

BYLAWS
TRINITY EVANGELICAL LUTHERAN CHURCH
SPRINGFIELD, ILLINOIS
(Revised Version - June, 2008)

ARTICLE I: PURPOSE

The purpose of the Congregation as stated in its articles of incorporation is to engage in the religious and educational pursuits of a Christian congregation affiliated with the Lutheran Church - Missouri Synod; to conduct Christian schools and to that end to do all things necessary to the accreditation and management thereof to maintain, operate and manage Parish Halls and Gymnasiums, a school cafeteria or restaurant and such other properties and facilities as are necessary for a full religious, educational and social program within the framework of the Church and to have and enjoy such other powers, including the ownership of real and personal property, as are consistent with the foregoing purposes.

The Congregation also has such powers as are now or hereafter be granted by the general "*Not for Profit Corporation Act*" of the State of Illinois.

ARTICLE II: PURPOSE

The congregation shall have, and continuously maintain in this State a registered office and a registered agent, whose office is identical with such registered office, and may have other offices within or without the State of Illinois, as the Board of Directors may from time to time determine.

ARTICLE III: VOTERS ASSEMBLY MEETINGS

- A. All business of the congregation shall be transacted by the Voters' Assembly. *Robert's Rules of Order* shall be used in all meetings of the Voters' Assembly.
- B. Regular meetings of the Voters' Assembly shall be held on the second Monday of March, June, September, and the second Sunday in December. These meetings shall be announced publicly in the regular church services of at least one weekend prior to the date of the meeting.
- C. Special meetings may be called by request of the President, Board of Directors, or any fifteen (15) Active Voting Members. These special meetings as well as meetings held for the purpose of calling pastors or teachers shall be announced publicly in the regular church services of at least two successive weekends prior to the date of the meeting. Special meetings can also be held. after a mailed notice of the meeting, postmarked two (2) business days prior to the time of the meeting, has been sent to all Active Voting Members and all Associate Members.

ARTICLE IV. OFFICERS, BOARDS AND COMMITTEES

- A. The officers of the Congregation shall be a President, a Vice-President, a Secretary, a Treasurer, an Assistant Secretary and an Assistant Treasurer. The President and Vice-President shall be elected to a one (1) year term with all other officers elected to a two (2) year term.
- B. Directors of the Congregation shall be seven in number, four of whom shall be elected one year and three of whom shall be elected the following year, for a term of two (2) years.
- C. The Board of Directors:
 - 1. Shall include the following: President, Vice-President, Secretary, Treasurer and the seven (7) Directors.
 - 2. Shall develop annual plans for carrying out the Ministry and Mission Statement of the Congregation, coordinate the work of the various boards, and execute the policies of the Congregation.
- D. The seven (7) Directors shall be the chairman of the Board of Elders; the chairman of the Board of Property Management; the chairman of the Board of Christian Day School; the chairman of the Board of Christian Stewardship; the chairman of the Board of Evangelism; the chairman of the Board of Parish Activities; and the chairman of the Board of Christian Development.
- E. The President, Vice-President, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer and the members of the Board of Directors shall be elected from the eligible Active Voting membership in the December meeting of the Voters' Assembly. With the exception of the Assistant Secretary and Assistant Treasurer, this group may assist with serving Holy Communion, after appropriate practical and theological instruction by the Pastor(s).
- F. The congregation shall elect from its eligible Active Voting membership twenty (20) members to the Board of Elders, ten (10) of whom shall be elected each year for a term of two (2) years in the December meeting.
- G. The President and the Board of Directors shall appoint five (5) to ten (10) members to the, Board of Property Management; six (6) members to the Board of Christian Day School; four (4) to ten (10) members to the Board of Christian Stewardship; four (4) to ten (10) members to the Board of Evangelism; four (4) to ten (10) members to the Board of Parish Activities; six (6) to ten (10) members to the Board of Christian Development. One-half of the members of each of these boards are to be appointed each year for a period of two (2) years. Fifty (50) percent of the filled board appointments shall constitute a quorum for each board meeting.

- H. The President and the Board of Directors shall appoint a Financial Secretary, Assistant to the Treasurer Church, and Assistant to the Treasurer - School, Comptroller - Church, and Comptroller - School. These appointments shall be for a term of two (2) years and approved by the Voters' Assembly in the December meeting. The duties of these positions shall be as follows:
- a. The Financial Secretary shall be a member of the Board of Finance. The duties of the Financial Secretary shall be collecting, tabulating and depositing of all congregational funds.
 - b. The Assistant to the Treasurer - Church will process bills and invoices for church accounts and write checks for payment. This person shall submit check stubs and other pertinent information to the Comptroller - Church.
 - c. The Assistant to the Treasurer - School will process bills and invoices for school accounts and write checks for payment. This person shall submit check stubs and other pertinent information to the Comptroller - School.
 - d. The Comptroller - Church shall be a member of the Board of Finance. The duties of the Comptroller - Church shall be to prepare financial accounting records of receipts and payments for church accounts and furnish reports to the Treasurer.
 - e. The Comptroller School shall be a member of the Board of Finance. The duties of the Comptroller - School shall be to prepare financial accounting records of receipts and payments for school accounts and furnish reports to the Treasurer.
- I. The President shall appoint the following Ad Hoc Committees/Positions as specified in the bylaws, and/or required by the business of the Congregation for a term of two (2) years: **1. Audit; 2. Nominating; 3. Real Estate; 4. Personnel Review; 5. Parliamentarian; 6. Archivist.** The President shall announce these appointments at the first regularly scheduled meeting of the Voters' Assembly following the Annual Meeting in December.
- J. The President shall appoint all other committees which are required by the bylaws or by direction of either the Congregation or the Board of Directors.
- K. The congregation shall elect from its eligible Active Voting Membership in December, members to the Strategic Ministry Plan -Vision Team. Two (2) to be elected each year for a term of three (3) years for a total of six (6) members serving on the Vision Team.
- L. The Vision Team and the Board of Directors shall appoint leader(s) for each SMP Tactic Team for a term of three (3) years.

ARTICLE V. DUTIES OF OFFICERS AND BOARDS

- A. Each Board shall adopt rules for its government not inconsistent with the Constitution and bylaws of the Congregation, and shall submit its rules and regulations to the Board of Directors for approval. Each Board shall have the authority to appoint any subcommittees that it may deem necessary to carry out its responsibilities.
- B. The President shall be the principal executive officer of the Congregation. He shall preside at all meetings of the Voters I Assembly and shall in general supervise and direct the business and affairs of the Congregation through and with the Board of Directors; he shall carry out such other duties as may be assigned to him either by the Congregation or the Board of Directors
- C. In the absence of the President or in the event of his inability or refusal to act, the Vice-President shall perform duties of the President. The Vice-President shall serve as chairman of the Board of Directors, Nominating Committee and Personnel Review Committee.
- D. The Treasurer shall have custody of all funds placed into his keeping by the Congregation upon deposit of the funds in the financial institution(s) designated by the Voters' Assembly. He shall keep an accurate account of all receipts and disbursements, render monthly reports to the Board of Directors and give a full report at each Voter's Assembly meeting, and submit an annual report at the September meeting. All disbursements shall be made by check upon proper authorization of the Voters' Assembly and upon approval of all bills in a manner determined by the Board of Directors. He shall submit to the auditing committee all financial records in his custody for an annual audit. He shall be Chairman of the Board of Finance.
- E. The Secretary of the Congregation shall record and maintain a permanent record of the minutes of the Voters' Assembly meetings as approved and directed by the Voters' Assembly. He shall receive and list in his minutes the reports of boards, officers, and committees. He will prepare copies of the minutes and distribute them to the Pastors, the Principal, the President of the Congregation, the Chairman of the Board of Directors and the Church Office. He shall handle any correspondence as ordered by the Voters' Assembly and other such duties as are pertinent to his office.
- F. The Assistant Treasurer shall render all needed assistance to the Treasurer, assuming the duties of the Treasurer when the latter is absent or unable to serve. He shall administer the staff payroll insurance and retirement programs and furnish timely reports to the Treasurer.
- G. The Assistant Secretary shall render all needed assistance to the Secretary, assuming the duties of the Secretary when the latter is absent or unable to serve. The Assistant Secretary shall be responsible for keeping attendance records at Voters' Assembly meetings, keeping the list of Active Voting Members current and furnishing a list of all Active Voting Members to the President no later than December 31st. each year.

H. Board of Elders:

The duties of this Board shall be:

1. To be responsible for the preaching and teaching of true Christian Doctrine within the Congregation.
2. To assist the Pastor(s) in their spiritual duties, and together with the pastoral office, assume charge of all cases requiring the administration of church discipline.
3. To assist with serving Holy Communion, after appropriate practical and theological instruction by the Pastor(s). They will coordinate the scheduling of all Communion Assistants for Communion Services.
4. To organize and supervise general visitation for the purpose of fostering the love of the members toward their Lord and Savior Jesus Christ and the fellowship of members with each other.
5. To make every effort to effect a reconciliation in cases of strife or dissension.
6. To be responsible for sufficient worship services and to maintain proper order and a worshipful atmosphere.
7. To supervise ushers.
8. To be responsible for the music ministry in all worship services.
9. To be responsible for the preparation and practice of the Rite of Confirmation.
10. To perform an annual performance evaluation of any paid personnel under their jurisdiction.

I. Board of Property Management:

The duties of this Board shall be:

1. To be responsible for all real estate, buildings, and personal property of the Congregation and to control it in the name of the Congregation.
2. To be responsible for the use and/or rental of all congregational facilities.
3. To conduct periodic inspections of all properties, keeping them in good order and repair at all times through a preventive maintenance program.
4. To engage custodians as required to keep the properties of the Congregation in good repair and functional order, to outline the general duties of the custodians and to supervise their work.
5. To engage office personnel; to outline the general duties of the office personnel and to supervise their work.
6. To secure through the Voters' Assembly authority to expend non-budget amounts for capital improvements of the Congregation's properties.
7. To maintain adequate property and liability insurance protection to the Congregation.
8. To perform an annual performance evaluation of any paid personnel under their jurisdiction.

J. Board of Christian Day School:

The duties of this Board shall be:

1. To administer the Christian Day School and auxiliary activities, including sports, lunches, transportation, and other organizations and activities of the children enrolled in the Christian Day School.
2. To evaluate the school and its curriculum yearly and to make an extensive evaluation every six years in the light of Christian education and accomplishment as compared with other schools, both public and nonpublic.
3. To review and assign special duties and responsibilities to the faculty members, through the Principal.

4. To keep the Congregation advised through the Principal or the Chairman of the Board of Christian Day School.
5. To oversee the hiring of contract teachers. Teaching contracts must be approved by the Voters' Assembly. No additional teaching positions shall be created unless authorized by the Voters' Assembly.
6. To bring to the attention of the Congregation the needs for facilities, equipment and personnel.
7. To evaluate and estimate potential enrollment.
8. To determine schedule of school fees required per pupil enrolled in the Christian Day School and provide a program for collection of such fees.
9. To establish tuition charges and supervise the collection of tuition payments for deposit into the Congregational Treasury.
10. To urge members of the Congregation with children enrolled to take an active part in Congregational life and the school and to support the Congregation financially.
11. To conduct an annual performance evaluation of the Principal and review the Principal's evaluation of all Teachers and any paid personnel under the Board's jurisdiction.

K. Board of Christian Stewardship:

The duties of this Board shall be:

1. To periodically survey and analyze the talents of the membership of the Congregation, embracing "Time, Talents and Treasure ", and to classify these talents in a file that would assist the church boards, organizations, nominating committee and groups in enlisting members in congregational programs.
2. To sponsor stewardship educational programs in the Congregation and to inform the members of the Congregation about opportunities to cooperate and participate in the world-wide work of the Central Illinois District and Lutheran Church Missouri Synod.
3. To encourage all members of the congregation to exercise spiritual and financial stewardship according to their means for the work of the Lord in the Congregation and in the church at large.
4. To assist the Board of Finance in preparing the annual budget.
5. To be responsible for the contents of the annual contribution packets.
6. To be responsible for the preparation and distribution of the Contribution Statements, and the maintenance of contribution records.
7. To perform an annual performance evaluation of any paid personnel under their jurisdiction.

L. Board of Evangelism:

The duties of this Board shall be:

1. To establish, organize supervise, and implement an energetic evangelism program of the Congregation, as required in response to Christ's Great Commission.
2. To establish committees and groups as necessary to carry out the evangelism program:
 - a. To acquaint all reachable people with Jesus Christ.
 - b. To invite prospective members to participate in Congregational activities to draw them closer to Jesus Christ and His Church.
 - c. To invite prospective members to participate in adult instruction class.
 - d. To publicize that we preach, live and firmly believe that "Christ was Crucified for our sins and He has Risen and is preparing a place in Heaven for all believers."

3. To seek ways and means of promoting evangelism among all members of the Congregation.
4. To promote mission activities in the Congregation that support local, district, Synodical and foreign activities.
5. To supervise greeters.
6. To perform an annual performance evaluation of any paid personnel under their jurisdiction.

M. Board of Parish Activities:

The duties of this Board shall be:

1. Organized Activities:
 - a. To maintain a Christ-oriented organized activities program for confined members of the Congregation.
 - b. To appoint an Organized Activities Committee.
2. To review, study and coordinate the activities of all societies of the Congregation.
3. To review and submit to the Voters' Assembly for approval all new and amended Constitutions and Bylaws of parish societies, their purpose and goals as Christ-centered organizations.
4. To establish an annual calendar of activities of the Congregation.
5. To perform an annual performance evaluation of any paid personnel under their jurisdiction.

N. Board of Finance:

The Board of Finance shall consist of the Treasurer (Chairman), Assistant Treasurer, Financial Secretary, Comptroller - Church, and Comptroller - School.

The duties of this Board shall be:

1. To plan and review the finances of the Congregation, study and make recommendations to the Board of Directors concerning all proposed expenditures and recommend ways and means to meet the budget and to finance all projects approved by the Voters' Assembly which require financial expenditures.
2. To recruit personnel to assist the Financial Secretary.
3. To review church and school accounting procedures and recommend changes to the Board of Directors, as required.
4. To keep a current list of staff and church officers authorized to sign purchase orders and any limitation, when applicable.
5. To prepare an annual budget. The proposed budget shall be published in May and voted on at the June Voters' Assembly meeting.
6. To review, monitor and coordinate or perform the financial activities of the Congregation, in the following areas:
 - a. Purchase Orders.
 - b. Receipt of bills and invoices.
 - c. Writing of checks.
 - d. Accounting entries and records.
 - e. Preparation of financial reports.
 - f. Deposit of all contributions and other receipts.
 - g. Payroll
7. To perform an annual performance evaluation of any paid personnel under their jurisdiction.

O. Board of Christian Development:

The duties of this Board shall be:

1. To develop and administer all educational programs of the Congregation, except those of the Christian Day School and its auxiliary activities.
 2. To provide for an annual Vacation Bible School.
 3. To maintain an ongoing Sunday School program.
 4. To assist the Sunday School staff with space needs, curriculum and finances.
 5. To assist the pastoral staff in providing adult Bible classes, including courses, space, and finances.
 6. To maintain the Cradle Roll.
 7. To supervise the Synodical School Scholarship Fund for the training of full time church workers.
 8. To develop other Christian educational programs to enable members to learn from God's Word and to grow in His service.
 9. To establish, organize and supervise the activities of a Christian Care Giving Committee to address the special needs of members.
 10. To provide for a Christ oriented youth program by:
 - a. Appointing a Youth Committee.
 - b. Assisting the Youth Committee in establishing, organizing and maintaining an effective youth program.
 11. To perform an annual performance evaluation of any paid personnel under their jurisdiction.
- P. The Pastors, Principal and the President by virtue of their offices and official positions, shall be members of all Boards and Committees, but without voting privileges. The President shall have the right to vote in meetings of the Board of Directors.

ARTICLE VI: PERSONNEL REVIEW COMMITTEE

The Vice-President shall be Chairman of the Personnel Review Committee which shall have four (4) members appointed by the President and approved by the Voters' Assembly in the March meeting each year. The duties of this Committee shall be:

- A. To maintain a Personnel Policy Manual providing copies for Pastors, Teachers, paid staff members, Officers and Board Chairmen.
- B. To assist the elected Boards and Call Committees in formulating Calls to be extended and contracts to be written. This Committee shall review and recommend to these Boards and Committees:
 1. Duties and responsibilities of the Called or contracted person (Call Guidelines).
 2. Salary.
 3. Conformity to policies and procedures.
- C. To arrange an interview with the new paid worker within thirty (30) days after the worker reports for duty to review policies and procedures of the Congregation.

- D. To study recommendations from the various Boards concerning salaries and allowances for the staff of the Congregation and, when necessary, to initiate such review. The study of salary recommendations shall consider such items as:
 - 1. The performance of the individual based upon findings in annual evaluations to be conducted by Boards having jurisdiction over the individual. The Board of Directors shall conduct annual evaluations of the Pastors.
 - 2. The salary policy as outlined in the Personnel Policy Manual.
 - 3. The relationship of all salaries in the Congregation.
 - 4. The availability of funds.
 - 5. The Lutheran Church Missouri Synod Central Illinois District salary guidelines.
- E. To maintain a personnel file for all paid staff members.
- F. To act as a Dispute Resolution Committee if other means are of no avail in any conflicts that might arise involving Pastors, Teachers, Officers or paid staff members.

ARTICLE VII: FUNDS ADMINISTERED

- A. The Board of Directors may authorize any of its members in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Congregation. Such authority may be general or confined to specific instances.
- B. All checks, drafts or other orders for the payment of money, notice of other evidence of indebtedness issued in the name of the Congregation, shall be signed by such officer or officers as may be designated by the Board of Directors.
- C. All funds of the Congregation shall be deposited to the credit of the Congregation in such banks, trust companies or other depository as the Board of Directors may select.
- D. The Board of Directors may accept on behalf of the Congregation any contribution, gift, bequest or device for any general or specific purpose of the congregation.

ARTICLE VIII: RECORD KEEPING

The Congregation, through its officers and Board of Directors, shall keep correct, accurate and complete books and records of account; shall keep all minutes of Voters' Assembly meetings. The Board of Directors and all other boards and committees, shall keep minutes of their proceedings. The Board of Directors shall keep an accurate record giving the names and addresses of all Active Voting Members of the Congregation.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Congregation shall begin on the first day of July and end on the 30th day of June each year.

ARTICLE X: CORPORATE SEAL

The Congregation shall provide a corporate seal which shall be in the form of a circle and shall have inscribed thereon the name of the congregation and the words: CORPORATE SEAL, ILLINOIS.

ARTICLE XI: NOTICE, NOT-FOR-PROFIT CORPORATION ACT

Whenever any notice is, required to be given under the provisions of the general "*Not For Profit Corporation Act*" of the State of Illinois, or under the provisions of the articles of incorporation or bylaws of the Congregation, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XII: NOMINATIONS AND ELECTIONS

All nominations and elections shall be conducted in the following manner:

- A. The Vice-President of the Congregation shall be Chairman of the Nominating Committee. The Nominating Committee, consisting of four (4) Active Voting Members shall be appointed by the President and ratified by the Voters' Assembly in the March meeting.
- B. The Nominating Committee shall:
 1. Propose a list of candidates for officers to be elected as specified in bylaws, and for vacancies occurring during the year.
 2. Concern itself with establishing a list of qualified candidates eligible for elective office from the Voters' Assembly. Be ready to assist the President and the Board of Directors in the appointment of various Boards and the Committees.
 3. It shall be desirable to have more than one (1) candidate for each office.
- C. Annual Election and Board Appointments:
 1. The Nominating Committee shall secure permission for candidates to stand for election for each of the following offices of President, Vice President, Secretary, Treasurer, Assistant Treasurer, Assistant Secretary, Elders, SMP Vision Team, and seven (7) Directors who shall be Chairmen of:
 - a. Board of Elders,
 - b. Board of Property Management,
 - c. Board of Evangelism,
 - d. Board of Christian Development,
 - e. Board of Christian Day School,
 - f. Board of Christian Stewardship,
 - g. Board of Parish Activities.
 2. The Nominating Committee shall report its selection of candidates for the corporate officers, Directors, Elders, and SMP Vision Team to the December meeting of the Voters' Assembly. A list of the nominees shall be published in the December Newsletter. The Nominating Committee shall continue to secure permission of candidates to stand for election for unfilled positions up to and including the December meeting of the Voters' Assembly and names of nominees shall be published weekly in the Church Service Bulletin. Nominations shall be closed prior to the election in the December meeting of the Voters' Assembly.
 3. Any objections to a published nominated candidate must be made to the Chairman of the Nominating Committee at least five (5) days' before the election meeting.
 4. The Nominating Committee shall prepare all ballots for the annual elections

5. The President shall appoint the necessary assistants to facilitate distributions, receipt and tabulation of the ballots and report the results to the Voters' Assembly.
6. Those receiving a majority of votes cast shall be declared elected.
7. No corporate Officer, Director or Elder shall hold more than one (1) elective office, with the exception of the SMP Vision Team.
8. Vacancies:
 - a. Positions not filled in the annual election and unfilled Board appointments, shall be declared vacant.
 - b. Any vacancy in any of the elective offices shall be filled by an election to be held in a meeting of the Voters' Assembly.

ARTICLE XIII: AMENDMENT TO THE BYLAWS

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the Active Voting Members present at any regular meeting or at any special meeting of the Voters' Assembly; provided that at least ten (10) days written notice shall have been mailed to all Active Voting Members of the intention to alter, amend, repeal, or to adopt new bylaws at such meeting, together with a written copy of the proposed repeal, alteration or amendment.

Revisions adopted by Voters' Assembly at meetings on 12/08/02 & 1/05/03. Retyped in 11pt. type on 7/26/05. Further revision adopted by the Voters' Assembly on June 11, 2007, March 10, 2008, and June 9, 2008.