

**REVISION APPROVAL OF  
CONGREGATIONAL VOTE 2/19/2006**

**Drafted 1995  
Approved 2/28/96  
Updated 2/20/2006**

**BY-LAWS**

**B1.01** The annual congregational meeting shall be held within ninety days subsequent to the fiscal year end, except as changed by the Congregation Council for necessary cause.

**B1.02** A parliamentarian shall be appointed each year by the Congregation Council, whose duty it shall be to give an opinion when called upon to do so on issues of procedure arising during the course of the meeting of the congregation.

**B1.03** Each year the Nominating Committee shall nominate one or more candidates from this congregation for each vacancy occurring on the Congregation Council and the Nominating Committee. It shall invite and encourage recommendations from members on the active role of the congregation for Congregation Council nominations. The Nominating Committee shall, after study of all commendations and the roll of the congregation, present through the Congregation Council, a slate of at least one candidate for each vacancy to be filled. These candidates shall have been informed prior to their acceptance of the nominations. Personal and church activities profile shall be published in the annual report and distributed to the congregation prior to the annual meeting. Nominations from the floor at the annual meeting shall remain as a privilege and a prerogative of the congregation.

**B1.04 Organization:**

A. The Congregation Council shall consist of 5 members elected by the Congregation, a treasurer elected by the Congregation Council, and the senior pastor.

B. The Senior Pastor shall create ministry teams of pastoral, staff, and lay members to fulfill the Statement of Purpose, as defined in Chapter 4 of the Constitution and the mission and vision of the Congregation. It is the intent of these by-laws that ministry teams shall be fluid in nature and composition, reflecting the needs of established or new ministry efforts. Ministry teams do not constitute committees of the Congregation, and are without authority to legally bind the Congregation.

C. The congregation may have a parish administrator, who shall be hired by and report to the senior pastor. The parish administrator shall have the duties assigned by the senior pastor.

D. There shall be certain standing or special purpose committees established in accordance with Chapter 13 of the Constitution.

- 1) The Congregation Council shall serve as the Executive Committee as defined by Section C13.01 of the Constitution. Executive Committee meetings may be held in executive session without visitors when discussing personnel matters or other issues requiring confidentiality. The Executive Committee shall have responsibility for personnel matters, including:
- a. Completion of an annual performance evaluation of the senior pastor.
  - b. Establishing the initial compensation for the senior pastor and any subsequent compensation changes.
  - c. Prior approval of the method and criteria proposed by the senior pastor for annual performance evaluations of ordained and lay staff.
  - d. Prior approval of any changes to compensation that would exceed the annual amount budgeted for salaries and compensation. Final review and resolution of grievances by ordained or lay staff concerning personnel actions taken by the senior pastor, including hiring, discipline, termination, or other personnel matters, subject to Chapter C9 of the Constitution.

Except as provided above, the senior pastor has authority over personnel matters and may delegate authority and responsibility to other personnel.

- 2) The Congregation Council or their designates shall appoint the Trinity Lutheran Endowment Committee to administer endowment funds that have been established to benefit the church and its related organizations.

This committee shall be deemed the successor to the Trust Fund Committee, as established by the trust documents of 1926 and 1931, or any other trust documents, and shall possess all privileges and responsibilities as established in said trusts.

- 3) The Congregation Council or their designates shall appoint a Finance Committee to assist the treasurer in the oversight and maintenance of the Congregation's finances, including coordination and review of audits or annual reviews. The Finance Committee shall present a proposed annual budget for consideration by the Congregation Council prior to the Congregation's annual meeting.
- 4) The Congregation Council may create ad hoc committees or task forces from time to time to address particular areas of concern.
- 5) Fiscal Year: The fiscal and budgetary year of this congregation shall be the calendar year.

**B1.05 Duties of Officers**

The duties of the offices enumerated in C11.01 shall be as follows:

- Section 1: The president shall preside at meetings of the congregation and the Congregation Council. In the event of the president's absence or inability to serve, the vice-president shall preside.
- Section 2: The secretary shall keep accurate minutes of all meetings of the congregation and of the Council in a volume provided by the congregation, which shall be preserved in its Archives.
- Section 3: The treasurer shall be responsible for the books of account of the congregation; and shall receive all funds and disburse them on proper orders, making monthly remittance of benevolence receipts to the treasurer of the Synod.
- Section 4: The treasurer shall regularly present a written financial report to the Congregation Council, and shall present a financial report accompanied by an audit report or annual review to the congregation at its annual meeting.