

BYLAWS

**Trinity Evangelical Lutheran Church
7104 Thirty-Ninth Avenue
Kenosha, Wisconsin
Last revised: February 26, 2017**



Participating in God's Mission of Life

ORGANIZATIONAL STRUCTURE

B4.04.01 The Congregation Council will establish as many **teams** as it deems necessary to carry out the mission of this congregation. The congregation shall vote for chairpersons to the teams at the congregation's annual meeting. Additional ministries, teams and subteams may be established under their responsibility with approval of the Congregation Council. Descriptions will be defined in continuing resolutions.

B4.04.02 Except as stipulated in the continuing resolutions of the Congregation Council, the responsibilities of all teams shall be assigned by the Congregation Council, along with such instructions as in the Congregation Council's judgment are in the best interest of this congregation. All actions of the teams are subject to review by the Congregation Council.

MEMBERSHIP TERMINATION

B8.05.e.01 Confirmed members who have not received Holy Communion and/or made a contribution of record to the congregation within the preceding two years shall be classified as a non-voting member after review by Congregation Council. Each non-voting member shall be formally contacted by letter regarding their desire for membership. If no response is received after three contact attempts, their names shall be removed from the roll. As such, they shall remain within the continuing concern of the congregation and shall be given conscientious pastoral care. Notice of removal from the roll of membership in the congregation shall be recorded in the minutes of the Congregation Council. Membership shall be restored by the Congregation Council to the voting roll of confirmed member when they again receive the Lord's Supper and make a contribution of record to the congregation.

ANNUAL MEETING

B10.01.01 The annual meeting of this congregation shall be held at a time and place as determined by the Congregation Council.

B10.01.02 A special organizational meeting of the Congregation Council is to be held as soon as conveniently possible following the annual meeting to elect officers of the council and congregation and to set the time of the Installation Service.

DUTIES OF THE OFFICERS OF THE CONGREGATION

B11.01.01. PRESIDENT

The President shall:

- a. Be chairperson of the congregation and Congregation Council.
- b. Preside over all congregation meetings and Congregation Council meetings.
- c. Be a member of the executive and personnel teams.
- d. Attend at least one of each standing team's meetings annually.

B11.01.02. VICE-PRESIDENT

The Vice-President shall:

- a. Be a member of one of the standing teams.
- b. Be a member of the executive and personnel team.
- c. Serve in event of the president's inability to perform.

B11.01.03. SECRETARY

The Secretary shall:

- a. Keep accurate minutes of all meetings of the congregation and of the Congregation Council in a volume provided by the congregation which shall be preserved permanently in its archives.
- b. Be a member of executive and personnel teams.

B11.01.04. TREASURER

The Treasurer shall:

- a. Keep the books of account of the congregation, and shall receive from the financial secretary an account of all funds and disburse them in proper order, make monthly remittance of benevolence receipts to the treasurer of the synod.
- b. Make written report of all transactions to the Congregation Council monthly; and to congregation annually, together with providing for a satisfactory audit at its annual meeting.
- c. Give corporate surety in amounts determined by the church council, for which premiums shall be paid by ELCA or congregation.

B12.05.01. FINANCIAL SECRETARY

- a. The Financial Secretary shall be appointed by the Congregation Council and will have no mandatory term limit.
- b. The Financial Secretary shall count, deposit and record all income from contributing members and other sources, and make a monthly report of income and attendance to the Congregation Council which will be included in the Treasurer's report.
- c. The Financial Secretary shall prepare and make available quarterly statements of individual member contributions and be responsible for recording and maintaining a record of all pledges.

STANDING TEAMS

B13.01.01. EXECUTIVE MINISTRY TEAM

- a. The executive team of the Congregation Council may meet to give prior consideration in special matter of business, determine the agenda, and make recommendations to the meeting of Congregation Council.
- b. Officers of the executive team shall be empowered to make emergency decisions on behalf of the Congregation Council which will need to be ratified at the next meeting of the Congregation Council.

B13.04.01. MUTUAL MINISTRY TEAM

- a. The mutual ministry team shall nourish and strengthen leadership of the church. It shall utilize careful listening and clarifying expectations, sharing and communicating, reviewing and reflecting as well as praying and caring.
- b. It shall be responsible to ensure that church staff have a written position description, create an arena in which each staff person can share and discuss professional and personal matters, and ensure an annual review based on clearly stated goals and expectations.
- c. Mutual ministry serves as a liaison between staff and council. Members will be appointed by pastor and Congregation Council president after consultation with the staff of the church.

B13.06.01. PERSONNEL TEAM

- a. There shall be a personnel team consisting of the executive team or appropriate designees of the council. This team is responsible for annual performance reviews for all staff of the church, and will consider staff and pastor recommendations regarding personnel and salary items. The team will meet as needed by call of the congregation, council president, or staff request.

B13.07.01. LEARNING MINISTRY TEAM

- a. The team on learning shall develop and maintain educational ministry for persons of all ages. It shall promote the spiritual growth and understanding of the mission of the church in the community and the world.
- b. The team shall encourage the use of teaching and worship materials published or approved by the ELCA and shall provide those materials. It shall provide educational opportunities for members and those seeking to join this congregation through: church schools, summer programs, camping, catechetical instruction, adult education, enrichment activities, Bible study courses, forums and other forms of continuing education.
- c. The team shall be responsible for providing learning resources to the congregation including but not limited to oversight of the church library, communication of faith nurturing web sites, blogs and other resources.

B13.07.02. WITNESS MINISTRY TEAM

- a. The team on witness shall be responsible for maintaining a healthy and active congregation. It shall cultivate a sense of belonging, a sense of ownership and help members find ways to **become integrated** in church life. It shall also reach out to those separated from normal fellowship with the congregation.
- b. The team shall draw persons unfamiliar with Trinity into the fellowship of the congregation, incorporate new members into the active life of Trinity and involve members who have become inactive in the life and activities of the congregation.
- c. It shall also seek ways to minister to Trinity members separated from normal fellowship through illness, imprisonment or infirmity and involve the congregation with Christians or other denominations in worship, study, fellowship and service projects.

B13.07.03. FINANCE MINISTRY TEAM

- a. The team on finance shall exercise oversight for all financial affairs of the congregation and report such decisions to the Congregation Council. It shall ensure that all financial obligations are met and paid when due; be responsible the disbursal of proceeds from wills, trusts and planned gifts according to the congregation's giving policy and report such findings to the Congregation Council; prepare the annual budget for presentation to the congregation and be responsible for an annual audit of the treasurer=s accounts and any other accounts existing within the congregation.
- b. The team shall support the Financial Secretary.
- c. Develop and implement the annual financial pledge appeal.

B13.07.04. PROPERTY MINISTRY TEAM

The team on property shall consider the needs of the congregation and its staff for equipment and facilities with which to carry out its mission and program. It shall regularly survey all such equipment, buildings and facilities to see that they are in good repair or are replaced and see that adequate amounts of insurance are carried on these resources.

B13.07.05. SOCIAL JUSTICE MINISTRY TEAM

- a. The Social Justice ministry team is committed to providing service to the poor and the oppressed. Faith in action requires the team to study and investigate local and global social and systemic injustice and bring these concerns before the congregation for prayer and action.
- b. The team shall support community programs; i.e., the ELCA Urban Outreach Center, The

Shalom Center, and Congregations United to Serve Humanity (CUSH), and other outreach programs prioritized by the team.

- c. The team shall engage the congregation in the church's mission in other countries and find opportunities for churches in other countries to engage in mission with the congregation. As resources for these efforts, the team shall refer to Global Mission of ELCA, Lutheran World Relief, the Lutheran World Federation, The Greater Milwaukee Synod and other ecumenical organizations.

B13.07.06. WELLNESS MINISTRY TEAM (revised 2/26/2017)

- a. The Wellness ministry team shall provide opportunities for each member of the congregation to live more fully into their identity as the baptized by encouraging them to grow in the care of their physical, emotional and spiritual well-being. This team's efforts include but are not limited to assisting members of the congregation by: developing a sense of generosity in our daily life; encouraging healthy life activities such as proper exercise, sleep, nutrition; providing opportunities to explore our abilities and interests in a safe and supportive environment; teaching and modeling healthy ways of dealing with stress, anger and grief; and encouraging a healthy relationship with money so that it does not become an idol by providing opportunities to give to the ministries of the church through weekly offerings as well annual financial pledges.
- b. It shall provide opportunities for wellness activities to the local community.

B13.07.07. WORSHIP AND MUSIC MINISTRY TEAM

- a. The team on worship and music shall recommend to the Congregation Council the occasions and times of public worship; provide, through the Altar Guild, for the care of all paraments, linens and altar supplies; be responsible for all of the music of the church and for the care and maintenance of the musical instruments, and oversee a musical program with the focus on worship.
- b. The team shall promote private devotions and encourage lay participation in worship through services such as lectors, ushers, greeters, choirs, musicians, acolytes, assisting ministers, nursery attendants and worship or liturgical deacons. The team shall update the written guidelines for volunteers as needed and oversee the assignment of volunteers and their responsibilities.
- c. The team shall work with the pastor in educating the congregation about worship and the priority of worship in members' lives.

B13.07.08 YOUTH AND FAMILY MINISTRY TEAM

- a. There shall be a team on youth whose purpose will be to develop and maintain supplemental ministry for youth. It shall provide a Christian environment for children to grow in their faith.
- b. The team shall be responsible for creating programs relevant to the different age groups by promoting growth in areas of fellowship, education, worship, stewardship and service. The team shall be responsible for supporting quality leadership through training and resources.

MINISTRY TEAM DECISIONS

B13.07.10 The decisions of any of the teams are always subject to the approval and consent of the Congregation Council.

STATEMENT OF WELCOME (Approved 1.31.2016)

B14.01.01

We acknowledge that throughout history the Christian church has at times condemned and excluded people because of race, culture, age, gender, economic status, disability or sexual orientation. While the church has made progress in being open to many groups, there continues to be condemnation of gay, lesbian, bisexual and transgender persons from the community of faith, or at least, a tolerance of such condemnation and exclusion through silence.

We believe such actions are inconsistent with Christ's teachings. Trinity is a community of faith-keeping and faith-seeking people who affirm that every person has worth as a unique creation made in the image of God. We recognize, celebrate and give thanks for the many diverse gifts of God among us.

We declare ourselves a Reconciling in Christ congregation, welcoming into the full life and ministry of the church persons of every race, culture, age, gender, sexual orientation, ability, and economic status. We commit to model a community of faith and spirit that works toward openness and understanding, offering justice, healing and wholeness of life for all people. We believe that through our diversity, all can grow and practice a unity of faith that transcends our differences.

SCHOLARSHIP FUND

B21.01.01 TRINITY LUTHERAN CHURCH SCHOLARSHIP FUND

- a. The Congregation Council shall be authorized to establish a Scholarship Fund, to be continued in perpetuity, with the income to be distributed to qualified applicants.
- b. The Pastor and/or the Congregation Council are authorized to appoint three (3) voting members of the congregation to serve as the Trinity Scholarship Team. The Team members shall be appointed to staggering three year terms and are eligible to serve a maximum of two full terms consecutively, with a year's time required before being eligible to serve an additional two terms.
- c. The Pastor shall be a non-voting advisor to the Team.
- d. The Team will award the scholarships in June of each year from the income of the scholarship fund. Either one (no more than 2) student(s) will be awarded the scholarships. Other donations to the Scholarship Fund at Trinity Lutheran Church could be added to the scholarship amount. If the total in the Scholarship Fund is sufficiently large, then the team may award additional scholarships. It is intended that the scholarships be approximately \$1000.
- e. In the event the church will dissolve, merge or cease to exist, the Congregation Council is instructed to give the principal and any interest to another ELCA Church in Kenosha, WI, so that the scholarship may continue under the donor's name. Additional monies in the Scholarship Fund will be dispensed by the Congregation Council.

B21.01.02 APPLICANTS

- a. Applicants must be graduating seniors and voting members of Trinity Lutheran Church.
- b. Applications must be received by March 1 of the year the scholarship will be used.
- c. If, in a particular year, there are no new applicants for the Scholarship, the Team may award a subsequent scholarship for an additional year or years to a previous recipient. A student may receive consideration for up to four years, on an annual basis, if there are no new applicants for the scholarship, as long as the student continues full-time in a degree program at a college or technical school.
- d. New applicants will always take precedent over previously awarded recipients.

- e. An application form will be provided to any student who indicates interest in the scholarship. The Council or Scholarship Team will provide for promotion and advertisement of the scholarship availability in a timely manner, after January 1, each year.
- f. The process for choosing recipients of the scholarship include reviewing the student and the student's family as follows:
 - i. Service and involvement in the life of Trinity Lutheran Church (40%)
 - ii. Activities in school and community (20%)
 - iii. Academic record in high school (20%)
 - iv. Financial need (20%)