**BYLAWS OF THE**

**TRINITY LUTHERAN CHURCH**

**State College, Pennsylvania**

**ARTICLE I: MISSION STATEMENT**

Transforming our community through Christ.

**ARTICLE II: VALUES**

We value: coming together for spiritual growth and service to God; respecting and accepting each other; providing a warm and open reception to visitors; educating laity for witness and service; and serving family and community through God’s grace.

**ARTICLE III: VISION**

Build strong relationships within our church and community through God’s message of love and grace.

**ARTICLE IV: MEMBERSHIP**

Trinity Lutheran Church embraces a discipleship model for its membership. Members grow in faith and obedience to Jesus Christ by practicing the Six Marks of Discipleship:

1. PRAY daily – *1 Timothy 2:1-2; 1 Thessalonians 5:16-18*
2. WORSHIP weekly – *Psalm 122:1; Hebrews 10:23-35*
3. READ the Bible daily – *Psalm 1:2; Psalm 119:105*4
4. SERVE at and beyond Trinity Lutheran – *1 Corinthians 12:4-13; John 13:34-35*
5. RELATE with others to encourage spiritual growth – *Romans 15:1-6; John 1:43-46*
6. GIVE a tithe and beyond – *Malachi 3:10; 2 Corinthians 8:12*.
7. INVITE others to “Come and see” and provide hospitality to all – *John 1:39; Hebrews 13:1; Matthew 25:35*

**Section 1.** Baptized Membership

An applicant or, if the applicant is an infant, the parents, guardians or sponsors of the applicant or baptized membership in this congregation shall consult the pastor(s) for the instruction, preparation, and scheduling necessary for receiving of the sacrament. Transfer applicants, previously baptized, will be accepted on presentation of evidence of baptism in the name of the triune God.

**Section 2.** Confirmed Membership

Applicants for confirmed membership in this congregation shall consult the pastor(s) who shall determine whether such applicants are eligible for membership in accordance with Chapter 8 of the Constitution. Applicants not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction and to make a profession of their faith either before the congregation or, at the pastors’ discretion, before witnesses who are themselves baptized members of this congregation. Applicants from other congregations shall submit a letter of transfer from their former congregation. Re-instruction may be necessary and required at the discretion of the pastor(s) before acceptance of application. Eligible applicants will then be recommended by the pastor(s) to the Congregation Council which shall have the authority to act on such applications on behalf of the membership. New members shall normally be received publicly by affirmation of faith. The roster of new members shall be publicized in the various news media of the congregation.

**Section 3.** Voting Membership

All confirmed members of this congregation are eligible to vote subject to the conditions outlined in Chapter 8 of the Constitution.

**Section 4.** Associate Membership

Applicants may become Associate Members who retain permanent membership elsewhere. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council.

**Section 5.** Termination of Membership

a. Resignation: The resignation of any member of the congregation shall be regretfully acknowledged, in writing, by the pastor(s) after consultation with the Congregation Council. A peaceful release will be granted, if possible.

b. Transfer: A member desiring transfer to another Lutheran or Christian congregation shall apply to the pastor(s). Upon approval of the pastor(s) a letter of transfer shall be issued by the pastor(s). The pastor(s) may report all transfers to the congregation through church publications or at the next congregational meeting.

c. Joining other churches: In cases where members of the congregation have joined a non-Christian congregation or association, they shall be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership. Their name(s) shall be removed from the membership list.

d. Member unlocatable: The names of members whose whereabouts are unknown and cannot be established within a one-year period may be removed from the membership list and placed in a file designated "whereabouts unknown." Such membership is terminated and shall be reported at the next regular congregational meeting.

e. Self-Exclusion by inactivity: Inactive members shall be encouraged by the pastor(s) to participate fully in the life of the congregation. A member who has not worshipped, communed or made a contribution of record for 18 months or who has not responded to encouragement to do so, may be terminated from membership.

f. Excommunication: This termination is taken only as a last resort and is reserved for behavior that is extremely destructive to the Christian Faith subject to the provisions of Chapter 15 of the Constitution. Individual members may be recommended for excommunication to Evangelical Lutheran Church of America (ELCA) church officials who are authorized to take this action.

**ARTICLE V: MEETINGS OF THE CONGREGATION**

**Section 1.** Schedule of Congregational Meeting

The regular meeting of the congregation shall be held in the spring, normally May or June. Specific dates shall be established by the Congregation Council. The congregation will consider and accept the budget for the following year at the regular meeting.

**Section 2.** Order of Business at Regular Meetings

Regular meetings of the Congregation shall proceed as follows:

1. Opening devotions to include Scripture reading and/or prayer

2. Determination of quorum

3. Approval of the minutes of any previous regular or special meetings

4. Disposition of unfinished business

5. Reports of ministry teams

6. Special reports

7. Consideration of new business (including election of Congregation Council when applicable)

8. Treasurer’s report

9. Presentation of proposed budget

10. State of the parish report by the pastor(s)

11. Adjournment

12. Closing prayer

The president may with the consent of the voting members present vary the above order in the interest of efficiency, including adding or deleting agenda items as necessary.

**ARTICLE VI: THE OFFICE OF THE PASTOR**

**Section 1.** Procedure for Securing a Pastor

Upon the vacancy of the Pastoral Office it shall be the duty of the President of the Congregation Council to see that the call process is carried out according to the Constitution and the Bylaws. The Call Committee (See C13.11 in the Constitution) shall seek the advice and help of the Synod Bishop to recommend an appropriate candidate or candidates. Additional candidates may be proposed by any voting member. The Call Committee shall select a candidate to recommend to the Congregation Council who shall recommend the candidate to the congregation. Election of a pastor by written ballot shall require a two-thirds total of the congregation. Compensation arrangements, however, may be agreed to by a simple majority. The Call shall normally be for an indefinite time. After the congregation has voted to call a pastor it shall send a letter of call to the pastor-elect in the form approved by the Evangelical Lutheran Church in America. The letter of call shall be signed by the president and secretary of the congregation and shall be attested to by the Synod Bishop.

**Section 2.** Procedure for Securing Additional Pastor(s) and Other Compensated Associates in Ministry

A call of an assistant pastor, co-pastor, or associate pastor will be issued with concurrence of the lead pastor and the Congregation Council. If the call is for more than halftime employment, the Synod Bishop's office will be consulted and the procedure to fill the call will be conducted in a manner similar to that for a pastoral call. For all calls, either the Congregation Council, or a specially determined selection committee may serve as the Call Committee for a half-time or less appointment. The call issued to an assistant pastor, co-pastor, or associate pastor may be for a definite period of time. A call to all other compensated associates in ministry shall be issued with the concurrence of the Pastor, the chair of the appropriate standing committee, and the Congregation Council, and presented to the congregation in the same manner as described for the offices above.

**Section 3.** The Pastoral Office

The Office of Pastor is best understood in the light of mutual ministry. The Constitution of the ELCA states: "This church affirms the universal priesthood of all its baptized members. In its function and in its structure this church commits itself for the equipping and supporting of all its members for their ministries in the world and in this church. It is within this context of ministry that this church calls or appoints some of its baptized members for specific ministries in this church. Within the people of God and for the sake of the Gospel ministry entrusted to all believers God has instituted the office of ministry of Word and Sacrament. To carry out this ministry this church calls and ordains qualified persons."

The Pastoral Office, therefore,is the authority conferred upon pastors by God through the call of the people of God, and is exercised in a relationship of mutual ministry with the members of this congregation. In calling a pastor to preach the Word of God and to administer the sacraments on their behalf,the members of this congregation exercise their priesthood and by no means relinquish it. The Constitution and Bylaws of this congregation are meant to activate and empower lay persons in the doing of the ministry which is the privilege and responsibility of all members of Trinity Lutheran Church. The pastor(s), however, by virtue of his/her position shall be a member of all ministry teams, organizations and ministries in the congregation. The pastor(s) therefore shall be a voting member of the Congregation Council and advisory member of all other organizations.

Marked by mutual ministry, the relationship between the pastor(s) and the congregation shall be one of mutual honor, service, love and prayerful support.

If a pastor receives a letter of call to another ministry, the pastor will consult with the Congregation Council before reaching a decision. Within twenty-one (21) days of these initial consultations the pastor will announce his/her decision to accept or reject the call to another ministry to the congregation and will also notify the Synod Bishop.

**ARTICLE VII: ELECTION OF OFFICERS AND CONGREGATION COUNCIL**

**Section 1.** Nomination Procedures

At least three (3) months before the spring congregational meeting of an election year, the president of the congregation shall appoint up to six (6) qualified voting members, including two (2), if possible, from the outgoing Congregation Council. A chair will be selected by the members of this group. A pastor shall be a member of this Nominating Team. The Nominating Team shall prepare a list of the candidates drawn from among the voting members who are not called professional or paid staff members of the congregation. The list will detail the names and positions for which nominated. The list of candidates shall be submitted for publication and be mailed (or e-mailed) to all members of the congregation at least five weeks prior to the regular spring congregational meeting. Following publication of the Nominating Team’s list, any member of the congregation may submit to the Team additional names by letter for inclusion on the list or by adding the names in spaces provided on the list. These names, if qualified, shall be placed in nomination by the Team along with the candidates already nominated, provided that such names shall be submitted at least 10 days before the date of the spring congregational meeting of the congregation and be willing to serve. The Nominating Team, at least one week before the date of the spring meeting, shall post the list of candidates in a conspicuous place on the church bulletin board.

**Section 2.** Election Procedure

From the list of candidates submitted by the Nomination Team, the voting membership shall, at its spring meeting, elect by simple majority the candidates for Congregation Council, including the following officers:

1.President

2. Vice President

3. Secretary

**Section 3.** Installation of Officers Term of Office

The newly elected officers and Congregation Council members shall be installed no later than the last Sunday in June and shall assume their duties on the first day of July. The term of all elected officers and Congregation Council members shall be three (3) years, terminating the last day of June of the third year of their term. All officers and Congregation Council members may serve in the same capacity no more than two (2) full consecutive terms of three (3) years each.

**ARTICLE VIII: STANDING DUTIES OF OFFICERS, CONGREGATION COUNCIL, AND CONGREGATIONAL LEADERSHIP TEAMS**

**Section 1.** Officers

# President

*Qualifications*:

1. A member of the congregation in good standing.
2. Willing to serve as a model of discipleship by practicing the six Marks of Discipleship.
3. A willingness to commit the necessary time and effort as a key leader in the congregation in furthering the ministry of the congregation.
4. Shall subscribe to and personally reflect the core beliefs, values, and mission of the congregation.
5. Demonstration of the characteristics of leadership: positive influence of others for mutual benefit in accomplishing the church’s mission.
6. Demonstrate a team spirit by publicly supporting the pastors, elected leaders, staff, and congregation.

*Duties*:

1. Shall serve as the Chief Executive Officer of the congregation.
2. Shall preside at all meetings of the congregation and the Congregation Council.
3. Shall work with paid staff and volunteers to ensure that the work of the congregation is in keeping with the Constitution and Bylaws of the congregation.
4. Shall recommend to the congregation changes to the Constitution and Bylaws as to enhance the health and well-being of the congregation in fulfillment of its ministry.
5. Shall oversee and execute the expressed will of the congregation as embodied in the resolutions of the congregation.
6. Shall work with other elected leaders, paid staff, and volunteers, to oversee the work of all leadership teams so that the ministry of the congregation is effectively conducted.
7. Shall preside at all Congregational Council meetings and endeavor to coordinate the functions, plans, and activities of the congregation in all its parts for the furtherance of the work of the congregation in fulfillment of its mission.
8. Shall develop a printed agenda for the meetings of the Congregational Council and the congregation in consultation with others as may be beneficial or necessary.
9. Shall spearhead development of the annual spending proposal working directly with the Financial Planning Team and in conjunction with the Congregational Council, staff, and leadership teams; said budget to be approved by the congregation at the spring meeting of the congregation.

# Vice President

## Qualifications:

1. A member of the congregation in good standing.
2. Willing to serve as a model of discipleship by practicing the six Marks of Discipleship.
3. A willingness to commit the necessary time and effort as a key leader in the congregation in furthering the ministry of the congregation.
4. Shall subscribe to and personally reflect the core beliefs, values, and mission of the congregation.
5. Demonstration of the characteristics of leadership: positive influence of others for mutual benefit in accomplishing the church’s mission.
6. Demonstrate a team spirit by publicly supporting the pastors, elected leaders, staff, and congregation.

*Duties*:

1. Shall serve as the Assistant Executive Officer of the congregation by supporting the leadership and instructions of the president.
2. Shall assist the president in administration of the work and programs of the congregation.
3. Shall specifically oversee the work of any leadership team as assigned by the president.
4. Shall fulfill any other duties assigned by the president or the congregation.
5. Shall fulfill the duties of the president in the absence of the president.

# Secretary

## Qualifications:

1. A member of the congregation in good standing.
2. Willing to serve as a model of discipleship by practicing the six Marks of Discipleship.
3. A willingness to commit the necessary time and effort as a key leader in the congregation in furthering the ministry of the congregation.
4. Shall subscribe to and personally reflect the core beliefs, values, and mission of the congregation.
5. Demonstration of the characteristics of leadership: positive influence of others for mutual benefit in accomplishing the church’s mission.
6. Demonstrate a team spirit by publicly supporting the pastors, elected leaders, staff, and congregation.

*Duties*:

1. Shall be present at all congregational meetings and all Congregation Council meetings to record the minutes of such meetings and place final drafts in a permanent record book over his or her signature.
2. Shall assist the president and vice president in administration of the work and programs of the congregation and leadership teams.
3. Shall fulfill any other duties assigned by the president or the congregation.
4. Shall be the Official Witness for the congregation.

# Treasurer

## Qualifications:

1. A member of the congregation in good standing.
2. Willing to serve as a model of discipleship by practicing the six Marks of Discipleship.
3. A willingness to commit the necessary time and effort as a key leader in the congregation in furthering the ministry of the congregation.
4. Shall subscribe to and personally reflect the core beliefs, values, and mission of the congregation.
5. Demonstration of the characteristics of leadership: positive influence of others for mutual benefit in accomplishing the church’s mission.
6. Demonstrate a team spirit by publicly supporting the pastors, elected leaders, staff, and congregation.

*Duties*:

1. Shall work with the Ministry Assistant in maintaining accurate records of congregational receipts and disbursements according to proper accounting procedures and suggest improvements as appropriate.
2. Shall prepare and present monthly written financial reports at Congregation Council meetings.
3. Shall submit permanent financial records for the annual audit.
4. In conjunction with the Ministry Assistant, shall ensure the preparation of checks for the prompt payment of salaries and bills authorized by the congregation or ministry teams as duly constituted in the annual budget or as determined by the Congregation Council.
5. Shall be provided a surety bond by the congregation through the ELCA in the sum designated by the congregation, the premiums if any to be paid by the congregation.
6. In conjunction with the Ministry Assistant and the Congregation Council, shall oversee cash flow such as to ensure the payment of all salaries, expenses, and utilities, while maintaining an appropriate balance in the checking account.
7. Shall oversee the transfer of funds to or from the checking account to or from the savings account, as appropriate, once all monthly disbursements have been made on in keeping with the annual budget or as determined by the Congregation Council.
8. Shall be the primary signatory for all checks in payment of bills, salaries, or other financial commitments of the congregation.
9. Shall determine with the Ministry Assistant a regular time to sign checks and be available to sign checks as needed outside the regular monthly payment cycle.
10. Shall work with the Ministry Assistant in preparing a monthly record of accrued disbursements and budget allotments for all leadership teams.
11. Shall be available to assist in the development of the annual budget as may be necessary.
12. Shall be available to advise the congregation, Stewardship Team, Budget/Finance Team, and other leadership teams on financial matters as may be needed.

# Financial Secretary

*Qualifications*:

1. A member of the congregation in good standing.
2. Willing to serve as a model of discipleship by practicing the six Marks of Discipleship.
3. A willingness to commit the necessary time and effort as a key leader in the congregation in furthering the ministry of the congregation.
4. Shall subscribe to and personally reflect the core beliefs, values, and mission of the congregation.
5. Demonstration of the characteristics of leadership: positive influence of others for mutual benefit in accomplishing the church’s mission.
6. Demonstrate a team spirit by publicly supporting the pastors, elected leaders, staff, and congregation.

*Duties*:

1. Shall oversee the weekly counters in terms of the collection of financial gifts and the proper processing, recording, and depositing of said gifts, recruiting and training persons for this ministry as needed.
2. Shall annually review all processes and forms used for processing gifts and donations, making changes and improvements as appropriate.
3. Shall be responsible for issuance of regular quarterly statements to members, showing their offerings to date.
4. Shall furnish the Treasurer with a duplicate deposit slip for all deposits.
5. Shall be responsible for expediting safe deposit and keeping of all funds.
6. Shall be responsible for requisition and distribution of offering envelopes.
7. Shall furnish the congregation a surety bond in the amount set by the congregation, and such bond shall be procured and the premium paid by the congregation.
8. Shall balance the congregation’s checkbook on a monthly basis.
9. Shall regularly pick up the deposit bags from the bank and return them to the church office for use by counters.
10. Shall provide a monthly report to the Budget/Finance Team and to the Congregation Council.
11. Shall provide an annual report to the congregation detailing financial gifts and income received by the congregation.

**Section 2.** The Congregation Council

The Congregational Council shall be comprised of four different leadership teams. They are the Executive Team, Administrative Support Team, TLC Ministries Team, and the Outreach/Social Ministries Team. Each team has three (3) members. The overall Congregation Council has authority and oversight over the ministry and mission of the church, aims and methods, the determination and pursuit of policy, and the deployment of available resources. To fulfill these duties, the Congregation Council will appoint teams, which will have responsibility within their respective area of ministry.These teams are not part of the Council but part of the overall structure of the congregation and are designed for a specific function. In addition, the Congregation Council may establish task forces to attend to particular duties for a specified period of time.

The Congregational Council shall consist of the president, vice president, secretary, and all of whom will hold membership until their term of office expires. It shall be the specific function of the Congregation Council to do the following:

1. Serve as the point of liaison between the pastor(s), the officers of the congregation, and the leadership teams in planning the total work of the congregation.
2. Settle matters between leadership teams.
3. Prepare a long range plan for the development and expansion of Christ’s work in our midst.
4. Prepare an agenda for the meetings of the congregation.
5. Set the dates and times for congregation meetings.
6. Fill unexpired terms or shortages of personnel by appointment, ensuring that the offices of president, vice president, treasurer, financial secretary, and secretary are always filled except in cases when the time remaining in an unfilled term is not long enough to justify filling the position.
7. Conduct an annual review of the membership roster, so as to assist in determining memberships that have become inactive and that appropriate action is taken regarding other membership categories.
8. Shall keep a permanent set of records for each meeting; such records shall be the property of the congregation.
9. Shall not primarily be an operating decision making body but rather shall serve as a forum where activities of the various teams may be discussed, evaluated, and coordinated, and where all such activities may be integrated into an overall congregational program.
10. Shall elect a financial secretary and treasurer to fulfill the duties as identified in the constitution and bylaws. The persons may be elected by simple majority of the Congregation Council. These elected persons may serve indefinitely.

**Section 3.** General Duties of the Ministry Teams

The ministry teams shall operate as an extension of the Congregation Council and, as such, shall organize, direct, and control the ministries of the congregation assigned to them by the constitution, these bylaws, and the Congregation Council. The ministry teams shall have sufficient authority to carry out assigned responsibilities subject to the provisions of the constitution, these bylaws and the authority granted by the Congregation Council. The ministry teams shall acknowledge at all times the headship of Jesus Christ, seeking His will for the congregation, accepting leadership, and at the same time serving the congregation. The responsibilities of the ministry teams include:

1. Pray for the guidance of the Holy Spirit in all aspects of the life of the congregation and particularly in carrying out assigned functions.
2. Review the mission and objectives of the committee consistent with the objectives of the constitution and the broader mission established by the Congregation Council.
3. Propose policies, programs, plans, and actions for the team subject to review and possible adoption by the Congregation Council.
4. Establish oversight of the programs and activities assigned to the team.
5. Recommend to the Congregation Council capital expenditures related to team activities.
6. Recommend to the Congregation Council the need for staff necessary to carry out team functions.
7. Prepare an annual report of team activities and plans for submission to the Congregation Council and congregation.
8. Request advice and assistance from the Congregation Council in performing its functions.
9. Fulfill the specific duties assigned to the team by these bylaws and those additional duties that may be directed by the Congregation Council.
10. Provide for a life of ministry and fellowship for its members, consistent with the team's objective during their personal period of commitment.
11. Prepare the annual budget of all team disbursements as requested by the Congregation Council.
12. Approve all invoices falling within its sphere of activities. Expenditures exceeding $200, not detailed in the annual budget, shall require Congregation Council approval before making any commitment.
13. May submit a written report and/or a brief oral summary of its activities at each meeting of the congregation, and on such other occasions as the voting membership shall require. Such reports shall include specific recommendations, if any, for congregational action and/or approval.
14. Initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the functions and duties assigned to it by the constitution and these bylaws, or by specific resolution of the voting membership.
15. Administer all funds set aside for its work by budget appropriation of by special resolution of the congregation, providing that the voting membership may, at its discretion, restrict such expenditures to conform with the actual financial condition of the congregation at any given time.
16. Keep a permanent set of minutes of each meeting; such minutes becoming property of the congregation.
17. Shall be under the leadership of a team leader who recruits, trains, and assigns specific duties to members of the team as well as any subcommittees, if any, of the team.

**Section 4.** Specific Duties of the Leadership/Ministry Teams

What follows is a description of the specific duties and organization of each of the leadership/ministry teams.

***Executive Team***

The Executive Team is made up of the pastor(s), president, vice president, and secretary. It functions as the governing body for the congregation; its members [other than the pastor(s)] are voted into office by the congregation for a term of three (3) years. The Executive Team provides parliamentary guidance and administration to the Congregation Council and acts as the main liaison with the congregation. Specific qualifications and expectations for the members of the Executive Team (in addition to the treasurer and financial secretary) are provided elsewhere in these bylaws.

***Administrative Support Team***

The Administrative Support Team is composed of the three members of the Congregation Council who lead the Church Property Team, the Budget/Finance Team, and the Stewardship Team. These teams provide the necessary support so that the church operates in concert with its mission and ministries, while assuring that this operation is performed in a financially responsible manner. Specific descriptions of these three teams, and the respective qualifications and expectations for the team leaders are as follows:

*Church Properties Team*

The Church Properties Team is a standing team. It shall consist of a sitting member of the Administrative Support Team, who shall be the team leader, and at least three (3) members of the congregation. The basic objectives of this team are the proper maintenance and repair of church property, the representation of the congregation in all legal matters, and the general protection of the congregation against loss or damage of whatever nature.

# Church Properties Team Leader

*Qualifications*:

1. A member of the congregation in good standing.
2. Willing to serve as a model of discipleship by practicing the six Marks of Discipleship.
3. A willingness to commit the necessary time and effort as a key leader in the congregation in furthering the ministry of the congregation.
4. Shall subscribe to and personally reflect the core beliefs, values, and mission of the congregation.
5. Demonstration of the characteristics of leadership: positive influence of others for mutual benefit in accomplishing the church’s mission.
6. Demonstrate a team spirit by publicly supporting the pastors, elected leaders, staff, and congregation.

*Duties*:

1. Oversee the maintenance of all aspects of the church physical facilities and provide for repair as necessary.
2. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping, and other projects as needed, and scheduled on a regular basis.
3. Carry out all resolutions of the congregational meeting on purchases, repairs, replacement of church property and equipment in conjunction with the appropriate congregational purchasing agents.
4. Supervise the custodial staff and provide resources necessary for the custodial staff to fulfill their duties as determined by the Team.
5. Determine and engage, with Congregation Council approval, adequate custodial help. The team shall also meet annually with custodian(s) to discuss the care of the buildings as well as the needs and problems in custodial service.
6. Prepare for the custodian(s) a detailed list of the required daily and weekly, monthly or annual maintenance of the facilities and equipment of the congregation.
7. Annually review and recommend salaries for the custodial staff, study and recommend policies regarding union labor and fair employment practices and ensure that the congregation is in compliance with relevant state and federal labor law in its relationship with its employees.
8. Maintain inventories of various aspects of the church properties as needed.
9. Work with the Administrative Assistant to prepare and issue keys for church property, and keep and review annually a list of the keys issued.
10. Supervise, control, and recommend adequate storage facilities for all church property, equipment, and supplies and the orderly maintenance of such.
11. Annually check the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts.
12. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping, and other projects.
13. Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have been allocated.
14. Obtain legal information necessary to assist the congregation in reviewing contracts, deeds, and other legal documents.
15. Negotiate equipment maintenance contracts for organ, piano, office machines, and other equipment; working with appropriate teams as needed.
16. Design a plan for major renovations and repairs so that a financial plan may be established by the Congregation Council so as to avoid, where possible, unexpected or emergency repairs.
17. Develop and maintain a policy for use of church facilities, along with a recommended donation amount, adjusting as ministry needs change.
18. Provide guidance for the Ministry Assistant in scheduling the use of church facilities, and reviewing special or unusual usage requests as needed.
19. Sign official documents and contracts that have been negotiated and approved by the congregation and appoint team members to monitor the performance of individuals under contract.
20. Obtain legal information on the laws governing nonprofit organizations, as needed.
21. Submit an annual budget request to the Budget/Finance Team at the time requested by that team.

*Budget/Finance Team*

The Budget/Finance Team is a standing team. It shall consist of a sitting member of the Administrative Support Team, who shall serve as the team leader. The remaining team members shall include the Stewardship Team Leader, the Financial Secretary, and the Treasurer.

Budget/Finance Team Leader

*Qualifications*:

1. A member of the congregation in good standing.
2. Willing to serve as a model of discipleship by practicing the six Marks of Discipleship.
3. A willingness to commit the necessary time and effort as a key leader in the congregation in furthering the ministry of the congregation.
4. Shall subscribe to and personally reflect the core beliefs, values, and mission of the congregation.
5. Demonstration of the characteristics of leadership: positive influence of others for mutual benefit in accomplishing the church’s mission.
6. Demonstrate a team spirit by publicly supporting the pastors, elected leaders, staff, and congregation.

*Duties*:

1. Work directly with the president, and gather input from the Congregation Council, staff, and other teams, to develop the annual spending proposal for the congregation, the process of which begins in February so that the final proposal can be presented to the congregation for adoption at the spring meeting that is held near the end of the fiscal year.

# *Stewardship Team*

The Stewardship Team is a standing team that is responsible for supporting and encouraging activities related to the giving of time, talents, and resources. The team leader shall be a sitting member of the Administrative Support Team. The financial secretary shall serve on this team, with remaining members selected from the congregation by the team leader.

# Stewardship Team Leader

*Qualifications*:

1. A member of the congregation in good standing.
2. Willing to serve as a model of discipleship by practicing the six Marks of Discipleship.
3. A willingness to commit the necessary time and effort as a key leader in the congregation in furthering the ministry of the congregation.
4. Shall subscribe to and personally reflect the core beliefs, values, and mission of the congregation.
5. Demonstration of the characteristics of leadership: positive influence of others for mutual benefit in accomplishing the church’s mission.
6. Demonstrate a team spirit by publicly supporting the pastors, elected leaders, staff, and congregation.

*Duties*:

1. Shall seek to initiate programs that develop positive stewardship attitudes among the members of the congregation regarding the investment of time, abilities, and material possessions.
2. Shall maintain a year-round stewardship program to develop an understanding of dedicated, proportionate, “first fruits” giving.
3. Annually review the design and format of the offering envelopes making changes as may be deemed necessary to enhance financial support of the congregation’s ministry.
4. Provide offering envelopes to each giving unit within the congregation on an annual basis and to those who join throughout the year.
5. Identify and provide alternative means for members to make monetary contributions to the congregation such as Electronic Funds Transfer systems.
6. Maintain a Time & Talents form that is periodically distributed to the Congregation for members to learn of available ministry opportunities, and to sign up for participation (i.e., service) in these opportunities.
7. Maintain a record of those persons who have volunteered for services as described in the Time & Talents form, and forward these records to the designated coordinators of the various mission areas and to the Ministry Assistant. This is to help assure that volunteers are in fact contacted, trained, and set free for ministry.
8. Provide for instruction to those interested in assessing and identifying their spiritual giftedness and passion for service.
9. Oversee the financial secretary to assure proper handling and depositing of all financial gifts to the congregation.
10. Participate in the annual budget development process.

***TLC Ministries Team***

The TLC Ministries Team provides the community of believers at Trinity Lutheran Church with a menu of opportunities to serve and with the encouragement to serve. This team strives to provide a wide variety of activities to engage people at their points of greatest passion, interest, skill, and ability in expressing God’s love for the world through service that leads to greater well-being for all, particularly those in greatest need or at greatest risk. Activities that fall under the TLC Ministries Team include Christian education, fellowship, worship, and music. The music ministry includes the Organist, Pianist, Adult Choir, Brass Band, Handbells, Angel Choir, Contemporary Choir, and Grace Notes. The team should meet regularly with members of the different activities to ensure that all resources of the congregation necessary for those activities are committed and employed as effectively as possible. The team reports directly to the Congregation Council. Specific qualifications and expectations for the members of the TLC Ministries Team are as follows:

*Qualifications*:

1. Team members are members of the congregation in good standing.
2. Willing to serve as a model of discipleship by practicing the six Marks of Discipleship.
3. A willingness to commit the necessary time and effort as a key leader in the congregation in furthering the ministry of the congregation.
4. Shall subscribe to and personally reflect the core beliefs, values, and mission of the congregation.
5. Demonstration of the characteristics of leadership: positive influence of others for mutual benefit in accomplishing the church’s mission.
6. Demonstrate a team spirit by public supporting the pastors, elected leaders, the staff, and the Congregation.

*Duties*:

1. Pray for the pastor(s) as well as the elected and appointed leaders, staff, and members of the congregation.
2. Encourage the pastor(s) in their work and attend to the spiritual, physical, and emotional health and welfare of the pastors and the pastors' families.
3. If requested, assist the pastor(s) in counseling with difficult cases and in finding peaceful and God-pleasing solutions to personal problems within the congregation.
4. Make annual reviews and recommendations as to compensation and benefits for the pastors.
5. Be concerned about and supervise thorough instruction of youth and adults for confirmation and church membership in accordance with the policies and aims of the Christian education program.
6. Oversee the spiritual health and welfare of the congregation by providing devotional materials, booklets, and resources through means deemed most effective by the Team.
7. Maintain a rack of devotional materials and other resources for the spiritual, physical, and emotional health of disciples and families.
8. Work with the pastor(s) and office administrator when new disciples are received and provide materials appropriate to individuals and families when they join including the taking and posting of pictures, organizing a special reception during the coffee hour on the Sunday they join, and other tasks as deemed appropriate to welcome new disciples into the congregation.
9. Train and supervise the ushering staff and the acolytes.
10. Supervise the altar care volunteers in the care, use, and maintenance of the sacred vessels, the altar, the altar furnishings, and vestments.
11. Maintain an adequate supply of expendable items for worship such as communion cards, pencils, communion wine and bread or wafers, baptismal napkins, candles, etc. in conjunction with the altar care volunteers.
12. Coordinate with the altar care volunteers all church and chancel decorations, and the distribution of altar flowers to those who are sick or homebound.
13. Maintain and supervise adequate nursery facilities and personnel.
14. Engage in continual review of communion and church attendance of all members, make calls on delinquents, and follow up on all newborn children in the congregation until they are baptized.
15. Provide support for the activities and ministries of the youth and young adults of the congregation as designated by the pastor(s), including the help in procurement of financial resources beyond the annual budget as may become necessary.
16. Conduct fact finding in the case of disputes between individuals or among groups in the congregation that may lead to formal disciplinary proceedings.
17. Be conscious of the atmosphere of friendliness in the congregation toward members and visitors and suggest ways and means of improvement.
18. Encourage evangelism programs in the organizations and groups of the congregation.
19. Promote fellowship in sponsoring dinners, fellowship nights, etc.

***Outreach/Social Ministries Team***

The Outreach/Social Ministries Team provides the community of believers at Trinity Lutheran Church with a menu of opportunities to serve and with the encouragement to serve. The team is responsible for administering, supporting, encouraging and guiding the outreach and social ministry activities of Trinity Lutheran Church. The team reports directly to the Congregation Council. Specific qualifications and expectations for the members of the Outreach/Social Ministries Team are as follows:

*Qualifications*:

1. Team members are members of the congregation in good standing.
2. Willing to serve as a model of discipleship by practicing the six Marks of Discipleship.
3. A willingness to commit the necessary time and effort as a key leader in the congregation in furthering the ministry of the congregation.
4. Shall subscribe to and personally reflect the core beliefs, values, and mission of the congregation.
5. Demonstration of the characteristics of leadership: positive influence of others for mutual benefit in accomplishing the church’s mission.
6. Demonstrate a team spirit by public supporting the pastors, elected leaders, the staff, and the congregation.

*Duties*:

1. Strives to provide a wide variety of activities to engage people at their points of greatest passion, interest, skill, and ability in expressing God’s love for the world through service that leads to greater well-being for all, particularly those in greatest need or at greatest risk.
2. Be responsible for administering, supporting, encouraging and guiding the outreach and social ministry activities of Trinity Lutheran Church.
3. Foster support for missions and charities through an on-going program of mission information and education, by consulting with education agencies, committees and organizations, and by scheduling rallies, festivals, films, letters, tracts, appearance of missionaries and similar activities.
4. Plan and recommend a year-round program of support for Lutheran World Relief (financial gifts, clothing drives, special kits, and the like) through the various organizations and committees of the congregation.
5. Annually prepare and submit as part of the budget of this team a list of charities for the congregation and suggest the source of revenue designated for that purpose.
6. Screen all outside appeals for funds and make the appropriate recommendation to the Congregation Council or initiate the necessary action appropriate to such an appeal.
7. Study and maintain a list of available social agencies that offer assistance with alcoholism, drug addiction, delinquency, mental retardation, mental health issues, unwed mothers, and similar problems whether or not they are associated with the ELCA.
8. Together with the pastor(s), study the possibilities and recommend implementation of offering spiritual services and care to hospitals, homes for the aged, prisons, and other institutions within the community.
9. Identify un-met physical, emotional, social, mental, and of spiritual needs of the congregation, the community, and the world.
10. Coordinate the services of the congregation with other service agencies in the community; for example, Habitat for Humanity, the local Food Bank, Interfaith Mission, CROP Hunger Walk, Red Cross blood drives, and the Oaks Lutheran Retirement Home.
11. Provide opportunities for members of the congregation to serve others through these agencies.
12. Organize and identify volunteers for the annual yard sale.
13. Call on the congregation to providing craft gift boxes to Park Forest Day Nursery and gifts for Operation Christmas Child and Toys for Tots.
14. Maintain a women's prayer chain through word-of-mouth and e-mail.
15. Organize and/or oversee efforts designed to care for or support individuals and families in times of need or crises including the TLC groups: Women of Faith, Care Corps, and Prayer Quilt Ministry.
16. Provide support for members serving in the military.
17. Be responsible for a friendly personal welcome of visitors at worship through a greeters program and for orientation and integration of new members.
18. Take the lead in enhancing a friendly, welcoming atmosphere for all who attend worship and other congregational events.
19. Should meet regularly with members of the different activities to ensure that all resources of the congregation necessary for those activities are committed and employed as effectively as possible.

***Additional Ministry Teams***

These teams are designed for a specific function and are either appointed by the Executive Team or the pastoral leaders. Some teams are “standing teams” in that they rotate membership as Congregation Council membership changes. Others are “ad hoc teams” that are dissolved once they have completed their specific function and have reported their results to the Council.

*Communication Team*

The Communication Team is responsible for facilitating and supporting all Congregational Council teams and teams created by the Congregational Council and pastor(s). The team provides the congregation with communication at all levels and in a vast variety of ways and methods. The team works to enhance communication with, between, and for the disciples of Trinity Lutheran Church as well as to serve as a means of communication outside of the church. The team creates a culture of openness, awareness, support, and clear messages in all areas of communication affecting discipleship ministry. The team supports all ministry teams, small groups, and individual disciples in all communications endeavors on behalf of Trinity Lutheran Church.

*Personnel Team*

Team members are members of the congregation in good standing and are spiritually mature and gifted for the work of this team. These members have the ability to supervise others, to provide evaluation in constructive ways, and possess effective interpersonal and communication skills. The Personnel Team is responsible to the Congregation Council and the lead pastor. Specific qualifications and expectations for the members of the Personnel Team are:

*Qualifications*:

1. Team members are members of the congregation in good standing and are spiritually mature and gifted for the work of this team.
2. Willing to serve as a model of discipleship by practicing the six Marks of Discipleship.
3. Shall subscribe to and personally reflect the core beliefs, values, and mission of the congregation.
4. Shall have the ability to supervise others and provide evaluation in constructive ways.
5. Shall possess effective interpersonal and communication skills.

*Duties*:

The Personnel Team shall enhance the effectiveness of the current staff members by providing:

1. Oversight in terms of performance based on relevant job descriptions.
2. Support and encouragement to staff members on a regular basis as well as in times of crisis or need. This includes regular praying for staff members and their families.
3. Compensation review with recommendations to the Budget/Finance Team for cost of living and/or merit increases.
4. Review and possibly recommend the need for additional education credentials and/or changes in responsibilities.
5. Annual review of job performance directly with each staff member.
6. Adjustments to job descriptions or clarifications as to job responsibilities when needed in conjunction with the Congregation Council, pastor(s), and other staff.
7. Direct care of matters pertaining to the hiring and firing of personnel as may be required.
8. Recommendations to Congregation Council regarding the creation of new staff positions with the development of appropriate job descriptions as required.

*Facilities Planning Team*

The Facilities Planning Team was formed in 2007 to research and investigate the options available for the expansion of the congregation's current facilities in light of local zoning laws and building ordinances, as well as the opportunities and limitations associated with such options. The Team is authorized to meet with any individual or agency, such as architects, building consultants, and code inspectors, to gather as much information as possible regarding building expansion and/or relocation. The Team will assess the advantages and disadvantages of the options considered, as well as provide estimated costs and timelines. The Facilities Planning Team reports to the Congregation Council, and then to the congregation.

**Section 5.** Christian Education Program

The Christian Education program at Trinity Lutheran Church is under the oversight of the TLC Ministries Team. The basic objectives are to plan and administer the total educational program of the congregation, to determine policies, to select personnel for the various programs, to provide the necessary means and facilities for the programs, and to direct and supervise the entire educational program of the congregation. The TLC Ministries Team and the head Sunday school teacher shall select duties from the following exhaustive list that are commensurate with the

goals adopted for a particular time period:

1. Be responsible for the Christian nurture of children, youth, and adults in the congregation and, through them, in the community and beyond.
2. Establish objectives, set policies for, and supervise the total education program for each education organization in the congregation, including the personnel; for example, for the

 Sunday School, Vacation Bible School, confirmation classes, first communion classes, new member orientation, Bible studies, and all other educational groups.

1. Provide for active expression of Christian love and concern as an integral part of the total education program.
2. Approve curriculum and analyze performance of each education organization and seek constant improvement.
3. Continually review existing programs to determine whether all age groups are being served, and recommend revisions and additions as deemed advisable.
4. Maintain a "people accounting system to record members' participation in the education program and to follow up the uninvolved.
5. Be concerned for the assimilation of newly confirmed youth into appropriate organizations for study and activity.
6. Work with organizations and other Committees to coordinate educational activities within the Congregation.
7. Encourage increasing participation of every congregation member in Bible study, privately and in formal and informal groups.
8. Delegate administration of education groups and organizations to qualified persons.
9. Enlist, train, place and continue to train lay teachers and leaders as the congregation's needs require.
10. Be concerned about the spiritual, emotional, and physical health and welfare of the teaching staff and their families.
11. Establish a system of commendation of faithful service and recognition by all persons involved in the educational task of the congregation.
12. Provide for the growth of the educational staff through conferences, retreats and continuing education and request the necessary funds for the same in the yearly budget.
13. Maintain, improve and cultivate the use of a church library.
14. Provide for and promote the use of audiovisual aids and to this end establish and maintain a file of resources to borrow and/or purchase such materials.
15. Provide and/or promote subscriptions to church periodicals.
16. Study and adopt or adapt helps suggested by the education departments of the ELCA and Synod.
17. Establish and maintain a permanent file of all children and youth of the congregation by age, grade level.
18. Annually examine the education facilities and equipment, and make recommendations to the Church Properties Team as to upkeep, repairs and replacements needed as well as new equipment needed.
19. Prepare and submit an annual budget request in the form and at the time requested by the Budget/Finance Team.