

**THE BY-LAWS
OF
TRINITY LUTHERAN CHURCH
ONEKAMA, MICHIGAN**

1.0 VOTERS' ASSEMBLY

- 1.1 Members of the Voters' Assembly shall consist of all voting members of the congregation, eighteen (18) years of age and older.
- 1.2 Quarterly meetings of the Voters' Assembly will be scheduled by the Congregational Chairperson. Notice of the meeting place, date, time and the business items to be considered will be published in the Church bulletin at least one week prior to the meeting date.
- 1.3 Each Board and Committee will report to the congregation at the quarterly Voters meeting. Such reports shall summarize the previous quarters' activities of each one.
- 1.4 Special meetings of the Voters' Assembly may be called by the Congregational Chairperson, the Pastor or the Church Council by announcing the purpose, date, time and place of the meeting at least one week prior to the date of such a meeting.
- 1.5 The voters present at a properly called meeting shall constitute a quorum. Decisions will be by a simple majority of those present unless the Constitution or By-Laws specifies otherwise.
- 1.6 The meeting of the Voters' Assembly shall be conducted in accordance with the Constitution and By-Laws and shall include a devotion. Minutes of the prior meeting shall be available for review.
- 1.7 In questions of parliamentary procedure, "Roberts Rules of Order" shall prevail.

2.0 CHURCH COUNCIL

- 2.1 The membership of the Church Council shall consist of the Council officers, the Chairperson or designated representative of each of the following; the Board of Elders, the Board of Trustees, the Board of Christian Education, the Board of Stewardship, the Board of Evangelism, the Board of Finance, the Board of Trinity Lutheran Church Endowment Fund , and the Sonshine Workers at Trinity plus three (3) members elected from the Congregation at large. The Chairperson of the Congregation shall be the Chairperson of the Church Council and the Congregational secretary shall serve as the recording secretary. The Pastor shall be an advisory member of the Church Council.
- 2.2 Duties of the Church Council shall be:
 - 2.2.1 To establish policies and to consider and discuss all matters pertaining to the general welfare of the Congregation.
 - 2.2.2 To appoint a Call Committee which shall: publish a request to the congregation to identify qualified candidates, contact the District Office for advice and review of candidates nominated by the congregation, review the candidates recommended by the District, and present a "call list" at a regular or special Voters' Assembly meeting with or without a recommendation on a candidate by the committee. The Voters' Assembly will then vote on the call list until a candidate is selected by two-thirds ballot vote of members present. Last minute nominations from the floor (i.e. nominations that have not been reviewed by the call committee) are not considered.
 - 2.2.3 The Church Council shall have the responsibility and authority to decide on all matters not specifically reserved for the Voters' Assembly decision as stated in the Constitution.
- 2.3 The Church Council shall meet at least ten times per year at a time and place determined by the Congregational Chairperson. The Chairperson may call special meetings of the Council by informing members of the time and place for such meetings at least twenty-four (24) hours in advance.
- 2.4 A majority of members of the Church Council shall constitute a quorum. Decisions of the Council will be made by a simple majority of those members present and voting. The presiding Chairperson shall not vote except in case of ties.
- 2.5 The meeting of the Church Council shall be conducted in accordance with the Constitution and By-Laws and shall include a devotion. Minutes of the prior meeting shall be available for review.
- 2.6 In questions of parliamentary procedure, "Robert's Rules of Order" shall prevail.
- 2.7 The Congregational Chairperson has the responsibility of recommending to the council the establishment of or the dissolution of committees. The Chairperson also has the responsibility of recommending to the council the Chairperson and members of such committees. Any committee's recommendations shall be referred to the Church Council for decision, except for those decisions reserved for the Voters' Assembly as stated in the Constitution. The Congregational Chairperson shall furnish to each committee chairperson copies of their respective duties and responsibilities.
- 2.8 The Church Council is responsible for an annual review of all financial records involving the church.
- 2.9 All appointed positions (i.e. Circuit Missions' Council Representative, Lay Delegate to the District Convention) shall be approved by the Church Council.

3.0 NOMINATION AND ELECTION OF COUNCIL POSITIONS AND BOARD MEMBERS

3.1 Nomination Procedure

- 3.1.1 The Congregation Chairperson shall select a nominating committee of not less than four (4) voting members with the Pastor as an advisory member. This committee will prepare a slate of candidates drawn from communicant members, 18 years of age or older. The committee will also check each candidate's willingness to serve before placing any names in nomination.
- 3.1.2 The following council positions shall be nominated; Chairperson, Vice-Chairperson, Secretary, Treasurer and Financial Secretary and At-Large-Members.
- 3.1.3 Approximately one third of all the boards shall be nominated and elected each year.

3.2 Election Procedure

- 3.2.1 The nominating committee, at least two weeks before the date of the election, shall publish a list of candidates in the church bulletin or newsletter.
- 3.2.2 The officers and board members shall be elected by ballot at a Voters' Assembly meeting. Nominations may be made from the floor at this meeting to be placed on the ballot.
- 3.2.3 Officers and board members shall be elected by a simple majority of voters present and voting by ballot.
- 3.2.4 The officers and board members shall assume their respective duties immediately following their installation
- 3.2.5 If the number of candidates running for a Board is less than required to meet the minimal number as stated in the By-laws then the Voters Assembly shall table the election of that Board until sufficient candidates can be found.

3.3 Vacancies of Elected Positions

If an elected position is vacated, the Church Council will appoint a person to fill that position for the remainder of the unexpired term. Boards shall make recommendations to the Council to fill vacancies in their respective boards.

4.0 DUTIES AND TERMS OF COUNCIL

4.1 The Congregational Chairperson shall:

- 4.1.1 Preside at all the Voters' Assembly and Church Council meetings, and may attend any Board or committee meeting in an ex-officio capacity except for the Board for the Trinity Lutheran Church Endowment Committee which has the Congregational Chairperson as an ex-officio voting member of the Board.
- 4.1.2 The term of the office shall be for two years and shall not expire at the same time as the Vice-Chairperson

4.2 The Congregational Vice-Chairperson shall:

- 4.2.1 Perform the duties of the office of Chairperson in the Chairperson's absence, including ex-officio roles.
- 4.2.2 The term of the office shall be for two years and shall not expire at the same time as the Chairperson.

4.3 The Congregational Secretary shall:

- 4.3.1 be responsible to keep accurate minutes of the Voters' Assembly and Church Council meetings for the permanent records of the Congregation
- 4.3.2 may assist the Secretary of the church with the organization of all records of the Church.
- 4.3.3 The term of the Secretary shall be for two years.

4.4 The Congregational Treasurer shall:

- 4.4.1 be responsible to keep accurate records of receipts and disbursements of the congregation in books which are and remain the property of the congregation.
- 4.4.2 pay all bills and salaries
- 4.4.3 submit a report at each regularly scheduled Voters' Assembly and Church Council meeting
- 4.4.4 give a complete annual report at the January meeting for the previous year.
- 4.4.5 The term of the office shall be for two years and shall not expire at the same time as the Financial Secretary.

4.5 The Financial Secretary shall:

- 4.5.1 be responsible for the proper deposit of all money collected
- 4.5.2 keep accurate records of the contributions of each communicant member of the congregation
- 4.5.3 furnish all communicant members using envelopes with an annual report of their contributions
- 4.5.4 The term of the office shall be for two years and shall not expire at the same time as the Congregational Secretary

4.6 Members – At – Large shall:

- 4.6.1 represent the congregation at the council meetings
- 4.6.2 are elected for a one year term
- 4.6.3 they may not serve concurrently in another elected position.

4.7 The Church Council shall establish a Policy and Procedure manual detailing duties and responsibilities

of the Congregational Officers which is then approved by the Voters' Assembly and reviewed annually.

5.0 DUTIES AND TERMS OF BOARDS

5.1 All Boards and committees are ultimately responsible to the Voters Assembly.

5.2 All elected Boards shall meet at least quarterly and as many additional times beyond that as necessary to conduct their business.

5.3 A majority of the members of each Board shall constitute a quorum for that Board. Attendance at board meetings can be in person, via telephone conference, or other means of electronic communication. A vote for an item can be done via electronic communication (i.e. email, skype, teleconference, etc...). If a quorum is not achieved then any matters that need to be acted upon shall be brought to the next Church Council meeting by the Chairperson or designee of that Board.

- 5.4 Each Board shall elect at least a Chairperson and Secretary annually. Minutes from each meeting shall be on file at the Church.
- 5.5 Each Board shall establish a Policy and Procedure manual detailing duties and responsibilities which are then approved by the Church Council and reviewed on an annual basis.
- 5.6 A report of the previous Board meetings shall be presented at the following Church Council meeting.
- 5.7 Each Board shall appoint as many committees as necessary for it's work.
- 5.8 The term of each Board member shall be three years unless person requests less years. The Board for the Trinity Lutheran Church Endowment Fund shall have a term limit of three consecutive terms as set forth in the Endowment Fund Agreement.
- 5.9 If the particular Board ceases to function due to lack of required members then that Boards duties will be performed by the Church Council.

6.0 THE BOARD OF ELDERS

- 6.1 Shall be responsible for assisting the Pastor in overseeing the spiritual life of the congregation specifically in:
 - 6.1.1 the overall spiritual welfare of the church members
 - 6.1.2 the conduct of the worship services and their participants
 - 6.1.3 the functioning of the pastoral office
 - 6.1.4 the well being of the Pastor and his family
- 6.2 The board shall consist of at least six male members age 18 or older
- 6.3 The Pastor shall be an advisory member of the Board

7.0 THE BOARD OF TRUSTEES

- 7.1 Shall be responsible for:
 - 7.1.1 the physical properties of the church (i.e. land and physical maintenance).
 - 7.1.2 be the legal representative of the congregation.
 - 7.1.3 the hiring and review of all non-called employees (paid or volunteer).
- 7.2 The Board shall consist of at least six members age 18 years and older

8.0 THE BOARD OF CHRISTIAN EDUCATION:

- 8.1 Shall be responsible for the education and growth of all members of the congregation.
- 8.2 The Board shall consist of at least four members 18 years and older.

9.0 THE BOARD OF EVANGELISM:

- 9.1 Shall be responsible to encourage members of the congregation in outreach to others in the community.
- 9.2 The Board shall consist of at least four members 18 years and older.

10.0 THE BOARD OF STEWARDSHIP:

- 10.1 Shall be responsible for encouraging people to exercise Biblical stewardship of time, talents and treasures.
- 10.2 The board shall consist of at least four members 18 years and older.

11.0 THE BOARD OF FINANCE:

- 11.1 Shall be responsible for preparing and monitoring the annual budget
- 11.2 The Board shall consist of at least four members 18 years and older.
- 11.3 The congregation treasurer and financial secretary shall be standing members of this board

12.0 THE BOARD FOR TRINITY LUTHERAN ENDOWMENT FUND:

- 12.1 They shall be governed by the Endowment Fund Agreement approved by the Voter's Assembly and the policies determined by the Board for the Endowment Fund and agreed to by the Church Council.
- 12.2 The Board shall consist of six members age 18 years and older. The Board shall also have the Pastor of the congregation as an ex-officio non-voting member and the Congregational Chairperson as an ex-officio voting member.
- 12.3 A quorum of at least four voting members will be required for purposes of conducting business.
- 12.4 The Board shall make recommendations to the Church Council for its approval of the grant distributions from the Endowment Fund
- 12.5 Will be the Board overseeing any new trust created or received by the congregation.

13.0 CHANGING THE BY-LAWS

- 13.1 Amendments to these By-Laws may be adopted at a regular Voters' Assembly provided:
 - 13.1.1 they do not conflict with the provisions of the Constitution pertaining to Scriptural doctrine and practices.
 - 13.1.2 that the proposed amendment has been published and copies made available to all communicant members at least two weeks prior to the meeting at which the proposed amendment is to be acted upon.
 - 13.1.3 that an affirmative vote of a two-thirds majority of voters present is secured by cast ballot.
 - 13.1.4 the amended by-laws shall, as a condition of continued membership in the Lutheran Church – Missouri Synod, be submitted to the President of the District for review by the District's Constitution Committee and favorable action by the District's Board of Directors before being implemented by the congregation.

Trinity Lutheran Church of Onekama was organized December 26, 1887
 Revised By-Laws April 12, 1961
 Amended By-Laws February 13, 1963
 Amended By-Laws March 16, 1964
 Amended By-Laws June 10, 1987
 Amended By-Laws June 5, 2005
 Amended By-Laws Voter approved July 14, 2009 --- District approved September 11, 2009
 Amended By-Laws Voter approved July 21, 2013 --- District approved