

**Trinity Lutheran Church**  
**Bylaws**  
Gothenburg, Nebraska

**Article I - Offices**

- 1.1 Principal Office. The principal office of Trinity Lutheran Church (hereinafter, the “Congregation”) shall be located at 2002 27<sup>th</sup> Street (Road 767), Gothenburg, Dawson County, Nebraska.
- 1.2 Registered Office. The Congregation shall have and continuously maintain in the State of Nebraska a registered office and a registered agent.

**Article II - Members**

- 2.1 Transfer of Membership. A confirmed member desiring a release or transfer shall make his or her application to the Pastor. This request shall then be processed through the Church Council for final approval. The Church Council shall provide notice of a release or transfer of membership to the Secretary to update the voting list of the Congregation.
- 2.2 Annual Meeting. The Annual Meeting of the Congregation shall be held on the 4<sup>th</sup> Sunday of January, or as soon thereafter as possible, for the purposes of presenting the reports of the President of the Church Council and Treasurer, electing the Nominating Team, approving the annual budget, and transacting other business as may come before the meeting. The Annual Meeting shall be held at the principal office or other announced location of the Congregation.
- 2.3 Elections. The Election Meeting of the Congregation shall normally be held during the annual meeting, or as soon thereafter as possible, for the purposes of electing the Church Council members and transacting other business as may come before the meeting. The Election Meeting shall be held at the principal office or other announced location of the Congregation.
- 2.4 Special Meetings. Special meetings that are called according to Article 10.2 of this church’s constitution shall be held at the principal office of the Congregation or other specified location.
- 2.5 Notice of Meeting. Notice of any meeting of the Congregation shall be given in advance of the meeting.
- A. Written Notice. Written notice stating the date, time and place of the meeting, and additional information as may be required by NEB. REV. STAT. § 21-1955, as it now exists or may hereafter be amended, and, in the case of a special meeting, a description of the purpose or purposes for which the meeting is called, shall be delivered not less than ten (10) nor more than thirty (30) days before the date of the meeting, either personally, via

electronic mail, Congregation mailbox or by United States mail (Constitution 10.3).

B. Waiver by Attendance. The attendance of a voting member at a meeting of the Congregation waives objection to lack of notice or defective notice of same, or that a particular item is not within the purpose or purposes described in the notice, unless the voting member objects to the holding of the meeting at the beginning of the meeting or to the transaction of the item in question when same is presented.

- 2.6 Record Dates. Every individual who is a voting member at the close of business on the business day preceding the day notice is given is entitled to notice. No new members will be received after notice of Congregational meetings is given, until the conclusion of that meeting. Every other individual who is a voting member on the date of the meeting shall be entitled to vote at the meeting. When a determination of members entitled to vote at a meeting of the Congregation has been made as provided herein, such determination shall apply to any adjournment thereof.
- 2.7 Voting List. The Secretary shall maintain the voting list of the Congregation. The list shall consist of an alphabetical list of all voting members entitled to notice, including each voting member's address.
- 2.8 Action without Meeting Prohibited. No action may be taken by the voting members of the Congregation without a meeting of the Congregation.

### **Article III - Officers and Organizational Structure**

- 3.1 Officers. The Officers of the Church Council shall be the President, Vice President, Secretary, Financial Secretary, and Treasurer. Officer positions are normally a 3 year term, with a 2 term limit except for the Financial Secretary and Treasurer, which have no term limits. The President, Vice President, Secretary shall be elected from the candidates running for council or existing council members, in the year in which the respective positions are vacated. Elections for these respective positions shall occur upon the end of the council member's term currently holding the position, or the resignation of that member. Upon election of one of these 3 officers, they automatically fill one of the vacant council positions, unless elected from the current council.
- 3.2 President of the Church Council. The President shall:
- A. Serve as chief executive officer of the Congregation.
  - B. Preside over all meetings of the Congregation and the Church Council.
  - C. Have charge of the affairs of the Congregation, subject to the direction of the Church Council.
  - D. Sign all legal forms, documents, and official papers requiring official signature by the Congregation. They shall be a backup signatory for the treasurer. (*Reference 6.3 and change*)

- E. Keep the Congregation informed of the decisions of the Church Council with regard to matters as may be of interest to the Congregation.
- F. Be an ex officio member without voting privileges of all ministry teams and committees of the Congregation except the nominating team.
- G. Perform other duties as may be prescribed by these bylaws or assigned to them by the Church Council.
- H. Set the agenda for meetings of the council and Congregation, with council, ministry teams, and Congregational input.

3.3 Vice President of the Church Council. The Vice President shall:

- A. Perform the duties of the President in the absence of or at the President's request.
- B. In the event of a vacancy in the office of President, the Vice President shall succeed the President for the remainder of the President's term. (See Constitution 11.3)

3.4 Secretary. The Secretary shall:

- A. Record the minutes of all meetings of the Congregation and of the Church Council and shall be the official custodian of the same.
- B. Give notice of all meetings of the Congregation and of the Church Council as required by these bylaws.
- C. Keep a record of attendance at all meetings of the Congregation and shall declare a quorum.
- D. Maintain an accurate list of all voting members of the Congregation pursuant to bylaw 2.7.
- E. Be custodian of all legal documents.
- F. Provide a copy of these bylaws to all voting members upon request.
- G. Prepare annually the handbooks for each ministry team chairperson outlined in Article V, that shall include copies of both the constitution, the bylaws, and notes on effective minute keeping.
- H. Perform other duties as may be assigned by the President of the Church Council or the Church Council.

3.5 Treasurer. The Treasurer shall:

- A. Have custody of and be responsible for all funds of the Congregation.
- B. Keep a full and accurate account of receipts and expenditures in the records of the Congregation.
- C. Keep Congregational monies in depositories as are prescribed by the Church Council.
- D. Disburse the budgetary funds of the Congregation in accordance with the wishes of the Congregation as expressed in the annual budget approved by the Church Council and Congregation.
- E. Make disbursements upon authority designated by the Congregation and/or Church Council.

- F. Be responsible for the execution, in conjunction with the President of the Church Council, of any and all instruments involving the sale, transfer, conveyance, encumbrance or other disposition of real estate of the Congregation.
- G. Be responsible for the maintenance of the books of accounts and records as conform to the requirements of these bylaws.
- H. Report the financial activities of the previous month at each regular meeting of the Church Council, or at other times as may be requested, in writing, by a member of the Church Council.
- I. Provide copies of both the financial statements for the preceding fiscal year and the proposed budget for the current fiscal year to the voting members on or before the Sunday prior to the annual meeting.

3.6 The Financial Secretary. The Financial Secretary shall:

- A. Be responsible for the control and deposit of all offerings and gifts received at all worship services or in any other manner.
- B. Be responsible for the preparation and distribution of offering acknowledgments to all members and of the procurement and distribution of offering envelopes and other materials for the financial programs adopted by the Congregation.
- C. Be a member of this Congregation.
- D. Not be required to attend council meetings.
- E. Work with a volunteer team of counters for each week's offering, either set up by the Financial Secretary or through the volunteer coordinator.

3.7 Miscellaneous Officer Powers. All officers shall perform the duties prescribed in these Bylaws and other duties as may be assigned to them from time to time.

3.8 Ad hoc Officers.

- A. Ad hoc officers may be appointed by the council or the Congregation to address specific situations where sustained oversight is needed for a period of time.
- B. Duties of such officers shall be established by the appointing body.

3.9 Contract Rights. The election or appointment of an officer does not itself create employment or compensation rights.

## **Article IV - Elections**

4.1 Applicability. All positions which are elected by the voting members of the Congregation shall be elected in accordance with Bylaws 4.2 and 4.3, except as set forth in Bylaw 4.5 with regard to the Nominating Team. For Ministry and Call Team chairperson elections, see Appendix A.

4.2 Nomination Process. The Nominating Team shall prepare a list of candidates from among Voting Members of the Congregation who have consented to stand for election and serve if

elected for those positions for which elections will be held at the next Annual Meeting. The list of candidates shall be published to the voting members at least twenty-one (21) days prior to the date of the Annual Meeting. Following publication of the list of candidates, a voting member of the Congregation may submit to the Nominating Team not less than fourteen (14) days prior to the date of the Annual Meeting the name of any voting member he or she proposes as a candidate for a specific position, which name shall be included on the final list of candidates once the Nominating Team has confirmed that the proposed candidate consents to stand for election and serve if elected. The final list of candidates shall be distributed to the voting members at least seven (7) days prior to the date of the Annual Meeting. Nominations shall also be accepted from the floor at the Annual Meeting.

- 4.3 Election. Elections shall normally be held by written ballot. The candidate receiving the majority of all votes cast shall be elected to office. If there is a tie, or if no candidate receives a majority, there will be a re-vote by ballot as many times as needed to secure an election. If there is only one candidate for an office, it shall be in order for a voting member to move that the candidate be elected by acclamation.
- 4.4 Ballots. Ballots shall normally be folded once upon casting a vote, and may be color coded for specific Team or Officer Elections. The chair of the meeting shall appoint tellers ahead of time to count ballots.
- 4.5 Nominating Team. Commencing in 2013 and continuing thereafter, the Congregation shall elect the Nominating Team at the Annual Meeting. The Nominating Team shall be comprised of not less than three (3) nor more than six (6) members. Nominations for Nominating Team members shall be made from the floor at the Annual Meeting, provided that each nominee shall consent as to his or her willingness to serve before standing for election. The members of the Nominating Team shall be elected by written ballot. Those candidates receiving an affirmative vote of a majority of all votes cast shall be elected to the Nominating Team. In the event of a tie, a re-vote is held until the tie is broken as outlined in 4.3. Nominating Team members shall serve for a two (2) year term and shall hold office until his or her successor has been elected and qualified, unless his or her service is earlier terminated because of death, incapacity, resignation or removal. An individual shall not serve more than two (2) consecutive terms on the Nominating Team.

## **Article V - Ministry Teams**

- 5.1 Ministry Teams. The Church Council may create Ministry Teams as it determines necessary to manage the business and affairs of the Congregation. Ministry Teams shall have duties and responsibilities and shall possess authority in the management of the business and affairs of the Congregation as shall be specifically delegated to them by the Congregation or Church Council. The officers are not permitted to serve on ministry teams except for any exemptions specified in the bylaws (see Bylaw 5.11). Ministry team handbooks shall be provided annually to all incoming team chairpersons (see Bylaw 3.4).
- 5.2 Qualifications. All Confirmed members (as defined in the Constitution, 6.2) are eligible for

appointment to a Ministry Team of the Congregation. Associate Members and Non-members, especially those providing specific services that directly impact the duties of specific teams, may also be included as a member, but not as the chairperson of that team. They would have voice but no vote, per membership criteria outlined in Article 6 of the Constitution.

- 5.3 Membership & Terms. Each Ministry Team shall have at least three (3) members, and no more than seven (7) members, except where requirements demand other numbers. Team members shall serve no more than 2 consecutive two year terms. Those wishing to serve on a particular Ministry Team are enabled to do so, as long as the 7 member maximum has not been reached. Each Ministry Team member shall hold office until their successor has been selected, qualified and appointed, unless their service is earlier terminated because of death, incapacity, resignation or removal.
- 5.4 Quorum. A majority of a Ministry Team shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Ministry Team.
- 5.5 Meetings. Each Ministry Team shall meet at least quarterly and may meet more frequently as it determines.
- 5.6 Ministry Team Responsibilities
  - A. Each Ministry Team shall submit a written report of its activities at each annual meeting of the Congregation and on other occasions as the Congregation requires. The report shall include specific recommendations (if any) for Congregation action and/or approval.
  - B. Each Ministry Team shall initiate and carry out activities and programs with the Congregation as will enable it to effectively perform the functions and duties assigned to it by the Congregation, the constitution, and the Congregation council.
  - C. Each Ministry Team shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the annual meeting, provided that the Congregation council may, at its discretion, restrict expenditures to conform with the actual financial condition of the Congregation at any given time. Each Ministry Team may be jointly and individually liable for all expenditures not authorized either by the budget or by special resolution of the Congregation.
  - D. Each Ministry Team shall keep a permanent set of minutes for each meeting, and minutes shall be the property of the Congregation.
  - E. Teams shall refer to Bylaws Appendix A for additional guidance regarding Ministry Team meetings and minutes.
- 5.7 Nominating Team The basic objective of this team is to secure people to serve on the Congregation council and Ministry Teams. A slate of names and positions is to be voted on at the Congregation's Annual Meeting.

- A. The team shall report their progress and give a report to the Congregation council by the regular December council meeting. Ministry teams shall have reports submitted to the Council by the October Council meeting for use by the Nominating team.
- B. The team shall review the list of candidates whose terms have expired and the list of other offices that need to be filled at the annual Congregation meeting.
- C. The team shall review team goals and objectives for the various elected positions; review the leadership qualities needed for the office; compile a list of potential nominees and personally contact the nominees and receive their consent before a final report is submitted.
- D. A brief biography of nominees could be printed in the newsletter and in the bulletin so all members of the Congregation could know who they are electing.
- E. Desired leadership qualities of nominees:
  - 1. Is a devout Christian
    - a Attends worship regularly
    - b Takes Communion regularly
    - c Participates in Bible Study
  - 2. Is an active church member
    - a Contributes regularly to the church.
    - b Shares generously of time, talents, treasures, and testimony.
  - 3. Has leadership abilities
    - a Willing to delegate and share responsibilities
    - b Able to motivate others to participate
  - 4. Otherwise exemplifies the habits of discipleship outlined in this church's constitution, Article 3.2A-F.

5.8 Evangelism Ministry Team: The Evangelism Ministry Team consists of at least six (6) Congregation members. The basic objective of this Ministry Team is to encourage our members to reach out to those who do not know Christ as their Savior; and also to invite and welcome new members, promote evangelism, and develop a program of outreach to our community.

What this Ministry Team should do to fulfill this objective:

- A. Set meeting dates and times and notify the church office to be included on the church calendar so pastor can attend.
- B. A Secretary shall be appointed or elected to keep a permanent record of all meetings and supply a copy of the meeting minutes to the church office. A copy of the minutes shall be kept in the church office and copies distributed to the Congregation council.
- C. Determine items to be brought to the Congregation council as a report, or for council action.
- D. Utilize the bulletin and email for publicizing Ministry Team and Congregational activities.
- E. Prepare and submit an annual Ministry Team budget as requested by the Stewardship Ministry Team for the annual meeting report.

- F. Prepare and submit an annual Ministry Team report to be printed in the annual report for the annual meeting of the Congregation.
- G. Secure, train and supervise the greeters for Sunday worship, utilizing a fellowship sub-team.
- H. Plan, supervise, and implement activities that encourage our members to reach out to those outside of our membership and to those within our membership. These activities are to build up the body of Christ so all may come to know Christ and the power of His resurrection.

5.9 Fellowship Team. This team currently is a sub-team of the Evangelism team. The goal is to split the two into separate entities, Where this team would take on primary responsibility to oversee the fellowship aspects of the Congregation.

What this Ministry team shall do to fulfill its objective:

- A. Oversee the serving groups and rotations for events such as soup suppers, funeral lunches, and the like.
- B. Consult with Worship team in the training of greeters and ushers (bylaw 5.8G) and have regular training times for both.
- C. Ensure that the various ministry teams are signed up each month for serving the coffee hour after church, and what is expected.
- D. Organize and plan for congregational activities, outings, and events.

5.10 Property Ministry Team The Property Ministry Team consists of a minimum of three (3) Congregation members. The basic objective of this Ministry Team is to coordinate maintenance and improvement of the church building, and church grounds.

What this Ministry Team should do to fulfill this objective:

- A. Set meeting dates and times and notify the church office to be included on the church calendar so pastor can attend.
- B. A Secretary shall be appointed or elected to keep a permanent record of all meetings and supply a copy of the meeting minutes to the church office. A copy of the minutes shall be kept in the church office and copies distributed to the Congregation council.
- C. Determine items to be brought to the Congregation council as a report and/or for council action.
- D. Utilize the bulletin and monthly newsletter for publicizing Ministry Team and Congregational activities.
- E. Prepare and submit an annual Ministry Team budget as requested by the Stewardship Ministry Team for the annual meeting report.
- F. Prepare and submit an annual Ministry Team report to be printed in the annual report for the annual meeting of the Congregation.
- G. Work with the custodian and meet periodically to discuss care of the building, needs, and problems in custodial service and the like.
- H. Determine and engage, with Congregation council approval, adequate custodial help



including a detailed list of the required daily, weekly, monthly, or annual maintenance of the facilities and equipment of the Congregation.

- I. Make an annual inspection and inventory of all church properties, equipment, supplies, and recommend to the Congregation needed repairs, improvements, or replacements.
- J. Supervise, control and recommend adequate storage facilities for all church property, equipment and supplies and the orderly maintenance of the same, including service contracts of the organ, office machines and the like.
- K. Carry out all resolutions of the Congregation meeting and council on purchases, repairs, replacement of church property and equipment.
- L. Annually check the adequacy of all types of insurance for church property and equipment, and negotiate insurance contracts.
- M. Check all property twice a year for fire hazards.
- N. Enlist work crews for trimming of trees, shrubs and bushes; spraying for weeds; special repairs and improvements; cleaning; painting; decorating; landscaping; and other projects.
- O. Obtain legal information necessary for the wise consideration of contracts, deeds, and the like by the Congregation.
- P. Set all policies and fees for rental, use and lending of church properties.
- Q. Ensure proper maintenance of heat pump units, including regular filter changes.

5.11 Parish Education Ministry Team The Parish Education Ministry Team consists of the Sunday School superintendent, their assistants and a minimum of four (4) Congregation members. The Basic objective of this ministry team is to coordinate responsibility for the Christian nurture of both the youth and adults in the Congregation, with Catechesis and Bible Study being the primary objectives.

What this Ministry Team should do to fulfill this objective:

- A. The Sunday School superintendent may chair the Ministry Team.
- B. Set meeting dates and times. Notify the church office to be included on the church calendar so pastor can attend.
- C. A Secretary shall be appointed or elected to keep a permanent record of all meetings and supply a copy of the meeting minutes to the church office. A copy of the minutes shall be kept in the church office and copies distributed to the Congregation council.
- D. Determine items to be brought to the Congregation council as a report and/or for council action.
- E. Utilize the bulletin and monthly newsletter for publicizing Ministry Team and Congregational activities.
- F. Prepare and submit an annual Ministry Team budget as requested by the Stewardship Ministry Team for the annual meeting report.
- G. Prepare and submit an annual Ministry Team report to be printed in the annual report for the annual meeting of the Congregation.
- H. Establish objectives and policies for all education programs.

- I. Enlist lay teachers and leaders for the education programs of the Congregation, and evaluate their job performance.
- J. Encourage participation of the total membership of the Congregation in its total education programs, including Bible study groups.
- K. Approve curriculum and analyze the effectiveness of the education programs.
- L. Encourage growth of the educational staff through conferences, conventions, continuing education, and the like, and request the necessary funds for the same in the yearly budget.
- M. Maintain, improve, cultivate, and promote use of audiovisual aids and church resources.
- N. Inform the church office of non-member students and visitors involved in the education programs.
- O. Provide and/or promote subscriptions to church periodicals.
- P. Annually examine the education facilities and equipment, including the safety of such, and make recommendations to the Property Ministry Team as to upkeep, repairs, and replacements needed.
- Q. Coordinate with both the Confirmation and TYO (Trinity Youth Organization) leaders regarding both Sunday and Weekly educational opportunities in each respective program.

5.12 Stewardship Ministry Team The Stewardship Ministry Team consists of the treasurer, financial Secretary, and a minimum of three (3) Congregation members. The basic objective of this Ministry Team is to promote good stewardship in the Congregation and develop an annual budget to present to the Congregation Council.

What this Ministry Team should do to fulfill this objective:

- A. The Congregational officers shall not chair the Ministry Team.
- B. Set meeting dates and times. Notify the church office to be included on the church calendar so pastor can attend.
- C. A Secretary shall be appointed or elected to keep a permanent record of all meetings and supply a copy of the meeting minutes to the church office. A copy of the minutes shall be kept in the church office and copies distributed to the Congregation council.
- D. Determine items to be brought to the Congregation council as a report and/or for council action.
- E. Utilize the bulletin and monthly newsletter for publicizing Ministry Team and Congregational activities.
- F. Prepare and submit an annual Ministry Team budget as for the annual meeting report.
- G. Prepare and submit an annual Ministry Team report to be printed in the annual report for the annual meeting of the Congregation.
- H. Prepare and distribute guidelines for annual Ministry Team budgets. Review budget requests and present to the Congregation Council in summary form.
- I. Conduct annually a program to encourage every member to personally use basic

Biblical stewardship principles and give every member an opportunity to make a commitment of time, talent, and financial resources.

- J. Utilize a time and talent program and encourage Ministry Teams to use the information.
- K. Encourage stewardship programs within the various groups of the Congregation.
- L. Monitor the collection of worship offerings in the follow areas:
  - 1. Counting after worship
  - 2. Depositing at the bank
  - 3. Special offering designations
  - 4. Posting totals
  - 5. Evaluating (in conjunction with budget)
- M. Work in consultation with the council and ministry teams to develop a Memorial list.

5.13 Worship Planning Ministry Team The Worship Planning Ministry Team consists of the organists and accompanists, one (1) choir director, the altar guild chairperson, an usher chairperson, and a minimum of two (2) Congregation members. The basic objective of this Ministry Team is to provide a worship environment that exemplifies the celebration of God's Word and the sacraments.

What this Ministry Team should do to fulfill this objective:

- A. Set meeting dates and times and notify the church office to be included on the church calendar so pastor can attend.
- B. A Secretary shall be appointed or elected to keep a permanent record of all meetings and supply a copy of the meeting minutes to the church office. A copy of the minutes shall be kept in the church office and copies distributed to the Congregation council.
- C. Determine items to be brought to the Congregation council as a report and/or for council action.
- D. Utilize the bulletin and monthly newsletter for publicizing Ministry Team and Congregational activities.
- E. Prepare and submit an annual Ministry Team budget as requested by the Stewardship Ministry Team for the annual meeting report.
- F. Prepare and submit an annual Ministry Team report to be printed in the annual report for the annual meeting of the Congregation.
- G. Arrange for supply pastors, and guest speakers as needed in consultation with pastoral staff.
- H. Schedule Communion assistants, ushers, sound booth operators, and Pastoral Associates.
- I. Approve and disapprove new forms of worship liturgies and hymns for use in Congregational worship in consultation with the Pastor.
- J. Plan regular and special services and publicize them.
- K. Oversee the music department:
  - 1. Secure organists, pianists, choirs and directors, and any others for special music.
  - 2. Select and purchase appropriate music.

### 3. Annually evaluate job performance of the music staff.

In addition, this ministry team shall:

- A. Coordinate with the Altar Guild, or special Ministry Teams, all sanctuary decorations and the distribution of flowers to the sick and shut-ins when applicable.
- B. Coordinate the use of all visual arts to enhance the worship and faith of the Congregation.
- C. Secure, train and supervise the Communion assistants, lectors, ushers, Pastoral Associates, counting sheets, nursery attendants, and sound system operators.
- D. Provide for the recording of the worship services and distribution of the recordings.
- E. Maintain an adequate supply of expendable items for worship such as worship and Communion registration, pencils, Communion wine and bread, baptismal napkins, candles, etc., in conjunction with the Altar Guild and church office.

5.14 Missions Ministry Team. The Missions Ministry Team consists of at least one council member, and a minimum of five (5) Congregation members. The basic objective of this Ministry Team is to select monthly mission benevolence projects on behalf of the council and Congregation, and to promote general local, national, and global mission support in our calling to go to all nations and make disciples (Matthew 28:19-20). The intended goal is that a minimum 10% of the church annual budget is to be divided among the chosen mission projects, not including any targeted or specific offerings taken for specific missions. The team should strive to make monthly mission support according to the following: 1/3 to local mission, 1/3 to national mission, and 1/3 to global mission.

What this Ministry Team should do to fulfill this objective:

- A. Attend monthly team meetings where they will review missionary correspondence, making note of requests for both financial and prayer assistance and will, when appropriate, share these needs with the Congregation.
- B. Present monthly mission support proposals for the year at the annual meeting for approval; i.e. which missionaries and what projects will be supported and the amounts that will be given, if normal 10% tithe is to be divided among multiple groups.
- C. Act responsibly in making support pledges to missionaries and/or mission projects knowing that the recipients depend on our financial giving and prayer support.
- D. Work with the treasurer to assure that missions commitments are disbursed monthly and that an accurate record is kept of all expenditures and receipts of all missions funds.
- E. Maintain the necessary communication with the missionaries on the support list.
- F. Maintain a current file on each of the mission supports.
- G. May undertake planning and conducting of an annual missions festival.
- H. Plan other special missions emphasis as needed.
- I. Coordinate with the pastor in the scheduling of missionary speakers throughout the year.
- J. Promote mission projects each month in Sunday morning worship services.
- K. May maintain an active missions bulletin board highlighting the monthly mission,

- as well as identifying all of the missionaries and ministries supported.
  - L. Make every effort to attend Mission District and Synod sponsored events such as the annual missions festival, Mission Emphasis at annual Convocation, etc.
  - M. Assist the pastor, as requested, in any other activities that will enhance the spirit of missions within the Congregation.
- 5.15 Pastoral Call Team. The Pastoral call team consists of at least one council member and at least 5 additional members at large from the Congregation, representing as many age groups as possible, from Confirmed age on up. This team is an ad hoc team of the Congregation and council, with specific duties needed in the calling of a new pastor. The team is appointed by the council with input from the Congregation, and begins with the need to call a new pastor. The Team's duties end upon the acceptance of a call by a qualified candidate. Appendix B outlines the steps in the call process.

## **Article VI - Contracts, Loans, Checks, Deposits & Gifts**

- 6.1 Contracts. The Church Council may authorize any officer or agent of the Congregation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Congregation, and such authority may be general or confined to specific instances, and shall not exceed \$7,500.00 without prior approval of the voting members of the Congregation. The amount may exceed \$7,500.00 in circumstances where it has been deemed an emergency to do so by two thirds vote of the Congregational council.
- 6.2 Loans. No loan shall be contracted on behalf of the Congregation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Church Council; provided, however, that no evidence of indebtedness which shall exceed \$25,000.00 shall be contracted on behalf of the Congregation without the approval of the voting members of the Congregation. At the direction of the Church Council, the President of the Church Council or any one or more other Council members may negotiate and consummate for the Congregation all arrangements appropriate, convenient or necessary for any loan to the Congregation. Such authority may be general or confined to specific instances.
- 6.3 Checks, Drafts, etc. All checks, drafts or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Congregation shall be signed by the President of the Church Council or any one or more Officers of the Congregation as may be directed by the Church Council and in such manner as shall from time to time be determined by resolution of the Church Council.
- 6.4 Deposits. All funds of the Congregation shall be deposited in a timely manner to the credit of the Congregation by the duly authorized officers, agents and employees of the Congregation in banks, trust companies or other depositories as the Church Council may select.

- 6.5 Gifts. The Church Council may accept on behalf of the Congregation any contribution, gift, memorial, bequest or devise for the general purposes or for any specific purpose of the Congregation. The Church Council may vary the use to which a specific contribution, gift, bequest or devise can be put in the event the use for which the contribution, gift, bequest or devise is to be used becomes impossible, unnecessary, impractical or contrary to the best interests of the Congregation.

## **Article VII - Fiscal Year**

- 7.1 The fiscal year of the Congregation shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>.

## **Article VIII - Miscellaneous**

- 8.1 Waiver of Notice. Whenever any notice is required to be given under the provisions of the Nebraska Nonprofit Corporation Act or these Bylaws, a waiver thereof in writing signed by the persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.
- 8.2 Loans Prohibited. No loans shall be made by the Congregation to a Church Council member.

## **Article IX - Exempt Activities**

- 9.1 Notwithstanding any other provision of these Bylaws, no officer, employee or representative of the Congregation shall take any action or carry on any activity by or on behalf of the Congregation not permitted to be taken or carried on by an organization exempt under the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended from time to time.

## **Article X - Amendments to Bylaws, Policies, and Procedures**

- 10.1 Any alterations, amendments, or repeal of these Bylaws, or Policies and Procedures, shall require the affirmative vote of two-thirds (2/3) of the voting members present at a meeting of the Congregation, as called per By-law 2.5A. Proposed changes to the bylaws and/or policies and procedures shall be available to the Congregation for review three weeks prior to the meeting.

The undersigned, the Secretary of the Congregation, hereby certifies that the above are the true and accurate Bylaws of the Congregation as adopted by the members of the Congregation on April 3, 2016.

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Secretary

## Appendix A

### Guidelines for Congregation Ministry Teams

- A. Each Ministry Team has available to them printed objectives (Team descriptions and objectives follow below). Please go through these – adding or deleting items as the Ministry Team sees necessary.
- B. A chairperson should be selected at the first meeting of the Ministry Team following annual elections.
- C. A Ministry Team Secretary should be selected.
- D. Set the day and time of each month when meetings will normally be held. Each Ministry Team should meet at least four times a year.
- E. Minutes of each meeting shall be taken by the Ministry Team Secretary. Write down pertinent information about each issue discussed and action taken. Number each paragraph to facilitate quick discussion of actions at council meetings. These meeting minutes are due in the church office as soon as possible so they may be included in the monthly council material packets. Format for Ministry Team minutes should include name of the Ministry Team, date of the meeting, members, present, items of discussion, name of person submitting minutes (normally, the Secretary).
- F. Please coordinate all meetings and activities through the church office calendar.
- G. To publicize Ministry Team information, activities and events, the bulletin deadline is Thursday. Make posters if appropriate.
- H. Mail or email minutes to Ministry Team members to keep everyone up-to-date on Ministry Team activities. This will also remind everyone of their Ministry Team assignments and the next meeting date.

### Suggestions for Secretary Minutes

Minutes should follow this general format:

(name of) Ministry Team and Submitted By (name of Secretary)

Date and Time of Meeting

Members Present – List:

1. Subject, Discussion-Pertinent Information, Action Taken
2. Subject, Discussion-Pertinent Information, Action Taken
3. Subject, Discussion-Pertinent Information, Action Taken

For Council Action:

1. Motion, Write out the task and resources required to accomplish the task or action. Be sure to include people, finances, and a time-line.

Minutes should either be in the church office as soon as possible following the meeting so they can be printed and distributed to council members on the Sunday preceding the council meeting, or distributed by email with copies available at council meetings for those who may need one. A more detailed outline of suggested minute format is at the end of Appendix A.

### Suggestions for Chairpersons

- a. Know the job description for your Ministry Team.
- b. Jot down an agenda for yourself to keep the meeting flowing.
- c. Open with prayer.
- d. Be sure minutes are taken and handed into the church office.
- e. Set meeting dates and times. Be sure to notify the church office about scheduled meetings and events so they can be placed on the office calendar and publicized. Be sure the pastor knows when you are meeting.
- f. Use a time-line to help the Ministry Team members to prepare for upcoming events.
- g. Keep within the guidelines of the budget. Any changes must be approved by the council.
- h. Close with prayer.



### Sample Meeting Minutes

(Excerpted from Robert's Rules of Order Newly Revised Edition)

#### MINUTES AND REPORTS OF OFFICERS

##### Minutes

The record of the proceedings of a deliberative assembly is usually called the minutes, or sometimes - particularly in legislative bodies - the journal. In an ordinary society, unless the minutes are to be published, they should contain mainly a record of what was done at the meeting, not what was said by the members. *The minutes should never reflect the Secretary's opinion, favorable or otherwise, on anything said or done.* The minutes should be kept in a substantial book or binder.

**CONTENT OF THE MINUTES.** The first paragraph of the minutes should contain the following information (which need not, however, be divided into numbered or separated items directly corresponding to those below):

1. The kind of meeting: regular, special, adjourned regular, or adjourned special;
- 2) The name of the society or assembly;
- 3) The date and time of the meeting, and the place, if it is not always the same;
- 4) The fact that the regular chairman and Secretary were present or, in their absence, the names of the persons who substituted for them; and
- 5) Whether the minutes of the previous meeting were read and approved-as read, or as corrected-and the date of that meeting if it was other than a regular business meeting. Any correction is made in the text of the minutes being approved; the minutes of the meeting making the correction merely state that the minutes were approved "as corrected".

The body of the minutes should contain a separate paragraph for each subject matter, giving, in the case of all important motions, the name of the mover, and should show:

- 6) All main motions (10) or motions to bring a main question again before the assembly except, normally, any that were withdrawn\* - stating:
  - a) the wording in which each motion was adopted or otherwise disposed of (with the facts as to whether the motion may have been debated or amended before disposition being mentioned only parenthetically); and
  - b) the disposition of the motion, including - if it was temporarily disposed of any primary and secondary amendments and all adhering secondary motions that were then pending;
- 7) Secondary motions that were not lost or withdrawn, in cases where it is necessary to record them for completeness or clarity-for example, motions to Recess or to Fix the Time to Which to Adjourn (among the privileged motions), or motions to Suspend the Rules or grant a Request to Be Excused from a Duty (among the incidental motions), generally only alluding to the adoption of such motions, however, as ". . . the matter having been advanced in the agenda on motion of . . ." or ". . . a ballot vote having been ordered, the tellers . . .";
- 8) All notices of motions and
- 9) All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for his or her ruling. The last paragraph should state:
- 10) The hour of adjournment.

*Additional rules and practices relating to the content of the minutes are the following:*

1. The name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly.
2. When a count has been ordered or the vote is by ballot, the number of votes on each side should be entered; and when the voting is by roll call, the names of those voting on each side and those answering "Present" should be entered. If members fail to respond on a roll-call vote, enough of their names should be recorded as present to reflect that a quorum was present at the time of the vote (Constitution 10.4). If the chair voted, no special mention of this fact is made in the minutes.
3. The proceedings of a committee of the whole, or a quasi committee of the whole, should not be entered in the minutes, but the fact that the assembly went into committee of the whole (or into quasi committee) and the committee report should be recorded.
4. When a question is considered informally, the same information should be recorded as under the regular rules, since the only informality in the proceedings is in the debate.
5. When a Team report is of great importance or should be recorded to show the legislative history of a measure, the assembly can order it "to be entered in the minutes," in which case the Secretary copies it in full in the minutes.
6. The name and subject of a guest speaker can be given, but no effort should be made to summarize his remarks.

THE SIGNATURE. Minutes should be signed by the Secretary and can also be signed, if the assembly wishes, by the President. The words Respectfully submitted - although occasionally used - represent an older practice that is not essential in signing the minutes.

### **Sample Meeting Agenda**

(Excerpted from Robert's Rules of Order, Newly Revised Edition,  
p. 351, 11.22-24; p. 353-360)

**CALL TO ORDER.** The presiding officer shall call the meeting to order when a quorum is present. The Call to Order is not part of the order of business.

**OPENING CEREMONIES.** This is optional. It may consist of a moment of inspiration, flag salute, pledges, mission statement, etc.

**ROLL CALL.** This is optional. Some units use roll call as an ice breaker.

**MINUTES.** The minutes of the previous meeting are read by the secretary. Sometimes minutes are printed and distributed. The chair says, "Are there any corrections to the minutes?" The minutes are approved as read or as corrected. A motion is not necessary to approve the minutes.

**REPORTS OF OFFICERS, BOARDS, AND MINISTRY TEAMS.** The president and/or vice president (or chair) may have a report once in a while. The secretary reads correspondence. The secretary reads from whom the letter has come, then a summary of the letter. Any action required should be taken immediately. The treasurer shall give a brief report. The treasurer's report is not adopted and should be filed for financial review. A motion is not necessary to file the report. A financial review report should be adopted.

**REPORT OF THE EXECUTIVE BOARD** (If there is a report). The secretary reads the report. This is generally for information. If recommendations are included, the secretary makes the motion to implement and action is taken.

**REPORTS OF STANDING MINISTRY TEAMS.** Bylaws should state the order for standing team reports. Reports of standing teams may be printed and distributed for business to be expedited. These reports are not adopted. Every team should not be asked for a report at each meeting. If recommendations are included, the chair or reporting member makes the motion to implement and action is taken.

**SPECIAL ORDERS.** The special orders are matters which have been referred to the current meeting and have been assigned a priority from a previous meeting. For example: "At the last meeting, the decision for the unit project was postponed to this meeting and made a special order. The proposal is as follows.... The question is...."

Matters stated in the bylaws that are required to be considered at a specific meeting may be regarded as special orders. Nominations and elections may be included under the heading "special orders" in the order of business.

**UNFINISHED BUSINESS AND SPECIAL ORDERS.** Quote from Roberts' Rules p. 358 in the footnote: "The expression 'Old Business' should be avoided, since it may incorrectly suggest the further consideration of matters that have been finally disposed of." The chair does not announce the heading of "Unfinished Business and General Orders" unless the agenda shows

some business to be considered. The chair should not ask, “Is there any unfinished business?”

This heading includes four categories: 1) A question was pending when the previous meeting was adjourned; 2) Any questions that were unfinished business at the previous meeting, but were not reached; 3) Any questions set as General Orders at the previous meeting but were not reached; and 4) Matters that were postponed from the previous meeting.

**NEW BUSINESS.** The chair asks, “Is there any new business?” This allows matters to be initiated at the present meeting. Members can bring new items of business before the group by using the main motion.

**ANNOUNCEMENTS.** The announcements are not part of the order of business, but are a necessary part of the meeting to inform the assembly of events or other important information.

**ADJOURN.** To adjourn means to close the meeting and is not part of the order of business. A motion may be presented to adjourn the meeting. When it appears that there is no further business, the chair can ask “Is there any further business?” If there is no response, the chair states, “Since there is no further business, the meeting is adjourned.”

The trick to remember the order of customary or standard business is “MRS SUN.”

Minutes

Reports of Officers/Boards/Teams

Special Team Reports

Special Orders

Unfinished Business

New Business

**PROGRAM.** The chair calls upon the program chair who presents the program. The chair does not turn the meeting over to the program chair. Each unit decides where in the order of business the program is presented.

## Appendix B:

### Outline of Steps to be taken in process of calling a new pastor

1. Call Team is appointed by the council, with input from the Congregation, in accordance with Bylaw 5.14. Team may consult with Synod office for input and additional guidance as it begins its task. The call process manual may be downloaded at:

<http://thenalc.org/wp-content/uploads/Documents/Clergy-Candidacy-Congregations/Call-Process-Manual-NALC-FINAL-2013-10-17.pdf>

2. Call Team, with input from Congregation and council, completes Congregational profile. One possible profile format can be found at:

<http://thenalc.org/wp-content/uploads/Documents/Clergy-Candidacy-Congregations/Congregation-AL-PROFILE-v3-fill-in-2015-FEB.pdf>

3. Working in consultation with the NALC and LCMC offices, the call availability may be advertised on various forums, websites, and postings, in an effort to secure qualified candidates. There is no maximum number of candidates that may be considered.
4. Call Team begins to evaluate candidates, taking into account theological statements of candidates, background checks (which must be performed if they have not already been done), personal character, and experience. At present, clergy on the NALC roster have undergone a criminal background check. Those only on the LCMC roster have not, and must be vetted in this fashion before consideration can be given.
5. Candidate pool is narrowed to likely choice(s). Phone interviews may be conducted. Candidate pool may be narrowed again. Congregational visits are then scheduled by remaining candidates. It is suggested that the interview(s) are conducted on Saturday, with preaching and leading worship on Sunday. Candidates shall interview with the call Team, and may also interview with the council, and a general session with the Congregation.
6. Upon completion of all in-person interviews, call Team then selects the primary candidate by majority vote. The candidate's name is presented to the council for affirmative vote. With a majority vote, the candidate's name may then be presented to the Congregation. A 2/3 majority vote is needed by the Congregation for issuance of a letter of call.
7. The council will prepare a compensation package and issue the letter of call. The compensation package may be completed before the Congregational meeting. Upon issuance of the letter of call, the candidate has 21 days to accept or reject the letter. If no response is received, the letter of call is rescinded. The pastor may negotiate with the call Team for the official start of the call. Upon acceptance of the call, the Team is disbanded.