

# **CONSTITUTION AND BYLAWS**

Trinity Evangelical Lutheran Church  
Marinette, WI

(Revised 10/27/2019)

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**CONSTITUTION AND BYLAWS  
TRINITY EV. LUTHERAN CHURCH  
MARINETTE, WISCONSIN**

**PREAMBLE**

WHEREAS, the history of the Christian Church at all times proves that certain agreements and regulations are necessary to properly attain the purposes and fulfill the obligations of congregations: and  
WHEREAS, the Apostle Paul sets forth in I Corinthians 14:40. that all things in the Church should be done "in a fitting and orderly way." therefore be it  
RESOLVED, that we, a congregation of Evangelical Lutheran Christians of the City of Marinette and environs, Marinette County, Wisconsin, do herewith, in the name of the Triune God, Father, Son and Holy Spirit, and by subscribing our names hereto, adopt the following:

**CONSTITUTION**

**Article I - NAME**

The name of this congregation shall be: Trinity Evangelical Lutheran Church of Marinette, Wisconsin.

**Article II - ARTICLES OF FAITH**

- A. This congregation accepts and confesses all the canonical books of the Old and the New Testaments as a whole and in all their parts as the divinely and verbally inspired, revealed, and inerrant Word of God and submits to this Word as the only infallible authority in all of faith and life. II Timothy 3:15-17.
- B. This congregation accepts and confesses all the symbolical books of the Evangelical Lutheran Church contained in the Book of Concord of 1580 as a correct presentation and true exposition of Christian doctrine, drawn from and in full agreement with the Holy Scriptures. Hence, no doctrine shall be taught or tolerated in this congregation which is in any way at variance with the following symbols or confessions of the Evangelical Lutheran Church: namely:
1. The Three Ecumenical Creeds
    - a. The Apostles
    - b. The Nicene
    - c. The Athanasian
  2. The Unaltered Augsburg Confession
  3. The Apology of the Unaltered Augsburg Confession
  4. The Smalcald Articles
  5. Luther's Catechism, the Large and Small
  6. The Formula of Concord

The above mentioned books or writings are confessional writings based solely upon the Holy Scriptures, setting forth the pure teaching of the Bible, written at the time of the Reformation over and against the false teachings and practices of the Roman Papacy--and also serve our confessional Lutheran Church today as a bulwark against the false and liberal doctrines and practices of our modern church-world. And we set forth that all controversies which may arise in the congregation shall be decided and adjusted according to this rule and norm of doctrine and faith.

### **Article III - SYNODICAL AFFILIATION**

- A. This congregation shall affiliate itself with a synod that holds to all the truths of God's Word in doctrine and in practice and is bound to the confession of faith as set forth in article II, if, and as long as, such a synod exists. I Thessalonians 5:11, Hebrews 10:24-25.
- B. Being convinced that the Wisconsin Evangelical Lutheran Synod, by the grace of God, is such a synod, we choose to affiliate with the same. If the Wisconsin Evangelical Lutheran Synod shall at any time be inclined to depart from the truth of God's Word--may God graciously prevent it--we pledge to use every God-given means at our disposal to prevent this departure and to preserve the truth in its midst, Ephesians 4:3. If the Synod nonetheless persists in error, we consider it our God-given duty to withdraw our fellowship. Romans 16:17-18: Titus 3:10: II John 10-11.

### **Article IV - ELECTION AND CALLING OF PASTORS AND TEACHERS**

The authority to elect and to call pastors, teachers, and all other servants of the Word in their midst shall at all times remain with the voters assembly of the congregation and individuals should at no time be delegated with this power.

### **Article V - THE OFFICE OF THE PASTOR**

The pastoral office in this congregation shall be conferred only upon such ministers who profess their acceptance of an adherence to Article II of this Constitution. He shall possess the ability to perform the duties of the pastoral office and shall adorn his high office with a life in full accord with the Holy Scriptures. The pastor shall not practice pulpit, altar, or prayer fellowship with pastors or congregations not of our Lutheran faith and fellowship. Pastoral duties, right and other matters affecting the office are:

- A. Responsibilities of the pastor: It is the responsibility of the pastor to preach the Word of God, to baptize, to instruct children and adults in the truths of Christianity as set forth in Luther's Small Catechism, to confirm those eligible for confirmation, to administer the Lord's Supper, to admonish the erring, to visit the sick, and to officiate at Christian marriages and funerals.
- B. Privileges of the pastor: The pastor as shepherd of the flock shall tend and conduct all affairs of the congregation in such a manner as to further the glory of God and the welfare of the congregation. The pastor, is a **non-voting, advisory** member of all organizations, Boards and Committees within the congregation and shall act as their spiritual advisor. Furthermore, **he is a voting member at the congregational meetings and** shall see that the congregational meetings are conducted decently and in order.
- C. Removal from office: A pastor may be removed from office in Christian and lawful order if he fails to conform to this Constitution and its Bylaws. Sufficient and urgent reasons for the removal from office are:
  1. Persistent adherence to false doctrines
  2. A scandalous life
  3. Willful neglect of duty

If a condition should arise in which the congregation as a whole feels that it can no longer work in harmony with its pastor, it shall, by means of the Church Council, call in the Circuit Pastor for consultation.

### **Article VI - MEMBERSHIP**

- A. Baptized members are those who have been baptized in the name of the Triune God and have been brought under the spiritual care of the congregation.
- B. Communicant members are those baptized souls;
  1. who confess the chief parts of Christian doctrine as written in Dr. Martin Luther's Small Catechism
  2. who have declared their adherence to all the canonical books of the Old and the New Testament Scriptures without qualification as the only rule and norm of faith and life and
  3. who have confessed their faith in the rite of confirmation or adult baptism.
- C. Voting members are those male communicant members (1 Corinthians 14:34; 1 Timothy 2:12)
  1. who have declared their agreement with the constitution and its bylaws
  2. who have been received into voting membership by the voters' assembly of the congregation.
- D. Only such can be and remain members, hold office, or enjoy the rights and privileges of membership in the congregation who:
  1. Are baptized in the name of the Triune God.
  2. Unconditionally profess adherence to the confession of faith set forth in Article II.

3. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead Christian lives.
4. Attend divine services regularly and if confirmed, together with the congregation, partake of the Lord's Supper frequently.
5. Do not hold membership in an organization conflicting with the Word of God, such as lodges, boy or girl scouts, and similar organizations with false religious confessions, services or prayers and to take no part in these respective prayers or services. (Romans 16:17, Ephesians 5:11, Matthew 5:34-37, II Corinthians 6:14-18, John 5:23)
6. Deem it their duty to assist in bearing the burden of the congregation, according to their ability (II Corinthians 9:7).
7. Permit themselves to be fraternally admonished and corrected when they have erred.
8. Contribute conscientiously according to their ability toward maintaining church and school and for mission and benevolent purposes.
9. Accept and submit to this Constitution of the congregation.

#### **Article VII - SUFFRAGE**

Only such male members of the congregation who have reached their eighteenth year, are in agreement with the Constitution and have signed the congregational meeting register have the right to vote (I Corinthians 14:34, I Timothy 2:12). These voting members are strongly urged to exercise this right at the next and all ensuing congregational meetings.

#### **Article VIII - CHURCH DISCIPLINE**

- A. Such members who live in manifest sins, including the sin of willingly neglecting the church service and sacrament, shall be disciplined by the congregation according to the Word of God (Matthew 18:15-18). If the erring member refuses to amend his sinful life after proper admonition, he shall be excommunicated. If a delinquent member refuses to meet with the pastor and/or a small group of officials acting for the congregation to discuss his case, he has thereby excluded himself. Excommunication or self-exclusion terminates all rights and privileges of membership until the person repents and is again received into membership.
- B. Reinstatement.  
When an excommunicated member, by the grace of God, repents of his sin, he is to be reinstated with all former rights and privileges of this congregation. II Corinthians 2:6-8.

#### **Article IX - SEPARATION**

If at any time a separation shall occur in the congregation, which God may graciously prevent, the property of the congregation shall remain with the members who adhere to this Constitution, regardless of number.

#### **Article X - CHRISTIAN EDUCATION**

- A. It shall be the duty of all members to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4). To this end they shall bring them to Holy Baptism at an early age, give them a Christian training in the home, bring them to church regularly, and to the fullest possible extent use and promote the opportunities for Christian education which are offered by the congregation.
- B. The Christian Day School, maintained by the congregation, shall always be an Evangelical Lutheran Parochial School. Its principal concern shall be to instruct its pupils in the doctrine unto salvation through faith which is in Christ Jesus according to His Scriptures and using Luther's Small Catechism as its guide. Moreover, it shall be the purpose of the school to provide efficient elementary branches of knowledge.

#### **Article XI - CONGREGATION MEETINGS**

- A. Regular Quarterly Meetings
  1. The congregation shall hold voter's meetings to conduct business as outlined in the bylaws.
  2. Announcement of these meetings shall be made in the Sunday service bulletins and/or verbally on two (2) Sundays preceding the meeting.
- B. Special or Emergency Meetings
  1. Special or Emergency congregation meetings may be called by the Church Council to conduct important new business between regular meetings. Only such business shall be transacted as that for which the meeting has been called.

2. Announcement for special meetings must be made in at least one (1) church service, one (1) week prior to the meeting.
  3. All meetings a recessed, subject to the call of the chair, may be reconvened by the Pastor(s) and the President of the congregation after an announcement in at least one (1) Church Service prior to the date of the meeting.
- C. The Members present at any properly called and announced meeting constitute a quorum. In all matters not already decided by the Word of God, the majority rules.
- D. All meetings shall be conducted according to parliamentary procedure insofar as it is in harmony with Christian love and serves the purpose of these meetings.

#### **Article XII - FRATERNAL ADMONITION**

No one shall bring before the congregation a complaint against a member, pastor, or teacher unless he admonished him personally in a Christian manner according to Matthew 18:15-18.

#### **Article XIII - CHURCH COUNCIL**

The Church Council shall consist of the Executive Committee of the Congregation and the Chairman of all Boards and elective committees. The pastor, is a **non-voting, advisory** member.

It shall be the duty of the Church Council to meet monthly to consider and discuss all matters pertaining to the general welfare of the congregation as presented by the various boards and committees and to prepare the agenda and the recommendations for the congregational meetings. The Church Council shall act in matters committed to it by the congregation and in cases of emergency arising between meetings of the congregation. The members of the Church Council, as well as all boards and committees, shall adorn their high office with an honest Christian life and shall be examples for the congregation. If any member neglects his duties, and upon due admonition does not amend, the congregation has the right and eventually the duty to remove him from his office and elect another in his place. In the event any member is unable to perform his duties because of moving or health, the Council is so authorized to appoint a new member to fill his office at the next congregational meeting.

#### **Article XIV - EXECUTIVE COMMITTEE OF THE CONGREGATION**

The officers of the congregation, President, Vice-President, Recording Secretary, and Treasurer, shall constitute the Executive Committee and shall be designated as trustees of the congregation. As trustees, they shall control the corporate property according to the direction given by the congregation and according to the laws of the State of Wisconsin and the United States of America. They shall appear in all court matters pertaining to the property and keep in safe custody all valuable documents of the congregation.

#### **Article XV - BOARDS AND ELECTIVE COMMITTEES**

- A. The Board of Education shall consider the needs of our parochial day school, the Sunday School, and all other education agencies within the congregation, assist the teachers whenever necessary, and do everything in its power to further Christian secondary education.
- B. The Board of Elders shall maintain proper order and decorum in the church services: assist the pastor in all matters pertaining to the spiritual welfare of the congregation and help in every way possible in fulfilling the duties of the pastoral office.
- C. The Board of Finance shall safeguard the moneys received by the congregation by seeing to it that they are properly counted, recorded, and deposited in the congregation's bank accounts.
- D. The Evangelism Committee shall concern itself with the spreading of the Gospel in the congregation and community, and shall endeavor to develop, promote and conduct programs to accomplish this end.
- E. The Stewardship Committee shall concern itself with the total stewardship life of the members. The committee shall study, develop and recommend to the congregation suitable programs by which the membership will be encouraged in carrying out the Christian principles of investing their time, talents and gifts in the service of their Savior.

#### **Article XVI - ORGANIZATIONS**

If groups of church members unite for the purpose of serving the common welfare of the congregation, such organizations shall always be brought about with the approval of the congregation and remain under the supervision of the pastor(s) and the Church Council. All authority is vested in the local congregation. (I Corinthians 1:1-11; I Corinthians 12:25)



**Article XVII - POWERS, RIGHTS, AND DUTIES OF THE CONGREGATION**

- A. In all matters of Christian faith and life, the Word of God is supreme. This congregation follows the example of our Lord with His. "It is written." Matthew 3:4, 7, 10, etc.
- B. In all matters not decided by the Word of God and not covered by civil laws, the congregation, not an individual or group within the congregation, shall have the right of decision. It shall have the supreme power in all the external and internal administration of its ecclesiastical and congregational affairs.
- C. The Church Council, any other elected committee or organization within the congregation, and any of its elected or appointed officers shall have no power or authority beyond that conferred upon them by the congregation. However, in rare occasions of emergency, the Church Council may act in the name and for the welfare of the congregation. Such action must be fully explained at the next voter's meeting and approved by them.
- D. Mindful of the exhortation. Hebrews 13:7. "Remember your leaders, who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith." Hebrews 13:17. "Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you." the congregation should respect and love its pastor(s) and teachers.

**Article XVIII - ALTERATIONS AND AMENDMENTS TO THE CONSTITUTION**

- A. All preceding articles shall be and remain unalterable and irrevocable in their descriptive intent inasmuch as they express teachings from God's Word. This, however, is not intended to prohibit a change in wording for clarification purposes which the congregation may deem wise and proper.
- B. Proposals to alter or repeal any alterable or repealable article of this constitution, or to add an article, shall be submitted in writing to the Church Council and shall be publicly announced at services, either orally or in print, on at least two (2) weekends prior to the time of a regular business meeting of the congregation.
- C. Such a proposal shall be discussed in the meeting in which it is presented and given a vote in the following regular meeting of the congregation.
- D. A vote consisting of not less than a three-fourths (3/4) majority of the voting members present at such a meeting shall be required to alter or repeal any alterable or repealable article of this constitution, or to add an article thereto.

## BYLAWS

### Article I - MEMBERSHIP

#### A. Congregational Membership

1. Persons who wish to be received into membership of this congregation other than through the Sacrament of Holy Baptism or through the Rite of Confirmation, shall bring their requests to the attention of the pastoral staff who shall forward the requests to the Board of Elders. The elders shall honor the requests when accompanied by letters of transfer or other recommendation from congregations affiliated with us in doctrine and practice based on the Word of God and recognized as sister congregations, or when qualifications for membership as specified in Article VI of the constitution have been met. If they qualify for membership, the applicant(s) shall be recommended for membership by the Board of Elders to the Church Council for their approval. Upon recommendation by the Pastor(s), Board of Elders and the Church Council, such applicant(s) shall be accepted as members of the congregation by the voting membership at the next Congregational Meeting.
2. Since reception into membership signifies acceptance of and submission to this constitution and bylaws, each family shall be given a copy of the same prior to their reception in order that each might become acquainted with its provisions.

#### B. Voting Membership

Those eligible male communicant members (per Article VI of this Constitution) shall be received into voting membership, unless there are grounds for refusal based on God's Word. Persons received into voting membership shall be asked to sign the congregational meeting register to be eligible to vote.

#### C. Transfer of Congregational Membership

1. A person desiring transfer of congregational membership to a sister congregational, that is, a congregation of our fellowship, shall bring the request to the attention of the pastoral staff who will bring it to the Board of Elders for consideration and action. The elders shall recommend the request, if nothing hinders it from being granted, to the Church Council. The Council shall seek ratification by the voting membership at the next regular Congregational Meeting.
2. In the interest of the spiritual life and growth of members who move to different localities and regions, the congregation encourages them to request transfer of membership to sister congregations as soon as possible.
3. Should sister congregations not be located in their areas, the members shall seek the advice of the pastoral staff for their particular situations.

#### D. Release from Membership

Release from membership shall apply when affiliation is sought with a denomination not in agreement with us in doctrine and practice.

#### E. Removal from Membership

Removal from membership shall apply when members have persistently absented themselves from church and communion attendance, have had a number of encouragement's given them by the pastoral staff and board of Elders, have not responded to the encouragement's in positive fashion and therefore have been recommended by the Board of Elders for removal at a regular council meeting. Following their removal by the Council, they shall be informed of the action taken and given another encouragement to come to church to hear the Word of God which alone can effect a God-pleasing change in their lives. This having failed, the Council shall recommend their removal from membership at the next regular scheduled congregational meeting.

#### F. Excommunication from Membership

Excommunication from membership applies to those who attend services and wish to be regarded as members but who are living in known, unrepented sin even after being admonished according to the Savior's instruction in Matthew 18:15-18. Those excommunicated by resolution of the voters assembly shall be informed of the action taken and shall be encouraged to attend services in order that the Word of God may produce a God-pleasing change in their lives.

G. Suspension from Membership

Suspension from membership shall apply when members persist in error that in itself does not make the presence of saving faith impossible but does contradict a clear teaching taught in the Bible to which the congregation subscribes (Romans 16:17).

H. Loss of Rights

Those who no longer hold membership in the congregation lose all rights and privileges of membership.

I. Right to Appeal

**“Any person who has been subject to disciplinary action by this congregation shall be notified in writing by the congregation of the right to appeal. This notification shall occur within 30 days of the completion of the disciplinary action. Such appeal must be filed with the district president in writing, with a copy to the congregation, within 60 days of the disciplinary action.”**

J. Reinstatement into Membership

When by the grace of God one who has lost membership repents, believes the Gospel, is willing to amend and wishes to be received back into membership, he/she is to be reinstated and granted all rights and privileges of church membership.

**Article II - METHOD OF ELECTION OF MEMBERS TO BOARDS AND ELECTIVE COMMITTEES AND CONGREGATIONAL OFFICES**

The election of members to the various boards, elective committees, and congregational offices shall be performed in the following manner:

A nominating committee composed of three (3) members shall be appointed annually by the Church Council. The committee shall make a concerted effort to nominate at least two (2) candidates for each retiring board member, each retiring elective committee member, and each retiring officer of the congregation. The term of one-third (1/3) of the membership of the boards and committees shall expire each year. The terms of office for all congregational officers shall be for a period of two (2) years. The terms of office for the president and the vice-president shall change alternately with the offices of the secretary and treasurer. No board member, committee member or church officer may succeed himself in office without Congregational approval. The nominating committee must obtain the personal consent of the nominees. Elections shall be held in the quarterly meeting in April. Members of the congregation may nominate other candidates at the election meeting. Election shall be by ballot with a majority vote. The newly elected members shall attend the regular meetings of their respective boards and committees to facilitate continuity and to familiarize the new members with the functions of their committees and boards. The newly elected members shall be installed in the services as soon as possible after the council meeting in June. The terms of the retiring members will be concluded upon the installation of the new members.

**Article III - DUTIES OF OFFICERS**

A. President

1. He shall preside at all the meetings of the congregation and see to it that its decisions are executed.
2. He shall be a **non-voting, advisory** member of all committees.
3. He shall preside at all meetings of the Church Council.
4. He shall sign checks on the treasury of the congregation in case of disability of the treasurer.
5. He shall have access to the safety deposit box of the congregation.

B. Vice-President

1. He shall preside at all meetings of the congregation in the absence of the President.
2. He shall be chairman of the Buildings and Grounds Committee.

C. Secretary

1. He shall keep accurate and permanent records of the proceedings of all congregation and council meetings.
2. He shall oversee the keeping of an up-to-date membership list (voting, communicant, and baptized).
3. He shall be custodian of the records of all meetings of the congregation and of all reports or other papers placed in his care, and these records are to be filed annually in the Church. Such records and papers shall be given by him to his successor when elected.

## D. Treasurer

1. He shall receive a statement from the financial secretary, of all moneys deposited in church accounts and keep an accurate record of them, and disburse them according to the instructions of the Church Council.
2. He shall make a report at the regular monthly meetings of the Church Council and quarterly to the congregation and at such other times as the congregation may direct.
3. He shall be custodian of all legal papers, such as abstracts, deeds, mortgages, tax receipts, insurance policies, etc. keeping them in a safety deposit box in the name of the congregation.

The above four (4) officers shall also perform the functions of the Executive Committee (see Article VI - A of these Bylaws).

## **Article IV - ORGANIZATIONS AND FUNCTIONS OF BOARDS AND ELECTIVE**

### **COMMITTEES**

A. Board of Education

1. The Board of Education shall consist of six (6) members of our congregation elected by our congregation for a term of three (3) years. The terms of office of two (2) members shall expire each year.
  - a. Additional Board of Education members from sister congregations whose children participate in our Christian Day School and assist financially in the operation of our Christian Day School can be recommended by the Church Council and the number of members must be approved by the congregation.
  - b. These members will act and vote only on Christian Day School matters at the Board of Education meetings and are not eligible to vote for or hold office on the Church Council.
  - c. Term of office of the members from sister congregations(s) shall be determined by the sister congregations(s) but not to exceed three (3) years.
2. From its midst at its organizational meeting, it shall elect by ballot with a majority vote, for one (1) year term
  - a. A Chairman
  - b. A Secretary
  - c. A Treasurer who shall keep an accurate record of moneys received from book rentals and sale of supplies and of moneys expended for purchase of new text books, work books, and supplies. Regular meetings of this board shall be held monthly.
3. The Board of Education shall be concerned with providing Christian learning opportunities and agencies for the members of the congregation of all age levels, from the cradle to the grave. In this capacity they shall administer, control, manage and promote the Nursery Roll, the Christian Day School, the Sunday School, the Adult Bible Classes, and all available learning agencies of the congregation.
4. With the pastor it will approve all materials distributed to the infants in the congregation under the Cradle Roll program, and arrange for inclusion of any infant reaching the age limit serviced by this agency in another learning agency of the congregation.
5. For the Sunday School, it shall annually appoint a Sunday School Coordinator, which appointment shall be reported to the Church Council. It shall assist the principal and the pastor to assure that a staff of capable Sunday School teachers is available.
6. In cooperation with the day school teachers and the pastor(s), it is the duty of the Board to seek to obtain such secular text books that most nearly conform to our doctrine and practice.
7. The Board shall approve the course of study for the day school classes and see that the course of study is strictly adhered to.
8. The Board shall regularly review all factors and policies which govern the teacher's salaries and recommend any necessary changes to the Church Council.
9. With the pastor(s) and principal, the Board shall arrange for a just distribution of extracurricular activities among the entire teaching staff.
10. The Board shall receive all complaints or grievances relative to the school or Sunday School for adjustment according to Matthew 18.

11. The Board of Education shall be responsible for the school treasury funds, records of which shall be maintained by its school treasurer. All moneys received shall be turned over to the treasurer of the congregation. All disbursements for recommended school expense shall be so requested to the Church Council.
  12. The Board of Education shall concern itself with regular classes for Bible study and adult confirmation and with the promotion of and regular attendance at these classes.
  13. The Board of Education shall do everything in its power to further Christian secondary education.
  14. They shall augment their committee membership from the congregation as necessary to carry out their programs.
- B. Board of Elders
1. The Board of Elders shall consist of three (3) members elected by the congregation for a term of three (3) years. The terms of office of one (1) member shall expire each year.
  2. From its midst at its organizational meeting, it shall elect by ballot with a majority vote for one (1) year term
    - a. A Chairman
    - b. A Secretary
    - c. Usher chairman. His duties shall be to prepare a schedule for the usher teams and their members for all church services to see that proper decorum is maintained: to appoint, instruct and supervise ushers. The usher chairman should be a member of the Board of Elders. The ushers team captains shall consist of members of our congregation, whose duties shall be to assist the pastor(s) in the preparation for the distribution of Holy Communion and the administration of Holy Baptism; to execute the service schedule prepared by the chairman.  
Regular meetings of this board shall be held monthly.
  3. The Board of Elders shall consider complaints and grievances of members of the congregation if Matthew 18:15-16 has been fully observed: and shall report to the congregation such members who must be dealt with in accordance with Matthew 18:17-18.
  4. They shall make every effort to encourage members who have been negligent in church attendance and/or in communion attendance or in any other way have been delinquent to amend their sinful ways and fully enjoy the rights and privileges of their membership.
  5. They shall assist the pastor(s) in arranging for pulpit assistance, special services, and guest speakers, especially during vacancies.
  6. They shall provide for regular and substitute organists and a choir director. They shall provide a set of rules governing the use of the organ by student organists.
  7. They shall assist the pastor(s) in seeing that only proper and fitting music is played and sung at church services.
  8. They shall perform such other duties as from time to time may be referred to them.
  9. They will seek and appoint willing volunteers from the congregation to serve on committees under the authority of the Board of Elders to carry out the programs and ministries of the Board of Elders.
- C. Board of Finance
1. The Board of Finance shall consist of three (3) members elected by the congregation for a term of three (3) years. The terms of office of one (1) member shall expire each year.
  2. From its midst at its organizational meeting, it shall elect by ballot with a majority vote for a one (1) year term
    - a. A Chairman
    - b. Counting teams, which shall supervise the orderly counting and recording of all moneys received and prepare same for bank deposit.
  3. The Board of Finance shall be responsible for the accurate recording of the contributions of the individual members and shall prepare semi-annual as well as the annual statements to each contributor.
  4. When discrepancies occur in the statements of individual contributors, the Board of Finance shall examine the circumstances and make the necessary corrections.

5. It shall be the duty of the Board of Finance to remove the moneys from the church after the services and be concerned about their safe-keeping until they are deposited in the bank.
6. The Board of Finance through its Financial Secretary shall give the Church Council and congregation reports of all financial receipts at its regular meetings.
7. At all times the Board will concern itself with the best business methods for handling, safe-guarding, recording and reporting all financial receipts.
8. They will seek and appoint willing volunteers from the congregation to serve on Counting Teams under the authority of the Board of Finance to carry out the programs and ministries of the Board of Finance.

D. Evangelism Committee

1. The Evangelism Committee shall consist of three (3) members elected by the congregation for a three (3) year term. The term of office of one (1) member shall expire each year.
2. From its midst at its organizational meeting it shall elect by ballot with a majority vote for a one (1) year term
  - a. A Chairman
  - b. A Secretary
 Regular meetings shall be held monthly.
3. They shall develop and carry out programs to bring the Gospel to the spiritually indifferent for the purpose of winning them for Christ's Kingdom.
4. They shall keep themselves informed regarding the home and foreign mission work of our Synod and report these activities and opportunities to the congregation lead in promoting high levels of giving for the work of the church and support local programs as well as home and foreign mission work.
5. They will assist the pastor in gathering prospects for the adult membership class.
6. They shall arrange that all new members are visited to acquaint them with the total work of the church.
7. They will augment their committee membership from the congregation as necessary to carry out their programs.

E. Stewardship Committee

1. The Stewardship Committee shall consist of three (3) members elected by the congregation for a three (3) year term. The term of office of one (1) member shall expire each year.
2. From its midst at its organizational meeting it shall elect by ballot with a majority vote for a one (1) year term
  - c. A chairman
  - d. A Secretary
 Regular meetings shall be held monthly.
3. They shall develop and carry out active programs designed to motivate the membership in generous gifts of their time, talents and financial resources. All such programs are to be Christ-centered and Gospel-motivated.
4. They will objectively analyze the overall Stewardship efforts of the congregation and provide a consulting service to the membership, as needed, to explain the principles of proportionate giving for support of the church.
5. They will establish and maintain active records of their activity.
6. They will seek and appoint willing volunteers from the congregation to carry out the programs and ministries of the Board of Stewardship.

F. Building and Grounds Committee

1. The Building and Grounds committee shall consist of three (3) members, elected by the voters for a term of three (3) years. The term of office of one (1) member shall expire each year.
2. The Vice-President of the congregation shall act as its chairman and is excluded in its total of three (3) members. He shall represent the committee on the Church Council.
3. The Building and Grounds Committee shall be responsible for maintaining the congregation's buildings and properties in excellent functional order.

4. It shall make regular inspections of all the congregational properties to determine needed repairs and improvements, recommend same to the Church Council and upon approval, shall see to it that they are made.
5. It shall report emergency items to the Executive Committee for immediate approval to proceed with necessary repair.
6. They shall augment their committee membership from the congregation as necessary to carry out their programs.

**G. Duties of Board and Committee Chairmen and Secretaries**

For each of the aforementioned boards and elective committees, the duties of their chairman and secretaries are as follows:

1. Board or Committee Chairman
  - a. He shall preside at all meetings and see that they are conducted in an orderly manner.
  - b. He shall, in consultation with the pastor(s), prepare the agenda for each meeting.
  - c. He shall represent the Board or Committee on the Church Council and shall relate recommendations from the Board or Committee to the Church Council for their review and action.
  - d. He shall report back to the Board or Committee business assigned to it by the Church Council or congregation.
  - e. He shall assume the responsibility of reporting to the Budget Committee suggested amounts to be included for that portion of the budget for which his Board or Committee is responsible.
2. Board or Committee Secretary
  - a. He shall accurately record all proceedings of the meetings of the Board or Committee. His minutes shall reflect the date and time of meeting, members present, presiding chairman, business discussed and action taken.
  - b. He shall maintain a file of the Board or Committee records and correspondence directed to it.
  - c. He shall turn over the minutes of each meeting to the church office within seven (7) days after the meeting. The chairman and the pastor shall be furnished with a copy of the minutes.
  - d. In the event of his forced absence from a meeting, he shall turn over his book of minutes to the chairman, who will appoint an acting secretary for the meeting.

**Article V - MEMBERSHIP AND FUNCTIONS OF THE CHURCH COUNCIL**

A. The Church Council shall consist of the following:

1. The pastor(s)
2. The president
3. The vice-president
4. The secretary
5. The treasurer
6. The chairman of the Board of Education
7. The chairman of the Board of Elders
8. The chairman of the Board of Finance
9. The chairman of the Evangelism Committee
10. The chairman of the Stewardship Committee

The congregational chairman is chairman of the Church Council and the secretary of the congregation is its secretary. Regular meetings of the Church Council shall be held monthly. Special meetings shall be called by the pastor or at the request of the Executive Committee. No meeting of the Church Council shall be called to transact business without the pastor's knowledge.

B. The functions of the Church Council are as follows:

1. To carry out all matters committed to it by the congregation, referring all applicable items to respective boards or committees for recommendations.
2. To review and act on the recommendations of the various boards and committees and where necessary, present such recommendations to the congregation.
3. To offer advice to the various boards and committees when requested.

4. To prepare the order of business for the quarterly and special congregational meetings.
5. To prepare the annual budget for the congregation and propose same to the congregation for adoption prior to the start of the budget year.
6. As sponsors of the annual budget, to assure operations with budget limitations by:
  - a. Reviewing monthly financial reports
  - b. Approving of all expenditures
7. To report any abnormal expenditures over budget limitations to the congregation for approval.
8. To provide for all janitorial services required.
9. To appoint annually an auditing committee to audit all financial books of the congregational treasurer, financial secretary, and the school treasurer.
10. To appoint a nominating committee of three (3) members from the retiring members of all boards and elective committees.
11. To approve the slate of nominees appointed by the nominating committee before presentation to the congregation for election.
12. To constantly review this constitution for necessary amendments, taking action in accordance with procedures outlined to effect such changes.
13. To appoint representatives to attend Synodical meetings and conferences as deemed appropriate.

**Article VI - ORGANIZATION AND FUNCTIONS OF SUBCOMMITTEES OF THE CHURCH COUNCIL**

**A. Executive Committee**

1. Officers of the congregation (as detailed in Article XIV of the Constitution) shall constitute the Executive Committee. No Executive Committee member may be an officer of a Board or Elective Committee, except the vice-president, who serves as the chairman of the Building and Grounds Committee.
2. The Executive Committee shall approve all documents and instruments of value in behalf of the congregation. Each such document, in order to be valid, must bear the signatures of at least two (2) officers, preferably the President and Secretary.
3. It shall represent the congregation in all legal matters as directed by the congregation.
4. It shall arrange for the safe custody of all valuable documents and papers of the congregation **and administer the real and personal property of the corporate congregation.**
5. It shall arrange for adequate insurance coverage to protect the congregation against all losses and damages, presenting their recommended coverage to the Church Council for approval.
6. It shall establish and administer rules for the use of the church equipment and premises. Such rules shall be subject to the approval of the Church Council and ratification by the congregation.
7. It shall, upon consultation with the pastor, act in cases of emergencies arising between meetings of the Church Council.

**B. Examining Committee**

1. The Examining (Auditing) Committee shall be comprised of three (3) members, appointed by the Church Council a three year term, one (1) of whose term expires each year.
2. The member of the committee whose term expires in the current year shall act as its facilitator.
3. The examining committee shall annually audit the previous fiscal year books of the Board of Finance the Treasurer of the Congregation, the School Treasurer, and the Scholarship Fund.
4. It shall report the result of its audit to the congregation at the annual January congregational meeting.

**C. Nominating Committee**

1. The Nominating Committee shall be comprised of three (3) members appointed by the Church Council from the retiring members of the various boards of the congregation.
2. From their midst, the appointees shall select a chairman who shall report through his respective board chairman any problems or progress to the Church Council.
3. The Committee shall make a concerted effort to nominate at least two (2) candidates for each retiring board and elective committee member. It shall also nominate such candidates for various other committees required for the total work of the congregation
4. It shall obtain the personal consent of each nominee.
5. It shall present the completed slate of nominees to the Church Council for approval.



**D. Scholarship Committee**

1. The Scholarship Committee shall consist of five (5) members: the pastor(s), the principal of Christian Day School, the president of the Executive Committee or Church Council, the chairman of the Board of Education, and one (1) layman from the congregation appointed by the Church Council for a three (3) year term.
2. From its midst at its organizational meeting, it shall elect except the pastor(s) and principal for a one (1) year term
  - a. A chairman
  - b. A secretary
 Regular meetings shall be held at their discretion.
3. The Scholarship Committee shall draw up its own guidelines. These guidelines and amendments shall be subject to approval of the Church Council and congregation.
4. The purpose of the scholarship:
  - a. To provide an opportunity for all of our Christians to help provide the training of full-time servants of the Lord for the teaching and preaching ministry.
  - b. To encourage all people of our church to study for the teaching and preaching ministry by offering them financial assistance in institutions approved or operated by Wisconsin Evangelical Lutheran Synod or of an independent body which abides by Article II of this Constitution, or a non-sectarian school in such cases approved by the Scholarship Committee.
5. Administration of the Scholarship Fund shall be covered completely in the guidelines as to receipts, disbursements, investing, financial reports, and audits.

**E. Project Planning Committee**

1. The Project Planning Committee shall investigate, analyze and prepare recommendations pertaining to the expansion, needs, and plans of Trinity Congregation.
2. Should be an appointed position by the Chairman of the congregation and approved by the Council and congregation.
3. The committee should consist of one (1) Building and Grounds member, four (4) members from the Congregation at large and the Pastor(s) and Principal as advisory people.
4. The length of time served on the Committee shall be at the discretion of the Council.

**Article VII - CALLING PROCEDURE**

**A. Qualifications**

1. Only those shall be considered as candidates for a divine call into the preaching or teaching ministry or into the staff ministry of this congregation who are in full accord with the articles of faith as specified in Article II of this constitution and who are recognized by the church body to which this congregation belongs as qualified for the position under consideration or who are willing to become so recognized within the time frame specified by the congregation.

**B. Calling a Pastor**

1. When a vacancy in the pastorate of this congregation occurs, the Council shall at once notify the president of the district to which the congregation belongs and request his good counsel in the calling of a pastor and assist in filling the vacancy, if this is necessary. The district president shall be requested to suggest names of several pastors for the congregation's consideration, to which list the congregation reserves the right to add names of other pastors after giving heed to the counsel and advice of the district president in this matter.
2. After the congregation has given the list proposed by the district president its proper consideration and has no objection to any of the names proposed, it shall pass a motion approving the list of candidates as the official slate from which a pastor shall be called.
3. The election shall proceed by ballot. The candidate receiving the majority of votes cast by the voting members present shall be declared elected: thereupon a motion shall be passed making the election unanimous. The Trustees shall prepare a proper call form and present or send the same immediately to the pastor called in which the congregation specifies the responsibilities asked of the pastor and its obligation toward the pastor.

C. Calling of Teachers

The calling of teachers for the elementary school conducted by the congregation shall proceed in a manner similar to the procedure for the calling of a pastor.

D. Calling of Staff Ministers

The calling of staff ministers shall also proceed in a manner similar to the procedure for the calling of a pastor.

E. Calling of Sunday School and Vacation Bible School Teachers

The calling of teachers to staff the Sunday School, Vacation Bible School and similar agencies shall be under the supervision of the pastors(s) and the Board of Education.

**Article VIII - CHRISTIAN EDUCATION**

A. All hymnals, religious textbooks, forms, etc., used in the congregation's school(s) must conform to Article II of this Constitution. Since, at the present time, it is impossible to obtain secular textbooks entirely free from error, it is the duty of the Board of Education in cooperation with the teachers and the pastor(s) to seek to obtain such books that most nearly conform to our doctrine and practice, and to be constantly on guard when instructing that our children be made aware of the errors and be shown the truth.

B. All teachers who are required for the proper functioning of the school are to be elected and called only by the direction of the voters of the congregation in meeting assembled. They are to be members of the Wisconsin Evangelical Lutheran Synod or of another Synod or of an Independent body which abides by Article II of this constitution, qualified to teach, and are to lead an exemplary Christian life. They are required to perform the functions of their offices faithfully and conscientiously, to comply with the instructions received from the Board of Education, to conduct their classes according to the prescribed daily program and the elementary school curriculum. (Note: IN case of a vacancy in a teacher's position, the congregation notifies the District President, who may consult with the Executive Secretary of the Wisconsin Synod Board of Education, or the Board of Education which abides by article II of this Constitution to assist in temporarily filling the vacancy, and give good counsel in regard to calling a new teacher).

C. The principal, a male teacher called or appointed by the congregation, shall be in charge of all activities of the children and the faculty under the direct supervision of the Board of Education and the pastor(s). It shall be the responsibility of the Board of Education, as well as the pastor(s) to concern themselves about the general welfare of the school. The principal shall attend all Board of Education meetings as an advisory member in order to make his report and make requests known to the Board which have originated in the faculty meetings. The teachers shall attend such Board meetings which they shall be requested to attend. The principal, when requested, shall attend the meetings of the Church Council.

D. A teacher may be removed from office in Christian and Lawful order according to Matthew 18 if he fails to conform to this Constitution and its Bylaws. In case this becomes necessary, the congregation shall call upon the proper officials of the Northern Wisconsin District of the Wisconsin Evangelical Lutheran Synod or another synod or an independent body which abides by Article II of this Constitution for their advice and help. Sufficient and urgent reasons for the removal from office are:

1. Persistent adherence to false doctrine
2. A scandalous life
3. Willful neglect of duty or inept to teach

E. A Sunday School shall be maintained and fostered by the congregation. Its principal concern shall be to instruct the children in the doctrine unto salvation through faith which is in Christ Jesus according to the Holy Scriptures and using an acceptable published Sunday School course and Luther's Small Catechism as its guide: furthermore, the Sunday School should be used as a recruitment for the Christian Day School.

F. The coordinator of the Sunday School shall be a teacher from our Christian Day School or a competent lay person appointed by the pastor(s) and the Board of Education. This person shall coordinate all activities of the Sunday School and its faculty under the direction of the pastor(s) and the Board of Education. The pastor shall superintend the Sunday School and shall make a report and make request known to the Board that have originated in the teachers' meetings. The Sunday school teachers shall serve under the guidance of the pastor.

**Article IX - ORDER OF BUSINESS - CONGREGATIONAL MEETINGS**

All meetings of the congregation shall be conducted according to parliamentary procedure insofar as it is in harmony with Christian love and serves the purpose of these congregational meetings. The order of business shall be as follows:

1. Opening with a devotion or prayer
2. Checking of attendance record
3. Reading and approval of minutes of the previous meeting(s)
4. Reception and dismissal of members.
5. Reports
6. Election
7. Unfinished business
8. Recommendations of the Church Council
9. New business
10. Adjournment with prayer

The congregation shall operate on a fiscal year basis for planning and budgeting and all elections and budgets shall be completed prior to the start of the fiscal year.

The fiscal year shall run from July 1 until June 30 of the following calendar year.

**Article X - CHANGES IN THE BYLAWS**

- A. The Bylaws may, according to need, be altered by an orderly resolution of the congregation provided, however, that such alteration be not contrary to Holy Scripture or conflict with this Constitution.
- B. A congregational meeting in which changes to the Bylaws are to be made shall be announced in public services on the two (2) Sundays prior to such meeting. Such amendments shall require a three-fourths (3/4) vote of members present and voting to become effective.

## GLOSSARY OF PASSAGES

|                       |  |
|-----------------------|--|
| I Corinthians 14:40   | But everything should be done in a fitting and orderly way. (Preamble)   |
| II Timothy 3:15-17    | And how from infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work. (Article II)  |
| I Thessalonians 5:11  | Therefore encourage one another and build each other up, just as in fact you are doing. (Article III)  |
| Hebrews 10:24-25      | And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another-- and all the more as you see the Day approaching. (Article III)   |
| Ephesians 4:3         | Make every effort to keep the unity of the Spirit through the bond of peace. (Article III)   |
| Romans 16:17-18       | I urge you, brothers, to watch out for those who cause divisions and put obstacles in your way that are contrary to the teaching you have learned. Keep away from them. For such people are not serving our Lord Christ, but their own appetites. By smooth talk and flattery they deceive the minds of naive people. (Article III,VI)   |
| Titus 3:10            | Warn a divisive person once, and then warn him a second time. After that, have nothing to do with him. (Articles III)  |
| II John 1:10-11       | If anyone comes to you and does not bring this teaching, do not take him into your house or welcome him. Anyone who welcomes him shares in his wicked work. (Article III)  |
| Galatians 5:19-21     | The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, and the like. I warn you, as I did before, that those who live like this will not inherit the kingdom of God. (Article VI)                       |
| Ephesians 5:11        | Have nothing to do with the fruitless deeds of darkness, but rather expose them. (Article VI)  |
| Matthew 5:34          | But I tell you, Do not swear at all: either by heaven, for it is God's throne; or by the earth, for it is his footstool; or by Jerusalem, for it is the city of the Great King. And do not swear by your head, for you cannot make even one hair white or black. Simply let your 'Yes' be 'Yes,' and your 'No,' 'No'; anything beyond this comes from the evil one. (Article VI) |
| 2 Corinthians 6:14-18 | Do not be yoked together with unbelievers. For what do righteousness and wickedness have in common? Or what fellowship can light have with   |

darkness? What harmony is there between Christ and Belial? What does a believer have in common with an unbeliever? What agreement is there between the temple of God and idols? For we are the temple of the living God. As God has said: "I will live with them and walk among them, and I will be their God, and they will be my people." Therefore come out from them and be separate, says the Lord. Touch no unclean thing, and I will receive you. I will be a Father to you, and you will be my sons and daughters, says the Lord Almighty." (Article VI)

- John 5:23 that all may honor the Son just as they honor the Father. He who does not honor the Son does not honor the Father, who sent him. (Article VI)
- 2 Corinthians 9:7 Each man should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver. (Article VI)
- I Corinthians 14:34 Women should remain silent in the churches. They are not allowed to speak, but must be in submission, as the Law says. (Article VII, VI, VII)
- I Timothy 2:12 I do not permit a woman to teach or to have authority over a man; she must be silent. (Article VII, VI, VII)
- Matthew 18:15-18 "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. "I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. (Articles VIII, XII, Bylaws Articles I, IV)
- II Corinthians 2:6-8 The punishment inflicted on him by the majority is sufficient for him. Now instead, you ought to forgive and comfort him, so that he will not be overwhelmed by excessive sorrow. I urge you, therefore, to reaffirm your love for him. (Article VIII)
- Ephesians 6:4 Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. (Article X)
- I Corinthians 1:10-11 I appeal to you, brothers, in the name of our Lord Jesus Christ, that all of you agree with one another so that there may be no divisions among you and that you may be perfectly united in mind and thought. My brothers, some from Chloe's household have informed me that there are quarrels among you. (Article XVI)
- I Corinthians 12:25 So that there should be no division in the body, but that its parts should have equal concern for each other. (Article XVI)
- Hebrews 13:7 Remember your leaders, who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith. (Article XVII)

Hebrews 13:17                   Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you. (Article XVII)

Matthew 3:4                     John's clothes were made of camel's hair, and he had a leather belt around his waist. His food was locusts and wild honey.

Matthew 3:7                     But when he saw many of the Pharisees and Sadducees coming to where he was baptizing, he said to them: "You brood of vipers! Who warned you to flee from the coming wrath?"

Matthew 3:10                   The ax is already at the root of the trees, and every tree that does not produce good fruit will be cut down and thrown into the fire.