



# Constitution and By-Laws

Organized August 26, 1877

New Constitution and By-Laws  
unanimously adopted,  
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Southern Illinois District Committee on Constitutions.

CONSTITUTION and BY-LAWS  
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**CONSTITUTION**

**PREAMBLE**

In the Name of the Father, and of the Son, and of the Holy Ghost. Amen.

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts'1:8). That Christ's mission for His church might be carried out according to His will, He has commanded that Christians:

1. Unite in worship - Hebrews 10:24-25
2. Practice fellowship with one another - Acts 2:42
3. Witness to all peoples - Acts 1:8
4. Help each other grow in the Word - Ephesians 4:11-14
5. Serve the needs of all peoples in Christian love  
- Ephesians 4:7-16, Mark 10: 42-44, John 13:35, Galatians 6:10
6. Administer the Office of the Keys as His church  
- John 20:20-23, Matthew 18:15-20
7. Maintain decency and order in the church - I Corinthians 14:40

We, as servants of God, called by the Gospel into the fellowship of the Communion of Saints by the Holy Spirit and gathered together under the Gospel in this place to do God's good and gracious will, do ordain and establish this constitution, and pledge ourselves to be guided by its provisions.

**ARTICLE I**

**NAME AND INCORPORATION**

The name of our congregation shall be: Trinity Evangelical Lutheran Congregation, of the Unaltered Augsburg Confession; at Worden, Madison County, Illinois.

The congregation shall be incorporated under the laws of the State of Illinois, Incorporated 1907, Book 305, Page 395 as recorded in the Recorder's Office in Edwardsville, Illinois.

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ARTICLE II

CONFESSION

Tills congregation as a body, and all its members as individuals, declare unreserved acceptance of and adherence to all the canonical books of the Old and New Testaments as the inspired and revealed Word of God, and all the Symbolical Books of the Evangelical Lutheran Church, contained In the Book of Concord of the year 1580, as the correct presentation and true exposition of Christian Doctrine drawn from the Holy Scriptures, viz:

1. The Three Ecumenical Creeds, viz: The Apostolic, The Nicene, and The Athanasian
2. The Unaltered Augsburg Confession
3. The Apology of the Augsburg Confession
4. The Smalcald Articles
5. Luther's Large Catechism
6. Luther's Small Catechism
7. The Formula of Concord

No doctrine or practice in conflict, or inconsistent, with the above norms of our faith and life shall be taught or tolerated in this congregation.

ARTICLE III

SYNODICAL AFFILIATION

In order to do the Lord's work more efficiently within and beyond the confines of our own parish, this congregation maintains voting membership in the LUTHERAN CHURCH-MISSOURI SYNOD, as long as said Synod adheres to the confessional basis detailed in Article II above. As a member of the LUTHERAN CHURCH-MISSOURI SYNOD, we pledge ourselves to participate in its meetings and deliberations, as well as to help share its burdens, with our prayers, and personal and financial support.

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## TRINITY LUTHERAN CONGREGATION WORDEN, ILLINOIS

### ARTICLE IV

#### MEMBERSHIP

##### A. HOW MEMBERSHIPS ARE ATTAINED

The membership of this congregation includes the following:

###### 1. Baptized Membership

Baptized members are all persons, children and adults, who are baptized in the name of the Triune God with water and are under the spiritual care of this congregation.

###### 2. Communicant Membership

Communicant members are those who:

- a) Are baptized in the name of God the Father, Son and Holy Ghost;
- b) Accept all canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;
- c) Are familiar at least with Luther's Small Catechism and declare their acceptance of it;
- d) Have been received into communicant membership through confirmation, letter of transfer, or profession of faith upon completion of needed admonition or instruction in the Six Chief Parts of Christian Doctrines;
- e) Attend divine services faithfully and partake of the Lord's Supper frequently;
- f) Submit, for the sake of love and peace, to the regulations already made, or still to be made, by this body, provided they do not conflict with the Word of God and the Lutheran Confessions, and accept brotherly admonition when having erred or offended;
- g) Are not members of any organization conflicting with the Word of God;
- h) Contribute according to the blessing of God toward the support of the total program of the church, both to the needs of this congregation and the needs of the Synodical program of which this congregation is part.

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### 3. Voting Membership

The rights and privileges of voting membership in this congregation are available to all members, male or female, who:

- a) Meet the conditions listed above;
- b) Are 18 years or older.

## B. TERMINATION OF MEMBERSHIP

### 1. Transfers to Sister Congregations

Communicant members desiring to join a sister congregation shall present their letter or letters of request for transfer to the Pastor. Such request of membership shall be made known to the Board of Elders at their next regular meeting. Upon the recommendation of the Board of Elders transfers will be issued after the approval of the voters assembly at their next regular meeting.

### 2. Joining Other Churches (Releases)

In cases where communicant members have verifiably joined another congregation outside our fellowship, they shall, upon the recommendation of the Pastor and the Board of Elders, be considered as having terminated their membership and their names shall be removed from the membership list by the voter's assembly.

### 3. Whereabouts Unknown

The names of members whose whereabouts cannot be established within a period of two (2) years shall have terminated their membership here and their names shall be removed from the membership roster by the voter's assembly.

### 4. Moving Out of Locality and Becoming Associate Members

- a) Associate members are those confirmed/baptized members who live out of the area;
- b) Associate members will not be counted in the statistical report as confirmed/ baptized members;
- c) Associate members will continue to be contacted in the best ways possible and helped to find a church near them;

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- d) Associate member status for those confirmed/baptized members will be recommended by Board of Elders and ratified by the Church Council;
- e) Associate members will be received again as confirmed/baptized members if they return to the area;
- f) The above stipulation would not apply to members serving in the Armed Forces or attending college or university in a distant location.

### 5. Self -Exclusion and Excommunication

Whenever a member displays persistent neglect of or disregard for public worship and for receiving the Sacrament of Holy Communion for a period of one (1) year, he/she shall be admonished and encouraged by the Pastor, the Board of Elders, and the congregational family, as described in Matthew 18:15-20. When such discipline proves unfruitful, the voters assembly shall, upon the recommendation of the Board of Elders, declare such a membership to be terminated. Any self-excluded person shall be reinstated into membership when he/she gives evidence of repentance and indicates willingness to utilize the privileges and assume the responsibilities of church membership in response to the forgiveness won for him/her by Christ.

### 6. Status

Such self-exclusion or excommunication release the individual from all responsibilities to this congregation, but it also excludes the individual from the privileges of church membership and of any claim against the properties of this congregation. SUCH A PERSON, HOWEVER, WILL AT ALL TIMES BE CORDIALLY WELCOME TO ATTEND ALL DIVINE SERVICES IN OUR CHURCH.

## C. DUTIES OF MEMBERS

It shall be the duty of every confirmed member:

1. To attend public worship faithfully and to partake of Holy Communion frequently;
2. To bring their children in early infancy to Holy Baptism and to send them at the proper age to the agencies of Christian training and instruction maintained by the congregation, or otherwise to provide for their proper training in the true doctrine and faith in our church;

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3. To live peaceably with one another and in case difficulties should arise, endeavor to settle them in a Christian manner, with the help of their brethren, and without recourse to law;
4. To maintain an efficient Christian Day School and any other agencies which shall be necessary to train members and non-members in Lutheran doctrine and Christian life, as outlined in Article II;
5. To submit and conform to this Constitution, By-Laws, and to the resolutions adopted by this congregation.

### ARTICLE V

#### PASTOR, CHRISTIAN DAY SCHOOL TEACHERS, AND OTHER CALLED SERVANTS

The office of a pastor or teacher shall be conferred upon such pastors, teachers, or candidates only as:

1. Unreservedly pledge their acceptance of, and adherence to, the Declaration of Creed contained in Article II of this Constitution;
2. Are members of, or have qualified and applied for membership in the same orthodox synod to which the congregation belongs; and
3. Have been properly and rightfully called by the congregation.

The right of calling pastors, teachers or other called workers shall be vested in the congregation through the Voters' Assembly and shall never be delegated to a smaller body of members or to an individual.

#### A. NOMINATION AND ELECTION OF PASTORS OR TEACHERS

##### 1. Nominations

The President and Board of Elders shall serve as a nominating committee; they shall secure a list of candidates with all available information concerning them from the District President. Any member of the congregation may submit the name of a candidate through any member of the Nominating Committee; nominations may also be made from the floor with the consent of the nominee. The Nominating Committee shall then secure all Information possible concerning the additional nominees through accepted Synodical channels. This then becomes the official call list from which the Pastor, Teacher, or worker elect is selected.

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The names of the nominated candidates shall be made known to the congregation by bulletin two (2) Sundays preceding the call meeting.

### 2. Election

The election of a Pastor, Teacher or other called workers from the list of candidates chosen by the President and Board of Elders shall be by ballot, in a regular or special meeting of the Voters Assembly called by the President.

The candidate receiving a majority of all votes cast shall be considered elected. The election shall, if possible, be made unanimous by a rising vote, and the call shall be sent to the Pastor, Teacher, or Worker(s) elect.

Negotiations for contract teachers (new or renewal) shall be delegated to the Board of Christian Education-School. The results of such negotiations shall be reported to the Voting Membership for approval before the contracts are offered.

## B. DUTIES OF PASTORS OR TEACHERS

### 1. Duties of the pastor(s)

- a) Be responsible for the preaching of the Word of God at all public worships;
- b) Administer the Sacraments in accordance with their Divine Institution;
- c) Pastorally visit the members of the congregation, especially the sick and dying, and admonish the indifferent and the erring members;
- d) Teach the Six Chief Parts of Christian Doctrine to those persons preparing for confirmation;
- e) Officiate at marriages according to the laws of God and State;
- f) Officiate at funerals according to the practices of this congregation and the Lutheran Church-Missouri Synod;
- g) Care conscientiously for the souls of his flocks and maintain church discipline, together with the Board of Elders;
- h) Supervise all religious education in the congregation;
- i) Supervise an accurate and up-to-date recording of all official acts within the congregation, as well as keep an accurate membership list.  
All records

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- j) Shall remain the property of the congregation;
- k) Serve as an ex-officio member of every board or committee;
- l) Perform faithfully the functions of his office in public and in private, according to the Word of God and the Confessional Writings of the Lutheran Church and practices of the Missouri Synod;
- m) To serve as an example by Christian conduct and to do all that is possible for the upbuilding of the congregation and for the advancement of the Kingdom of Christ;
- n) The pastor(s) shall have the authority and responsibility for supervising the musical portion of all worship services in conjunction with the Board of Elders so that it is at all times in harmony with the doctrine and practice of the Lutheran Church-Missouri Synod.

Members of the congregation are obligated to accord the pastor(s) honor, love, and obedience in his ministry of God's Word, and to support his ministrations with diligence and faithful prayers; to help him in the discharge of his duties by cordial one-mindedness, by willing readiness, by peaceable conduct, and in every other way possible; and to provide for his maintenance according to the ability of the congregation.

### C. THE OFFICE OF TEACHER AND PRINCIPAL

The office of a called teacher is the authority conferred upon a teacher by God, through a call of the congregation, to perform the duties of his/her office in all its parts according to the Word of God and the needs of the congregation.

Upon being installed the called teacher is authorized and obligated to instruct and train the children under his/her care diligently and faithfully in the Word of God as contained in the canonical books of the Old and New Testaments and confessed in the Confessional Writings of the Lutheran Church as found in the Book of Concord of 1580, and to base such instruction on the Small Catechism of Dr. Martin Luther; to accord them also a thorough Christian education in branches of learning prescribed by a course of study adopted or approved by the Board of Christian Education — School; to maintain Christian discipline in the school in accord with the Holy Scripture. All federal and state laws will be complied with.

To serve the congregation as an example of Christian conduct, to endeavor earnestly to live in brotherly unity with his/her pastor(s) and his/her fellow

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teachers, to work under the supervision of the pastor(s), principal, and the Board of Christian Education — School.

To perform such other functions as are to the welfare of the church and school as have been mutually agreed upon, as the circumstances of the congregation may require and as time and ability may permit.

1. The following duties are assigned to the Principal:
  - a) Represent the school whenever necessary and endeavor to work for the efficiency of the entire school;
  - b) Exercise his/her office in a climate of Christian unity, and serve as educational leader of the school;
  - c) Lead all his/her colleagues, in zeal for, and devotion to, the school, and its improvement as an educational agency and a Christian institution;
  - d) Keep the pastor(s) fully informed as to school activities and problems, counsel with the pastor(s) and strive to manage and lead the school in accordance with the pastors' spiritual advice based on the Word of God;
  - e) Serve as executive advisor of the Board of Christian Education -- School. He/She shall keep the Board informed as to the courses of study outlined by the Board for Parish Education of Synod, the local and the State Department of Education. He/She shall administer the policies established by this Board;
  - f) Periodically submit a report on some area of school work at regular meetings of this congregation;
  - g) Supervise instruction in the school, have charge of the school enrollment, attendance, hygiene and sanitation, decorum, safety and records;
  - h) Be responsible for supervising the school lunch program;
  - i) Endeavor to advance professionally;
  - j) Assist in preparation of and administration of school budget in cooperation with the staff and Board of Christian Education-School;
  - k) Show interest in all endeavors of the congregation as their abilities, time and talents permit.

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### 2. Duties of the Teachers

- a) Teach the Word of God in its truth and purity in conformity to the named Symbols in Article II of this Constitution;
- b) Teach from a Lutheran viewpoint all academic subjects required by the state and as assigned by the Board of Christian Education-School;
- c) Maintain Christian discipline and order both in the classrooms and on the playgrounds;
- d) Show interest in all endeavors of the congregation as their abilities, time and talents permit;
- e) Agree to conduct themselves in a truly Christian manner and be an example in Christian life and faith to the children and the congregation;
- f) Endeavor to advance professionally.

Members of the congregation are obligated to receive the teachers as servants of the Word, to honor and love him/her as such, to do everything possible to instill in our children true Christian respect for his/her training and teaching, and to support his/her work among us with diligent, faithful assistance and prayer.

Members are also obligated to render the discharge of his/her duties pleasant for the teacher by peaceable conduct and, in every other possible way, to encourage him/her by word and deed, to aid him/her in the maintenance of Christian discipline in school, to hold him/her in love and respect; and to provide for his/her maintenance according to the ability of the congregation.

### D. TERMINATION

Sufficient grounds for deposing a pastor, duly called or contacted teacher or officer shall be persistent adherence to false doctrine, scandalous life, and willful neglect of official duties or evident and protracted incapacity to perform the functions of the sacred office.

"Now a bishop must be above reproach, the husband of one wife, temperate, sensible, dignified, hospitable, and apt teacher, no drunkard, not violent but gentle, not quarrelsome, and no lover of money. He must manage his own household well, keeping his

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children submissive and respectful in every way; for if a man does not know how to manage his own household, how can he care for God's church? He must not be a recent convert, or he may be puffed up with conceit and fall into the condemnation of the devil; moreover he must be well thought of by outsiders, or he may fall into reproach and the snare of the devil. Likewise must the deacons be grave, not double-tongues, not given to much wine, not greedy of filthy lucre; Holding the mystery of the faith in a pure conscience. And let these also first be proved; then let them use the office of a deacon, being found blameless. Even so must their wives be grave, not slanderers, sober, faithful in all things. Let the deacons be the husband of one wife, ruling their children and their own houses well. For they that have uses the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus." (I Timothy 3:1-13) and:

"He must hold firm to the sure word as taught, so that he may be able to give instruction in sound doctrine and also to confute those who contradict it." (Titus 1:9)

If it should happen that a pastor, teacher or officer gives public offense in doctrine or life, it shall be the duty of the Elders to take the initial disciplinary steps according to Matthew 18:15-20. If necessary, the Elders will also consult District official.

### ARTICLE VI

#### HYMNS, FORMS, AND TEXT BOOKS

In all public services of the congregation and in all ministerial acts, only Christian hymns shall be used as outlined in Article II. Also in the school, besides Holy Scripture and Luther's Small Catechism, only such books shall be introduced for instruction in Christian doctrine as outlined in Article II. In secular textbooks all false doctrine shall be called to the attention of the children.

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### ARTICLE VII

#### VOTERS ASSEMBLY — SUPREME RIGHTS

A. THE VOTERS' ASSEMBLY SHALL HAVE SUPREME RIGHTS TO MAKE DECISIONS ON ANY OF THE FOLLOWING MATTERS OF THE CONGREGATION:

1. Calling and removing of called workers, pastors and teachers, and elected officers;
2. Approving the annual budget;
3. Buying or selling of any real property;
4. Approving all salary schedules;
5. Electing all members specified by the By-Laws;
6. Dissolving this congregation as a corporation;
7. Amending the Constitution or By-Laws;
8. Deciding on staff size and creating or deleting positions of employment;
9. Transfers in and out;
10. Authorization of special projects.

All decisions, rules, and resolutions of the Voters of this congregation, however, shall be in accord with the Word of God, the Symbolical Books, or Confession, of the Evangelical Lutheran Church, and this Constitution and By-Laws, or they shall be null and void.

B. IT SHALL BE THE PRIVILEGE AND DUTY OF A VOTING MEMBER OF THIS CONGREGATION TO:

1. Conscientiously and prayerfully exercise his right of suffrage in all measures that will advance the work of Christ's Kingdom both locally and in the church-at-large;
2. Willingly serve in any office or capacity for which his talents and abilities equip him;
3. Faithfully attend all meeting;
4. Assist with wholehearted diligence in administering the temporal and spiritual affairs of the Congregation.

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**TRINITY LUTHERAN CONGREGATION**  
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ARTICLE VIII

ORGANIZATION

A. VOTING MEMBERSHIP

1. See Article IV, Section A, Paragraph 3

B. OFFICERS OF CONGREGATION

1. The Church Council shall consist of the following:
  - a) Board of Elders
  - b) Board of Trustees
  - c) Board of Christian Education - School
  - d) Treasurer(s)
  - e) Recording Secretary
  - f) Finance Committee
  - g) Cemetery Committee
  - h) Auditing Committee
  - i) Head Usher
  - j) Chairman
  - k) Vice-Chairman
  - l) Sunday School Board - The Pastor is over the Sunday School, Vacation Bible School, Public School, Confirmation Classes, Bible Classes, etc.  
The Superintendent is elected.
  - m) Called Teacher(s)
  - n) Pastor(s)
2. Corporate Officers:
  - a) Chairman — 2 year office
  - b) Vice-Chairman — 2 year office
  - c) Recording Secretary — 2 year office
  - d) Treasurer (Home Fund) — 2 year office

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### 3. Elected Boards \*

a) Elders — 5 (One elected yearly, Senior member is Chairman) 5 year term

b) Trustees — 5 (2-2-1 is the election schedule) 3 year term

c) Christian Education (School) — 3 (one is treasurer) (1 elected yearly)

Secretary 1st Six (6) Months 3rd Six (6) Months

Treasurer 2nd Twelve (12) Months

President 4th Twelve (12) Months

### 4. Elected Committees \*

a) Finance — 3 year term 3 elected (1 elected yearly)

b) Cemetery — 3 year term 3 elected (one Treasurer) (1 elected yearly)

c) Auditing — 3 year term 3 elected (1 elected yearly)

### 5. Others

a) Head Usher — 2 year term

b) Sunday School Superintendent — 3 year term

c) Synodical Treasurer — 2 year term

d) Special Fund — Appointed annually

e) Memorials — Appointed annually

\*The first name in the list is chairman unless board decides otherwise.

## C. SOCIETIES

1. Societies, clubs, or other groups wishing to organize, or already organized within the congregation, whether using the name Trinity or not, shall exist only with the approval of the Voters Assembly. New groups wishing to organize shall make a statement of purpose in their application, and shall submit same to the Voters Assembly for approval. No group shall organize or regularly use the property of this congregation without this approval.

2. The pastor shall, exercise supervision over all societies and groups organized in accordance with this article.

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3. An annual detailed report, summarizing the year's work of the group, together with a financial statement, shall be submitted in writing for presentation to the Voters Assembly.
4. In the event an organization becomes inactive or disbands, a meeting shall be held with the remaining members and the Voters Assembly regarding the disbursements of the organizational funds.

### ARTICLE IX

#### PROPERTY RIGHTS

##### A. ACQUIRING AND DISPOSING OF

This congregation may receive, acquire, hold title to, and manage such real estate and other property as it may need to accomplish its purpose (Preamble). On the other hand, it may sell or dispose of its real estate and other property or any part thereof.

##### B. GOVERNMENT PRIVILEGES

This congregation shall be free to make use of all rights and privileges that are granted to religious organizations by the federal, state, and local governments.

##### C. PROPERTY CONTROL

The property of this congregation shall be controlled by the Trustees to the extent of the power granted them by the Congregation.

##### D. SEPARATION

If at any time a separation should take place, which may God graciously prevent, the property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Article II of this constitution.

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### ARTICLE X

#### VALIDITY OF RESOLUTIONS

- A. All decisions, rules, and resolutions of the Voters of the congregation shall be in accordance with the Word of God, the Symbolical Books, or Confessions, of the Evangelical Lutheran Church, and this Constitution and By-Laws, or they shall be null and void.
- B. All congregation matters shall be decided by a simple majority vote of the Voting Members present at a properly convened meeting of the Voters Assembly, except as otherwise provided in this Constitution and its associated By-Laws for dealing with certain situations or matters therein specifically mentioned and defined.

### ARTICLE XI

#### CEMETERY

The cemetery, as all other Church property, is community property of the entire congregation. All determinations referring to the cemetery are, therefore, to be acted upon by the Voters Assembly.

#### A. BURIAL RIGHTS

Congregation gives permission for burial only on a designated plot (lot) on its 'cemetery retaining all rights to the plot. The designated plot is to be known as a lot. The lots are to be distributed according to the plan, which the congregation has adopted and in a manner prescribed by the congregation.

#### B. LOT PURCHASES

Only members of Trinity Lutheran Church, Worden, Illinois or past members who are now members in good standing of sister congregation in Lutheran Church-Missouri Synod are eligible to acquire or buy a lot for burial purposes.

# CONSTITUTION

## TRINITY LUTHERAN CONGREGATION WORDEN, ILLINOIS

### C. RETENTION OF BURIAL RIGHTS

The owner of a lot shall retain burial rights until such lot is transferred to the owners next of kin; however, should the next of kin relinquish such rights, the ownership of said lot shall revert back to the congregation.

### D. PRICE OF LOTS

No lot will be sold without perpetual care. The cost of a half lot (two Graves) shall be \$50.00 and the perpetual care of a half lot shall be an additional \$50.00. The price of a full lot (four graves) shall be \$100.00 and perpetual care of a full lot an additional \$100.00. The price of lots and perpetual care costs are subject to revision by action of the Voter's Assembly.

## ARTICLE XII

### AMENDMENTS

Amendments to this constitution and the By-Laws may be adopted at a properly called meeting of the Voters Assembly, provided that:

- A. They do not conflict with the provisions laid down in Article II or with any sections of any other article that pertains to Scriptural doctrine and practice.
- B. The proposed amendment has been distributed, in writing, to each family in the congregation at least two weeks prior to such meeting.
- C. The affirmative vote of a three-fourths (3/4) majority of the Voters present at the meeting of the Voters Assembly shall be required for the adoption of an amendment.

## ARTICLE XIII

The following Articles in this Constitution shall be unalterable:

Article II, Article III, Article IV, Article V, and Article IX.

CONSTITUTION  
TRINITY LUTHERAN CONGREGATION  
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ARTICLE XIV

DISSOLUTION

No vote to dissolve this congregation shall be taken except at a specially called Voters Meeting. All members shall be notified by mail of such a meeting at least two (2) weeks proceeding. Dissolution shall require a unanimous vote. In the event of dissolution, the property shall be disposed of in the manner and at the time designated by the Voters according to the guidelines of the Lutheran Church-Missouri Synod.

**BY-LAWS**  
TRINITY LUTHERAN CONGREGATION  
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**BY-LAWS**

**ARTICLE I**

**ORDER OF BUSINESS**

Robert's Rules of Order shall prevail at all meetings of the Voter's Assembly, as long as they do not conflict with the Word of God.

**A. THE ORDER OF BUSINESS**

The Order of Business shall be as follows:

1. Opening Devotion
2. Roll-Call
3. Reading of the Minutes
4. Acceptance and Release of Members
5. Report of Treasurers
6. Reports of Boards and Committees
7. Unfinished Business
8. New Business
9. Adjournment with Prayer

**ARTICLE II**

**MEETING OF THE VOTERS**

**A. REGULAR VOTERS MEETINGS**

1. Regular meetings of the Voters' Assembly shall, be held in January, March, May, July, September and November on or about the third Monday of the respective month. They shall be preceded by the meeting of the Church Council on or about the Thursday prior to the Voters' Meeting. There shall be no voting by proxy or by mail.

## BY-LAWS

### TRINITY LUTHERAN CONGREGATION WORDEN, ILLINOIS

2. The fiscal year shall run from January first of a calendar year to December Thirty-first of that year. The budget shall be adopted and election of officers held at the regular November meeting.
3. Every meeting of the Voting membership shall, be announced at the worship services preceding the date of the meeting.

#### B. SPECIAL VOTERS MEETINGS

1. Special meetings may be called by order of the Church Council, Pastor, president, or by twelve (12) voting members by petition.
2. All meetings of the Voters, however, must be publicly announced verbally and/or printed in the church bulletin.
3. A resolution passed by the Voters is valid if it has been passed by a majority of the members present in the meeting.
4. It shall be the duty of every voting member to attend the meeting, if possible. By failing to attend a meeting, he waives his right of casting his vote during such meeting.
5. All announcements for special meetings of the congregation shall state the specific objective of such meetings and no other business shall be considered or transacted.

#### C. QUORUM

1. Those in attendance will constitute a quorum.

### ARTICE III

#### MEETING OF THE CHURCH COUNCIL

##### A. CHURCH COUNCIL SHALL:

1. Develop agenda prior to Voters Meeting
2. Be nominating committee (slate to be presented at November meeting)
3. Propose budget (to be presented at November meeting)

# BY-LAWS

## TRINITY LUTHERAN CONGREGATION WORDEN, ILLINOIS

### ARTICLE IV

#### ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS

##### A. NOMINATING PROCEDURE

1. Nominating Committee shall consist of the entire Church Council.
2. The Church Council shall be responsible for contacting and presenting a slate of candidates for approval of the Voters Assembly. Additional names may be placed in nomination from the floor with the consent of nominees.

##### B. ELECTION PROCEDURE

1. Ballots are to be distributed and voted on at the November Voters Meeting.
2. Counting of the ballots shall be the responsibility of the Board of Elders.
3. In case of a tie the Chairman breaks the tie.

##### C. INSTALLATION OF OFFICERS

1. Officers will be installed on the first Sunday of January.

##### D. VACANCY

1. In the event of a vacancy in any office or elective board position, the Board of Elders shall appoint a qualified successor to serve until the next annual election.

### ARTICLE V

#### DUTIES

##### A. ELDERS

###### 1. BASIC TASK OR OBJECTIVE

- a) To minister to all of the people of the congregation in word and deed for their growth in faith, hope and love.

# BY-LAWS

## TRINITY LUTHERAN CONGREGATION WORDEN, ILLINOIS

### 2. QUALIFICATIONS

- a) Elders shall be male voting members who meet the standards set down in 1 Timothy 3:8-13. "Likewise must the deacons be grave, not double tongued, not given to much wine, not greedy of filthy lucre; holding the mystery of the faith in a pure conscience. And let these also first be proved; then let them use the office of a deacon, being found blameless. Even so must their wives be grave, not slanderers, sober, faithful in all things. Let the deacons be the husband of one wife, ruling their children and their own houses well. For they that have used the office of a deacon well purchase to themselves a good degree, and great Boldness in the faith which is in Christ Jesus."
- b) They must be staunch in the Lutheran faith, and must have a good reputation in the church, and outside of it.

### 3. JOB DESCRIPTION

- a) The Senior Elder will be Chairman;
- b) They will rotate as Elder of the Month. Will attend baptisms, weddings, and funerals or see that another elder is in attendance;
- c) The Board of Elders shall meet prior to every Church Council Meeting and submit a report to the Voters Assembly;
- d) Supervise the Altar Guild;
- e) Maintain an adequate supply of expendable items for worship such as communion cards, pencils, communion wafers and wine, baptismal napkins, candles, etc. in conjunction with the Altar Guild;
- f) Be assistants to the pastor in all matters pertaining to the spiritual welfare of the congregation;
- g) They shall be under the supervision of the pastor who is to instruct, admonish, and if necessary, correct them with reference to their duties;
- h) Together with the pastor see to it that sound doctrine and godly life are preserved within the congregation;
- i) In case of contentions and strife within the congregation, they shall endeavor to reconcile the disagreeing parties that peace may be

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established again. Strict confidentiality in all personal matters under consideration by the Board shall be observed;

- j) Shall admonish such members as are negligent in the performance of their Christian duties;
- k) Shall deliberate with the pastor and advise him in difficult questions and cases pertaining to his office, and in general assist him in his work according to their ability;
- l) Assist the pastor in supervising the various societies, officers, and boards within the congregation;
- m) That the physical needs of the pastor and the day school teacher(s) are properly cared for by the congregation in accordance with the Word of Cod and the promise made by the congregation when calling these persons;
- n) Shall preserve good order in the church service and assist the pastor in connection with the public services;
- o) Recommend transfers, releases and report self-exclusion of members to the Church Council and Voters Assembly.

### B. TRUSTEES

#### 1. BASIC TASK OBJECTIVE

- a) 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.

#### 2. JOB DESCRIPTION

That the basic objectives of this Board may be carried out, the Board either corporately or through specifically designated individuals shall:

- a) Meet prior to every Church Council Meeting and submit a report to the Voters' Assembly;
- b) Make a quarterly inspection of church properties and equipment and recommend to the Voters' Assembly needed repairs, improvements, or replacements;

## BY-LAWS

### TRINITY LUTHERAN CONGREGATION WORDEN, ILLINOIS

- c) Conduct an annual, inventory of all church properties, equipment, and supplies - including acquisition date and approximate value of each item;
- d) Carry out all resolutions of the Voters' Assembly on purchases, repairs, and replacement of church property and equipment;
- e) Determine and engage, with the approval of the Voters' Assembly adequate custodial help. The Board shall also meet periodically with custodians to discuss the care of the buildings, needs and problems in custodial service, and the like;
- f) Prepare for the custodial help a detailed list of the required daily and weekly, monthly, or annual maintenance of the facilities and equipment of the congregation;
- g) Determine and establish, with the approval of the Voters' Assembly, regulations governing the use of church property and equipment;
- h) Make and issue keys for church property, and keep and review quarterly a list of the keys issued;
- i) Supervise, control and recommend adequate storage facilities for all church property, equipment, and supplies and the orderly maintenance of the same;
- j) Check the adequacy of all types of insurance for church property and equipment, negotiate insurance contracts;
- k) Enlist work crews for special repair, Improvement, cleaning, painting, decorating, landscaping and other projects;
- l) Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds been allocated;
- m) Obtain legal information necessary for the wise consideration of contracts, deeds, and the like by the congregation;
- n) Negotiate service contracts for the organ, office machines, and the like;
- o) Make an annual inventory of official documents in safekeeping, and enter its completion in the official minutes of the congregation;
- p) Sign official documents and contracts that have been negotiated and approved by the congregation;

# BY-LAWS

## TRINITY LUTHERAN CONGREGATION WORDEN, ILLINOIS

- q) Obtain legal information on the laws governing nonprofit organizations;
- r) Recommend all policies and fees for rental, use and lending of church properties.

### C. BOARD OF CHRISTIAN EDUCATION - SCHOOL

#### 1. BASIC TASK OR OBJECTIVE

- a) To plan and administer the Lutheran Elementary Day School associated with the congregation, to determine policies, to select personnel for the school, to provide the necessary means and facilities, to maintain the school's accreditation and to direct and supervise the entire Lutheran Elementary Day School program.

#### 2. JOB DESCRIPTION

- a) The Board of Lutheran Elementary Education shall meet prior to every Church Council meeting and submit a report to the Voters' Assembly;
- b) The pastor and teacher(s) are ex-officio members of the Board of Christian Education - School;
- c) Establish objectives and set policies for, organize, manage, supervise, and promote the Lutheran Elementary Day School of this congregation;
- d) Approve curriculum and analyze performance of the school and seek constant improvement;
- e) Be especially concerned about the religious instruction provided and provide for active expression of Christian love and concern as an integral part of the total education program;
- f) Annually examine the education facilities and equipment, and make recommendations to the Voters' Assembly as to upkeep, repairs, replacements and disposal as needed as well as new equipment needed;
- g) Make a recommendation to the Voters' Assembly when a vacancy is to be filled by a contract teacher;
- h) Provide a substitute for any parish school teacher who is incapacitated by illness;

# BY-LAWS

## TRINITY LUTHERAN CONGREGATION WORDEN, ILLINOIS

- i) Visit the school as often as possible during the year either as a body or as individuals to review existing programs and facilities and recommend revisions and additions as deemed advisable;
- j) Encourage members of the congregation to enroll their children in the Christian Day School;
- k) Establish a good Christian discipline policy in the school;
- l) Annually review the tuition for non-members and fee schedule and make a recommendation for same;
- m) Exercise leadership in gathering lists of candidates for vacancies in the teaching staff and for properly calling or contracting professional teachers;
- n) Provide for the professional growth of the educational staff through conferences, conventions, continuing education, and the like; and request the necessary funds for the same in the yearly budget;
- o) Establish and maintain a permanent file through the principal of all children and youth of the congregation by age, grade level, and the like; and see to it that such a file is kept continually up to date.

### D. SUNDAY SCHOOL (BOARD AND SUPERINTENDENT)

- 1. Members of the Board are:
  - a) Pastor
  - b) Superintendent
  - c) Assistant Superintendent - appointed by Superintendent
  - d) Secretary of Sunday School - appointed by Superintendent
  - e) Treasurer of Sunday School - appointed by Superintendent
  - f) Two representatives of the Sunday School teachers - chosen from their ranks
- 2. The Board shall:
  - a) Meet at least once before each congregational meeting to conduct the business of the Sunday School;
  - b) Be responsible to the congregation for all affairs of the Sunday School;
  - c) Shall see that classes of all ages are provided with a qualified teacher.

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### 3. The Superintendent:

- a) Is executive head of the Sunday School;
- b) Is to preside at the business meetings of the teachers; which he/she calls when necessary;
- c) Shall see that proper discipline is maintained;
- d) Shall see that someone conducts the opening devotions.

### E. CHAIRMAN

1. Preside at all meetings of the Voters' Assembly and Church Council;
2. Appoint such committees as from time to time are necessary to meet the needs of the Voters' Assembly and the Church Council, unless otherwise provided for in the Constitution and By-Laws;
3. Be an advisory member of all boards and committees;
4. Be eligible for two (2) consecutive two (2) year terms.

### F. VICE-CHAIRMAN

1. Shall act in the absence of the chairman;
2. Be eligible for two (2) consecutive two (2) year terms.

### G. RECORDING SECRETARY

1. Be present and record all proceedings of the Church Council and Voters' Meeting;
2. Shall circulate and file the roll call book;
3. Provide the minutes of the previous meeting;
4. Record the proceedings of each meeting and keep them in the records of the congregation;
5. Shall respond as required to the business correspondence of the Voters' Assembly and the congregation;
6. Be eligible for two (2) consecutive two (2) year terms.

### H. HOME TREASURER, SPECIAL FUND, AND SYNODICAL FUND

1. Shall have charge of all moneys collected;

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2. Shall issue receipts and make necessary disbursements as authorized by the Voters' Assembly;
3. Shall render an account of the finances of the congregation at regular monthly meetings and report to the voters;
4. Issue timely reports as required;
5. Upon closing the books, an annual report will be submitted for publication.
6. Home and Synodical Treasurers will be eligible for two (2) consecutive two (2) year terms.

#### I. FINANCE COMMITTEE

1. Be eligible for two (2) consecutive three (3) year terms;
2. Senior finance treasurer shall be Chairman;
3. Make offering envelopes available to all communicant members before the first Sunday in January;
4. Be responsible for receiving all contributions in our designated envelopes, account for their counting and recording in accordance with the methods prescribed by church financial board;
5. Be responsible for the proper crediting of all individual records with the amount of their contributions and provide the contributors with an itemized offering-to-date report at the half year and also at the years' end;
6. The books shall be closed on December 31;
7. Report on current contributions to the Voters' Assembly quarterly. Also give the trend of contributions and any other special studies deemed necessary on the finances of our congregation upon request;
8. Be faithful in every duty as a member of the Church Council;
9. Order the offering envelopes at the appropriate time to see that they are available for distribution before the first Sunday in January;
10. Also revise envelope list for appropriate distribution.

#### J. CEMETERY COMMITTEE

1. Cemetery treasurer shall keep a record of all receipts and disbursements;

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2. Give report to Voters' Assembly;
3. Authorized to spend money for budgeted items without further approval of the Voters' Assembly, however, other expenditures excluding emergency must have prior approval of the Voters' Assembly;
4. Shall keep records (plat map) of lots and graves in duplicate;
5. Supervise the upkeep of the cemetery;
6. Store duplicate map with other important papers of the congregation.

#### K. AUDITING COMMITTEE

1. Carefully audit all financial records and books of the congregation at the appropriate time;
2. Shall report its findings to the Voters' Assembly at their next regular meeting.

#### L. HEAD USHER

1. Shall supervise the ushering in all services;
2. Appoint and train the necessary assistants needed;
3. To provide ushering in all regular and special services;
4. Collect the offering and present the offering to the pastor at the altar;
5. To see that the bell is rung.

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### AMENDMENTS

#### AMENDMENT 1. "Interparish School Agreement"

- A. The Constitution of Trinity Lutheran Church shall be amended as follows:
1. The operation of Trinity St. Paul Lutheran School shall be governed by the provisions stated in the interparish agreement between Trinity Lutheran Church, Worden and St. Paul Lutheran Church, Hamel.