volunteer support of Trinity Lutheran Church's ministry.
11. The Youth Ministry Commission shall advocate and promote the spiritual growth, faith development and outreach of youth.
12. The Youth Education Commission shall have the responsibility to supervise the structured educational programs of young people.

E. THE PASTORAL OFFICE

1. Duration of the call
 - a. The call of the executive pastor shall constitute a continuing mutual relationship and commitment which shall be terminated only under provisions of C.9.05 of the constitution.
 - b. The call of the associate pastor shall be a term call as provided for in C.9.11 of the constitution.

2. Renewal of the associate pastor term call
 - a. Upon the completion of the term call, the council by a 2/3 majority vote of the council, may extend the call.
 - b. The council will determine the length of the extended call at the time of the renewal.
3. Responsibility/Accountability. The Executive Pastor is responsible for the supervision and direction of all pastors and staff members and is responsible for maintaining the Staff Organization Structure under the authority of the Council. The Executive Pastor is directly accountable to the Council. The Associate Pastor is directly accountable to the Executive Pastor.
4. Commission Assignments. The pastors shall be assigned certain commissions by the Council and Executive Pastor. They will then be responsible for the coordinating and aligning the goals and objective of these commissions with the resources of the church and its overall mission.

SECTION II CONGREGATIONAL MEETINGS

The annual congregational meeting shall be held in the church edifice, if possible, on the first Sunday in February at 1:00 P. M. If it is physically impossible in the opinion of the President of the Congregation to hold the meeting on that day, it shall be held on the first Sunday thereafter that it is possible to do so. Announcement as to the time and place of the meeting and notice shall be publicized extensively in the congregation's publications and the local news media. The congregation shall also hold such special meetings as it may decide.

- A. All congregational meetings shall open and close with the Word of God and Prayer.
- B. One hundred members shall constitute a quorum for the transaction of business.
- C. In the following cases the vote shall be by ballot:
 1. To elect officers and chairpersons of Commissions.
 2. To adopt or amend the Articles of Incorporation, Constitution or the Bylaws of this congregation.
 3. To call a pastor. To sever official connections with a pastor.
 4. To suspend or dismiss any officer of the congregation.
 5. To adopt the annual budget.
- D. The order of business at the annual meeting shall be:
 1. The minutes.
 2. The reports of: a. The Pastors; b. The Commissions; c. The Treasurer; d. The Financial Secretary; e. The Auditing Committee; f. Other reports of specifically congregational nature.
 3. Elections.
 4. Unfinished Business.
 5. New Business.

E. Final action may not be taken on any proposed measure involving finances or expenditures, property or policy, officers or employees until it has been thoroughly studied by the proper Commission, Congregation Council or special committee, which has given a report on the matter to the congregation.

SECTION III EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for setting the monthly Council Agenda and perform such duties as may be delegated to it by the Council.

SECTION IV NOMINATING COMMITTEE

The Nominating Committee of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be appointed by the Congregation Council to serve for a two-year term and may serve no more than three full terms.

The Nominating Committee shall nominate one or more candidates for elective offices to be filled and shall secure the consent of each candidate to serve if elected or appointed.

This committee shall also nominate candidates to fill vacancies that occur during the year. It shall recommend to the Congregation Council candidates to fill said vacancies.

SECTION V AUDITING COMMITTEE

The Audit Committee shall consist of three voting members of this congregation and shall be appointed by the Congregation Council to serve a two-year term and may serve no more than three full terms.

The Auditing Committee shall audit all financial records of the congregation and shall present its report at the annual meeting in writing.

SECTION VI CALL COMMITTEE

The Call Committee shall interview candidates and submit to the Congregation Council their recommendation. The candidate shall be accepted by the Council by at least a two-thirds majority ballot vote of the Council. After acceptance, the Council shall submit its selection to the congregation. The congregation shall, at a special meeting called for that purpose and in accordance with the provisions of C9.01, vote by ballot to call a specific candidate.

SECTION VII MEMBERSHIP INACTIVITY

A confirmed member, who for reasons other than illness, incapacity or old age, has not been involved in worship or congregational life, or contributed financially, and who upon determination of the Life and Growth Commission and confirmed by the Congregation Council shows no interest in maintaining membership in the congregation, shall be presumed inactive after a period of one year. They will be notified of their status by letter, if there is no positive response, their name will be removed from the active membership roster.

(Preliminary Draft – December 5, 1988; Revised - January 6, 1989; Second Revision – January 11, 1989; Third Revision – January 20, 1990)

{Preliminary Draft - Nov 5, 1999. Extensive revision - recommended by the Constitution Task Force December 9, 1999 to the Congregation Council. Revisions - approved by Congregation Council April 13, 2000. Approved at Special Congregation Meeting September 24, 2000 to be effective immediately upon ratification at next Annual Meeting February 4, 2001. Ratified, February 4, 2001.}

(Preliminary Draft – July 2006. Revised draft – December 2006. Council Approve revised draft – Jan 2007. Approved by Congregation – Feb 4, 2007)