

BYLAWS
of
Trinity Lutheran Church
Madison, Wisconsin

(Bylaws are codified with three sets of numbers: the chapter number, the related constitutional provision number, and a two-digit identifier.)

C2.02.01. CONFLICTING LOYALTIES

1. This Congregation affirms fellowship with organizations confessing faith in the Triune God, and examines carefully prospective relationships with organizations who do not so confess to avoid conflicts over matters of faith while remaining open to opportunities to witness and serve in our community.

C4.02.01. COMMUNION PARTICIPATION

1. Participation in Holy Communion is open to all members of the Congregation who have been instructed in the meaning of the Sacrament, members of other congregations in altar fellowship with the ELCA, and such others as invited by a pastor. Participation by a communicant assumes sincere repentance, faith in Jesus Christ as Savior, and an earnest desire to amend one's sinful life, together with an acceptance of the Spiritual teaching regarding the Real Presence of Christ with his Body and Blood in the Sacrament.

2. The Congregation shall keep records of Communion participation, and notice regarding participation by members of other congregations shall be sent to their respective congregations when appropriate information is provided.

C8.02.01. ADMISSION TO BAPTIZED MEMBERSHIP

1. Children, one or both of whose parents or guardians are members of this Congregation, shall upon receiving Christian Baptism be thereby received as baptized members of this Congregation.

2. Children, neither of whose parents or guardians are members of this Congregation but are sponsored by two or more members of this Congregation, shall upon receiving Christian Baptism be received as baptized members of this Congregation.

3. Children baptized in other congregations (and dependent baptized adults) shall be received as baptized members of this Congregation upon admission of one or both parents or guardians into membership, by consent of one or both parents or guardians, or by approval of a pastor of this Congregation.

4. Un-baptized adults who have received instruction and have given evidence of having an understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall upon confession of faith and Christian Baptism performed under the auspices of this Congregation, be received as baptized members.

C8.02.02. ADMISSION TO CONFIRMED (AFFIRMED) MEMBERSHIP

1. Applicants for membership presenting Letters of Transfer showing them to be confirmed members in good standing in other Lutheran churches shall be admitted to confirmed membership upon acceptance of their Letters of Transfer.
2. Baptized adults who have received instruction and who have given evidence of having adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church shall be admitted to confirmed membership by the rite of Affirmation of Baptism.
3. Children who are baptized members of the Congregation shall be admitted to confirmed membership through preparation for and participation in the Rite of Confirmation (Affirmation of Baptism).
4. Children who choose not to participate in the Rite of Confirmation (Affirmation of Baptism) may at a later time be admitted to confirmed membership by fulfilling the requirements for active membership: affirmation of faith, faithful attendance at worship services, participation in Holy Communion, and financial support of the Congregation's ministries.
5. Applicants for membership who present evidence of Confirmation (Affirmation of Baptism) in a Lutheran church but do not have Letters of Transfer, shall be admitted to confirmed membership when a pastor has determined that they meet the standards of Christian faith and life indicated in the Constitution and Bylaws, and when they have affirmed their faith before the Congregation.

C8.02.03. ADMISSION TO VOTING MEMBERSHIP

1. All members shall have the right to vote when they have either (1) been confirmed, or (2) reached sixteen years of age and fulfill the requirements for active membership (affirmation of faith, attendance at worship services, participation in Holy Communion, and financial support of the Congregation's ministries.)

C8.05.01. DISCONTINUANCE OF MEMBERSHIP

1. Members who relocate at a distance from the church shall be encouraged to transfer their membership to a congregation in their new location. Any confirmed member in good standing, desiring to become a member of another Lutheran congregation shall, upon request of that congregation or the member, be given a Letter of Transfer.
2. Any confirmed member who shows no interest in attending worship services, does not participate in the life and ministry of the parish, and fails to support the Congregation financially for a period of one year or more, shall be regarded as an inactive member. Inactive members may not vote, are not counted in the membership statistics of the Congregation; and may be notified of their inactive status when deemed advisable by a pastor.
3. Persons placed on the inactive role remain the pastoral responsibility of the Congregation, and should be encouraged by whatever means seem appropriate to resume activity in the life of the community of faith. If such persons resume activity within a one-year period, administrative action of the Council, with the advice and consent of the Pastor may restore them to the active

membership roll. If such persons fail to resume activity within the one-year period from the date they are declared inactive; they shall be removed from the Church rolls and no longer regarded as members.

4. Children, neither of whose parents, guardians, or sponsors are active members of this Congregations shall be removed from the membership roll if they fail to participate in the Christian education program of the Congregation.

5. Members who become members of other congregations without requesting and receiving Letters of Transfer shall be removed from the membership roster of this Congregation

C9.01.01. THE PASTORAL CALL

1. The Congregation, after it has voted to call a pastor by at least a two-thirds majority vote, shall issue a Letter of Call to the pastor-elect in a form approved by the Evangelical Lutheran Church in America. Said letter shall bear the signatures of the President of the Congregation and the Chairperson of the Call Committee, and shall be attested by the signature of the bishop of the Synod.

2. Calls to clergy to positions of Associate Pastor or Assistant Pastor shall be issued according to the above paragraph. The Senior Pastor of the Congregation shall be an ex-officio (voting) member, but not the chairperson, of the Call Committee organized for the selection of such a clergy.

The Pastor, as spiritual leader of the Congregation, shall be an advisory (non-voting) member of the Church Planning Council, and may be an advisory member of all other commissions, committees, boards, and organizations of the Congregation.

3. Clergy not called by this Congregation but qualified according to this Constitution may occasionally perform pastoral functions in this Congregation with the approval of the Church Planning Council and the called Pastor of the Congregation, or, in the case of a vacancy in the pastorate, with the approval of the Church Planning Council and the bishop of the synod.

4. Every Pastor serving this Congregation shall have an undivided loyalty to the Lord Jesus Christ and the Gospel as proclaimed in the Scriptures, and confessed the Lutheran Confessions. Any questions concerning such loyalty shall be adjudicated according to the recommended procedures of the Evangelical Lutheran Church in America and this Constitution.

C9.01.02. ASSOCIATES IN MINISTRY

1. The "Appointment and Termination of Roistered Associates in Ministry" policy of the Evangelical Lutheran Church in shall be the guideline regarding Associates in Ministry.

2. Should a candidate for an Associate in Ministry position not be roistered by the ELCA at the time of employment by the Congregation, s/he must achieve roistered status within two years of employment, and then be issued a Call from the Congregation.

3. Members of the commission to whom the Associate in Ministry will be directly responsible shall take major responsibility in the call process of such a person. The Pastor may meet with

the Call Committee in an advisory role. Other persons may be appointed by the President to serve on the committee in the call process.

4. The Congregation at a meeting called for the purpose, may upon at least a two-thirds majority vote, issue a Letter of Call (Appointment) to an Associate in Ministry in a form approved and provided by the Evangelical Lutheran Church in America and attested by the Bishop of the South Central Synod of Wisconsin.

5. The Congregation or the Associate in Ministry shall give a minimum of 30 days written notice prior to employment termination.

C9.05.01. TERMINATION OF PASTORAL RELATIONSHIP

1. Should a Pastor receive a call to another congregation or church position, he or she shall consult with the Planning Council prior to any public announcement of a decision regarding said call.

2. Should a Pastor resign, the resignation shall be presented to the Congregation and mutually beneficial arrangements made for the process of terminating the Pastor's services. Such termination shall normally take place within 30 days of the public announcement of resignation.

3. A desire for a change in pastorate, either by Congregation or Pastor, shall be brought to the attention of the Bishop of the Synod, who shall advise in the matter according to this Constitution and the established procedure of the Evangelical Lutheran Church in America.

C10.02.01. MEETINGS OF THE CONGREGATION

1. The Congregation shall meet, on a regular basis, two times a year.

a. An Annual Meeting shall be held each January and shall deal mainly with the approval of the proposed objective and goals of the Congregation for the year, the approval of an annual budget based on the proposed objective and goals, and a review and discussion of the different ministries of the Congregation and their organization.

b. A Program Meeting shall be held each October and shall deal mainly with an assessment and review of the current year's program, discussion of future plans for ministry and programs, and budgeting and staffing for the next calendar year, all of which is to be made final by the Church Planning Council for presentation at the Annual Meeting. Elections shall take place at the Program Meeting. The title of each officer, the description of each office, as well as the election process, is described elsewhere in these Bylaws.

2. Announcement of the time and place of the Congregation's regular meetings shall be made at two public worship services immediately preceding the specific meeting with said services to be at least one week apart, and in such publications as the Congregation and/or the Pastor(s) may periodically issue, or by special written notice to the confirmed members mailed at least ten days in advance.

3. In the following cases, voting shall be by ballot:

- a. To elect the Officers of the Congregation and members of the Planning Council when there is more than one candidate for a specific office.
 - b. To adopt or amend Articles of Incorporation or Articles of the Constitution of the Congregation.
 - c. To call a Pastor or to request a Pastor's resignation.
 - d. To excommunicate a member from the Congregation or to remove a member from office in the Congregation.
 - e. To sever membership in the Evangelical Lutheran Church in America.
 - f. To dispose of, encumber, or purchase real property.
 - g. Whenever ten or more voting members present request it.
4. Except as otherwise provided in the Constitution and Bylaws, all matters shall be decided by majority vote of those present and voting.
5. If more than one ballot is required in an election, the second ballot may be limited to the three candidates receiving the highest number of votes on the first ballot, and a third ballot may be limited to the two candidates receiving the highest number of votes on the second ballot.

C11.01.01. DUTIES OF OFFICERS

A. PRESIDENT OF THE CONGREGATION

- 1. To preside at all meetings of the Congregation and in all duties of this office to be responsible to the Congregation.
- 2. To uphold the Constitution and Bylaws of the Congregation and carry out the expressed will of the Congregation as embodied in the resolutions of the Congregation's meetings.
- 3. To oversee all commissions, committees, auxiliaries, and groups in the Congregation. The President shall be welcome at any and all meetings of such groups, either in person or as represented by such person or persons as s/he may appoint.
- 4. To call and preside over all meetings of the Church Planning Council.
- 5. To be responsible for the coordination of the plans, functions, and activities of the Congregation in all of its parts for a focus on the objective, "Go... Make Disciples."
- 6. To appoint a Recording Secretary who shall continue in this position until the President's term of office expires and shall be responsible to the President. The Recording Secretary shall maintain a permanent record of the minutes of all Congregational and Planning Council meetings.
- 7. May sign checks for payment of bills, salaries, or other financial commitments of the Congregation.

8. Serve with the Director of Church Properties as an official trustee of the Congregation, empowered to execute official documents and contracts.

9. Coordinate, in a judicious manner, a restriction of expenditures when reports of the Stewardship Commission, with the Treasurer, indicate that financial conditions warrant such actions.

B. VICE-PRESIDENTS.

1. There shall be two Vice-Presidents (one designated "Vice-President Alpha", and the other "Vice-President Omega"), each responsible to the President.

2. In the absence of the President, one shall be designated both to act for and in the stead of the President.

3. As assistants to the President, be available for whatever duties the President assigns to them.

4. Each Vice-President may be assigned by the President to over-see the ministry of one or more commissions as part of his or her duties.

5. May sign checks for payment of bills, salaries, or other financial commitments of the Congregation.

C. TREASURER

A Treasurer shall be nominated by the President and approved by the Planning Council to serve at the pleasure of the Planning Council without limitation of term.

1. Be responsible for accurate recording of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, to suggest improved methods and systems for keeping financial records.

2. Present a written financial report to the Congregation at its Annual Meeting and at other meetings of the Congregation when requested; and provide regular reports to the Church Planning Council.

3. Submit permanent financial records for annual audit.

4. Be responsible for monthly remission of offerings for benevolences and church agencies and for prompt payment of salaries and bills authorized by the Congregation.

5. Receive from the Financial Secretary (ies) a report of all moneys received through worship services, special offerings, or any other sources and duly record it.

6. May sign checks for payment of bills, salaries, or other financial commitments of the Congregation.

7. Provide to the salaried workers of the Congregation, in consultation with the personnel Committee, a breakdown of their total compensation.

8. Keep liaison with and coordinate his/her work with the Financial Secretary (ies).
9. Initiate, in conjunction with a Budget Committee appointed by the President, the preparation and presentation to the Congregation at the Annual Meeting of a budget to fund the coming year's program objective and goals, having determined anticipated receipts.
10. Annually review the budgeting procedures of the Congregation in conjunction with a Budget Committee and other financial officers and recommend any necessary improvements or revisions.
11. Take responsibility for overseeing the total financial function of the Congregation, both receipts and expenditures, and for forecasting trends and needs for the future.
12. Monitor whether the spending of each commission is essentially in compliance with its budget, reporting significant variances to the President.
13. Sit on the Church Planning Council as an advisory member.

D. FINANCIAL SECRETARY

There shall be one or more Financial Secretaries, appointed by the Treasurer and approved by the Planning Council, and responsible to the Treasurer.

1. Be responsible for the accurate counting, recording, and depositing of all receipts for the Congregation in a local financial institution or institutions, and have the authority to enlist a staff of recording secretaries to assist in this work.
2. Be responsible for the recording of all contributions by members for whatever purposes and notify the Stewardship Commission and the Pastor(s) concerning contributions by non-members.
3. Be responsible for the prompt accounting of Sunday and other receipts.
4. Be responsible for issuance of quarterly statements to members, showing their giving to date.
5. Inform the Director of the Stewardship Commission and the Pastor(s) of members who are not contributing.
6. Furnish the Treasurer with reports for all deposits.
7. Be responsible for the safe deposit and keeping of all funds.
8. Maintain liaison with and coordinate the work with the Treasurer.

C12.01.01. THE CHURCH PLANNING COUNCIL

The Church Planning Council shall consist of the President of the Congregation, the Vice-Presidents, the Directors of the Administrative Commissions, and the Treasurer. The Pastor(s) and Associates in Ministry shall serve as advisory members of the Council. The specific functions of the Church Planning Council are:

1. To formulate the objective and goals for the year following and beyond.
2. To plan the total life and ministry of the Congregation, serving as the point of liaison between the Pastor(s), Associates in Ministry, the officers of the Congregation, and the various Administrative Commissions in doing this planning.
3. To oversee the fulfillment of the plan for the current year, with its objectives and goals.
4. To present to the Congregation at the Annual Meeting the year's Congregational Objectives, with plans for activity and ministry for the entire Congregation. Long-range plans for more than one year into the future are the topic of both the Planning Council and the October Congregational Planning Meeting.
5. To settle jurisdictional disagreements between Administrative Commissions.
6. To prepare the agenda for the Congregation's Annual Meeting and for all meetings of the Congregation, and to set the dates and times for such meetings.
7. To fill vacant terms of office by appointment.
8. Be empowered in time of financial emergency to secure needed funds through personal solicitation or from a financial institution. Such funds shall be limited to one-twelfth of the annual budget of the Congregation. The Congregation shall be informed of such proceedings, and the Planning Council may call a special meeting of the Congregation to deal with the matter.
9. To meet at least 10 times a year, at times convenient to the members of the Planning Council. Additional meetings may be called by the President, the Pastor(s), or by agreement of a majority of members.
10. To establish a Personnel Committee, consisting of the President, the Vice-Presidents, the Treasurer, and the directors of those commissions who oversee the work of salaried persons.
11. To act primarily as a forum for planning where the work of the administrative commissions may be discussed, evaluated, and coordinated. As primarily a planning and oversight body, the Planning Council is to avoid detailed involvement in the functions of the commissions and committees of the Congregation.
12. To keep a permanent set of minutes for each meeting. Such minutes shall be the property of the Congregation.
13. To review annually the number and function the administrative commissions.
14. To consider matters of church discipline upon referral from the Lay Ministry/Outreach Commission.
15. To authorize new groups within the Congregation for ministry, education, or fellowship, upon the recommendation of the various commissions.

C12.01.02. General Duties and Powers of Commissions

1. Each commission shall initiate and carry out such activities and programs within the Congregation as will enable it to perform effectively the functions and duties assigned to it by the Constitution, Bylaws, Continuing Resolutions, or by specific resolution of the Congregation.
2. Each commission shall make planning a central part of its work, including planning for both the next and future years.
3. Each commission shall submit a report of its activities at each Annual Meeting of the Congregation and to the Church Planning Council for its regular meetings. Reports may include specific recommendations for Congregational action and/or approval.
4. Each commission shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Congregation. The Congregation or the President may, however, restrict such expenditures to conform to the actual financial condition of the Congregation at any given time. Each commission shall manage its expenditures and be alert for any expenditure not authorized by the approved budget or special resolution of the Congregation.

C12.01.03. Organization and Meetings of Administrative Commissions

1. Each director is elected to a specific position with specific responsibilities as stated in the Bylaws and Continuing Resolutions. Each director, however, shall have the option of adjusting areas of responsibility according to the needs of the commission and/or the personnel available, consistent with the goals of each commission.
2. Following the election of the directors, appointment of commission members, and review of appropriate Bylaws and Continuing Resolutions, specific responsibilities may be assigned within each commission. Any proposed changes in areas of responsibility between commissions shall to be made to the President.
3. The time and frequency of commission meetings shall be at the discretion of the director of the commission and its members. The President or the Pastor(s) may call special meetings of any commission, and each commission member shall be notified of the date, time, and purpose of such meetings.
4. Each director is encouraged to provide an advance agenda for meetings of the commission to each commission member, the President, the Vice Presidents, the Pastor(s), and any appropriate Associate in Ministry.
5. It is recommended that meetings be conducted in the following manner:
 - a. Worship, Roll Call, Minutes of the previous meeting.
 - b. Reports from commission members, reports (if any) from the President, Vice-Presidents, Associates in Ministry, or Pastor(s).
 - c. Actions to be taken; recommendations to be made.
 - d. Discussion and planning for next year and beyond.

e. Adjournment and Closing Prayer.

C12.01.04. CONGREGATIONAL COMMISSIONS

The Planning Council shall organize the mission and ministries of the Congregation under the following commission structure, which it may modify from time to time as necessary.

1. CONGREGATIONAL LIFE COMMISSION

The Congregational Life Commission in partnership with the pastor(s) shall be responsible for the strengthening of fellowship between Congregation members, spiritually and socially; striving to integrate members fully into the life of the Congregation.

2. PARISH EDUCATION COMMISSION

The Parish Education Commission, in partnership with the pastor(s), shall be responsible for administering the total education program of the Congregation that include all of the baptized to strengthen their faith intellectually, emotionally and spiritually.

3. LAY MINISTRY OUTREACH COMMISSION

The Lay Ministry Outreach Commission, in partnership with the pastor(s), shall have the responsibility for enabling all members to reach out in word and deed to members and non-members, inspiring them to become or remain vital participants in the Body of Christ here at Trinity and the church at large.

4. PROPERTY MANAGEMENT COMMISSION

The Property Management Commission, in partnership with the pastor(s), shall be responsible for the care, improvements and construction or purchase of church property.

5. STEWARDSHIP COMMISSION

The Commission on Stewardship, in partnership with the pastor(s), shall be responsible for the Congregation's stewardship in accordance with scriptural principles, assist the President's appointed Budget Committee in establishing a budget, monitor all funds of the Congregation and provide appropriate report to inform the Planning Council and the membership of the financial state of the Congregation.

6. WORSHIP/MUSIC COMMISSION

The Commission on Worship and Music, in partnership with the pastor(s) and called or appointed staff supporting worship and music, shall be responsible for the planning, supervising, staffing and implementing of all activities pertaining to the worship life and music programs of the Congregation.

C12.09.01. REPORTS OF ORGANIZATIONS

All commissions, committees, and boards, and organizations handling funds within the Congregation shall submit summary reports and accounts to the President of the Church Planning Council by no later than December 15 each year for inclusion in the Annual Report to the Congregation.

C13.02.01. ELECTION OF OFFICERS & COMMISSION DIRECTORS

A. NOMINATION PROCEDURE

1. In August of each year, the Church Planning Council shall appoint up to six (6) qualified members to serve on the Nominating Committee. The Pastor shall meet with the elected Nominating Committee as advisor. Qualifications to serve on the Nominating Committee are the same as those for eligibility to be a candidate for an elected office in the Congregation. Members of the Nominating Committee are eligible to be candidates for elected office in the Congregation.

2. The Nominating Committee, as soon as possible after their appointment, shall prepare a list of candidates drawn from among the confirmed members of the Congregation. This list shall then be made available to the Congregation in the Sunday Bulletin and/or a congregational mailing at least three weeks prior to the October meeting when elections are held. As a general practice the Nominating Committee shall submit only one candidate for each office.

3. Following the publication of the Nominating Committee's list of candidates, any confirmed member of the Congregation may submit to the Committee additional names for inclusion on the slate, and such names shall be placed in nomination by the Committee along with the candidates already nominated, provided that such names shall be submitted at least 10 days before the date of the October meeting of the Congregation; and that the Nominating Committee, through consultation with the Pastor(s) and the Lay Ministry/Outreach Commission, shall have investigated the status of the proposed candidates and found them eligible for office and willing to serve.

4. Eligibility for office for a confirmed member requires:

- a. Regular worship and participation in the Eucharist;
- b. Faithful financial support of the Congregation's life and ministry;
- c. Ability to do the work of the specific office.

5. No salaried worker of the Congregation shall be eligible to be a Candidate for elected office by the Congregation.

6. An immediate family member of a staff person may not serve on a commission to which that staff person is directly responsible, or as the Vice President to whom that staff person is directly responsible. A family member of a staff person is not eligible to serve as President.

B. ELECTION PROCEDURES

1. From the list of candidates for each elective office submitted by the Nominating Committee, and through the nominating procedure, the Congregation shall, at its October meetings, elect by simple majority of those present and voting, the following officers:

In odd numbered years; the President, Vice-president Alpha, and Directors of the Stewardship, Worship, and Property Commissions.

In even numbered years; Vice-President Omega, and the Directors of the Education, Congregational Life, and Lay Ministry Outreach Commissions.

C. INSTALLATION OF OFFICERS AND TERM OF OFFICE

1. The newly elected officers and commission directors of the Congregation shall be installed on a Sunday in January after assuming their duties of office as of January 1.
2. The term of office of all Officers (except the Treasurer) shall be two years, terminating on December 31 of the second year of their terms.
3. The President, Vice-Presidents, and the commission directors may only serve two consecutive terms in the same office. However, they are eligible to be nominated to other elected offices.