

**CONSTITUTION AND BY-LAWS OF**  
**TRINITY EVANGELICAL LUTHERAN CHURCH**  
**BREWSTER, NEW YORK**

**A CONGREGATION OF THE**  
**METROPOLITAN NEW YORK SYNOD**  
**EVANGELICAL LUTHERAN CHURCH IN AMERICA**

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# CONSTITUTION AND BYLAWS

## \*PREAMBLE

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

## Chapter 1. NAME AND INCORPORATION

- C1.01. The name of this congregation shall be Trinity Evangelical Lutheran Church of Brewster, New York.
- C1.02. For the purpose of this constitution and the accompanying bylaws, the Congregation of Trinity Evangelical Lutheran Church of Brewster, New York is hereinafter designated as "this congregation."
- C1.11. This congregation shall be incorporated under the laws of the State of New York.
- C1.12. The seal of this congregation presents a cross with the sign of Pentecost and Trinity and circled by the words "Evangelical Lutheran Church in America" and an outer ring with the words "Trinity Lutheran Church, Brewster, New York."

## Chapter 2. CONFESSION OF FAITH

- \*C2.01. This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- \*C2.02. This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
  - a. Jesus Christ is the Word of God Incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
  - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
  - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit, speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- \*C2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.

- \*C2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- \*C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- \*C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- \*C2.07. This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and the Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission to the world.

### **Chapter 3. NATURE OF THE CHURCH**

- \*C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- \*C3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations, and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic community of the communion of saints, in breadth, it expresses the fellowship of believer and congregations of our day.

### **Chapter 4. STATEMENT OF PURPOSE**

- \*C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- \*C4.02. To participate in God's mission, this congregation as a part of the Church shall:
  - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
  - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
  - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer and Sanctifier of all.

- d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
- e. Nurture its members to grow in God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

\*C4.03. To fulfill these purposes, this congregation shall:

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organizations of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy.

\*C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions.

\*C4.05. This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

C4.05.01 *"We the family of Trinity Evangelical Lutheran Church, recognizing ourselves as vehicles of the Holy Spirit, declare as our purpose the following: To nurture a Christian faith through worship, education and service. To practice a Christian lifestyle through reaching out to others by spreading the word of God and ministering to their needs."*

## **Chapter 5. POWERS OF THE CONGREGATION**

- \*C5.01. The powers of this congregation are those necessary to fulfill its purpose.
- \*C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- \*C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
  - a. call a pastor as provided in Chapter 9;
  - b. terminate the call of a pastor as provided in Chapter 9;
  - c. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers, in conformity with the applicable policy of the Evangelical Lutheran Church in America;
  - d. approve the annual budget;
  - e. acquire real and personal property by gift, devise, purchase, or other lawful means;
  - f. hold title to and use its property for any and all activities consistent with its purpose;
  - g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
  - h. elect its Congregation Council, boards, and committees, and require the members of the council to carry out their duties in accordance with the constitution and bylaws; and
  - i. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- \*C5.04. This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or any other subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Metropolitan New York Synod of the Evangelical Lutheran Church in America.

## **Chapter 6. CHURCH AFFILIATION**

- \*C6.01. This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Metropolitan New York Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- \*C6.02. This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- \*C6.03. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
  - a. This congregation agrees to be responsible for its life as a Christian community.
  - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.

- c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
- d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers, for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

- \*C6.04. Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
- a. This congregation takes action to dissolve.
  - b. This congregation ceases to exist.
  - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
  - d. This congregation follows the procedures outlined in C6.05.

- \*C6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
  - b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
  - c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
  - d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
  - e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
  - f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
  - g. Since this congregation was a member of the Lutheran Church in America it shall be required, in addition to the foregoing provisions in C6.05, to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.

- \*C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

## Chapter 7. PROPERTY OWNERSHIP

- \*C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Metropolitan New York Synod of the Evangelical Lutheran Church in America.
- \*C7.02. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedures for discipline, title to property shall continue to reside in this congregation.
- \*C7.03. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Metropolitan New York Synod.
- \*C7.04. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

## Chapter 8. MEMBERSHIP

- \*C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintained their membership in accordance with the provisions of this constitution and its bylaws.
- \*C8.02. Members shall be classified as follows:
  - a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
  - b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran Congregations, or baptized persons received by affirmation of faith.
  - c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation.

- d. *Associate* members are persons holding membership in other Christian congregations who wish to retain such membership but who desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

\*C8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

\*C8.04. It shall be the privilege and duty of members of this congregation to:

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

\*C8.05. Membership in this congregation shall be terminated by any of the following:

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action by the Congregation Council; or
- e. removal from the roll due to inactivity as defined in the bylaws.

Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

## **Chapter 9. THE PASTOR**

\*C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

\*C9.02. Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.

\*C9.03. Consistent with the faith and practice of the Evangelical Lutheran Church in America,

- a. Every ordained minister shall:
  - 1) preach the Word;
  - 2) administer the sacraments;
  - 3) conduct public worship;
  - 4) provide pastoral care; and

- 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
- b. Each ordained minister with a congregational call shall, within the congregation:
    - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
    - 2) supervise all schools and organizations of this congregation;
    - 3) install regularly elected members of the Congregation Council; and
    - 4) with the council, administer discipline.
  - c. Every pastor shall:
    - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
    - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
    - 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
    - 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America and of the Metropolitan Synod of the ELCA.

\*C9.04. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.

- \*C9.05.
- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
    - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
    - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
    - 3) Inability to conduct the pastoral office effectively in the congregation in view of local conditions without reflection on the competence or the moral and spiritual character of the pastor;
    - 4) the physical or mental incapacity of the pastor;
    - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
    - 6) the dissolution of the congregation; or
    - 7) suspension of the congregation as a result of discipline proceedings.
  - b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
  - c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of the disabled pastor

to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.

- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in \*C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority of the voting members present and voting where the bishop and committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- e. If, in the course of proceedings described in C9.05.d, the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations for disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
- f. If, following the appointment of the committee described in C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).

\*C9.06. At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

\*C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

\*C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.

\*C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

\*C9.11. With the approval of the bishop of the synod, the congregation may depart from C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the

congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of C9.05.a.

- \*C9.12. The pastor of this congregation:
  - a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation,
  - b. and shall submit a summary of such statistics annually to the synod, and
  - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
  
- \*C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
  
- \*C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.
  
- C9.20. Ecumenical pastoral ministry.
  
- C9.21. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation.

## **Chapter 10. CONGREGATION MEETING**

- C10.01. The annual meeting of this congregation shall be held at a time specified in the bylaws.
  - C10.01.01. The Annual Congregational meeting shall normally be held the fourth Sunday in January, effective January, 1984.*
  - C10.01.02. The Congregational year will begin on January 1 and end on December 31.*
  
- C10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of the congregation, and shall be called by the president of the congregation upon the written request of one tenth of the voting members. The call for such special meeting shall specify the purpose for which it is to be called and no other business shall be transacted.
  
- C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the

regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

- C10.04. One tenth of the voting members shall constitute a quorum.
- C10.05. Voting by proxy or by absentee ballot shall not be permitted.
- C10.06. All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.
- C10.07. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

## **Chapter 11. OFFICERS**

- C11.01 The officers of this congregation shall be a president, vice president, secretary, and treasurer.
  - a. Duties of the officers shall be specified in the bylaws.
  - b. The officers shall be voting members of the congregation.
  - c. Officers of this congregation shall serve similar offices of the Congregation Council, and shall be voting members of the Congregation Council.
  - d. If the Congregation Council elects its officers, the president, vice president, and secretary shall be elected from the elected members of the Congregation Council. If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.

*C.11.01.01 The Congregation Council at the first meeting after the Annual Congregational Meeting shall elect a financial recording secretary. If the financial recording secretary is not selected from the elected membership of the Congregation Council, the financial recording secretary shall have voice but not vote at the meetings of the Congregation Council.*

- C11.02. The Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.
- C11.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

## **Chapter 12. CONGREGATION COUNCIL**

- C12.01. The voting membership of the Congregation Council shall consist of the pastor(s) and nine (9) members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases

to be a voting member of the congregation or b) is absent from four successive regular

meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

- C12.02. The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for three years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.
- C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. Individuals who have served less than one-half of a term shall be eligible for nomination and possible election to a full term.
- C12.04. The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular the worship life, to the end that everything be done in conformity with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:
- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
  - b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
  - c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
  - d. To maintain supportive relationships with the pastor(s) and to help them annually to evaluate the fulfillment of their calling or employment.
  - e. To be examples individually and corporately of the style of life and ministry expected of baptized persons.
  - f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
  - g. To arrange for pastoral service during the sickness or absence of the pastor.
  - h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established practices of the synod and the Evangelical Lutheran Church in America.
  - i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
  - j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- C12.05. The Congregation Council shall be responsible for the financial and property matters of the congregation.
- a. The Congregation Council shall be the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that

pertain to such boards under the laws of the State of New York, except as otherwise provided herein.

- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may enter into contracts of up to two percent (2%) of the approved congregational budget for items not included in the budget.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may not incur obligations of more than five percent (5%) above the approved congregation year budget without approval by a congregation meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- e. The Congregation Council shall ascertain that the fiscal affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the Synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

C12.06. The Congregation Council shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.

C.12.07. The Congregation Council shall provide for an annual review of the membership roll.

C12.08. The Congregation Council shall be responsible for the employment and supervision of the salaried workers of this congregation.

*C12.08.01 Unless otherwise agreed, the resignation of any permanent full-time or part-time paid staff member shall normally become effective two months after the date on which it is submitted.*

C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

C12.11. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

*C12.11.01. Council action may be taken on any item shown on the written Council agenda for that meeting and on other items introduced during that meeting except:*

- a. Issues requiring change in church policy;*
- b. Requests for expenditures exceeding the approved congregation budget for specific categories;*
- c. Precedent setting decisions;*
- d. Events or actions significantly affecting the welfare of the congregation; and*
- e. Other issues as the Council may deem appropriate.*

*Action may be taken on such issues, during the Council Meeting at which the issue is presented, only if a roll call of the Council members indicate that seventy-five (75%) of the members in*

*attendance approve taking action at that meeting. Otherwise, Council action will be taken at the next Council meeting.*

- C12.12. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

### **Chapter 13. CONGREGATION COMMITTEES**

- C13.01. The officers of this congregation and the pastor shall constitute the *Executive Committee*.

*C13.01.01 In addition to responsibilities assigned by the Congregational Council, the Executive Committee shall review annually the salary and performance of all congregational employees. The officers of the congregation shall review annually the performance and salary of the pastor(s).*

- C13.02. A *Nominating Committee* of three voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection.

- C13.03. An *Audit Committee* of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection.

- C13.04. A *Mutual Ministry Committee* (in the absence of a mutual ministry committee, their duties shall be fulfilled by the executive committee) of six voting members shall be appointed jointly by the president and the pastor. Term of office shall be three years, with two members to be appointed each successive year.

*C13.04.01 The Mutual Ministry Committee shall be concerned with the mission and ministry of the congregation, the ministry of all the baptized. This committee shall regularly survey life within the congregation and community, sharing with the Congregation Council its carefully considered analysis and responses concerning the congregation's mission.*

- C13.05. When a pastoral vacancy occurs, a *Call Committee* of six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.

C13.06. Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.

C13.06.01 . A. Church Property Committee

*This committee shall see to the proper maintenance and protection of all property of the congregation, and shall take care that the same is kept in good repair. Review yearly the salary and performance of the Sexton.*

C13.06.01 . B. Educational Ministry Committee

*This committee, in association with the pastor(s), shall oversee the conduct and promotion of the school(s) and the educational activities of all organizations within the congregation. It shall encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America, and seek to introduce the church's periodicals and books of family devotion into the homes of the congregation. It shall bring the call to the ministry of the Gospel and to other full-time church vocations to the attention of qualified youth of the congregation.*

C13.06.01. C. Evangelism Committee

*This committee shall stimulate and lead all members of the congregation in continuous endeavors to reawaken the spiritually indifferent and to reach others with the Gospel and attach them to God's Church. To this end, the committee shall devote itself to deepening spiritual life and shall periodically study the congregation in the prompt transfer of all members who move away and of new members moving into the community.*

C13.06.01. D. Finance Committee

*This committee shall prepare a congregational yearly budget for the succeeding year, including this congregation's support of the wider ministry being carried on in its behalf by the Evangelical Lutheran Church in America and the synod, and shall submit such budget to the Congregation Council for its action and later presentation to the congregational meeting. The committee shall exercise oversight of all financial affairs of the congregation to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer. It shall, subject to the approval of the Congregation Council, be responsible for the congregation's investments, and shall also provide for annual audits of the accounts of the treasurer and the financial recording secretary, as well as the accounts of the school(s) and organizations within the congregation. It shall see that the property of the congregation is adequately insured. It shall administer and execute decisions to accept or reject personal property and/or cash offered as unsolicited contributions to the church. The treasurer shall be a member of the committee.*

C13.06.01. E. Social Ministry Committee

*The purpose of this committee shall be to extend Christian compassion and helpfulness to the ill, the aged, the orphaned, the underprivileged, the imprisoned and to persons of all ages in need of aid in body and soul. It shall strive to enlist as many as possible of the individual members and organizations of the congregation. This committee shall have the duty to study special social conditions, primarily in the local community, to bring the light of Christian discussion of facts and issues, and to that of the community where deemed advisable by the Congregation Council.*

C13.06.01 F. Stewardship Committee

*This committee shall evoke and promote the expression of the Christian faith in daily living; to teach the Christian use of time, talents and money; to diffuse knowledge of the congregation's*

*local, national, and world-wide ministries; and to lead all its members to higher levels of proportionate giving for the Lord's work. This committee shall also be responsible for the efforts which lead to informed and grateful giving. The financial recording secretary shall be a member of the committee.*

**C13.06.01 G. *Worship and Music Committee***

*This committee shall assist the Congregation Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church of America, that competent ushers are recruited and trained, and that hymnals and other devotional materials are provided and properly cared for. This committee shall supervise, and strive to advance the welfare and effective service of, the choirs and the congregation. It shall arrange for the care of paraments, vestments, altar decorations, and musical instruments and, in consultation with the pastor(s), the organist and the choir director(s), it shall furnish music supplies appropriate for use in the worship of a congregation of the Evangelical Lutheran Church in America. Review yearly the salary and performance of the Music Director and Organist. It shall administer the Flower Fund.*

**C13.06.02** *At its first meeting in each congregational year, the Congregation Council shall appoint the Standing Committees and their chairpersons, as specified in the Bylaws. Each such committee shall have majority representation of voting members of the congregation and others as may be appropriate.*

**C13.06.03.** *A representative from each Standing Committee, indicated in the Bylaws, shall attend Congregation Council meetings. Such representatives shall have voice but no vote at the meetings. The representative's primary functions are to provide viewpoints, information, reports, and recommendations to the Council, on behalf of the committee, and to share Council discussions and actions with the committee.*

**C13.06.04.** *Special Committees*  
*Such committees shall be formed for a specific purpose or task, usually to be completed within a specified time period. The Congregation Council is responsible to organize and define parameters for such committees work and to appoint the special committee and committee chairperson. Each special committee shall have majority representation of voting members of the congregation and others, as may be appropriate.*

**C13.07.** Duties of committees of this congregation shall be specified in the bylaws.

**C13.07.01** *Except as stipulated in the following paragraphs, the duties of all committees shall be assigned by the Congregation Council, along with such instructions as in its judgment are in the best interests of the congregation. All actions of committees shall be subjected to review by the Council.*

**C13.08.** The pastor of this congregation shall be *ex officio* a member of all committees and boards of the congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of the congregation, except the Nominating Committee.

## **Chapter 14. ORGANIZATIONS IN THE CONGREGATION**

C14.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

*C14.01.01 The Congregation Council shall also provide oversight, review their policies, guide their activities, and receive reports concerning their membership, work, and finances of affiliated organizations.*

*C14.01.02 These affiliated organizations are: Women of the Evangelical Lutheran Church in America.*

C14.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council.

## **Chapter 15. DISCIPLINE OF MEMBERS AND ADJUDICATION**

\*C15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent troublemaking in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If, for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.

\*C15.02. The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America. A member charged with the offense shall appear before the Congregation Council after having received a written notice, at least 10 days prior to the meeting, specifying the exact charges that have been made against the member. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.

- \*C15.03. Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council, who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:
  - a. censure before the council or congregation;
  - b. suspension from membership for a definite period of time; or
  - c. exclusion from membership in this congregation.
 Disciplinary actions b. and c. shall be delivered to the member in writing.
- \*C15.04. The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.
- \*C15.05. Disciplinary actions may be rescinded and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.
- \*C15.06. For disciplinary actions of this congregation, “due process” shall be observed as specified in 20.41.03. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- \*C15.07. No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless ordered by the Synod Council after an appeal.
- \*C15.10. Adjudication
- \*C15.11. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod council, whose decision shall be final.

## **Chapter 16. BYLAWS**

- \*C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- \*C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- \*C16.03. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days

before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the members of the proposal with its recommendations at least 30 days in advance of the Congregation meeting.

- \*C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

## **Chapter 17. AMENDMENTS**

- \*C17.01. Amendments to this constitution may be proposed by at least five voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council sixty (60) days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Congregation Council shall notify the members of the proposal with the council's recommendations at least thirty (30) days in advance of the meeting.
- \*C17.02. A proposed amendment to this constitution shall:
  - a. be approved at a legally called meeting according to this constitution by a majority vote of those present and voting;
  - b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
  - c. have the effective date included in the resolution and noted in the constitution.
- \*C17.03. Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within one-hundred twenty (120) days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or of the Metropolitan New York Synod of the ELCA.
- \*C17.04. Whenever the Model Constitution for Congregations is amended by the Churchwide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments at least thirty (30) days prior to the meeting. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod, consistent with C17.03.

## **Chapter 18. CONTINUING RESOLUTIONS**

- \*C18.01. The Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- \*C18.02. Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.

## **Chapter 19. INDEMNIFICATION**

\*C19.01. Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, of contemplated civil, criminal, administrative, arbitration, or investigative proceeding.

## **Chapter 20. PARISH AUTHORIZATION**

\*C20.01. This congregation may unite in partnership with one or more other congregations recognized by the synod named in \*C6.01. to form a parish. Except as provided in \*C20.02. and \*C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish shall specify the powers and responsibilities that have been delegated to a Parish Council.

\*C20.02. Whenever a letter of call is being recommended for extension to an ordained minister of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended to this congregation by the synodical bishop to serve the congregations of a parish, such letter of call shall be first approved by a two-thirds vote at congregational meetings of each of the congregations forming the parish. If any congregation of the parish should fail to approve extending this call, the other congregation(s) in the same parish shall have the right to terminate the parish arrangement.

\*C20.03 Any one of the congregations of the parish may terminate the call of a pastor as provided in †S14.13.d. of the Synod Constitution named in \*C6.01. In such case, the other congregation(s) in the same parish shall have the right to terminate parish arrangement.

Recorded September 23, 2001

Amended by majority vote January 25, 2004

Approved by 2/3 vote January 30, 2005

Amended by majority vote January 29, 2006

Changes to C13.04 approved by 2/3 vote January 28, 2007

Changes to C13.04.01 approved by majority vote January 27, 2008

\* ELCA required provisions

By-Laws are in italicized text

EVANGELICAL LUTHERAN CHURCH IN AMERICA

BY-LAWS

OF

TRINITY EVANGELICAL LUTHERAN CHURCH  
BREWSTER, NEW YORK

**By-Law 1. Statement of Mission**

BL1.01 “We the family of Trinity Evangelical Lutheran Church recognizing ourselves as vehicles of the Holy Spirit, declare as our purpose the following: To experience the presence of God to be the presence of God for others.”

**By-Law 2. Congregational Year**

BL2.01. The Congregational year will begin on January 1 and end on December 31.

BL2.02. The Annual Congregational meeting shall normally be held the fourth Sunday in January, effective January, 1984.

**By-Law 3. Church Council Organization and Membership**

BL3.01. The Church Council shall consist of the Pastor(s) plus nine (9) members, elected during annual congregational meetings by written, secret ballot.

BL3.02. Candidates for election to the Church Council will be nominated by the Nominating Committee, consisting of at least three voting members of the congregation. A committee consisting of the pastor(s) and two Council members will submit to the church council, for approval by a majority vote of members present at the council meeting, candidates for appointment to the Nominating Committee, four months prior to the council election month. No member of the council can serve on the Nominating Committee.

BL3.03. At the Council meeting preceding the month during which the election is to be held, the Nominating Committee will submit to the Council approval of at least one candidate for each to-be-elected position. Additional candidates for the Council can be nominated at the Annual Congregational Meeting during which the elections will be held. However, each nominee must be a qualified candidate, must be present at the meeting, and must accept the nomination.

BL3.04 The Church Council shall elect from among its members at the first meeting after the Annual Congregational Meeting, a council president, vice-president, and secretary.

BL3.05 The congregational officers, financial recording secretary and treasurer shall be elected by the church council at the first meeting after the Annual Congregational Meeting. The congregational officers, if not elected members of Council, will have voice but no vote at Council meetings.

BL3.06 Council action may be taken on any item shown on the written Council agenda for that meeting and on other items introduced during that meeting except:

f. Issues requiring change in church policy;

- g. Requests for expenditures exceeding the approved congregation budget for specific categories;
- h. Precedent setting decisions;
- i. Events or actions significantly affecting the welfare of the congregation; and
- j. Other issues as the Council may deem appropriate.
  - 1. Action may be taken on such issues, during the Council Meeting at which the issue is presented, only if a roll call of the Council members indicate that seventy-five (75%) of the members in attendance approve taking action at that meeting. Otherwise, Council action will be taken at the next Council meeting.

BL3.07 A representative from each Standing Committee, indicated in these By-Laws, shall attend Church Council meetings. Such representatives shall have voice but no vote at the meetings. The representative's primary functions are to provide viewpoints, information, reports, and recommendations to the Council, on behalf of the committee, and to share Council discussions and actions with the committee.

**By-Law 4. Standing and Special Committees**

BL4.01 At its first meeting in each congregational year, the Church Council shall appoint the Standing Committees and their chairpersons, as specified in these By-Laws. Each such committee shall have majority representation of voting members of the congregation and others as may be appropriate.

BL4.02 Except as stipulated in the following paragraphs, the duties of all committees shall be assigned by the Church Council, along with such instructions as in its judgment are in the best interests of the congregation. All actions of committees shall be subjected to review by the Council.

BL4.03 Church Property Committee

- a. This committee shall see to the proper maintenance and protection of all property of the congregation, and shall take care that the same is kept in good repair. Review yearly the salary and performance of the Sexton.

BL4.04 Educational Ministry Committee

- a. This committee, in association with the pastor(s), shall oversee the conduct and promotion of the school(s) and the educational activities of all organizations within the congregation. It shall encourage the use of teaching and worship materials published or

approved by the Evangelical Lutheran Church in America, and seek to introduce the church's periodicals and books of family devotion into the homes of the congregation. It shall bring the call to the ministry of the Gospel and to other full-time church vocations to the attention of qualified youth of the congregation.

BL4.05 Evangelism Committee

- a. This committee shall stimulate and lead all members of the congregation in continuous endeavors to reawaken the spiritually indifferent and to reach others with the Gospel and attach them to God's Church. To this end, the committee shall devote itself to deepening spiritual life and shall periodically study the congregation in the prompt transfer of all members who move away and of new members moving into the community.

BL4.06 Finance Committee

- a. This committee shall prepare a congregational yearly budget for the succeeding year, including this congregation's support of the wider ministry being carried on in its behalf by the Evangelical Lutheran Church in America and the synod, and shall submit such budget to the Church Council for its action and later presentation to the congregational meeting. The committee shall exercise oversight of all financial affairs of the congregation to make sure that they are being conducted efficiently, given particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer. It shall, subject to the approval of the Church Council, be responsible for the congregation's investments, and shall also provide for annual audits of the accounts of the treasurer and the financial recording secretary, as well as the accounts of the school(s) and organizations within the congregation. It shall see that the property of the congregation is adequately insured. It shall administer and execute decisions to accept or reject personal property and/or cash offered as unsolicited contributions to the church. The treasurer shall be a member of the committee.

BL4.07 Ministry Support Committee

- a. This committee shall be concerned with the spiritual, emotional, and physical health and welfare of all church employees and especially of the pastor(s) and family (adequate compensation, housing, free time, vacation, assistance in times of illness or need, and to that end specifically review these items once per year. Review yearly the salary and performance of all church employees except: Sexton, Music Director, and Organist and make appropriate recommendations to the congregation, or, in case of vacancy, interview and hire a replacement in conjunction with the pastor(s).

BL4.08 Social Ministry Committee

- a. The purpose of this committee shall be to extend Christian compassion and helpfulness to the ill, the aged, the orphaned, the underprivileged, the imprisoned and to persons of all ages in need of aid in body and soul. It shall strive to enlist as many as possible of the individual members and organizations of the congregation. This committee shall have

the duty to study special social conditions, primarily in the local community, to bring the light of Christian discussion of facts and issues, and to that of the community where deemed advisable by the Church Council.

BL4.09 Stewardship Committee

- a. This committee shall evoke and promote the expression of the Christian faith in daily living; to teach the Christian use of time, talents and money; to diffuse knowledge of the congregation's local, national, and world-wide ministries; and to lead all its members to higher levels of proportionate giving for the Lord's work. This committee shall also be responsible for the efforts which lead to informed and grateful giving. The financial recording secretary shall be a member of the committee.

BL4.10 Worship and Music Committee

- a. This committee shall assist the Church Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church of America, that competent ushers are recruited and trained, and that hymnals and other devotional materials are provided and properly cared for. This committee shall supervise, and strive to advance the welfare and effective service of, the choirs of the congregation.

It shall arrange for the care and paraments, vestments, altar decorations, and musical instruments and, in consultation with the pastor(s), the organist and the choir director(s), it shall furnish music supplies appropriate for use in the worship of a congregation of the Evangelical Lutheran Church in America.

Review yearly the salary and performance of the Music Director and Organist. It shall administer the Flower Fund.

BL4.11 Communications Committee

- a. This committee shall establish and maintain a continuing program of publicity for the congregation and activities, which will reflect favorably on the congregation and its commitment to the Gospel of Christ. Publicity shall be in the various news media and publications of the community. Further, this committee is responsible for the general integration of the congregation's work in the life of the community.

BL4.12 Special Committees

- a. Such committees shall be formed for a specific purpose or task, usually to be completed within a specified time period. The Church Council is responsible to organize and define parameters for such committees work and to appoint the special committee and

committee chairperson. Each special committee shall have majority representation of voting members of the congregation and others, as may be appropriate.

**By-Law 5.           Affiliated Organizations**

- BL5.01 All affiliated organizations of the congregation shall exist to minister to all who it can reach with the Gospel of Christ. As expression of the congregation's life, they are subject to oversight and direction. The congregation at its meetings, or the Church Council, shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances. These affiliated organizations are : Women of the Evangelical Lutheran Church in America and the Fellowship Club.
- BL5.02 Special interest groups, other than the congregational units of the official auxiliaries of the Evangelical Lutheran Church in America, may be organized only after authorization by the Church Council. These special interest groups provide services for the community at large and are not limited to Trinity members. Such groups when using Trinity facilities for group activities must receive authorization from the Church Council. The Council shall subject such groups to general oversight and direction.

**By-Law 6.           Congregation Paid Staff**

- BL6.01 Unless otherwise agreed, the resignation of any permanent full-time or part-time paid staff member shall normally become effective two (2) months after the date on which it is submitted.

