



**GOVERNING DOCUMENTS**

**TRINITY LUTHERAN CHURCH – MISSOURI SYNOD**

**RACINE, WISCONSIN**

**REVISION DATE XX/202X**

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# CONSTITUTION

## ARTICLE I - Name

The name of this congregation shall be Trinity Lutheran Church - Missouri Synod, Racine, Wisconsin

## ARTICLE II - Mission

The purpose of this congregation shall be to confess, honor, and give glory to the Triune God: to carry out His will, to proclaim the Gospel of Jesus Christ to all the world, to nurture the faith of its members, to manifest the unity of our faith in Jesus Christ as Lord and Savior, to foster Christian fellowship and love, to emphasize and offer Christian education, and to extend a helping hand to human need.

The congregation will strive to achieve its purpose by the preaching of the Word of God, the administration of the Sacraments, by operation of a Christian Day School, and the encouragement toward religious instruction of all its members according to the confessional standard of the Evangelical Lutheran Church.

(adapted from LCMS Guidelines, new to Trinity)

### Mission Statement

A family of believers created by God the Father, redeemed by Jesus the Christ, equipped by the Holy Spirit to confess, proclaim, and teach the Good News of God's love and grace.

*Created. Redeemed. Equipped.*

*to*

*Confess. Proclaim. Teach.*

(developed in 2020)

## ARTICLE III - Confessional Standard

This congregation accepts without reservation:

- 3.1 The Scriptures of the Old and the New Testament as the written Word of God and the only rule and norm of faith and practice.
- 3.2 All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit: the three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord."

(LCMS Guidelines. Updates previous “Doctrine” language, keeping the same spirit.)

- 3.3 From this confessional standard all doctrinal issues shall be adjudicated and decided. Where a doctrinal issue must be voted upon, pastors shall provide counsel and necessary resources. A three-fourths majority shall be required to resolve the matter.
- 3.4 In the service of the congregation and school, resources for worship and religious instruction shall extend from Holy Scripture and Luther’s Small Catechism and always be in accord with Lutheran doctrine.

#### **ARTICLE IV - Synodical Membership**

Trinity shall be a member of The Lutheran Church—Missouri Synod (hereafter LCMS) as long as the Synod conforms to the congregation's confessional standards as set forth in this constitution.

(LCMS Guidelines.)

#### **ARTICLE V - Congregational Membership**

Members of the congregation shall conform their entire lives to the authority of God’s Word. Accordingly, they shall:

- attend worship services faithfully.
- lead Christian lives and not live in manifest works of the flesh (Gal. 5:19-21).
- partake of the Lord's Supper frequently after their confirmation.
- contribute regularly and faithfully toward the ministry and maintenance of the church and school and in general to assist in sustaining the congregation.
- impart to others fraternal admonishment as appropriate; and permit themselves to be fraternally admonished when they have erred.
- shall not become members, affiliates, or supporters of secret societies or other organizations that conflict with the Word of God.

(Moves member statement to the top.)

Trinity distinguishes between three types of congregational membership:

- 5.1 Baptized members are all who have been baptized in the name of the Triune God and who are under the spiritual care of the pastor of this congregation, including the children who have not yet been confirmed into communicant membership.
- 5.2 Communicant members are those baptized members who have been instructed and are familiar with the contents of Luther’s Small Catechism, have been confirmed in the Lutheran faith, and accept the confessional standard of this Constitution.
- 5.3 Voting members are communicant members who have reached the age of 18 years. Voting members have the right and duty to attend regular Voters’ Assembly meetings and vote on congregational affairs.

## **ARTICLE VI - Congregational Authority**

The congregation, as a body, shall have the supreme authority in the external and internal administration and management of its own ecclesiastical and congregational affairs. All such decision making must remain in accordance with the Word of God and the Symbols of the Lutheran Church.

- 6.1 Decision making shall be done through the Voters' Assembly, those members gathered at prescribed meeting times (as outlined in the [By-Laws](#)), for the purpose of conducting and approving congregational affairs. Responsibilities / authority of the Voters' Assembly should include:
  - 6.1.1 Annual approval of the budget.
  - 6.1.2 Initiate all sacred Calls for pastoral and commissioned staff.
  - 6.1.3 Approve all major initiatives of the congregation requiring extraordinary financial resources.
  - 6.1.4 Election of all Board members and delegation of official responsibilities of the Council, Boards, and staff positions.
  - 6.1.5 Dissolution of the ministry in whole or in part, sale of property, termination of membership with the LCMS.
  - 6.1.6 Address matters of doctrine and cases of excommunication in accordance with the Word of God, the doctrine of the LCMS, and in consultation with the pastors.
- 6.2 The Church Council shall act on behalf of the Voters' Assembly in conducting regular affairs of the congregation as outlined in the By-Laws, Officer & Policy Manuals.
- 6.3 Officers of the congregation shall have authority to exercise responsibility according to the roles and responsibilities conferred by the congregation as outlined in the By-Laws, Officer & Policy Manuals.

## **ARTICLE VII - Calling Staff & Electing Officers**

The Voters' Assembly shall have the exclusive right to Call ordained ministers, commissioned ministers, extend contracts for non-rostered, salaried educators and to elect officers. This responsibility shall not be delegated to a smaller body or individual.

- 7.1 The pastoral office in this congregation shall be conferred upon such ministers or candidates only as profess their acceptance of and adherence to all the canonical books of the Old and New Testaments as the revealed, verbally inspired, and inerrant Word of God, and all the Symbols of the Evangelical Lutheran Church, and who are declared qualified and endorsed by The Lutheran Church Missouri Synod for their work.
- 7.2 Commissioned ministers shall receive a Call to serve as teachers and administrators of the school. They must also profess their acceptance of and adherence to all the canonical books of the Old and New Testaments as the revealed, verbally inspired, and inerrant Word of God, and all the Symbols of the Evangelical Lutheran Church.
- 7.3 Non-rostered educators shall receive a contract to serve as teachers and administrators of the school. They must also profess their acceptance of and adherence to all the canonical books of the Old and New Testaments as the revealed, verbally inspired, and inerrant Word of God, and all the symbols of the Evangelical Lutheran Church.

- 7.4 Congregational officers shall be members in good standing (as defined in the By-Laws), confirmed into office by the Voters' Assembly, and willing to serve in those roles.  
(Combines language from current Articles X and XI.)

### **ARTICLE VIII - Removal From Membership, Employment or Office**

The removal of a member or servant of the congregation shall always be considered and treated as a last resort necessity. Strenuous effort shall precede any such action to foster reconciliation, repentance, and the corrective behavior that enables an individual to retain his or her role and status in the congregation. In all cases noted below, the Voters' Assembly shall retain the final decision.

- 8.1 Removal from membership (Excommunication) will be addressed primarily through the pastoral office. When a member willfully rejects the admonition against ungodly behavior according to the process outlined in Matthew 18:15-20, and in rejection of pastoral counseling efforts and church discipline, he or she may forfeit the rights of congregational membership.
- 8.2 Called workers that persistently and intentionally fail to meet the standard of the Call as described in Article VII, or through a scandalous life, willful neglect of or persistent inability to perform the required duties or demonstrating a domineering spirit within the community shall be subject to the possibility of removal.
- 8.3 Non-rostered employees who demonstrate willful neglect of or persistent inability to perform their duties, wantonly engage in behavior deemed to be scandalous, or demonstrate a domineering spirit within the community shall be subject to dismissal.
- 8.4 Officers that perpetually fail to fulfill the requirements of the office, engage in a scandalous life, or work to undermine the overall mission of the congregation may be subject to removal.

### **ARTICLE IX - Division or Dissolution**

In the unanticipated event that a division occurs among the congregation, or the ministry shall cease operations, no current or former members shall make any claim to the property and assets of the congregation. The following shall apply:

- 9.1 In the case of separation for doctrinal reasons, the members who adhere to the confessional standard as summarized in Article III shall retain collective ownership and control of all property and assets.
- 9.2 If the ministry should completely cease to operate and the property and assets be sold, all debts shall be first paid from the proceeds. Remaining assets and sale value shall be conveyed to the South Wisconsin District of the Lutheran Church Missouri Synod.  
(LCMS Guidelines.)

## ARTICLE X - Amendments

This constitution may be amended in the following manner.

- 10.1 Amendments to the provisions of this constitution shall be submitted in writing at a meeting of the Voters' Assembly and announced to the congregation by public posting and/or mail to all communicant members prior to the meeting at which the proposed amendment will be acted upon. A two-thirds affirmative vote of the voters present shall be required for adoption.
- 10.2 The revised constitution shall, as a condition of continued membership in good standing in The Lutheran Church—Missouri Synod, be submitted to the president of the district for review before being adopted by the congregation.

(LCMS Guidelines)



# BY-LAWS

## #1 - Admission to Membership

The members of the congregation are received in the following ways, subject to submission by the pastor(s) and ratification by two-thirds majority from the Board of Elders (prior was Council):

- 1.a. **Baptism** - through the Sacrament of Holy Baptism as administered by this congregation, by means of a letter of transfer from a congregation with which we are in fellowship, or by request in the case of unconfirmed persons who have been baptized in some other Christian congregation.
- 1.b. **Confirmation** – those who have received careful instruction in the Christian Faith and affirm and publicly profess the Confession of the Lutheran Church.
- 1.c. **Transfer** - those who bring a letter of transfer from a sister LCMS congregation to verify their eligibility for communicant membership and present their application for membership.
- 1.d. **Affirmation (was Release)** - those who bring a letter of release from a Lutheran Church with whom we are not in altar and pulpit fellowship and who affirm the Confessions of the Lutheran Church and present their application for membership.
- 1.e. **Reaffirmation of Faith** - those who have previously been confirmed in the Lutheran Church but have become inactive may verify their affirmation of the Confessions of the Lutheran Church and present their application for membership.

## #2 - Conditions of Membership

Members of Trinity shall be recognized as:

- 2.a. **In Good Standing** - if the member adheres to the membership conditions of Articles III and V of the Constitution.
- 2.b. **Inactive (was Delinquent)** - if the member has not attended worship services or partaken of Holy Communion for a period of one year.
- 2.c. **Self-Removed** - if the member has not attended worship services or partaken of Holy Communion for a period of two years, despite outreach by the pastors, they may be deemed self-removed.

## #3 - Termination of Membership

Members of Trinity shall relinquish or have membership terminated as follows:

- 3.a. Personally relinquish membership by transfer to a sister congregation, by joining a congregation outside the fellowship of this congregation, by self-removal, or by death.  
*Note: Prior to self-removal, members will be encouraged by the pastors to continue in active participation in the hearing of God's Word and receipt of the Lord's Supper. Thereafter, a spirit of welcome will prevail toward those who wish to return.*

- 3.b. Communicant members who conduct themselves in an un-Christian manner, including adherence to false doctrine, unscriptural life, and neglect of the means of grace, shall be admonished and encouraged to repent, according to Matthew 18:15-20. If they remain impenitent after proper admonition and extensive efforts toward reconciliation, they may be excommunicated.

*Note: Removal of a member from the congregation through excommunication represents the ultimate act of church discipline and has the actual purpose of calling the member to repentance. Accordingly, Trinity will endeavor to be consistent in applying discipline, base decisions on biblical grounds with loving intent, and not allow unsubstantiated rumors or charges to be circulated within or by the church.*

- 3.c Each case of excommunication shall be presented by the pastor(s) to the Voters' Assembly for a decision. A two-thirds majority vote of the voters present shall be required to remove any member through excommunication.

#### **#4 - Calling of Pastors and Teachers**

When this congregation Call a pastor or commissioned minister (e.g., teacher) the following procedure shall be followed:

- 4.a. Every member of the congregation shall be provided with an opportunity to suggest one or more names for consideration.
- 4.b. A Call committee shall be appointed by the chairman. This committee will include three (3) members of the Church Council, three (3) members at large, pastors and principal (previously pastors and principal were "ex-officio," wrongly assumed to mean non-voting). The Call committee will serve as a screening committee and shall submit all suggested names to the District President for information and evaluation. The committee shall then present to the congregation its proposed list of qualified candidates and their biographical sketches.

#### **#5 - Worship Practices**

Worship services will all be lead and conducted in accordance with the doctrine of the LCMS.

- 5.a. Congregational worship services will be led by pastors ordained through the LCMS and eligible to serve. LCMS guest pastors for weekly worship or special occasions (weddings, funerals, etc.) will be invited at the discretion of the serving pastors.
- 5.b. Regular weekly worship, holiday and special services will be held as detailed in the Policy Manual and overseen by the pastors and the Board of Elders.

## #6 - Marriage and Weddings

Wedding policy and marriage practice shall be consistent with the LCMS beliefs on marriage.

- 6.a. This sacred union is of one man and one woman as described in Scripture (Gen. 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Eph. 5:32).
- 6.b. Weddings will be officiated in the sanctuary in accordance with 5.a. at the discretion of the pastors.
- 6.c. Same gender unions come under the categorical prohibition of the Old and New Testaments, as explained in LCMS doctrine, and such weddings will not be performed.
- 6.d. Pastors will not officiate over any marriages inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy.

## #7 - Roles of Women in Church Administration

Women holding voting membership in the congregation may serve as officers and members of all Boards and committees that do not directly involve the specific functions of the pastoral office (preaching the Word, the public administration of the Sacraments, and the administration of church discipline). Accordingly, they shall not serve as pastor, or as a member of the Board of Elders (whose role is to be a direct extension of the pastoral office).

(adopted in Voters' Assembly in 2012)

- 7.a. A Voters' Assembly meeting shall be called for the purpose of seeking God's guidance in Calling a new pastor or commissioned minister and selecting a candidate; the proposed list may be amended by a majority vote of the assembly.
- 7.b. Ballot (or voice) voting shall continue until a majority vote determines the disposition of the Call. The candidate shall then be advised that Trinity has extended a Call.

## #8 - Church Officers, Boards, and Council

The Church Council shall act as the executive board of the congregation. Its acts shall be deemed valid congregational action in matters that do not expressly require the action of the Voters' Assembly or are otherwise designated to Called staff.

- 8.a. It shall be composed of the officers, chairman of each standing board, and senior Called leadership:
  1. Chairman of the Congregation (also Chairman of the Council)
  2. Vice-Chairman of the Congregation
  3. Treasurer
  4. Secretary
  5. The elected Chairman of the:
    - Board of Trustees
    - Board of Elders

- Board of Education
  - Board of Christian Life (formerly Stewardship and Outreach)
6. Financial Secretary
  7. Called Pastors\*
  8. Called School Principal\*

\*Shall not submit or second motions but may comment and vote.

Responsibilities for the above Offices and Boards are spelled out in the [Officers' Manual](#).

- 8.b. A quorum shall consist of at least 50% of the Council members (6 of the 12 identified members). If a Board Chairman is unavailable, another designee by the Board Chairman should attend.
- 8.c. Meetings shall occur at least 4 times per year. Members shall confirm their availability so a quorum can be ascertained, or an alternate date selected. The Chairman is responsible for confirming the quorum, meeting date, and time. Any rescheduled meeting shall occur before the corresponding Voters' meeting.

(adopted as a change of structure in 2015)

- 8.d. The primary role of the Church Council is to oversee and coordinate activities of the Church and School among Board leaders, Officers, and Called leadership. The Council shall be primarily responsible for the preparation and oversight of the consolidated fiscal budget of Church and School.
- 8.e. The Chairman, Vice-Chairman, Treasurer, and Senior Pastor of the congregation shall serve as the Executive Committee of the Church Council, which shall have the authority to make contracts, accept and receive grants and bequests, sign documents, appear in court, and take other such action as may be authorized by the Church Council. The Executive Committee shall address sensitive matters of compensation, leadership, and fiscal planning - reporting to the Church Council.

### #9 - Election of Officers

The annual election shall be held at the Spring Voters' meeting each year to fill vacant elective offices; terms to begin in the following fiscal year.

Elective offices are, and shall be filled as follows:

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| a. Chairman of the Congregation      | electd in odd numbered years      |
| b. Vice-Chairman of the Congregation | electd in even numbered years     |
| c. Secretary                         | electd in even numbered years     |
| d. Board of Trustees                 | 6 members      2 seated each year |
| e. Board of Elders                   | 8 members      2 seated each year |
| f. Board of Education                | 6 members      2 seated each year |
| g. Board of Christian Life           | 6 members      2 seated each year |
- 9.a. All elective offices shall be for a term of two years. After serving three (per Council direction; was two) consecutive terms as an elected officer, said officer cannot be a candidate for an elective office for one year.

- 9.b. Terms can be extended at the behest of the Pastor(s) or Board Chairman requiring Church Council and Voter affirmation.
- 9.c. If there are multiple candidates for officers, or candidates above the number of open Board seats, the election shall be by paper ballot. Those ballots will be tallied by the Council Secretary, and those candidates receiving the highest number of votes shall be considered elected; otherwise, a voice vote will affirm the presented ballot.
- 9.d. In the event an elective office becomes vacant during a term, the Church Council shall appoint a successor to fill the office until the next election at which time the unexpired portion shall be filled by election. An appointment to fill a vacant position will not be considered a term of office.

### **#10 - Appointed Officers**

The Church Council shall make 3-year appointments to the following offices, renewable without term limitations:

- a. Treasurer
- b. Assistant Treasurer
- c. Financial Secretary
- d. Assistant Financial Secretary

### **#11 - Meeting Procedures**

In addition to the spirit of Christian charity, meetings of the Congregation shall normally be conducted in accordance with Robert's Rules of Order and under a prescribed schedule.

- 11.a. The Voters' Assembly shall meet at least twice per fiscal year:
  - Spring (March) - ratifying the budget and voting for Board positions
  - Fall (November) - reviewing budget changes, addressing proposed initiatives
- 11.a.1 Special meetings may be called at the request of the Pastor, Chairman, Church Council or ten (11) voting members.
- 11.a.2 Announcement of Voters' meetings shall be made over the two weekends prior to the scheduled meeting.
- 11.a.3 All voting members present at a properly called meeting shall constitute a quorum.
- 11.b. Church Council shall meet at least four times per year to conduct necessary business, develop and monitor the budget.
  - 11.b.1 Meetings scheduled for February, May, August, October.
  - 11.b.2 Additional meetings can be called by the Chairman, Pastors, or three (3) members.

## #12 - Policy & Officers' Manuals

All officers, boards, committees and the Church Council shall function as set forth in the [Officers' Manual](#) to fulfill their duties in accordance with the policies of the church as stated in the [Constitution](#), [By-laws](#) and [Operations and Policy Manual](#).

## #13 - Amendments

Proposed amendments to these By-Laws must be submitted in writing before any regularly scheduled meeting of the voters. A proposed amendment shall be adopted provided that two thirds of the voting members present vote in favor of such an amendment.

***“Walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace.”***

-Ephesians 4:1-3

## OVERVIEW OF ORGANIZATION

### Voters' Assembly

Institutional Changes and Direction  
Major Projects  
Final Authority  
Calling and Release of Workers

### Church Council

Coordination / Oversight of Board Efforts (Board of Directors)  
Budget Responsibility  
Significant Project Approval

### Members (12)

Chairman	Vice Chairman
Treasurer	Secretary
Financial Secretary	Pastors (2)
Principal	Board Chairmen (4)

Board of Trustees	Board of Elders	Board of Education	Board of Christian Life
<ul style="list-style-type: none"> <li>• Property supervision</li> <li>• Contractor oversight</li> <li>• Property budget and monitoring</li> <li>• Prioritization of projects</li> </ul>	<ul style="list-style-type: none"> <li>• Pastor(s) supervision</li> <li>• Worship oversight</li> <li>• Worship assistance</li> <li>• Member contact, care, changes</li> <li>• Church related budget and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Principal supervision</li> <li>• School policies</li> <li>• School operations input and support</li> <li>• School budget development and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Stewardship</li> <li>• Fellowship</li> <li>• Community service</li> <li>• Outreach</li> </ul>

# OFFICERS MANUAL

## **FORWARD**

*The purpose of this manual is to help the members of our congregation perform peaceably, knowledgeably and enthusiastically in doing the work of our Blessed Lord. The words of the Apostle Paul in Romans 12:1 & 5 give us direction: "Just as there are many parts to our bodies, as it is with Christ's Body. We are all parts of it, and it takes every one of us to make it complete, for we each have a different work to do. So we belong to each other, and each needs all the others."*

*May the Lord generously bless us with His Spirit and Wisdom to accomplish His Will!*

*Revisions to the Officers Manual and Operating and Policy Manual shall be the responsibility of the Church Council. Substantial revisions should be reviewed and approved by the voters.*

Chairman of the Congregation  
Vice Chairman of the Congregation  
Congregation Treasurer  
Assistant Treasurer  
Congregation Secretary  
Financial Secretary  
Assistant Financial Secretary  
Church Council  
Board of Trustees  
Board of Elders  
Board of Education  
Board of Christian Life  
Director of Youth Fellowship and Bible Study  
Sunday School Superintendent  
Usher  
Nominating Committee

*Major Revision Dates for Officers' Manual: 1/1/05, 7/1/74, 4/1/66, 1/1/65*



## Chairman of the Congregation

Elected By: Voters' Assembly  
Responsible To: Voters' Assembly  
This Revision Date: <Revision Date>

The Chairman of the Congregation shall:

1. Function as Chairman of the Church Council.
2. Exercise general supervision over all non-pastoral affairs of the congregation.
3. Be the Chief Executive Officer of the congregation, i.e., empowered to execute contracts as approved by the Church Council.
4. Prepare the agenda for and preside over all meetings of the congregation and the Church Council.
5. Be a non-voting member of all boards and committees.
6. Meet regularly with the Pastor(s) to review past efforts and to coordinate future planning.
7. Appoint Nominating, Salary and Special Committees with the advice and concurrence of the Church Council and the Pastor(s).
8. Responsible for Council's development, review and acceptance of the budget.

## **Vice Chairman of the Congregation**

Elected By: Voters' Assembly  
Responsible To: Voters' Assembly  
This Revision Date: <Revision Date>

The Vice Chairman of the Congregation shall:

1. Function as Vice Chairman of the Church Council.
2. Assume the office of the Chairman if that office is vacated.
3. Assist the Chairman as requested.
4. Perform the duties of the Chairman in the absence of, or at the request of, the Chairman.
5. Be the Chairman of the Nominating Committee.
6. Be a member of the Salary Committee.
7. Be responsible for encouraging and promoting attendance at Voters' Meetings.

## Congregation Treasurer

Appointed By: Church Council  
Responsible To: Church Council (was Trustees)  
This Revision Date: <Revision Date>

The Congregation Treasurer shall:

1. Be entrusted with the custody of the congregation's funds, which includes an accurate record of all receipts and disbursements.
2. Function as signatory and principal contact with commercial financial institutions.
3. Supervise payment of all congregational bills as authorized and directed by the Voters' Assembly and the Church Council.
4. Develop and present an annual budget to the Church Council and Voters' Assembly (in coordination with Pastors, Principal and Board Chairmen).
5. Develop and present a financial report at each meeting of the Church Council and Voters' Assembly.
6. Submit the receipt and disbursement records for audit at least once each year.
7. Perform such other duties as may be delegated from time to time by the Voters' Assembly, the Church Council, or the Board of Trustees.
8. Function as financial manager for Schmidt House, LLC.

## Assistant Treasurer

Appointed By: Church Council  
Responsible To: Church Council (was Trustees)  
This Revision Date: <Revision Date>

The Assistant Treasurer shall:

1. Perform the duties of the Congregation Treasurer in the absence of or at the request of the Congregation Treasurer.
2. Serve as a signatory in the absence of the Treasurer.
3. Maintain an active awareness of the financial condition of the ministry and the processes of money management. Assist and advise as needed.

## Congregation Secretary

Elected By:	Voters' Assembly
Responsible To:	Voters' Assembly
This Revision Date:	<Revision Date>

The Congregation Secretary shall:

1. Keep an accurate and permanent record of the proceedings of congregation Regular and Special Voters' meetings, and Church Council meetings.
2. Keep an accurate list of all elected members of the Church Council, boards, and committees.
3. Coordinating with the church office, ensure the time and place of congregational meetings are publicized, utilizing all common communication tools.
4. Conduct the general correspondence of the Voters' Assembly and the Church Council.
5. Ensure the Constitution, By-Laws, Officers Manual, and Operations and Policy Manual are maintained in an up-to-date condition and are appropriately published and stored.
6. Ensure Council recommendations to the Voters' Assembly are publicized one Sunday prior to the Voters' meeting by coordinating with the church office.

### **Financial Secretary**

Appointed By: Church Council  
Responsible To: Church Council (was Trustees)  
This Revision Date: <Revision Date>

The Financial Secretary shall:

1. Receive, record and deposit all monies associated with congregation giving.
2. Serve as lead counter of weekly offerings, along with 2-3 other financial committee members appointed by the Church Council.
3. Prepare and distribute contribution reports to all members, coordinating with the church office and Senior Pastor.
4. Compile and report the weekly record of congregational receipts.

### **Assistant Financial Secretary**

Appointed By: Church Council  
Responsible To: Church Council (was Trustees)  
This Revision Date: <Revision Date>

The Assistant Financial Secretary shall:

1. Perform the duties of the Financial Secretary in the absence of or at the request of the Financial Secretary.
1. Regularly assist the Financial Secretary to itemize/record/deposit monies received.
2. Assist the Financial Secretary in the preparation and distribution of contribution reports to individual members.

## Church Council

Elected By: Voters' Assembly  
Responsible To: Voters' Assembly  
This Revision Date: <Revision Date>

The Church Council shall:

1. The Church Council shall act as the primary governing body for all congregational affairs that are not expressly the responsibility of the Voters. (Adopted 2015)
2. Review all Board, Committee, Pastoral, staff and individual member reports, requests, suggestions and refer to the Voters' Assembly, with recommended action, those matters not delegated to it by the Constitution, By-Laws or Operations and Policy Manual.
3. Develop the annual unified congregational and school budget for ratification by the Voters and review at each Council meeting.
4. Oversee longer-term financial planning and management (e.g., mortgage, cash reserves, endowment, designated fund accounts, capital campaigns, etc.). (PROPOSED)
5. Adjudicate whether third source funding can be received appropriately in accordance with Congregational Confession (e.g., Wisconsin School Choice, granting agencies and special gifts). (PROPOSED)
6. Act on emergencies impacting congregational life when the Congregation Chairman and Pastor(s) deem an emergency exists, with subsequent notification to congregational membership.
7. Function as the governing board for the Schmidt House, LLC in accordance with the Articles of Organization and Operating Agreement of the LLC. (PROPOSED)
8. Appoint each year, and supervise throughout the year, a Treasurer, Financial Secretary, with the appointments subject to ratification of the Church Council. (Previous was Board of Trustees)
9. Be responsible for all finances of the Congregation as administered or recorded by their appointed positions, including insurance coverage. (Previous was Board of Trustees)
10. Conduct an annual review of the Officers' and Policy Manuals and make necessary revisions.

## Board of Trustees

Elected By: Voters' Assembly  
Responsible To: Voters' Assembly  
This Revision Date: <Revision Date>

The Board of Trustees shall:

1. Elect a Chairman, Vice-Chairman and Secretary.
2. Be responsible for the physical plant and property of the Congregation ensuring it is kept in excellent physical and functional condition.
3. Have approval authority for purchases of equipment, supplies and services intended for the efficient operation of the facilities.
4. Oversee and serve as liaison with contractors.
5. Supervise building maintenance staff in conjunction with Principal and Senior Pastor.
6. Prepare the annual budget for property-related expenses (e.g., capital projects, repair and upgrade, preventative maintenance plan), to be presented to the Church Council as part of the spring budget preparation.
7. Submit a report of activities at each meeting of the Church Council and Voters' Assembly.

Delete points below; transferred to Church Council:

- Appoint each year, and supervise throughout the year, a Treasurer, Financial Secretary, with the appointments subject to ratification of the Church Council.
- Be responsible for all finances of the Congregation as administered or recorded by their appointed positions, including insurance coverage.

## Board of Elders

Elected By: Voters' Assembly  
Responsible To: Voters' Assembly  
This Revision Date: <Revision Date>

The Board of Elders shall:

1. Elect a Chairman, Vice-Chairman, Secretary, and Usher Schedule Coordinator.
2. Assist the Pastor(s) in assuring the general spiritual welfare of the Congregation. Pray for the Pastors, Teachers, and Staff. Always be prepared to advocate for the ministry and receive feedback from members and guests.
3. Oversee the administration and scheduling of worship services. Ensure that the Holy Word of God is preached in truth and purity, that the Holy Sacraments are administered in accordance with Christ's institution, and that Lutheran doctrine and Lutheran practices are preserved in the Congregation.
4. Oversee weekly usher duties to ensure a welcoming and orderly atmosphere. Seek to identify and welcome visitors and connect them with a Pastor.
5. Assist in the distribution of Holy Communion, as necessary.
6. Provide intentional feedback to the pastors regarding worship, preaching and overall ministry.
7. Review and affirm the eligibility of proposed new members and verify the proper transfer of departing members, as presented by the Pastors.
8. Encourage Congregation members to attend services and partake of the Lord's Supper frequently. Ensure follow-up of worship participation.
9. Ensure proper attention and care is given to the sick, shut-in, and needy in the Congregation.
10. Ensure efforts are made to encourage family devotional life.
11. Assist the pastors as appropriate in cases of Christian discipline in accordance with Christ's directive as set forth in Matthew 18:15-18 and the Lutheran Confessions, to maintain peace, harmony and love in the congregation.
12. Provide an annual pastoral evaluation, soliciting input from various constituencies in the congregation.
13. Provide annual input into budget items that pertain to congregational ministry.
14. Submit a report of activities at each meeting of the Church Council and Voters' Assembly.
15. Ensure pastoral services are provided in case of a vacancy in the pastorate.
16. Ensure the congregation maintains a proper relationship with District and Synod and supports that work with diligence.



## Board of Education

Elected By: Voters' Assembly  
Responsible To: Voters' Assembly  
This Revision Date: <Revision Date>

The Board of Education shall:

1. Have the authority and responsibility for the growth of the congregation's ongoing religious education activities and make recommendations for improvement.
2. Follow the guidelines set in the Board of Education Handbook.
3. Include the Principal and a Pastor as non-voting members, in addition to the six elected (voting) members.
4. Include one school parent/guardian from a sister Lutheran church as a voting member. Elected by the parents/guardians of Trinity Lutheran School.
5. Elect a Chairman, Vice-Chairman, Secretary, as well as PTL and Lutheran High School liaisons.
6. Review and recommend the annual school budget (non-salaried) prior to inclusion into the overall congregation budget.
7. Be responsible for the Trinity Day School operation through the Called Principal who is to follow the Board, Council, and Voters' Assembly policies in addition to applicable State and Synodical policies.
8. Set one short term goal through National Lutheran School Accreditation and one long-term goal each year.
9. Provide oversight authority to the Parent-Teacher League, which is operated with League organization officers and board.
10. Promote the Sunday School, Adult Education/Bible classes and appropriate Youth Group activities.
11. Meet at least monthly from August – June.
12. Submit a report of activities to the Church Council at every Council meeting.

## School Purpose

Trinity Lutheran School reflects our purpose through (by):

1. Encouraging students to foster personal faith in Jesus Christ through instruction, devotional time, and worship.
2. Applying a confessional understanding of Lutheran belief and practice as defined in Scripture and the Lutheran Confessions.
3. Partnering with school families to strive toward the best outcome for each student.
4. Creating a learning atmosphere that promotes academic excellence at all grade levels.
5. Nurturing a spirit of community and support throughout the school (e.g., chapel buddies, family groups, partner classes, etc.).
6. Reaching out with the Gospel by involving pastors in enrollment, baptismal outreach, available counseling and care, etc.
7. Providing a safe environment for our students (physically, emotionally, and spiritually), focused on the comprehensive well-being of the child.
8. Fostering a pre-kindergarten through 12<sup>th</sup> grade vision for Lutheran education in partnership with Racine Lutheran High School.
9. Preparing students for ongoing learning, growth, and service when they leave our care/ministry.

## Board of Christian Life

Elected By: Voters' Assembly  
Responsible To: Voters' Assembly  
This Revision Date: <Revision Date>

### Combined and updated roles from Boards of Stewardship and Outreach

The Board of Christian Life shall:

1. Elect a Chairman, Vice-Chairman and Secretary.
2. Be involved with the Pastors in the entire program of living out the Gospel within the Congregation and sharing it in the community.
3. Build community within the congregation by identifying, developing and promoting fellowship opportunities.
4. Identify and coordinate means for the congregation to tangibly serve the broader community – responding to Jesus' call to love one's neighbor.
5. Develop and implement means of welcoming visitors and new members into congregational life.
6. Foster a positive climate of evangelism that encourages congregation members to share Christ with one another and those in the community.
7. Periodically review community demographics, making use of the results to foster outreach.
8. Participate in the reception, orientation and integration of new members into the Congregation.
9. Teach and encourage the congregation in the Biblical principles and practices of stewardship – as it relates time, talent and treasure.
10. Ensure every member has an opportunity to make an annual commitment in the areas of worship life, Bible Study, financial contribution and volunteerism.
11. Promote volunteer needs and opportunities within congregational life.
12. Submit a written report of activities to the Church Council at every Council meeting.

## Director of Youth Fellowship and Bible Study

Appointed By: Board of Elders  
Responsible To: Board of Elders (was Board of Education)  
This Revision Date: <Revision Date>

The Director of Youth Fellowship and Bible Study shall:

1. Associate closely with God through prayer, study of God's Word and regular communion and church attendance.
2. Strongly dedicate and commit oneself to Youth Work realizing its importance to Sanctification, building a stronger faith, relationship with our Lord, all of which lead to the development of a Christian adult.
3. While working closely with the Pastor(s), give Trinity's youth, in a structured, church sponsored environment, a regular opportunity to fellowship with one another, to learn interactive skills, and to develop a deeper appreciation for God's Word.
4. While working closely with the Pastor(s), assist in developing and implementing Biblically based, Christ centered Youth programs that are doctrinally sound, that are consistent with LCMS teaching and beliefs as interpreted from God's Word under the direction of the Holy Spirit, and that are taught with the goal of all participants to grow in their faith and/or sanctification.
5. Work closely with the Pastor(s) to plan and organize the scheduling of programs, youth activities and Bible studies, and to determine what topics and/or activities might be appropriate and/or of interest to the youth.
6. Continually develop the promotion and advertising to make the youth aware of the events and arrange for parental supervision when appropriate or necessary.
7. Work with the Pastor(s) and the Board of Elders to recruit (and train) youth workers.
8. Make regular status/progress reports to the Board of Elders.

## Sunday School Superintendent

Appointed By: Board of Elders  
Responsible To: Board of Elders (was Board of Education)  
This Revision Date: <Revision Date>

The Sunday School Superintendent shall:

1. Work closely with the Pastor(s) to give Trinity children, and prospective members, an opportunity to study, gain knowledge, understanding, and an appreciation for God's Word, in a structured, church sponsored environment.
2. Identify, recruit and ensure training of teachers who are committed Christians, willing to grow in Christian knowledge, have an understanding and love of children, and have a positive attitude toward Church and the significance of Sunday School.
3. While working closely with the Pastor(s), select and implement Biblically based, Christ centered study programs that are doctrinally sound, that are consistent with LCMS teaching and beliefs as interpreted from God's Word under the direction of the Holy Spirit, and that are taught with the goal of all participants to grow in their faith and/or sanctification.
4. Supervise the handling of collections and records and submit an annual operating budget for inclusion in the Board of Elders budget proposal.
5. Arrange/assign facilities for opening devotion and group study, organize for student handling and new student enrollment, and ensure follow-up on absences.
6. Coordinate with Board of Elders for special Worship services and activities such as Rally Day, Christmas, and music additions to regular services.
7. Ensure the publicity of and the recruitment for the Sunday School program among Trinity and non-congregation parents utilizing various Church and School communication channels.
8. Make regular status/progress reports to the Board of Elders.

## Usher

Appointed By: Board of Elders  
Responsible To: Board of Elders  
This Revision Date: <Revision Date>

The Ushers shall:

1. Arrive 20 minutes before regular service and 30 minutes before special service (Christmas, Easter, Confirmation etc.) time, and usher at other services/functions when requested.
2. Be neat and wear appropriate attire for the service being worked.
3. Turn on altar, nave, vestibule, and basement lights upon arrival; open and close windows as necessary before, during and after service, and turn off lights at departure.
4. Turn on the sound system before service and turn it off at the end of service.
5. Ensure the main entrance (Geneva Street) and connecting link entrance is staffed.
6. Be cheerful, welcoming all persons entering the church and, upon recognizing a guest, see that they get visitor information and try to connect them with a pastor.
7. Assist in presentation and distribution of bulletins.
8. Ensure the projector is on and an operator is present. Turn off the projector at the end of the service.
9. Make the count of and record on the attendance form the number of people attending services in nave, basement and special rooms, and deliver the attendance form to the vestry.
10. Receive the offering from all areas and deliver to the altar at the appropriate time.
11. When a Baptism is scheduled, ensure the font cover is removed, there is heated water in the font, and a pew is reserved for the Baptism party. Empty the font and return the cover after the service.
12. Prepare the Communion Rail (if necessary), release communicants from the pews and usher to the altar at the appropriate time in the liturgy.
13. After the service, assist the Altar Guild in removing the Communion vessels from the altar, straighten up the sanctuary, and check lights and doors.

## **Nominating Committee**

Appointed By:	Chairman of the Congregation
Responsible To:	Voters' Assembly
This Revision Date:	<Revision Date>

The Nominating Committee Shall:

1. Review the Congregation membership to determine eligible candidates.
2. Inform the candidates of the duties of the office selected.
3. Obtain the approval of the candidates for consideration.
4. Submit the vetted slate at the annual election.
5. Conduct the annual election at the Spring Voters' Meeting.
6. Select and nominate replacements when vacancies occur in elected positions during the regular terms.