

TRINITY LUTHERAN CHURCH
45160 Van Dyke- Utica, Mi. 48317

CONSTITUTION

Adopted- November 9, 2008

Amendments

1. dated May 30, 2012, Article XI A
2. dated May 19, 2013, Article VII
3. dated June 4, 2017, Articles I, IV, V, XII
Michigan District Board of Directors approved 8-20-2017

Article I: Our Name and Synodical Membership

The name of this congregation shall be the Evangelical Lutheran Congregation Trinity of the Unaltered Augsburg Confession, at Utica, Michigan (hereinafter referred to as “Trinity Lutheran Church and School” or “Trinity”). In order to do the Lord’s work more effectively, at home and abroad, this congregation shall hold membership in The Lutheran Church – Missouri Synod (hereinafter referred to as the “LCMS” or “Synod”) as long as this Synod remains true to the Word of God and adheres to the Unaltered Augsburg (Lutheran) Confessional Standards.

The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). The LCMS teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

Trinity voluntarily chooses to belong to the Synod, and shares in the belief of our Lord and Savior, Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, Trinity and the Synod accept without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregation agrees to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (LCMS-Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (LCMS-Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. Trinity, as an LCMS congregation or ministry, operates according to this Constitution and its Bylaws – which are required by the Synod Bylaws to be reviewed by the Michigan District of the LCMS and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. This Constitution and Bylaws of Trinity Lutheran Church and School govern our decision-making and policies.

Article II: Our Confessional Basis

- A. As a Lutheran congregation, we acknowledge and accept all the canonical books of the Old and New Testaments as the inspired and revealed Word of God.
- B. Further, we acknowledge and accept all the Confessional Writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as a correct presentation and true exposition of the Christian Doctrine of the Bible. These Confessional Writings are the three Ecumenical Creeds (Apostles’, Nicene, and Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther’s Large and Small Catechisms, and the Formula of Concord.
- C. No doctrine or practice that is at variance with these symbolical books shall be taught or tolerated in this congregation. Service, hymns, and ministerial acts in this congregation shall conform to sound Lutheran principle.
- D. In all educational agencies of the Church, the Holy Scriptures, Luther’s Small Catechism, and only such books as are purely Lutheran, shall be introduced and used for the instruction in Christian doctrine.

Article III: The Purpose of Our Congregation

The purpose of this Christian congregation shall be:

- A. To glorify God, Father, Son, and Holy Spirit, by providing individuals and families a place to grow in their personal faith relationship with God through Jesus Christ, the Son.
- B. To glorify God as believers grow in their ability to express their relationship to Jesus through regular worship, Bible study, and Christian stewardship.
- C. To glorify God as believers grow in their love and concern for each other and their neighbors.
- D. To glorify God as believers grow in fellowship with each other.
- E. To glorify God as believers grow in their desire to share Christ's story with love with others living near and far.
- F. To glorify God as believers grow in their efforts to express Christian love in their service to people in need everywhere.

Article IV: Statement of Belief

The Statement of Belief (the "Statement of Belief") will provide the foundational basis for Trinity to formally establish, implement and incorporate this Congregation's deeply held faith, beliefs and Biblical values within its ministries, operations, governance, policies and procedures. The Statement of Belief may set forth the Congregation's beliefs in any areas including but not limited to the following: the sanctity of life, marriage, gender identity, and sexuality. Consistent with and in furtherance of the Congregation's Confessional Basis as set forth in Article II of this Constitution and to maintain good order, Trinity's Board of Elders and Pastors may, from time to time, adopt, and/or amend this Statement of Belief.

Article V: Membership in Our Congregation

- A. All members should:
 - 1. Lead a Christian life and abstain from manifest works of the flesh (Gal. 5:19-21)
 - 2. Attend church service faithfully
 - 3. Conform to the regulations which have been and shall be established by this congregation, provided they are consistent with the Word of God.
 - 4. Support the Kingdom of God, at home and abroad, in stewardship of time, talents, and money in proportion to God's blessings.
 - 5. Not hold membership in or lend moral or financial support to any organization whose avowed purposes and/or practices conflict with Word of God (2 Cor. 6:14-18) (e.g., Masons and similar lodges).
 - 6. Communicant members should frequently partake of the Lord's Supper.
- B. Membership in this congregation will be classified as follows:
 - 1. Baptized membership
 - A baptized member, or soul, is a Christian who has been baptized at this congregation or at any Christian congregation where the Sacrament was administered in the name of the Triune God in accordance with the Scriptures (Matt. 28:19-20), and who desires to be under the spiritual care of this congregation. Children who have been baptized in another Christian congregation shall become a member through the consent of one or both parents.
 - 2. Communicant membership
 - a. By confirmation
 - Confirmation is administered to all baptized Christians who have furthered their growth in faith through the study of the Holy Scriptures, and in particular, know and accept Luther's Small Catechism as the correct exposition of the chief doctrines of the Bible.

- b. By transfer
Communicant members may be received from other Lutheran Church-Missouri Synod congregations by a letter of transfer, provided they conform in all respects to the requirements of membership of this congregation. These transferees shall be received through the pastoral office to the Board of Elders.
- c. By profession of faith
All persons of the Christian faith of other denominations, or through affirmation of faith in cases where their membership with another Lutheran congregation has lapsed, shall be received into membership through the regular channels (confirmation classes, adult membership classes, etc.) upon recommendation of the pastoral office.
- d. By reaffirmation of faith
Persons who were previously members of a Lutheran church, or who currently hold membership in another Lutheran church, or whose previous membership in a Lutheran congregation has lapsed may be received by making their intentions known to the pastor. The pastor may, at his discretion, arrange for a period of re-instruction for such applicants.

C. Voting membership

Voting membership shall be extended to all communicant members of the congregation who are at least 18 years of age. The communicant member shall make known his/her intention to become a part of the voters' assembly by registering as a voter one week prior to attending the first voters' meeting at which they intend to vote. Any registered voter who fails to attend at least one regularly scheduled meeting in a period of two consecutive years shall be removed from the active voting membership. They may be reinstated by reregistering as a voter.

It shall be the duty of every voting member to attend the voters' assemblies. By failing to attend any such meeting, a member waives the right to cast his vote during that meeting. A voter shall, if at all possible, accept nomination for office, committee appointments, etc., and generally participate in the business of the congregation.

- D. Membership or other congregational privileges shall not be denied to any Christian because of race or ethnic origin, nor will sexual harassment be tolerated in any form or manner.

Article VI: Release from Our Congregation

Release of an individual's communicant membership from our congregation shall be granted for any of the following reasons:

- A. Transfer to another congregation
Persons desiring to transfer their communicant membership to a sister congregation with whom Trinity Lutheran Church is in fellowship, shall present their request to the pastoral office. Notice of this action shall be given to the Board of Elders.
- B. Joining another church
In cases where communicant members have joined another congregation outside our own fellowship, they shall, upon the recommendation of the pastoral office to the Board of Elders, be considered as having terminated their membership, and their names shall be removed from the membership roster.
- C. Inactivity of membership
When communicant members, of their own choosing, fail to participate in the worship life of the congregation for a prolonged period of time, assuming proper efforts have been made by the elders and/or pastoral staff to reactivate the communicant member to regular participation in Word and Sacrament, and the individual chooses to continue to be inactive, the Elders may remove that person's name from the membership roles of the congregation.
- D. Whereabouts unknown
The names of members whose whereabouts are unknown and cannot be established for one year shall be released from membership by recommendation of the pastoral office to the Board of Elders.
- E. Excommunication
 - 1. Any member who conducts himself in an unchristian manner, lives in open sin and shows no sign of repentance, or otherwise disregards the rules and regulations laid down in the constitution, shall be ministered to according to the guidelines of Matthew 18:15-20.

2. If he persists in his impenitence and refuses to attend meetings called by the Elders or designated appointees to discuss his case according to the steps prescribed in Matthew 18:17, he shall be excommunicated. At least a two-thirds majority of votes cast at the scheduled voters' meeting shall be required for such action of release.
3. A person whose communicant membership has been terminated for any of the above reasons will forfeit all rights as a member of this congregation, all claims upon the property of the congregation as such, or upon any part thereof, so long as he is not reinstated into membership.
4. An excommunicated person who gives evidence of repentance and asks for forgiveness shall be reinstated into the membership of this congregation through counsel of the pastoral office and/or Board of Elders according to 2 Corinthians 2:6-10.

Article VII: The Structure of Our Congregation

A. Voters' Assembly

The congregation shall be represented by and administer all its affairs through its voting membership.

B. Church Council

The Church Council shall consist of the Senior Pastor, the Chairman, Vice-Chairman, Treasurer, and Secretary of the Congregation, and the Chairman of each of the boards. They shall hold a position on the Church Council by virtue of their call or election by the voting members of the congregation, so long as their term of office continues. Responsibility and authority for the administration of congregational affairs shall be delegated by the Voters to the Church Council.

C. Boards

The following boards shall be included in the structure of the congregation to assist in the efficient administration of the congregation:

- Elders
- Christian Day School
- Christian Growth
- Family Life Ministry
- Christian Outreach
- Church Properties
- Personnel Administration

D. Committees

Committees may be formed and/or appointed by the council or ministerial staff as tasks require. Such committees serve only for the duration of time required to reach their stated goal.

E. Rights and powers

This Congregation, subject to the limiting provisions and regulations of the Constitution and its associated By-Laws, shall have supreme power in the administration of its affairs. No duly elected officers of this congregation shall have any power or authority beyond that conferred on them by the congregation acting through its voting membership. The Church Council shall be responsible for the performance of such duties as the voting membership may delegate. Duties and decisions for the Church Council are subject to revision by the voting membership.

F. The Senior Pastor and Chairman of the Congregation, or their respective representatives shall be ex-officio members of all boards and committees, and may, at their discretion attend any or all meetings related to congregational activity of any kind.

Article VIII: Boards

The congregation shall elect or appoint persons of high Christian character to the various boards. Each board shall designate a chairperson from within the elected members of their respective board. This chairperson shall serve as a member of the Church Council.

The Board of Elders shall consist of men who have been elected by the congregation. The Board of Properties shall have five of their members elected by the congregation and the remaining members appointed by the Board Chairman, subject to the ratification of the Church Council. All other boards shall have three of their members elected by the congregation and the remaining members appointed by the Board Chairman, subject to the ratification of the Church Council.

Article IX: Election and Appointment of Officers

A. Nominating committee

Annually, each January, the Chairman of the Congregation will appoint a nominating committee. It shall be the duty and responsibility of the nominating committee to prepare a list of candidates for election as officers and board members.

B. Election

1. The election of officers and board members of the congregation shall take place annually in a regular meeting of the voters' assembly. These elections must be by ballot. The candidate(s) receiving the highest number of votes shall be elected.
2. All voting members shall be eligible to hold an elective or appointed office in this congregation, unless otherwise specified in the By-Laws.
3. The time of service of all officers, council members, and board members shall be fixed by the By-Laws.
4. Any officer, council member, or board member who shall cease to be a member of this congregation shall relinquish his/her office.

C. Removal from office

An officer or board member of the congregation may, in Christian love and lawful order, be removed from office by action of the Church Council for failure to do duties or for unchristian conduct.

Article X: Pastors, Teachers, and Ministers

A. Only such candidates shall be called and elected to serve as pastors, principal, Christian day school teachers, or ministers who are well qualified for their ministry and profess acceptance of and pledge faithful adherence to the confessions of this congregation as set forth in Article II of this Constitution.

B. Additions to the staff shall follow the following restrictions:

1. The right to call a pastor, principal, teacher, or minister shall be vested in the Voters' Assembly, and this power shall not be delegated by the congregation to a smaller group or to an individual.
2. The right to contract for services with an ordained pastor of the Lutheran Church-Missouri Synod for specific services, (e.g., vacancy, visitation, teaching), or the contract for the services of a teacher, minister, or director may be undertaken by the Church Council.

C. Any ordained or commissioned minister may be removed from office by the Voters' Assembly by a two-thirds majority ballot vote of the voter's present, in Christian and lawful order, for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect, or inability to perform the duties of the office.

D. Such removal is not to be understood as excommunication. Regardless of the nature or extent of the offense, or alleged offense, a member removed from office is still a member of this congregation. Membership shall not be ended except by application of the same process that applies to all members of the congregation.

E. The conditions of a call (job description, salary, etc.) are set out in the call documents given to the pastor, principal, teacher, or minister at the time his/her ministries commence in the congregation.

F. If changing needs or financial conditions make it necessary to reduce the called professional staff of the congregation, the provisions of the Reduction in Force (RIF) Policy adopted by the Church Council and included in the Personnel Manual of the Congregation shall be followed in making decisions on the termination of any called worker's service. Terminations under the RIF Policy do not require action by the Voters' Assembly as do dismissals for cause outlined in Article X. C above.

Article XI: Auxiliary Organizations

- A. Auxiliary organizations may be established within the congregation only with the approval of the Church Council. All such organizations shall be under the supervision of the Church Council.
- B. The purpose and objectives of each church organization must be in harmony with the objectives of the congregation.
- C. Auxiliaries not acting in accord with the stated ministry of the church may be disbanded by a majority vote of the Church Council.
- D. Each organization shall annually submit a written report disclosing their work and finances to the Church Council at least 30 days prior to the first Voters' Meeting of the calendar year.

Article XII: Property Rights of the Congregation

- A. The congregation may receive, acquire, hold title to, and manage such real estate and property contents as it may need to accomplish its purpose (Article III). It may purchase, sell, or dispose of such real estate as necessary with the approval of the Voters' Assembly. It may sell or dispose of property contents valued less than \$25,000 as necessary with the approval of the Board of Properties and Church Council.
- B. If at any time a separation should take place within the congregation, the property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Articles I, II, III, IV, V and VII of this Constitution.
- C. In the event the congregation shall totally disband, the property and all rights connected therewith shall be transferred to the Michigan District of the Lutheran Church-Missouri Synod.
- D. Members who disassociate themselves from membership or are removed from membership for any reason forfeit all claims upon the property of this congregation as such, or upon any part thereof, until they may be re-instated into full membership by the congregation.
- E. Any offer, made by an individual or organization, of a gift or a project to be undertaken for a gift that will alter, add to, or take the place of the present properties and/or equipment of the congregation shall first be referred to the Church Council. The Council will then either accept it, decline it, or refer the matter to the Voters' Assembly for action.

Article XIII: Indemnification

- A. Members of Trinity Lutheran Church duly elected as officers or elected or appointed as board members who receive neither salary or remuneration of any kind other than reimbursement for actual, reasonable and necessary expenses incurred in fulfilling the responsibility of their office shall be deemed a "volunteer,"
- B. The Congregation, by adoption of a resolution in accordance with its Articles of Incorporation and By Laws, and pursuant to the provisions of Public Act 170 of the Michigan Public Acts of 1987, shall have the power to indemnify those persons serving in the position of or at the request of the corporation, as an officer, trustee, non-director volunteer, employee or agent against expenses, including attorney fees, judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred by a person in connection with any actions, suits, or proceedings, formal or informal, relating to the service of said individual on behalf of the congregation if such person acted in good faith and in a manner that the person reasonably believed to be in or not opposed to the best interest of the congregation or its members, or other respect to any criminal action or proceeding if the person had no reasonable cause to believe that the conduct engaged in was unlawful. The Congregation, through its Church Council, shall have such further or other authority to indemnify officers, employees or agents consistent with the provisions of Michigan Law and specifically consistent with the provisions of Public Act 170, Michigan Public Acts of 1987, as amended.

Article XIV: Amendments

- A. Article II of this Constitution shall NOT be subject to alteration, amendment, or repeal.

- B. This Constitution may be changed or amended, provided that such proposals be made in writing and given to the Secretary of the Voters' Assembly for consideration by the Church Council.
- C. The Church Council will submit all proposed amendments to the Voters' Assembly and appropriate time be given to review such amendments.
- D. The intention to amend the Constitution shall be announced to the congregation assembled for worship on two consecutive weekends prior to the date upon which amendments are presented for action at the scheduled Voters' Meeting.

TRINITY LUTHERAN CHURCH

45160 Van Dyke- Utica, Mi. 48317

BY-LAWS

Adopted- November 9, 2008

Amendments

1. dated Jan 16, 2011, Article III: A. 3
2. dated Feb 3, 2013, Article I: A. 3
3. dated Feb 3, 2013, Article III: E.
4. dated May 19, 2013, Article III
5. dated January 12, 2014, Article II: 4.c. (2.) & (3.),
Article VII: B. 2. & 3., Article VII: C.
6. dated May 26, 2015, Article IV: A. 3. & 5.
7. dated March 19, 2017, Article II: 3.,
Article IV: A.1.,
Article V: D.2.d. & D.3.a.,
Article VII: B.2. & 3.
8. dated June 4, 2017, Article V: D.1.a
Michigan Board of Directors approved 8-20-2017
9. dated June 9, 2019, Article V: D.1.d
Michigan Board of Directors approved 9-9-2019

BY-LAWS

Article I: The Voters' Assembly

A. Authority and responsibility

1. The voters' assembly is the congregation when assembled to make decisions related to the life and administration of the congregation. All such decisions are to be in accord with God's Word and all is to be done decently and in order.
2. The voters' assembly shall meet at least three times a year, with the option of a fourth. The primary focus of the first meeting should be the ministry plan for the coming fiscal year. Elections should take place in the second quarter of the year. The primary focus of one meeting shall be a review of the previous program year and a planning for the new program year. An open forum to permit greater input from the members of the congregation may also be considered for one of the meetings.
3. The voters shall not delegate any of the following decisions:
 - Election of officers, other members of the Church Council and Elders (Vacancies may be filled by appointment.)
 - Annual ministry plan approval
 - Non-budgeted expenditures from operating funds exceeding \$25,000 except in emergencies
 - Calling of a pastor, principal, teacher, or minister
 - The dismissal of a pastor, principal, called teacher, minister, or director for cause as described in Article X. C of the Constitution
 - The excommunication of members
 - The purchase or disposal of property \$25,000 or more

Such items listed and other concerns deemed necessary and/or appropriate by the Church Council should be presented to the voters in a special or regularly scheduled voters' meeting.

4. The voters' assembly shall authorize the church council to act on its behalf when not assembled, except as provided elsewhere in these by-laws.

B. Meetings

1. Dates and times of all meetings shall be set by the Church Council.
2. Special meetings may be called by the Senior Pastor, Chairman of the Congregation, or the Chairman of the Board of Elders of the Congregation.
3. A special meeting may be called by the petition of 25 voters and must be convened by the chairman within 30 days.
4. Both regular and special meetings shall be announced at least two weeks prior to the meeting date by means of any of the following which are deemed most appropriate and feasible: the Sunday bulletin, worship service, Trinity Witness, monthly calendar of church activities; and in cases of emergency, by whatever means is expedient at the time. The announcement of special meetings shall specify the reason(s) for such meetings.

C. Restrictions pertaining to voters' meetings

1. A quorum shall consist of all attending voting members of a properly called regular or special meeting.
2. All matters shall be disposed of by the decision of a majority of the votes cast at the meeting except for specific items identified elsewhere in the Constitution or By-laws.
3. In the event of a tie vote, the chairman of the congregation shall cast the deciding ballot if his ballot has not already been cast.
4. A voting member waives the right of casting a vote at a meeting by failing to attend that meeting (no voting by proxy or absentee ballot).

Article II: Church Council

The Church Council is responsible for the administration of the congregation. Authority to serve is delegated to the council by the voters' assembly.

1. In general, the council's duties include:
 - a. Supervision and maintenance of all church properties,
 - b. Administration of the annual ministry plan and all other financial matters,
 - c. Direction, supervision, and evaluation of professional and non-professional staff,
 - d. Coordination, supervision, and direction of all committees
 - e. Overseeing the general ministry of the congregation to be certain that all appropriate areas of ministry are being adequately served through staff and committees,
 - f. The council shall receive reports from staff, boards, and committees through designated council members, staff, and others appointed to the task,
 - g. Overall, the Church Council should be concerned that everything done at Trinity is done decently and in order, striving for excellence in all undertaken.
2. The Church Council shall consist of:
 - a. Senior Pastor
 - b. Chairman of the Congregation
 - c. Vice-chairman
 - d. Secretary
 - e. Treasurer
 - f. The Chairman of each board
 - g. The Day School Principal and other staff members designated as ex-officio members by the council at the council's discretion
3. Limitations on Church Council membership, the Council can have three members and an additional staff member if a staff member is elected to Council in a non-staff position, including the Senior Pastor.
4. Requirements and duties of all officers
 - a. General qualifications
 - A communicant member of at least 21 years of age
 - A faithful participant in worship, attendance at the sacrament, and a student of God's Word
 - A committed steward of his/her time, talents and tithes
 - A person whose life will reflect well upon his/her Christian witness
 - A person who is willing to serve
 - b. Special qualifications
 - The Chairman and Vice-chairman shall be male members of at least 25 years of age
 - The Treasurer should be a person who possesses training and skills in accounting
 - c. Duties
 - (1) Chairman of the Congregation
 - Conduct all voters' meetings
 - Assist the Senior Pastor in overseeing the staff as they carry out the policies of the voters
 - Direct and encourage other officers and members of the council in the pursuit of their respective duties
 - Maintain close contact with the Senior Pastor regarding the administration of the congregation
 - (2) Vice-Chairman of the Congregation
 - Function in the absence of the Chairman
 - Chair the council meetings
 - (3) Secretary of the Congregation
 - Keep minutes of all voters' meetings
 - Keep minutes of all Church Council meetings
 - See that minutes of all meetings are properly filed with the church office through the Director of Operations
 - Prepare a brief summary of all Voters' and Church Council meetings in order that such summaries may be published for distribution to the congregation
 - Maintain the records of eligible voting members
 - (4) Treasurer of the Congregation
 - Supervise the church's financial records, being certain all is done in keeping with good accounting practices
 - Supervise the counting, banking, and accounting of all receipts

- Supervise the disbursement of funds
- Provide regular financial reports to the Church Council and to the congregation
- Supervise the preparation of the annual Ministry Plan
- Present the annual Ministry Plan to the Church Council sixty days prior to the Voters' Meeting where it will be presented for adoption
- Prepare the financial books for audit when deemed necessary or appropriate by the Church Council

Article III: Boards

A. Membership

1. All boards should be composed of at least six members.
2. All members of the Board of Elders shall be elected by the Voters' Assembly.
3. Five members of the Board of Properties shall be elected by the Voters' Assembly, with the remainder appointed by the Board Chairman, subject to the ratification of the Church Council. All other boards shall have three members elected, with the remainder appointed by the Board Chairman, subject to the ratification of the Church Council, to a two (2) year term, with a maximum of six (6) consecutive years total in the board by appointment or election.
4. No board shall have in excess of 25% of its members on the staff of the congregation.

B. Qualifications

1. General qualifications
 - A faithful participant in worship, attendance at the sacrament, and a student of God's Word
 - A committed steward of his/her time, talents, and tithes
 - A person whose life should reflect well upon his Christian witness
 - A person with the required ability and/or skills who is willing to serve
2. Specific qualifications
 - A member of the Board of Elders shall be a male at least 25 years of age
 - A member of the Board of Church Properties shall be at least 21 years of age

C. Duties

1. The Board of Elders shall assist the pastors in the spiritual life of the congregation.
2. The Board of Christian Day School shall be responsible for the direction of Trinity's Day School and the relationship with the Lutheran High School Association of Greater Detroit.
3. The Board of Christian Growth shall assist the professional staff in the assimilation of new members and the year-round teaching and training of the congregational members in Christian education and Christian living.
4. The Board of Family Life Ministry shall assist the professional staff in the promotion and development of age specific ministries (i.e., infant, children, youth, young adult, adult [including but not limited to men, women, marriage, parenting]) as well as intergenerational ministries.
5. The Board of Christian Outreach shall be responsible for reaching out to the physical and spiritual needs of the community and world.
6. The Board of Church Properties shall be responsible for the physical properties of the congregation.
7. The Board of Personnel Administration shall be responsible for the human resource management of the congregation.

D. Term of Office

Two years. Limit: three consecutive terms.

E. Attendance by Non Board Members

1. Any member of this congregation will be able to address the "Council" and/or "Board(s)" They will be placed on their agenda at the beginning of the meeting to discuss an issue that pertains to that board. There must be a 72 hour notification given to the Board Chairperson and/or Secretary of that Board or Council. The individual is allowed to address that issue for no more than 15 minutes. Additional time may be granted by the chairperson or a majority vote of the board/council members.
2. All board meetings are to be posted on the calendar of the Trinity Witness and Evangelist and/or the Trinity web site. Contact information for who is to be notified (Board Chairperson and/or Secretary of that Board/Council) will also be placed in the Trinity Witness and/or Trinity web site.

Article IV: Election of Officers and Board Members

A. Nomination procedure

1. In January of each year, the Chairman of the Congregation, with the advice and consent of the Church Council, shall appoint a nominating committee. The committee shall be chaired by a member of the Church Council and have at least one elder as a committee member. At least one other committee member should be appointed as needed.
2. The nominating committee shall solicit possible candidates from the congregation and prepare a list of candidates (for each elective position) drawn from the communicant membership of the congregation who are eligible for office. This list shall be made available to the congregation at least two weeks prior to the voters' meeting when elections are scheduled to take place.
3. Following the publication of the nominating committee's list of candidates, there is no additional opportunity for any communicant member to be added to the list of election candidates. Deadline for final submittal of Trinity Candidate Nomination Forms is two weeks in advance of the voters' meeting for the elections.
4. The nominating committee shall investigate the status of each proposed candidate to see if they meet the criteria in Article III. B of the By-Laws and that they are willing to serve.
5. The nominating committee shall present names of all candidates to the Church Council and present the slate to the voters at the election meeting. No candidates may be nominated from the floor by any voting member at the voters' meeting of the elections.

B. Election procedure

1. The election for each open position shall be conducted at a meeting during the second quarter of the calendar year, with a simple majority of the votes cast required for election.
2. The results of the election will be published in the church bulletin the weekend following the election.

C. Installation of officers and board members

The newly elected officers and board members of the congregation shall assume duties on July 1st of each year and be installed officially into that office as near to that date as possible.

D. Term of Office

1. The term of office for all officers and board members is two years.
2. When an officer (with the exception of the congregational Treasurer) or board member has held an office for three consecutive terms, one year shall lapse before that person can be eligible to serve in that office again. (Term limitation may be waived by the voters' assembly on request from the nominating committee and/or church council.)

E. Holding more than one office

At a given time, no individual shall hold more than one elected office in the congregation. One may hold no more than two appointive positions.

F. Vacancy in office

If for any reason a person elected by the voting assembly is no longer able to assume the duties of that office, the Church Council of the Congregation is empowered to appoint a person to assume the duties of that office until the term expires.

Article V: The Office of the Pastor, Minister, and Teacher

A. The Pastoral Office

1. The Pastoral Office is the authority conferred upon pastors, through a call of the congregation, to exercise in public office the common right of spiritual priesthood on behalf of all.
2. The Office of Senior Pastor is the primary management office in the congregation to which all other offices are accountable on a functional day-to-day basis
3. The Office of Associate and/or Assistant Pastor is to work in close partnership with the Senior Pastor in caring for and providing ministry to the membership of the congregation. Each associate or assistant will have specific areas of leadership responsibility which will be outlined in the job description and personnel policies of the congregation.

- B. The Office of Minister
The Office of Minister is the authority conferred upon an individual through a call of the congregation to work in a stated discipline of service (e.g., music, youth, etc.) to better equip God's people for growth and service in His name.
- C. The Office of Teacher
 - 1. The Office of Teacher is the authority conferred upon an individual through a call of the congregation to perform the duties of his or her office through the ministry of the Christian Day School. Through this arm of ministry the congregation endeavors to serve the children, youth, and families of our fellowship with Christ-centered education.
 - 2. The Principal is chief operations officer of the school and all of its personnel. He is to work closely with the Senior Pastor as is outlined in his job description.
- D. Procedure for securing a pastor, minister, or teacher
 - 1. The Call Committee
 - a. Representatives from the Board of Elders of the church shall constitute the call committee for an ordained or commissioned minister. Representatives from the Board of Christian Day School shall constitute the call committee for a principal or teacher. Other individuals directly involved with the position may be included on the committees.
 - b. The call committee shall request a list of candidates and all available information concerning them from the district president or his representative.
 - c. The list of candidates for pastor, principal, minister, or teacher shall be compiled by the call committee. The committee should seek candidate names through soliciting the congregational membership, by contacting official sources in denominational offices, and through consultation with other appropriate sources related to the area of ministry for which a staff member is being sought.
 - d. The Call Committee is to secure all pertinent information regarding each candidate. Candidates will be narrowed down from the Call Committee list to the most qualified candidate(s) in order that such information can be shared with the voters at the time of the Call. After narrowing the candidates down from the original list, multiple candidates may be offered to the voters. However, if there is a single candidate who is more qualified, then the Call Committee may offer only one candidate to the voters. Then the Call Committee will share with the voters at the time of the Call, their process and recommendation for the voters to consider.
 - 2. Election
 - a. At a subsequent regular or special meeting of the voters one of the proposed candidates shall be elected by ballot and simple majority.
 - b. It shall be the duty of the Chairman of the Congregation to see that notice of his or her election is delivered promptly to the candidate in whatever manner he shall deem advisable.
 - c. Negotiations for a contract teacher, assuming the duties of a position already established in the school staff, may be delegated to the Board of Christian Day School. Such action is to be ratified by the Church Council.
 - d. The establishing of a new position of pastor, minister, or teacher requires voter's approval prior to a call or contract being issued. This task can be accomplished by including the new position in the annual Ministry Plan presentation which is subject to Voter's approval.
 - 3. Tenure
 - a. Pastors are granted tenure when issued a call to Trinity. The Michigan District recommends and Trinity prefers to extend non-tenured calls to ministers and teachers for at least one year. At that time, they may be granted tenure upon receiving a successful performance evaluation from their supervisor.
 - b. The voters may issue a call without tenure when they deem it appropriate.

Article VI: Amendments

- A. The congregation may adopt such by-laws as the accomplishment of its purpose may require.
- B. By-laws may be changed or amended, provided that such proposals be made in writing and given to the Secretary of the Congregation for consideration by the Church Council.
- C. The Church Council will submit all proposed amendments to the voters' assembly at any regular or special meeting, and appropriate time shall be given to review such amendments.

- D. The intention to amend the By-Laws shall be announced to the congregation assembled for worship on two consecutive weekends prior to the date upon which the amendments are presented for action at the properly scheduled voters' meeting.
- E. A two-thirds majority of the votes cast at the voters' meeting shall be necessary for such an amendment to be adopted.

Article VII: Legal Document Authority

- A. Engagements made on behalf of and in the name of Trinity Congregation include the entering into of contracts, purchases, loan agreements, financial investment programs, and other documents, agreements, or supplements thereto which obligate Trinity or commit, or purport to obligate or commit, the credit of funds, property, materials, services, etc.
- B. Signature authority to execute documents for engagements either requiring Church Council/voter approval or those not requiring such approvals is delegated by Trinity Congregation to its pastors (Senior Pastor, Associate Pastors, or Assistant Pastors), ministers, office staff, lay leaders, and elected officials as designated below:
 - 1. Contracts for real property are executed by two parties, i.e., the Chairman of the Congregation and Chairman of the Board of Church Properties. In the absence or unavailability of either of these individuals, the Vice-chairman of the Congregation and the Director of Operations, respectively, may sign in each of their places.
 - 2. Loans required to finance programs, projects, and financial support such as building projects, pastoral housing, equipment, etc., and investment programs entered into shall be signed by three officials: the Chairman of the Congregation, Treasurer, and Director of Human Resources & Finance. In the absence or unavailability of any one of these individuals, the Senior Pastor may sign on their behalf.
 - 3. Major purchases which are those over \$25,000.00 require the approval of the voter's pursuant to Article XII of the Constitution, property rights of the congregation, as further defined in Article I. A. 3 of these By-Laws. Such purchases require the signature of the Chairman of the Congregation, Director of Operations, and Director of Human Resources and Finance. In the absence of anyone of the three, the Senior Pastor may sign on their behalf.
- C. Other engagements must be entered into during the normal course of the operation of Trinity. Such engagements are those which are reasonably necessary to and customary and usual in carrying out the day-to-day business of Trinity. Accordingly, the Senior Pastor, Director of Human Resources & Finance, and Director of Operations are authorized to enter into these engagements and sign applicable paperwork as necessary. Two signatures are required for these types of purchases or acquisitions. Ultimate supervision over these engagements lies with the Senior Pastor.