

BYLAWS - TRINITY EVANGELICAL LUTHERAN CHURCH – SPRINGFIELD, ILLINOIS

ARTICLE I: PURPOSE

Our Bylaws reflect a process of involvement by the members and staff toward projects and activities that will achieve our mission and vision, and provide Christian education for children from early childhood through twelfth grade.

ARTICLE II: ACHIEVING OUR MISSION AND VISION

1. A Ministry Board shall be created and maintained with the following:
 - a. Purpose: To give oversight to the process of achieving our mission and vision.
 - b. Membership: The elected Congregational officer - Vice-President, is chair of this Board. Other elected members are the Chairs of Operating Boards – Christian Day School, Community Outreach, Fellowship, Elders, Internal Ministries, Communications, Family Home Life, and Stewardship. The elected Coordinator for the Strategic Plan is also a member.
 - c. Board Operation: Through the recommendations of the Strategic Plan Coordinator, the Board will select projects(s) from the Plan and give emphasis, manpower and financial resources, and priority to achieve the project’s goal.
 - d. The Board shall ratify the appointed members of all the Operating Boards listed in 1.b.
2. Operating Board Members as listed in 1 b above:
 - a. Christian Day School – shall give oversight to the School and Early Childhood operations, so that the Mission and Vision goals are achieved, and financial stability maintained. Serve as members of a Call Committee to fill a called position for the school operation. The Board Chair may appoint additional members to the Call Committee. Support projects as stated in the Church and School Strategic Plans. Work closely with the Principal and Early Childhood Director. The Chair is a member of the Ministry Board.
 - b. Community Outreach – shall provide oversight to a process connecting those with no church home and to our inactive members, and building relationships in response to Christ’s Great Commission (Matthew 28:19) to make disciples. Also provide oversight to the support of World Missions. Support projects stated in the Strategic Plan. The Chair is a member of the Ministry Board.
 - c. Fellowship – shall provide leadership to publicizing and implementing activities and events that encourage our members and the community to participate and build relationships through fellowship opportunities. Support projects stated in the Strategic Plan. The Chair is a member of the Ministry Board.
 - d. Internal Ministries – shall lead, encourage and facilitate activities and processes that will foster a better understanding and application of God’s Word in daily living. It shall promote financial support for our Synodical School Scholarship Fund to assist our members pursuing an education for full time careers in our Synod, and other projects. Support projects stated in the Strategic Plan. The Chair is a member of the Ministry Board.

- e. Communications - shall develop a plan that will inform the members of the congregation and the Springfield community of our mission, vision, values, and goals, as well as the progress being achieved in accomplishing our mission and vision goals, through the projects and events supported by the Ministry Board. The Chair is a member of the Ministry Board.
- f. Elders - in keeping with the true Christian Doctrine and practice as prescribed by our Lutheran Confessions, Constitution and Bylaws – shall ensure all weekly and special worship services are conducted in a proper and worshipful atmosphere. Provide oversight to the preaching and teaching of the Pastor(s), assist in the administration of Holy Communion, and provide a system of visitation for those unable to attend regular services. Work closely with the Community Outreach Board in developing plans for ministering to the inactive members. The Chair is a member of the Ministry Board.
- g. Family Home Life – shall help meet the needs of Trinity members as well as non-member families as they encounter the challenges of Christian life and parenting in the home. Support projects stated in the Strategic Plan. The Chair is a member of the Ministry Board
- h. Christian Stewardship – shall provide leadership and support for the realization of whole life stewardship of time, talent, and treasure. Support projects stated in the Strategic Plan. The Chair is a member of the Ministry Board.
- i. Strategic Plan Coordinator - shall give oversight to the development of Strategic Plan projects for the Ministry Board’s consideration. Regularly review the Strategic Plan for relevancy, and recommend congregational meetings for upgrades to the plan. The Coordinator is an elected member of the Ministry Board.

ARTICLE III - ADMINISTRATIVE SUPPORT FOR THE MINISTRIES

- 1. An Administrative Board shall be created and maintained.
 - a. Purpose: Provide leadership to the administrative and financial processes, and coordinate with and support the work of the Ministry Board. Give oversight to official documents.
 - b. Voting Membership: Elected officers of the Congregation – President, Corporate Secretary, and Treasurer, who also serves as the Chair of the Board of Finance. Other elected members of this Board are Chair of the Property Management Board, and one at-large and active member of the Congregation.
- 2. Board of Finance – shall provide leadership to the budgeting and financial operation of the Church, School and Early Childhood program, assure the safekeeping of all funds and financial documents.
- 3. Board of Property Management - shall provide leadership to the maintenance, cleanliness, and safety of all real estate and personal property of the Congregation, including adequate asset protection through insurance. Plan and secure proper authority through the Voters’ Assembly, to expend funds for capital improvements to Church property. Work closely with the Parish Administrator. Support projects stated in the Strategic Plan.
- 4. Member – administrative experience.

ARTICLE IV - ELECTIONS

- 1. All elected positions for Congregational officers, Operating Board Chairs, Elders, member to the Administrative Board, Strategic Plan Coordinator, and members of Trinity Evangelical

Lutheran Church Foundation Board, are elected for three (3) year terms. One-third shall be elected each year. Elders shall be male members of the Voters' Assembly. Vacancies of positions may be filled at any Voters' Assembly meeting. Elections shall be held at the January Voters' Assembly meeting.

2. No person shall hold more than one elected position, except for a position on the Trinity Evangelical Lutheran Church Foundation Board.
3. The Nominating Committee appointed by the President, and ratified by the Administrative Board, shall report its selection of candidates for officers and others to be elected, as well as elected members of the Trinity Evangelical Lutheran Church Foundation Board, and to the Administrative and Ministry Boards. The list of candidates to be elected shall be published in the Service Bulletins for two consecutive weekends prior to the January Voters' Assembly meeting. Any objections to the list of candidates must be made to the Chair of the Nominating Committee at least by the Monday prior to the regular Voters' meeting in January. Nominations to fill any position being considered for election, may be made from the floor, provided that the nominee is present at the meeting and agrees to the nomination. Vacancies may be filled at any Voters' meeting.
4. **Those elected** shall perform their duties and responsibilities as prescribed in the Constitution and Bylaws.

ARTICLE V – APPOINTMENTS

1. All Appointment terms are for three (3) years, or when the Committee's work has been completed, with one-third being appointed each year. Approval by the Voters' Assembly not required.
2. Each Operating Board Chair has the responsibility for appointing an adequate number of members to their respective Board to achieve the Board's responsibilities. These appointments by the Chairs must be ratified by either the Ministry Board or Administrative Board, depending which of these two Boards the Chair is a member. This ratification shall be done no later than two (2) months, following the elections in January, or as soon as possible after appointment is made during the year.
3. The President with ratification by the Administrative Board, shall appoint all Standing and Special Committees and positions, except Call Committees. Each Committee may adopt rules for its governance consistent with the Constitution and Bylaws. The list of Standing and Special Committees shall not be included in the Bylaws.
4. The Board of Christian Day School are members of the Call Committee for School called positions. The Chair of the School Board may appoint additional members to the School Call Committee. The Chair of the Board of Elders shall appoint members to the Call Committee for non-school positions.
5. The Treasurer, with ratification from the Administrative Board, shall appoint qualified members to perform the responsibilities and duties of the Treasurer.
6. **Those appointed** to the various positions shall perform their duties and responsibilities as prescribed in the Constitution and Bylaws.

ARTICLE VI – VOTERS' ASSEMBLY MEETINGS

1. These Bylaws are designed to reflect and clarify the role of the Voter's Assembly as the

Governing body for the Congregation. They operate primarily through, but not limited to, the election, budgeting, and calling processes.

2. Resolutions for consideration will be those required by the Bylaws or Constitution, or introduced by the Ministry or Administrative Boards, or from the floor. *Robert's Rules of Order* shall be used in all Voters' Assembly meetings. All recognized motions properly seconded, shall be followed by discussion prior to the voting on the merits of the motion. Voting shall be done by those present and eligible to vote. A quorum for all Voters' Assembly meetings shall be thirty (30) voters.
3. Regular meetings of the Voters' Assembly shall be held in January, April, July, and October. These meetings shall be announced publicly at two consecutive week-end Church services prior to the Voters' meeting, or printed in the media currently in place to make announcements to our members, no later than ten (10) days prior to the Voters' meeting. In addition to the regular business:
 - a. The January Annual Meeting of the Voters' Assembly shall conduct the election of Congregational officers, Chairs of operating boards, Strategic Plan Coordinator, member to Administrative Board, and members of the Foundation Board, as prescribed in Article IV Elections of these Bylaws.
 - b. The July meeting of the Voters' shall approve the annual operating budget.
4. Special meetings may be called by request of the President, Administrative Board, Ministry Board, or any fifteen (15) voter members. These special meetings as well as meetings held for the purpose of calling to fill called positions, shall be announced publicly in all consecutive Church services no less than two (2) weekends prior to the meeting. They shall also be announced electronically or by U.S. Mail, emailed or postmarked no later than ten (10) business days prior to the meeting, which must be sent to all voter members.

ARTICLE VII – VOTING RIGHTS

The Pastors, Principal, and President, by virtue of their respective offices and official positions, shall be members of all Boards and Committees, but without voting privileges. The President shall have the right to vote in meetings of the Administrative Board, and Voters' Assembly meetings.

ARTICLE VIII: REGISTERED OFFICE

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

ARTICLE IX: FISCAL YEAR

The fiscal year of the Congregation shall begin on the first day of July and end on the 30th day of June each year. The current fiscal year budget shall stay in effect until the Voters' Assembly approves a new fiscal year budget.

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

Whenever any notice is required to be given under the provisions of the General Not For Profit Act of 1986 as Amended, State of Illinois, or under the provisions of the Articles of Incorporation or Bylaws of

the Congregation, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XI: AMENDMENT TO THE BYLAWS

These Bylaws may be changed and new Bylaws may be adopted by a majority of the Voting members present at any regular meeting or at any special meeting of the Voters' Assembly, provided that at least ten (10) days written notice shall have been sent, either by U.S. mail or electronically, to all Voting members of the intention to change the Bylaws at such meeting, together with a written copy of the proposed changes.

Date Adopted by Voters' Assembly October 21, 2019

Revised per CID Requested Voters Assembly 20 July 2020