

Bylaws of Trinity Lutheran Church of Hawthorne

8.05 Membership Termination

8.05.01 Inactivity in Membership

Inactivity in membership is defined as a failure of a member to participate in communion and to demonstrate a record of stewardship during the preceding year.

9.03.01 Supervision (per C9.03.b.2)

Supervision duties and responsibilities will be accomplished by the Senior Pastor as defined below:

- a. Supervision by the Senior Pastor will consist of providing spiritual guidance, overall coordination and general direction for the pastoral and supervisory (senior) staff, other staff, and organizations. The Senior Pastor will be responsible for job reviews for senior-level staff. Job reviews will be performed by the Senior Pastor with written input from the appropriate boards and committees (e.g., School Board for the Principal, Preschool Director and Day Care Director; Youth Board and Parish Education Board for the Associate Pastor, etc.). The Senior Pastor shall approve job performance reviews, hiring decisions, and termination decisions prior to implementation (with recommendation of staff and appropriate Boards). The Senior Pastor shall serve on call committees of any rostered personnel. The Senior Pastor will be part of the interview and hiring process for all senior level staff which includes congregation call committees for rostered and clergy staff, with the exception of a senior pastor replacement.
- b. First level supervision will be provided by the appropriate senior level staff person and/or Board under the direction of the Senior Pastor.

10.01 Congregation Annual Meeting

10.01.01 Annual Meeting of the Congregation

The annual meeting shall be held in January or February on a date to be fixed by the Congregation Council. The order of business at the annual meeting shall include:

- a. Opening devotions
- b. Approval of minutes
- c. Reports of the Pastor(s), Principal, the Congregation Council, the Boards and Committees, and the Treasurer.
- d. Approval of the budget
- e. Unfinished business
- f. New business
- g. Presentation of nominees for office
- h. Election of officers, Boards and Standing Committee members
- i. Closing prayer

11.01 Officers of the Congregation

11.01.01 President: duties shall be to preside at meetings of the Congregation, the Congregation Council and the Executive Committee, and exercise the powers of and to discharge any other duties of the President specified elsewhere in these Bylaws, the Constitution, or the Continuing Resolutions. The President shall sign, together with the Secretary, all necessary legal documents, and shall be an advisory member of all Boards and Committees except the Nominating Committee.

11.01.02 Vice President: duties shall be, in the absence of the President, to serve in that person's stead. In the case of resignation, death, or removal of the President, the Vice President will become the President for the remainder of the unexpired term. The Vice President will also assume other duties as assigned by the Congregation Council or the Executive Committee.

11.01.03 Secretary: shall be responsible for the minutes of all meetings of the Congregation, the Congregation Council and the Executive Committee. The Secretary will also have custody of the archive records of the Congregation and, together with the President, sign all necessary legal documents.

11.01.04 Treasurer: shall receive, disburse, and account for the funds of the Congregation; shall have oversight of all church organizational treasuries; shall establish proper bookkeeping procedures approved by the Congregation Council; shall provide monthly written reports of total income, disbursements, cash balances in bank accounts, status of special accounts and funds; and shall provide the financial information for the written annual report to the Congregation, including the presentation of the annual budgets recommended by the Congregation Council.

12.04 Congregation Council Responsibilities

12.04.01 Congregation Council is responsible for the areas of ministry and ministry support represented by the Boards defined in Section 13 of these Bylaws.

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13.01 **Executive Committee**

13.01.01 Executive Committee is responsible to the Congregation Council. It will be responsible for all long range planning for the church and school, for preparation of Congregation Council agendas, and for carrying out assignments and responsibilities delegated by the Congregation Council. Membership of this committee shall consist of the Senior Pastor, President, Vice President, Secretary and Treasurer.

13.02 **Nominating Committee**

13.02.01 Nominating Committee is responsible to the Congregation with advisory reports submitted to the Congregation Council. It shall nominate one or more qualified candidates for each Congregation office to be filled and shall secure the consent of each candidate. This committee shall also nominate candidates to serve as delegates to the Synod Assembly. The Committee shall publish the slate at least one week prior to the Congregation annual meeting.

13.03 **Audit Committee**

13.03.01 Audit Committee is responsible to the Congregation. It shall examine and review all accounts and records; review the method of handling and accounting for cash receipts; verify check accounting for all bank accounts; reconcile bank accounts with amounts shown on the books, examine petty cash funds, compare amounts of benevolence payments shown for the synod with statements received from the synod; issue a statement of audit findings for review by the Congregation Council and inclusion in the annual report.

13.04 **Mutual Ministry Committee**

13.04.01 Mutual Ministry Committee is responsible to the Congregation. It shall offer consultation, planning, and assistance to the pastoral and rostered administrative staff for increased effectiveness of ministry with respect to areas defined by mission statements, letters of call, and letters of appointment. Recommended changes in mission statements, objectives, or programs may be made to the Church Council to increase the effectiveness of the Church's ministries.

13.05 **Call Committee**

13.05.01 Call Committee is responsible to the Congregation. When elected by the Congregation Council, it will follow the specific direction for that call as furnished by the Congregation Council, any direction furnished by a Congregational meeting, and any applicable synod guidelines.

13.06 **Endowment Committee**

13.06.01 Endowment Committee is responsible to the Congregation. It shall be responsible for the administration of the Endowment Fund of the Congregation. This shall include responsibility for the investment of funds and distribution of earnings for extending the ministries of the Congregation.

13.06.02 Endowment Committee members shall be elected by the Congregation at the annual meeting. No more than two members shall be elected for the same terms of service. No member shall serve more than two full terms consecutively.

13.08 **Duties of Boards and Committees**

13.08.01 Expectations of All Board and Committee Members

a. What Board Members Can Expect from the Congregation

1. The pastor(s), staff, Congregation Council, members of other Boards, and other leaders of the Congregation will regularly pray for you and for the work of your Board or Committee.
2. The pastor(s) and other staff of the Congregation will assist and cooperate with you in your work.
3. Leaders of the Congregation will provide a job description that defines the responsibilities you are asked to assume.
4. The pastor(s) and officers will inform you in a clear and timely way of congregational policies and procedures that have a bearing on the work of your Board or Committee.
5. The Congregation will take reasonable precautions to ensure that you will be safe while engaged in the work of the Board or Committee or other work on the Congregation's behalf.
6. The Congregation's budget will include money for carrying out the work of your Board or Committee and the Congregation Council will provide timely information you need concerning the status of income and expenditures, including any adjustments that are necessary.

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7. Expenses of the Board or Committee will be paid for by the Congregation. You will not be expected to pay for Board or Committee work out of your own pocket.
 8. The pastor(s), Executive Committee, and Congregation Council will acknowledge your Board's or Committee's work so that the whole Congregation can thank you for your efforts on behalf of our mission and ministry.
- b. What the Congregation Expects of Board and Committee Members
1. Pray regularly for the Congregation, our pastor(s) and staff, the Congregation Council, and other members of your Board or Committee.
 2. Faithfully join our worshipping community to hear God's Word and celebrate the sacraments.
 3. Undertake and evaluate the effectiveness of your Board's or Committee's work in light of the call to proclaim the gospel and the needs of the Congregation.
 4. Attend meetings of your Board or Committee regularly and be a full partner in discussion and decision making.
 5. Complete all tasks you agree to undertake.
 6. Promote a congregational climate of peace and goodwill and, as differences and conflicts arise, endeavor to foster mutual understanding.
 7. Speak positively to members of the Congregation and others about the work of your Board and Committee and about the ministry and leadership of the whole congregation.
 8. Plan the work of the Board or Committee in collaboration with other members, and set goals and priorities that are in harmony with the mission and goals of the Congregation, as a whole.
 9. Take the initiative to maintain good communication with the pastor(s), staff, and other leaders in the Congregation.
 10. Seek to involve as many members and associate members as possible in your Board's work.
 11. Be a good steward of the resources of the Congregation. Be wise and trustworthy in the use of financial resources for which your Board or Committee is responsible.
 12. Carry out your functions with integrity, conducting your work in an ethical and lawful way, being responsible for your own actions and charitable in the way you view the actions of others.
 13. Observe all relevant policies and procedures of the Congregation when you conduct Board or Committee business.
 14. Follow the policies of the ELCA, as applicable, when you do your Board's or Committee's work.
 15. Recommend and encourage the program resources produced or approved by the ELCA that enhances the ministry of the Congregation.

13.08.02 Meetings and Meeting Notifications. Each board shall ordinarily meet between the meetings of the Congregation Council. Special meetings may be called by the pastor, the chairperson, or at the request of at least one half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

13.08.09 Finance Committee is responsible to the Congregation Council. It shall provide for responsible management of the financial assets of the Congregation; prepare an annual budget reflecting realistic anticipated receipts and expenditures which support the Congregation's ministries for concurrence by the Congregation Council and approval by the Congregation; perform cash flow analysis and projections; report financial status to the Congregation Council on a regular basis; and to strengthen the financial position of the Congregation through all appropriate means. The Committee will include the Treasurer, the Financial Secretary, an elected member of the School Board selected by that Board, and a member at large from the Congregation appointed by the President. A chairperson will be selected by the President from the Committee members. The Vice President of the Congregation and the Senior Pastor shall be advisory members of the Committee.

13.08.10 Personnel Committee is responsible to the Congregation Council. It shall be responsible for the coordination of the personnel policies and procedures for the Congregation including the school; shall provide oversight of the annual review process; shall coordinate job descriptions for the pastor(s) and lay staff; shall perform compensation studies; shall make employment contract format and salary policy recommendations; and shall provide salary recommendations

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to the Finance Committee for budgetary planning. The Committee will include an elected member of the School Board selected by that Board, the Vice President of the Congregation, the Treasurer, and a member at large from the Congregation appointed by the President. A chairperson will be selected from the Committee members by the President. The Senior Pastor and Principal shall be advisory members of the Committee.

- 13.08.20 Evangelism and Spiritual Life Board:** shall be responsible for the Congregation's call to proclaim the gospel; to facilitate outreach of our school and preschool; to coordinate non-member visitation; to enhance the spiritual life of the Congregation's existing and prospective members and to oversee outreach activities such as the food basket ministry and prayer ministries of the Congregation.
- 13.08.21 Property Board:** shall be responsible for the maintenance and improvement of the real and personal property of the Congregation; to provide the equipment and materials necessary and helpful to carry out its mission and ministry; to provide for the scheduled maintenance and replacement of property and equipment and to coordinate custodian and sexton activities.
- 13.08.22 Worship Board:** shall assist the pastor(s) and Congregation Council in providing for the highest quality in the Congregation's worship. Areas of responsibility include music, music staff, sound system, ushers, altar guild, acolytes, and lectors.
- 13.08.23 School Board:** is responsible for providing leadership in developing and managing the congregation's preschool, day school, and child care programs to include developing Christian faith and ethics, managing staff, managing finances, and developing educational policies and programs. The School Board will also oversee and be a liaison with parent-teacher organizations. The Principal shall be an advisory member of the School Board.
- 13.08.24 Parish Education Board:** shall be responsible to provide a program of Christian education for members of all ages through activities such as Sunday School, Confirmation Classes, Vacation Bible School, Church on Wednesdays, and adult education.
- 13.08.25 Stewardship Board:** shall provide an ongoing, year-round program of stewardship education; to invite all members to participate according to their means in the financial support of the Congregation's ministries and the ELCA; to encourage and facilitate planned giving; to challenge all members to offer their time and talents in support of the work of the church.
- 13.08.26 Congregational Life Board:** shall lead the Congregation's ministries in addressing the social, economic, and emotional needs of people both within the Congregation and the community at large. Areas of ministry include young adult and family ministry, member visitation, men's and women's ministries, funerals, social events, wedding coordination, and Congregation retreats.
- 13.08.27 Youth Board:** shall provide an ongoing program of activities to foster Christian relationships and spiritual growth in a safe, supervised environment for youth from sixth through twelfth grades. They shall oversee and facilitate the Youth program in areas of ministry that includes outreach to the community, Trinity schools, and Trinity fellowship. The Board shall work closely with, and coordinate Bible study, worship, fellowship, education, and group activities with other Boards as appropriate.
- 13.08.28 Latino Ministry Board:** shall foster and lead the Congregation's ministry to embrace and bring into the Congregation Spanish speaking residents from the surrounding communities. The Board shall work closely with other boards as appropriate to develop Spanish worship services and to schedule ministry and social events that reflect the cultural and ethnic backgrounds of this group
- 13.09 Standing Boards and Committees**
- 13.09.01 Council Representation:** Each Board shall have three voting members who are elected by the Congregation and whose terms expire in alternate years except the School Board, which shall have five elected members with no more than two members' terms expiring in any given year, and the Property Board, which shall have four elected members with no more than two members' terms expiring in any given year. Each of the Boards listed in Chapter C13 will be represented on the Congregation Council by the chairperson elected by that Board, or by a designated alternate who is an elected member of that Board.
- 13.09.02 Conflicts of Interest:** Paid school or church staff shall not serve on any Board where a conflict of interest may exist.
- 13.09.03 Board Assistance:** Boards may establish committees, subcommittees and task forces to assist them in their work (reference C13.08).
- 13.09.04 Financial Secretary:** A Financial Secretary shall prepare confidential reports of financial stewardship to the Congregation members and provide financial stewardship summary

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information to the Finance Committee. The Financial Secretary shall be elected annually by the congregation.