

**Recommended by Council for Approval by Voters  
12-7-14**

**CONSTITUTION AND BY-LAWS**

Of

**TRINITY EVANGELICAL LUTHERAN CHURCH**

**LANSING, MICHIGAN**

**THE CONSTITUTION**

**PREAMBLE**

The Word of God requires that a Christian congregation shall conform to this Divine Word in doctrine and practice (Psalms 119:105; Matthew 28:18-20; Galatians 1:6-8; II Timothy 4:1-5) and that all things be done decently and in order (I Corinthians 14:40). Therefore we, the members of Trinity Evangelical Lutheran Church, accept and subscribe to the following Constitution and By-Laws, in accordance with which all spiritual and material affairs of our congregation shall be governed. Where the words he or his are used in the Constitution and By-Laws, they shall be interpreted to mean male or female unless otherwise specified.

**ARTICLE I**

**NAME**

The name of this congregation shall be Trinity Evangelical Lutheran Church, Lansing, Michigan.

**ARTICLE II**

**MISSION STATEMENT**

The mission of Trinity Evangelical Lutheran church shall be to grow in word and sacrament to the end that we are a church that God sees as a place for people He is saving.

### ARTICLE III

#### CONFESSIONS

This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the inspired Word of God, and all the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord as a true exposition of Christian doctrine taken from and in full agreement with the Holy Scriptures; and in this congregation no doctrine shall be taught or tolerated which is at variance with these Symbols of the Evangelical Lutheran Church, viz.: (1) the three ecumenical Creeds; (The Apostles', the Nicene and the Athanasian); (2) the Unaltered Augsburg Confession; (3) the Apology of the same; (4) the Smalcald Articles; (5) Luther's Large Catechism; (6) Luther's Small Catechism; (7) the Formula of Concord and (8) the Treatise on the power and primacy of the Pope. All doctrinal controversies which may arise in this congregation shall be decided and adjudicated in accordance with the above..

### ARTICLE IV

#### MEMBERSHIP

The membership of this congregation includes the following:

##### A. BAPTIZED MEMBERSHIP

Baptized members are all members who have been baptized in the name of God the Father, Son, and Holy Ghost including the children of the membership rolls who have not yet confirmed their baptismal vows.

##### B. COMMUNICANT MEMBERSHIP

Communicant members are those:

1. Who are baptized in the name of God the Father, Son, and Holy Ghost;
2. Who accept all canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;

3. Who are familiar at least with Luther's Small Catechism; declare their acceptance of it and the confessional standards of Article III of this Constitution;

4. Who attend divine services faithfully, if able to do so;

5. Who are not members, affiliates, or supporters of secret societies or other organizations conflicting with the Word of God.

**Communicant members shall:**

1. Lead Christian lives and not live in manifest works of the flesh (Galatians 5:19-21);

2. Partake of the Lord's Supper frequently after their confirmation;

3. Contribute regularly and faithfully, as God has prospered them, toward the building of Christ's kingdom in the congregation and throughout the world;

4. Devote their time and talents to the extension of the kingdom of God;

5. Permit themselves to be fraternally admonished and corrected when they have erred.

**C. VOTING MEMBERSHIP**

All communicant members who have reached the age of eighteen, have been accepted by the Voters' Assembly, and have submitted to and signed the Constitution and By-Laws of the congregation shall be voting members. All newly accepted voting members shall begin their right to vote at a Voters' Assembly subsequent to the one in which they are accepted.

**D. MANNER OF RECEIVING INTO MEMBERSHIP**

The members of this congregation are received in the following manner:

1. Baptized members are received into this congregation through the Sacrament of Holy Baptism or through the consent of one or both parents in the case of children who have been baptized in another Christian congregation.

2. Adult members are received through the rite of confirmation and Sacrament of Holy Baptism as appropriate; through transfer from a sister congregation in fellowship with the Lutheran Church, Missouri Synod; or through profession of faith or reaffirmation of faith.

#### **E. RESPONSIBILITY OF MEMBERSHIP**

It shall be the duty of every member of this congregation to contribute according to his ability toward

1. The mission of the congregation
2. The maintenance of the church and its properties;
3. Synod's mission

#### **F. REMOVAL FROM MEMBERSHIP**

All rights of a member of this congregation and all claims upon the property of the congregation shall be lost when;

1. After fruitless admonition in accordance with Matthew 18:15-20 resulting in being expelled from the congregation;
2. Has refused to submit to church discipline and thereby excluded themselves;
3. Has severed connection with the congregation.

### **ARTICLE V POWERS OF THE CONGREGATION**

#### **A. GENERAL**

The congregation as a body, through the voting members, shall have the final authority to administer and manage all its external and internal affairs. The establishment and conduct of all institutions and societies within the congregation, such as Sunday School, youth groups, ladies' organizations, choir, etc., shall at all times be subject to the approval and supervision of the congregation. Any equipment or supplies purchased by any of the church institutions or societies shall be the property of the congregation. The

congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (Article III). Any such decision shall be null and void.

#### **B. RIGHT OF CALLING**

The right of calling pastors shall be vested in the congregation, through the voting members, and shall never be delegated to a smaller body or to an individual. In the event of a vacancy, a Call Committee may be established by the congregation to perform preliminary work to assist the congregation in considering and issuing the call. The Call Committee shall be the Church Council and up to three other members appointed by the President.

#### **C. DECISIONS**

Matters of doctrine and conscience shall be decided by the Word of God; other matters shall be decided by the Voters' Assembly by a majority vote unless otherwise specified by the Constitution or By-Laws.

#### **D. POWERS OF OFFICERS OR COMMITTEES**

Congregational officers or committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them by the By-Laws and/or Voters' Assembly, and whatever power may have been delegated to them may at any time be altered or revoked by the voters.

### **ARTICLE VI THE OFFICE OF PASTOR**

**A.** The pastoral office of this congregation shall be conferred upon such ministers and candidates only as profess and adhere to the confessional standards set forth in Article III of this Constitution and are well qualified for the work of the ministry. Pastors shall, in the call extended to and accepted by them, be pledged to this confessional standard.

**B.** When a pastor of the congregation receives a call from another congregation such call shall be announced at the following regular Sunday service(s). The details of the call shall be presented at the subsequent meeting of the Church Council or Voters' Assembly, whichever occurs first.

C. The pastor of this congregation may in a lawful manner and Christian order be removed from office because of: adherence to false doctrine; a scandalous and openly sinful lifestyle; willful neglect of official duties; obvious incompetence; and a physical disability which makes the conduct of his office impossible.

#### ARTICLE VII OFFICERS

The officers of this congregation shall be such officers and boards as the By-Laws of this congregation may prescribe. Officers and board members may in a lawful manner and Christian order be removed from office because of: adherence to false doctrine; a scandalous and openly sinful lifestyle; willful neglect of official duties; obvious incompetence; and a physical disability which makes the conduct of his office impossible.

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#### ARTICLE VIII PROPERTY RIGHTS

If at any time a separation should take place on account of doctrine, the property of the congregation and all benefits therewith connected shall remain with those voting members who continue to adhere in confession and practice to Article III of this Constitution.

#### ARTICLE IX DOCTRINAL LITERATURE

Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts as conform to the confessional standard of Article III. Likewise, in all classes for instruction in Christian doctrine only such books shall be used as conform to this standard.

#### ARTICLE X SYNODICAL MEMBERSHIP

This congregation shall hold membership in the Lutheran Church-Missouri Synod, as long as said Synod abides by its confessional standard (Article III) and does not interfere with the rights and privileges of the congregation. In

all doctrinal and religious disputes, the congregation shall be and remain the highest tribunal.

The congregation shall send its pastor(s) and a lay delegate to the District Convention of Synod.

## ARTICLE XI BY-LAWS

This congregation, through the voting members, may adopt such By-Laws as may be required for the accomplishment of its purpose.

## ARTICLE XII CHANGING THE CONSTITUTION

### A. CONFSSIONAL ARTICLES

Amendments to Articles III, V-A and IX or sections thereof shall not destroy their essential meaning.

Articles III, V-A, and IX or sections thereof may be changed only by a vote of 90% of the communicant-membership of the congregation. In the event that a change affecting the essential meaning of these articles should happen, the president of the congregation shall notify the President of the Michigan District LC-MS as to such an event and this congregation shall cease to have membership in or any claim on The Lutheran Church-Missouri Synod.

### B. AMENDMENTS

Amendments to this Constitution and the By-Laws may be adopted at a regular Voters' Assembly, provided that:

1. They do not conflict with the provisions laid down in Article III or with any section of any other article that pertains to Scriptural doctrine and practice; and

2. The proposed amendment has been submitted in writing at a previous Voters' Assembly.

The affirmative vote of a two-thirds majority of the voting membership present at the Voters' Assembly shall be required for the adoption of an amendment to the Constitution (with the exception of the Confessional Articles as stated in Part A. above). The By-Laws may be amended by a simple majority.

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## THE BY-LAWS

### ARTICLE I MEMBERSHIP

#### SECTION I - Admission into Membership

##### A. COMMUNICANT MEMBERSHIP

###### 1. By Confirmation

Confirmation itself being a reception into church membership, all who are thus received become communicant members.

###### 2. By Transfer

Persons coming with a communicant letter of transfer from a congregation in church fellowship provided they conform in all respects to the requirements of membership of this congregation, shall be received by the Pastor(s), whose action shall be submitted in a subsequent meeting of the Voters' Assembly for approval.

###### 3. By Profession of Faith

Other persons shall submit their application to the Pastor(s); and having given satisfactory evidence of qualifications for communicant membership to the Pastor(s), they shall be received as communicant members. Such action shall be submitted in a subsequent meeting of the Voters' Assembly for approval.



4. By Adult Baptism, after appropriate instruction.

## B. VOTING MEMBERSHIP

**1. Reception**  
An applicant for voting membership shall give notice of his intention at a meeting of the Voters' Assembly. Upon majority vote of the voting members present, the applicant shall confirm his intent by signing the Constitution and By-Laws of the congregation and then be declared a voting member.

**2. Duties**  
It shall be the duty of every voting member to attend the Voters' Assemblies. He shall accept nomination for office, committee appointments, etc., if appropriate and possible, and generally participate in the business activities of the Voters' Assembly. By failing to attend any such meeting, a member waives the right to cast his vote during that meeting. Consecutive unjustified absences of a year or more shall result in removal of the member from the rolls as a voting member. Reinstatement may be requested subject to the action of the voting members.

## SECTION II - Termination of Membership

### A. COMMUNICANT MEMBERSHIP

**1. Transfer to Other Congregations**  
Communicant members desiring to join a congregation in church fellowship shall present their request for transfer to the Pastor(s), who shall present such request to the Board of Elders at their next meeting. The Elders' recommendation shall be submitted at the subsequent meeting of the Voters' Assembly. Where members of this congregation have moved from this church area and have not requested an official transfer within a reasonable time, the Board of Elders shall correspond with them in an effort to encourage the transfer of their membership.

**2. Joining Other Churches**  
In cases where communicant members have joined another congregation outside our own fellowship, they shall, upon recommendation of the Elders,

be considered such as have terminated their membership, and their names shall be removed from the membership list by a resolution of the Voters' Assembly.

### **3. Whereabouts Unknown**

The names of members whose whereabouts are unknown and cannot be established shall be removed from the list of voting members by the Voters' Assembly, upon the recommendation of the Elders.

### **4. Excommunication and Self-Exclusion**

Any member who conducts himself in an un-Christian manner shall be admonished according to Matthew 18:15-20. If he refuses to amend his sinful life after proper admonition, he shall be excommunicated by the Voters' Assembly upon the recommendation of the Elders. If the member refuses to attend the Voters' Assembly to discuss his case, he has thereby excluded himself. A unanimous vote shall be required for every resolution by the Voters' Assembly for excommunication or self-exclusion. Excommunication or self-exclusion terminates all membership.

### **5. Status**

A person whose communicant membership has been terminated has forfeited all rights of a member of this congregation and all claims upon the property of the congregation as such, or upon any part thereof, so long as he is not reinstated into membership.

## **ARTICLE II MEETINGS**

**A. Regular meetings of the Voters' Assembly shall be held on the first Sunday of March, June, October, and December.**

**B. The December meeting shall be the annual meeting of the Voters' Assembly and the recommended budget for the following year shall be presented**

**C. The Council of the congregation shall meet on the first Wednesday of February, May, September, and November.**

D. Special meetings of the Voters' Assembly or Council may be called by the President of the congregation.

E. Every Voters' Assembly shall be announced by word and in the bulletin at a Sunday service prior to it. Whenever a meeting has been thus announced, and at least one-fourth of the voting members of the congregation are in attendance, it shall be considered a properly convened and legal meeting capable of transacting business. However, for amending the Articles of Incorporation, the Constitution and By-Laws, the erection of buildings, the purchase or sale of property, or the removal of a pastor or some other member from office, a quorum of two thirds of the voting members is necessary, and a two-thirds majority of those present shall be required for adoption of a resolution. (With the exception of the Confessional Articles which can be amended only in accord with Article XII, Part A). A majority vote shall be required for adoption of all other resolutions. A member must be in attendance at the meeting in order to vote.

### ARTICLE III CALLING OF PASTORS

#### A. NOMINATIONS

At a meeting of the Voters' Assembly properly convened, the list of candidates for the office of pastor shall be submitted by the Call Committee, if one has been appointed, made up of the Church Council and up to three other members having been appointed by the President to the Call Committee. Any voter is entitled to make additional candidate nominations from the floor.

#### B. ELECTIONS

The election of a pastor from the list of candidates to be considered by the congregation shall be by ballot. The candidate receiving the majority of all votes cast shall be considered elected. The election shall be made unanimous by a rising vote, and the call shall be sent to the pastor-elect.

### ARTICLE IV CALLING A DEACON

The congregation can extend a call to a licensed deacon to serve this congregation who will work with the elders and the pastor to further the ministry of this congregation.

## **ARTICLE V**

### **ELECTION OF CONGREGATIONAL OFFICERS**

A nominating committee appointed by the President shall present candidates at the December meeting of the Voters' Assembly. Nominees for each office shall be members of the congregation, eighteen years of age or more. The Nominating Committee shall present at least one candidate for each office. Additional nominations may be made from the floor, provided that such nominee has consented to be nominated. The annual election shall be by either ballot or voice vote, as determined by the President, and shall take place at the December meeting. The installation of officers-elect shall take place during the service on the last Sunday of December, and they shall assume their respective duties on January first of the following year.

In the event of a vacancy in any office due to death, resignation, or removal, the Church Council shall appoint a successor to serve the balance of the term. Officers shall be permitted to hold the same office for two consecutive terms only. A member appointed to an office to fill a vacancy will be eligible by election for two consecutive terms to the same office. Officers shall be permitted to hold only one elective office at the same time. Officers shall be elected for the terms specified in these By-Laws and shall hold office until their successors shall have been elected and qualified. In the event that there are not eligible persons available to fill vacancies, the voter's assembly can vote to extend the terms of those willing to continue in their elected office. A member elected or appointed to office shall be required to become a voting member.

## **ARTICLE VI**

### **OFFICERS**

The congregation shall have the following officers and boards in addition to any which the congregation shall establish from time to time as follows: President, Vice President, Secretary, Treasurer, Financial Secretary, Board of Elders, Board of Trustees, Board of Education, and Board of Stewardship.

**ARTICLE VII  
COMMITTEES**

The committees of this congregation shall be:

1. **Audit Committee:** for the purpose of auditing the accounts of the congregation.
2. **Finance Committee:** for the purpose of assisting the Financial Secretary in his duties
3. **Nominating Committee:** for the purpose of presenting candidates for office to the congregation
4. **Budget Committee:** for the purpose of developing the annual budget for the congregation.

The President shall appoint other committees deemed necessary as directed by the Voters' Assembly.

**ARTICLE VIII  
CHURCH COUNCIL**

The Church Council shall be composed of the following: the President of the congregation, the Vice President, the Secretary, the Treasurer, the Financial Secretary, and the Chairmen of the Boards of Elders, Trustees, Education, and Stewardship. A quorum of the Council shall be fifty percent plus one, of the voting members. Actions of the Church Council shall require approval of a majority of the voting members present. The Pastor(s) and the Deacon, if any, shall be ex-officio member(s) (with voice but no vote) of the Church Council. The chair of the Child Care Board and the President of Trinity Lutheran Foundation shall also be ex-officio members (with voice but no vote) *since both organizations are creatures of the congregation and not members of the Council.* The Deacon may be elected to serve on one of the church boards but cannot be elected to the office of President or Vice President. If the Deacon is also the chair of one of the

boards, he shall have voice and vote. The Secretary of the congregation shall also serve as Secretary of the Church Council.

It shall be the Council's duty to:

- Consider and discuss all matters pertaining to the general welfare of the congregation as presented by the various boards and/or members of the Council, and to present recommendations to the congregation.
- Act in matters committed to it by the Voters' Assembly and in cases of emergency between congregation meetings.
- Report all resolutions of the Church Council at the subsequent meeting of the Voters' Assembly.
- Submit all actions in cases of emergency at the subsequent meeting of the Voters' Assembly for approval.
- Supervise/oversee the position of Church Office Secretary in concert with the Pastor.

## **ARTICLE IX**

### **QUALIFICATIONS, TERMS AND DUTIES OF OFFICERS**

#### **PRESIDENT**

The term of office of the President shall be two years. The President shall be a male and preside at all meetings of the Voters' Assembly. The President, together with the Pastor(s), shall be concerned with the general administration and welfare of the congregation. He shall appoint various committees as provided for in these By-Laws and as otherwise directed by the congregation.

#### **VICE PRESIDENT**

The term of office of the Vice President, whom shall be male, shall be two years. In the absence of the President the Vice President shall perform the duties of the office. In event of a vacancy in the office of the President, the Vice President shall succeed to the office of President for the remainder of the term. He shall be Chairman of the Church Council.

## **SECRETARY**

The term of office of the Secretary shall be two years. The Secretary shall keep accurate minutes of the meetings of the Voters' Assembly for the permanent records of the congregation. He shall keep in his trust, a copy of this Constitution and its By-Laws and shall have the same on hand at all meetings for reference and dated signatures of newly accepted voting members. It shall be his duty at the beginning of every meeting of the Voters' Assembly to determine if it is properly convened in accordance with Article II of these By-Laws and shall announce same to the presiding officer. He shall turn over to his successor in office or the President, all minutes and official documents of the office.

## **TREASURER**

The term of office of the Treasurer shall be two years. (He shall be elected during odd numbered years.) He shall make all payments by check or other authorized means on order of the congregation. He shall keep accurate account of receipts and disbursements and prepare monthly and annual reports. His books shall be audited periodically but at least annually and a report of such audit shall be submitted to the congregation by the Audit Committee. The fiscal year for the congregation shall be the calendar year.

He shall submit a report at each Council and Voters' Assembly meeting. Such report shall show actual receipts and disbursements compared with budgeted amounts.

He shall serve as a member of the Budget Committee appointed by the President to prepare the annual budget.

The congregation shall bond the Treasurer in the amount of at least \$5,000.00.

He shall turn over to his successor in office or the President, all official documents of the office.

## **FINANCIAL SECRETARY**

The term of office of the Financial Secretary shall be two years. (He shall be elected during even numbered years.)

It shall be his duty to receive, record in books kept for such purposes, and deposit in the congregation's designated depository, all congregational

monies, including offerings, contributions, special collections, loans, subsidies, bequests, etc. A report of all receipts shall be submitted to the Treasurer at regular weekly intervals.

The Financial Secretary shall prepare monthly reports and make such reports available for each meeting of the Voters' Assembly and of the Council.

He shall make an annual report to the congregation.

He shall furnish each member with a report of their own individual contributions annually. Such report shall show amounts pledged if applicable and contributions to date.

He shall serve as a member of the Budget Committee appointed by the President to prepare the annual budget.

The President of the congregation shall appoint as many assistants to the Financial Secretary as necessary. With the Financial Secretary they shall constitute the Finance Committee. All offerings shall be counted in the presence of at least two members of the Committee.

The books and records of the Financial Secretary shall be audited annually.

He shall turn over to his successor in office or the President, all official documents of the office.

## ARTICLE X CONGREGATIONAL BOARDS

### BOARD OF ELDERS

The Board of Elders consisting of at least 3 or more male members shall assist the pastor in the spiritual life of the congregation. Their term of office shall be three years. One or more shall be elected each year. They shall meet on a regular basis. The Board shall elect its own Chairman at the January meeting of the Board.

The Board of Elders shall:

- Oversee the activities of the Pastor such as worship services, visitation, and other duties.



- **Assure that Christian discipline be maintained in the services.**
- **Render all necessary service in public worship, assisting the pastor in the administration of Baptism and the Lord's Supper, welcoming visitors, seeing to it that there are ushers and providing for the needs of the worshippers.**
- **Assist the pastor in keeping harmony among the members of the congregation, restoring peace in case of contention and in visiting members, especially the sick, the needing and distressed.**
- **Be responsible for the congregation's music program and related staff.**

### BOARD OF TRUSTEES

The board of trustees shall consist of at least three (3) members, elected for a term of three (3) years. One or more shall be elected each year.

The Board shall elect its own Chairman and Secretary at the January meeting of the Board.

It shall:

- **Be responsible for the physical properties of the congregation.**
- **See to it that the deeds and all insurance policies and dates of warranted improvements made to the facilities and other important documents of the congregation are well preserved.**
- **Secure all property of the congregation against damages and maintain it in good condition.**
- **Supervise and be responsible for all janitorial services.**
- **Have the right to spend up to \$1000 in case of an emergency without the expressed direction of the congregation and shall report such expenditure at the next Council or Voters Assembly, whichever comes first.**

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- Develop an annual plan of priorities in relation to the approved budget and meet on a regular, at least bi-monthly basis to evaluate current status for reporting to the council and the voters.

### BOARD OF EDUCATION

This Board shall consist of three or more members whose term of office shall be three years. One or more members shall be elected each year. The Pastor(s) shall be advisory members of this Board. The Board shall elect its own Chairman and Secretary at the January meeting.

The Board shall meet on a regular basis.

The areas of responsibility and duties of this Board shall be:

#### **A. RELIGIOUS EDUCATION FOR YOUNG MEMBERS**

- Make certain that the operation of a Sunday School is distinctively Christian and being guided by Christian principles of conduct and curricula in accordance with the standards of the Lutheran Church-Missouri Synod;
- Encourage all members of the congregation having children of Sunday School age to enroll them in the Sunday School;
- Make certain that proper records are maintained for each child and that such record remain the property of the Sunday School.
- Assist the pastor in instruction for those of confirmation age

#### **B. RELIGIOUS EDUCATION FOR ADULT MEMBERS**

- Foster spiritual growth in the life of the individual adult Christian through Bible study;
- Strengthen the Christian home and help equip parents, children, and young people for Christian family living and;
- Encourage the congregation to participate in the adult education agencies of the church.

#### **C. OTHER EDUCATIONAL AGENCIES**

1. Supervise and encourage active participation of the congregation in the Vacation Bible School;

2. Encourage the congregation to set up other agencies and organizations which it deems necessary to help the church best perform its educational tasks for each specific age level.

The Board of Education shall plan their program for the following year. All resolutions and proposals of the Board of Education shall be reported in writing at the subsequent meeting of the Church Council or Voters' Assembly, whichever occurs first. All matters considered by this Board that will affect the entire congregation shall be submitted in the form of a recommendation at the subsequent meeting of the Church Council or Voters' Assembly, whichever occurs first.

Members elected by the Voters' Assembly in December shall attend the December meeting of this Board for orientation purposes.

#### **BOARD OF STEWARDSHIP**

The Board shall consist of three or more members. The members' term of office shall be three years. One or more members shall be elected each year. The Board shall elect its own Chairman and Secretary at the January meeting.

It shall be the duty of this Board to:

- Discover the talents of the membership and help to enlist them in the congregational program;
- Assist the Pastor(s) in training lay workers;
- Call to the attention of the congregation the charitable agencies being conducted by Synod and solicit support for them;
- Work in close cooperation with the Circuit and District Stewardship Committees and encourage larger attendance at Circuit meetings;
- Give the congregation a clear vision of the world's need of Christ and how they can supply that need;

- Instruct the people in the grace of proportionate giving to God's work in their own congregation and in the world;
- Supervise the raising of all funds within the congregation.

All resolutions, actions, and proposals of the Board of Stewardship shall be reported in writing at the subsequent meeting of the Church Council or Voters' Assembly, whichever occurs first.

All matters considered by this Board that will affect the entire congregation shall be submitted in the form of a recommendation at the subsequent meeting of the Church Council or the Voters' Assembly, whichever occurs first.

The Board of Stewardship shall plan an annual program and meet regularly to evaluate progress on the plan. The members elected by the Voters' Assembly in December shall attend the December meeting of this Board for orientation purposes.

## ARTICLE XI TERMS AND DUTIES OF COMMITTEES

### AUDIT COMMITTEE

The Audit Committee shall consist of at least three members. They shall serve for a minimum of one audit cycle. Members shall be appointed by the President at each December meeting of the Voters' Assembly.

This Committee shall perform a financial review of at least the records of the Financial Secretary and the Treasurer annually according to the Financial Review procedures contained in the Congregational Treasurers Manual of the Lutheran Church, Missouri Synod.

Their report of each audit/review, certified by their signatures, shall be submitted at the subsequent meeting of the Voters' Assembly.

### FINANCE COMMITTEE

The President of the congregation, at the December meeting of the Voters' Assembly, shall appoint as many members to this Committee as it is deemed necessary. The term of office shall be one year. Members of this Committee shall be assistants to the Financial Secretary and shall work in close harmony with him/her in carrying out their various duties.

#### **NOMINATING COMMITTEE**

A Nominating Committee of at least three members, one as chair, shall be appointed by the President of the congregation at the October meeting of the Voters' Assembly. Their term of office shall cease following the election of officers.

The Committee shall nominate at least one candidate for each elective office to be filled at the annual election at the December meeting of the Voters' Assembly.

The Committee is encouraged to call upon the Pastor(s) for assistance in making their selections.

The Committee should make certain that prospective candidates have the necessary qualifications and attributes to perform the duties of the office to which they are being nominated and that they will accept the office if elected.

#### **BUDGET COMMITTEE**

The Budget Committee shall consist of the President, Vice President, Treasurer, Financial Secretary and, at the discretion of the President, one additional member. The annual budget shall be prepared to show the detailed requests for the following year, the detailed requests previously approved for the current year, and the detailed estimated expenditures for the current year.

## **ARTICLE XII PURCHASE PROCEDURE**

All purchases of supplies, materials, contractual service, and equipment shall be authorized by the chair of each applicable board subject to the constraints of the approved budget for such board. Any purchases or commitments that may exceed the budget must be authorized by either the Voter's Assembly or the Council unless otherwise stated in these by-laws.

A record of all purchases will be maintained and copies of these purchases will be the responsibility of the Treasurer of this congregation. Copies of all purchases made to maintain the property of the congregation shall also be kept by the board of Trustees.

### ARTICLE XIII

#### ORDER OF BUSINESS

The rules contained in Roberts' Rules of Order shall govern this congregation as far as they do not conflict with this Constitution and By-Laws.

The following shall be the order of business for the regular Voters' Assembly:

- |   |                        |
|---|------------------------|
| 1. Devotion   | 6. Unfinished Business |
| 2. Roll Call  | 7. New Business        |
| 3. Reception of New Voting Members                                  | 8. Adjournment         |
| 4. Reading of Minutes   |                        |
| 5. Reports of Officers, Boards,<br>Committees, Deacon and Pastor(s) |                        |

The order of business for the Church Council may follow a similar pattern except for reception of new members.

## DUAL PARISH AGREEMENT BETWEEN

The Lutheran Church of the Good Shepherd, Lansing, Michigan

AND

Trinity Evangelical Lutheran Church, Lansing, Michigan

### PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world:

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to Me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)

"He said to them, 'Go into all the world and preach the good news to all creation. Whoever believes and is baptized will be saved, but whoever does not believe will be condemned.'" (Mark 16:15-16)

"But you will receive power when the Holy Spirit comes on you, and you will be My witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." (Acts 1:8)

So that Christ's mission for His Church might be carried out effectively according to His will, especially in our communities, The Lutheran Church of the Good Shepherd, Lansing, Michigan, and Trinity Evangelical Lutheran Church, Lansing, Michigan, enter freely into this Dual Parish Agreement to facilitate and harmonize the common interest, activities, functions, and responsibilities of these individual and autonomous congregations.

### PURPOSE

So that Christ's mission for His Church might be carried out effectively according to His will, especially in our communities, Good Shepherd Lutheran Church, Lansing, Michigan, and Trinity Lutheran Church, Lansing, Michigan, each enter freely into this Dual Parish Agreement for the purpose of sharing a pastor to serve both congregations.









**ADDITIONAL ITEMS**  
**Good Shepherd – Lansing / Trinity – Lansing**  
**2021-2022**

<b>Council</b>	The shared Pastor arrangement will be coordinated by a <i>Joint Congregation Council</i> comprised of representatives (or the entire membership) of each congregation's Church Council. The Joint Council will meet on a regular schedule and as needed. The Joint Council will develop a unified calendar that will include times, dates and locations for: worship services, meetings (staff, council, voters' assemblies, organized outreach and service projects, Bible studies and other educational activities, pastoral office hours, and other scheduled activities. The unified calendar will be provided to the Pastor, each Church Council and all members of each congregation. The Joint Council will assist in coordinating activities between the two congregations and will develop recommendations to deal with issues as they arise. The Joint Council will not have decision-making authority but will forward recommendations to the appropriate decision-making group at each congregation.
<b>Worship Services</b>	Regular Sunday worship times will be set to allow for one full hour between the end of the first service and the beginning of the second service, e.g., 9:00AM and 11:00AM. This will allow for adequate time for after service interactions, transportation and pre-service preparation. The exact times for worship services are subject to congregation approval.
<b>Special / Seasonal Services</b>	Services will be coordinated between congregations. In most cases, service location will alternate between congregations on a weekly or annual basis. Both congregations are receptive to having joint mid-week and other "special" worship services. Locations and times will be shown on the Unified Calendar.
<b>Required Pastoral Activities</b>	Each congregation has previously provided a list of activities expected of the Pastor. After discussion, it was decided that it was not possible nor desirable to develop a single list covering both congregations given differing priorities and activities between the two congregations. For example, Good Shepherd currently has more outside community service activities in which the Pastor should be involved while Trinity has a Day Care center that requires Pastoral involvement. Some specific requirements (not an exhaustive list) are shown below to provide additional clarification. Living Word (Sudanese) worship at Trinity.
<b>Administration</b>	Apart from normal day to day administrative activities, the Pastor will be expected to conduct regular staff meetings and to attend scheduled meetings of Church Councils and Voters' Assemblies.
<b>Education and Teaching</b>	The Pastor will be required to conduct regular Bible studies (number, times and locations to be determined based on need and availability of time) and Confirmation and New Member classes as needed (could be offered jointly for both congregations). Joint mid-week Bible studies could also be a way to expand attendance and enhance the study sessions. It was also determined that a key function of the Pastor will be the development of Lay Bible Study leaders to expand availability of Bible Studies and other teaching/fellowship opportunities.

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