

## **Article I: Our Name and Synodical Membership**

The name of this congregation shall be the Trinity Evangelical Lutheran Congregation of the Unaltered Augsburg Confession, Utica, Michigan. In order to do the Lord's work more effectively, at home and abroad, this congregation shall hold membership in The Lutheran Church – Missouri Synod as long as this Synod remains true to the Word of God and adheres to the Unaltered Augsburg (Lutheran) Confessional Standards.

## **Article II: Our Confessional Basis**

- A. As a Lutheran congregation, we acknowledge and accept all the canonical books of the Old and New Testaments as the inspired and revealed Word of God.
- B. Further, we acknowledge and accept all the Confessional Writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as a correct presentation and true exposition of the Christian Doctrine of the Bible. These Confessional Writings are the three Ecumenical Creeds (Apostles', Nicene, and Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Formula of Concord.
- C. No doctrine or practice that is at variance with these symbolical books shall be taught or tolerated in this congregation. Service, hymns, and ministerial acts in this congregation shall conform to sound Lutheran principle.
- D. In all educational agencies of the Church, the Holy Scriptures, Luther's Small Catechism, and only such books as are purely Lutheran, shall be introduced and used for the instruction in Christian doctrine.

## **Article III: The Purpose of Our Congregation. The purpose of this Christian congregation shall be:**

- A. To glorify God, Father, Son, and Holy Spirit, by providing individuals and families a place to grow in their personal faith relationship with God through Jesus Christ, the Son.
- B. To glorify God as believers grow in their ability to express their relationship to Jesus through regular worship, Bible study, and Christian stewardship.
- C. To glorify God as believers grow in their love and concern for each other and their neighbors.
- D. To glorify God as believers grow in fellowship with each other.
- E. To glorify God as believers grow in their desire to share Christ's story with love with others living near and far.
- F. To glorify God as believers grow in their efforts to express Christian love in their service to people in need everywhere.

## **Article IV: Membership in Our Congregation**

- A. Membership or other congregational privileges shall not be denied to any Christian because of race or ethnic origin, nor will sexual harassment be tolerated in any interaction between employees, volunteers, or members of the congregation.
- B. Membership in this congregation will be classified as follows:
  - 1. Baptized membership  
A baptized member, or soul, is a Christian who has been baptized at this congregation or at any Christian congregation where the Sacrament was administered in the name of the Triune God in accordance with the Scriptures (Matt. 28:19-20), and who desires to be under the spiritual care of this congregation.
  - 2. Communicant membership
    - a. By confirmation  
Confirmation is administered to all baptized Christians who have furthered their growth in faith through the study of the Holy Scriptures, and in particular, know and accept Luther's Small Catechism as the correct exposition of the chief doctrines of the Bible.

- b. By transfer  
Communicant members may be received from other Lutheran Church-Missouri Synod congregations by a letter of transfer, provided they conform in all respects to the requirements of membership of this congregation. These transferees shall be received through the pastoral office to the board of elders.
- c. By profession of faith  
All persons of the Christian faith of other denominations, or through affirmation of faith in cases where their membership with another Lutheran congregation has lapsed, shall be received into membership through the regular channels (confirmation classes, adult membership classes, etc.) upon recommendation of the pastoral office.
- d. By reaffirmation of faith  
Persons who were previously members of a Lutheran Church, or who currently hold membership in another Lutheran church, or whose previous membership in a Lutheran congregation has lapsed may be received by making their intentions known to the pastor. The pastor may, at his discretion, arrange for a period of re-instruction for such applicants.

C. Communicant members should:

1. Lead a Christian life and abstain from manifest works of the flesh (Gal. 5:19-21).
2. Attend church services faithfully and frequently partake of the Lord's Supper.
3. Conform to the regulations which have been and shall be established by this congregation, provided they are consistent with the Word of God.
4. Support the kingdom of God, at home and abroad, in stewardship of time, talents, and money in proportion to God's blessings.
5. Not hold membership in or lend moral or financial support to any organization whose avowed purposes and/or practices conflict with the Word of God (2 Cor. 6:14-18) (i.e., Masons and similar lodges).

D. Voting membership

Voting membership shall be extended to all communicant members of the congregation who are at least 18 years of age. The communicant member shall make known his/her intention to become a part of the voters' assembly by registering as a voter prior to attending the first voters' meeting at which they intend to vote. Any registered voter who fails to attend at least one regularly scheduled meeting in a period of two consecutive years shall be removed from the active voting membership. They may be reinstated by reregistering as a voter.

It shall be the duty of every voting member to attend the voters' assemblies. By failing to attend any such meeting, a member waives the right to cast his vote during that meeting. A voter shall, if at all possible, accept nomination for office, committee appointments, etc., and generally participate in the business of the congregation.

**Article V: Release from Our Congregation**

Release of an individual's communicant membership from our congregation shall be granted for any of the following reasons:

A. Transfer to another congregation

Persons desiring to transfer their communicant membership to a sister congregation with whom Trinity Lutheran Church is in fellowship, shall present their request to the pastoral office. Notice of this action shall be given to the board of elders.

B. Joining another church

In cases where communicant members have joined another congregation outside our own fellowship, they shall, upon the recommendation of the pastoral office to the board of elders, be considered as having terminated their membership, and their names shall be removed from the membership roster.

C. Inactivity of membership

When communicant members, of their own choosing, fail to participate in the worship life of the congregation for a prolonged period of time, assuming proper efforts have been made by the elders and/or pastoral staff to reactivate the communicant member to regular participation in Word and sacrament, and the individual chooses to continue to be inactive, the elders may remove that person's name from the membership roles of the congregation.

D. Whereabouts unknown

The names of members whose whereabouts are unknown and cannot be established for one year shall be released from membership by recommendation of the pastoral office to the board of elders.

E. Excommunication

1. Any member who conducts himself in an unchristian manner, lives in open sin and shows no sign of repentance, or otherwise disregards the rules and regulations laid down in the constitution, shall be ministered to according to the guidelines of Matthew 18:15-20.
2. If he persists in his impenitence and refuses to attend meetings called by the elders or designated appointees to discuss his case according to the steps prescribed in Matthew 18:17, he shall be excommunicated. At least a two-thirds majority of votes cast at the scheduled voters' meeting shall be required for such action of release.
3. A person whose communicant membership has been terminated for any of the above reasons will forfeit all rights as a member of this congregation, all claims upon the property of the congregation as such, or upon any part thereof, so long as he is not reinstated into membership.
4. An excommunicated person who gives evidence of repentance and asks for forgiveness shall be reinstated into the membership of this congregation through counsel of the pastoral office and/or board of elders according to 2 Corinthians 2:6-10.

**Article VI: The Structure of Our Congregation**

A. Voters' assembly

The congregation shall be represented by and administer all its affairs through its voting membership.

B. Church council

The church council shall consist of the senior pastor, the chairman, vice-chairman, treasurer, and secretary of the congregation, and the chairman of each of the boards. They shall hold a position on the church council by virtue of their call or election by the voting members of the congregation, so long as their term of office continues. Responsibility and authority for the administration of congregational affairs shall be delegated by the voters to the church council.

C. Boards

The following boards shall be included in the structure of the congregation to assist in the efficient administration of the congregation:

- Elders
- Christian Day School
- Christian Growth
- Family Life Ministry
- Christian Outreach
- Church Properties
- Personnel Administration

D. Committees

Committees may be formed and/or appointed by the council or ministerial staff as tasks require. Such committees serve only for the duration of time required to reach their stated goal.

E. Rights and powers

This congregation, subject to the limiting provisions and regulations of the constitution and its associated by-laws, shall have supreme power in the administration of its affairs. No duly elected officers of this congregation shall have any power or authority beyond that conferred on them by the congregation acting through its voting membership. The church council shall be responsible for the performance of such duties as the voting membership may delegate. Duties and decisions for the church council are subject to revision by the voting membership.

F. The senior pastor and chairman of the congregation, or their respective representatives shall be ex-officio members of all boards and committees, and may, at their discretion attend any or all meetings related to congregational activity of any kind.

## **Article VII: Boards**

The congregation shall elect or appoint persons of high Christian character to the various boards. Each board shall designate a chairperson from within the elected members of their respective board. This chairperson shall serve as a member of the church council.

The board of elders shall consist of men who have been elected by the congregation. All other boards shall have three of their members elected by the congregation and the remaining members appointed by the board chairman, subject to the ratification of the church council.

## **Article VIII: Election and Appointment of Officers**

### **A. Nominating committee**

Annually, each January, the chairman of the congregation will appoint a nominating committee. It shall be the duty and responsibility of the nominating committee to prepare a list of candidates for election as officers and board members.

### **B. Election**

1. The election of officers and board members of the congregation shall take place annually in a regular meeting of the voters' assembly. These elections must be by ballot. The candidate(s) receiving the highest number of votes shall be elected.
2. All voting members shall be eligible to hold an elective or appointed office in this congregation, unless otherwise specified in the by-laws.
3. The time of service of all officers, council members, and board members shall be fixed by the by-laws.
4. Any officer, council member, or board member who shall cease to be a member of this congregation shall relinquish his/her office.

### **C. Removal from office**

An officer or board member of the congregation may, in Christian love and lawful order, be removed from office by action of the church council for failure to do duties or for unchristian conduct.

## **Article IX: Pastors, Teachers, and Ministers**

A. Only such candidates shall be called and elected to serve as pastors, principal, Christian day school teachers, or ministers who are well qualified for their ministry and profess acceptance of and pledge faithful adherence to the confessions of this congregation as set forth in Article II of this constitution.

### **B. Additions to the staff shall follow the following restrictions:**

1. The right to call a pastor, principal, teacher, or minister shall be vested in the voters' assembly, and this power shall not be delegated by the congregation to a smaller group or to an individual.
2. The right to contract for services with an ordained pastor of the Lutheran Church-Missouri Synod for specific services, (e.g., vacancy, visitation, teaching), or the contract for the services of a teacher, minister, or director may be undertaken by the church council.

C. Any ordained or commissioned minister may be removed from office by the voters' assembly by a two-thirds majority ballot vote of the voters present, in Christian and lawful order, for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect, or inability to perform the duties of the office.

D. Such removal is not to be understood as excommunication. Regardless of the nature or extent of the offense, or alleged offense, a member removed from office is still a member of this congregation. Membership shall not be ended except by application of the same process that applies to all members of the congregation.

E. The conditions of a call (job description, salary, etc.) are set out in the call documents given to the pastor, principal, teacher, or minister at the time his/her ministries commence in the congregation.

- F. If changing needs or financial conditions make it necessary to reduce the called professional staff of the congregation, the provisions of the Reduction in Force (RIF) Policy adopted by the church council and included in the personnel manual of the congregation shall be followed in making decisions on the termination of any called worker's service. Terminations under the RIF Policy do not require action by the voters' assembly as do dismissals for cause outlined in Article IX. C above.

#### **Article X: Auxiliary Organizations**

- A. Auxiliary organizations may be established within the congregation only with the approval of the church council. All such organizations shall be under the supervision of the church council.
- B. The purpose and objectives of each church organization must be in harmony with the objectives of the congregation.
- C. Auxiliaries not acting in accord with the stated ministry of the church may be disbanded by a majority vote of the church council.
- D. Each organization shall annually submit a written report disclosing their work and finances to the church council at least 30 days prior to the first voters' meeting of the calendar year.

#### **Article XI: Property Rights of the Congregation**

- A. The congregation may receive, acquire, hold title to, and manage such real estate and other property as it may need to accomplish its purpose (Article III). It may purchase, sell, or dispose of such property as necessary with the approval of the voters' assembly.
- B. If at any time a separation should take place within the congregation, the property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Articles II, III, IV, and VI of this constitution.
- C. In the event the congregation shall totally disband, the property and all rights connected therewith shall be transferred to the Michigan District of the Lutheran Church-Missouri Synod.
- D. Members who disassociate themselves from membership or are removed from membership for any reason forfeit all claims upon the property of this congregation as such, or upon any part thereof, until they may be re-instated into full membership by the congregation.
- E. Any offer, made by an individual or organization, of a gift or a project to be undertaken for a gift that will alter, add to, or take the place of the present properties and/or equipment of the congregation shall first be referred to the church council. The council will then either accept it, decline it, or refer the matter to the voters' assembly for action.

#### **Article XII: Indemnification**

- A. Members of Trinity Lutheran Church duly elected as officers or elected or appointed as board members who receive neither salary or remuneration of any kind other than reimbursement for actual, reasonable and necessary expenses incurred in fulfilling the responsibility of their office shall be deemed a "volunteer,"
- B. The congregation by adoption of a resolution in accordance with its Articles of Incorporation and By Laws, and pursuant to the provisions of Public Act 170 of the Michigan Public Acts of 1987, shall have the power to indemnify those persons serving in the position of or at the request of the corporation, as an officer, trustee, non-director volunteer, employee or agent against expenses, including attorney fees, judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred by a person in connection with any actions, suits, or proceedings, formal or informal, relating to the service of said individual on behalf of the congregation if such person acted in good faith and in a manner that the person reasonably believed to be in or not opposed to the best interest of the congregation or its members, or other respect to any criminal action or proceeding if the person had no reasonable

cause to believe that the conduct engaged in was unlawful. The congregation, through its church council, shall have such further or other authority to indemnify officers, employees or agents consistent with the provisions of Michigan Law and specifically consistent with the provisions of Public Act 170, Michigan Public Acts of 1987, as amended.

### **Article XIII: Amendments**

- A. Article II of this constitution shall NOT be subject to alteration, amendment, or repeal.
- B. This constitution may be changed or amended, provided that such proposals be made in writing and given to the secretary of the voters' assembly for consideration by the church council.
- C. The council will submit all proposed amendments to the voters' assembly and appropriate time be given to review such amendments.
- D. The intention to amend the constitution shall be announced to the congregation assembled for worship on two consecutive weekends prior to the date upon which amendments are presented for action at the scheduled voters' meeting.

## **BY-LAWS**

### **Article I: The Voters' Assembly**

- A. Authority and responsibility
  - 1. The voters' assembly is the congregation when assembled to make decisions related to the life and administration of the congregation. All such decisions are to be in accord with God's Word and all is to be done decently and in order.
  - 2. The voters' assembly shall meet at least three times a year, with the option of a fourth. The primary focus of the first meeting should be the ministry plan for the coming fiscal year. Elections should take place in the second quarter of the year. The primary focus of one meeting shall be a review of the previous program year and a planning for the new program year. An open forum to permit greater input from the members of the congregation may also be considered for one of the meetings.
  - 3. The voters shall not delegate any of the following decisions:
    - Election of officers, other members of the church council and elders (Vacancies may be filled by appointment.)
    - Annual ministry plan approval
    - Non-budgeted expenditures from operating funds exceeding \$25,000 except in emergencies
    - Calling of a pastor, principal, teacher, or minister
    - The dismissal of a pastor, principal, called teacher, minister, or director for cause as described in Article III. C of the constitution
    - The excommunication of members
    - The purchase or disposal of propertySuch items listed and other concerns deemed necessary and/or appropriate by the church council should be presented to the voters in a special or regularly scheduled voters' meeting.
  - 4. The voters' assembly shall authorize the church council to act on its behalf when not assembled, except as provided elsewhere in these by-laws.
- B. Meetings
  - 1. Dates and times of all meetings shall be set by the church council.
  - 2. Special meetings may be called by the senior pastor, chairman of the congregation, or the chairman of the board of elders of the congregation.
  - 3. A special meeting may be called by the petition of 25 voters and must be convened by the chairman within 30 days.
  - 4. Both regular and special meetings shall be announced at least two weeks prior to the meeting date by means of any of the following which are deemed most appropriate and feasible: the Sunday bulletin, worship service, Trinity Witness, monthly calendar of church activities; and in cases of emergency, by whatever means is expedient at the time. The announcement of special meetings shall specify the reason(s) for such meetings.

- C. Restrictions pertaining to voters' meetings
1. A quorum shall consist of all attending voting members of a properly called regular or special meeting.
  2. All matters shall be disposed of by the decision of a majority of the votes cast at the meeting except for specific items identified elsewhere in the constitution or by-laws.
  3. In the event of a tie vote, the chairman of the congregation shall cast the deciding ballot if his ballot has not already been cast.
  4. A voting member waives the right of casting a vote at a meeting by failing to attend that meeting (no voting by proxy or absentee ballot).

**Article II: Church Council**

The church council is responsible for the administration of the congregation. Authority to serve is delegated to the council by the voters' assembly.

1. In general, the council's duties include:
  - a. Supervision and maintenance of all church properties,
  - b. Administration of the annual ministry plan and all other financial matters,
  - c. Direction, supervision, and evaluation of professional and non-professional staff,
  - d. Coordination, supervision, and direction of all committee
  - e. Overseeing the general ministry of the congregation to be certain that all appropriate areas of ministry are being adequately served through staff and committees,
  - f. The council shall receive reports from staff, boards, and committees through designated council members, staff, and others appointed to the task,
  - g. Overall, the church council should be concerned that everything done at Trinity is done decently and in order, striving for excellence in all undertaken.
2. The church council shall consist of:
  - a. Senior pastor
  - b. Chairman of the congregation
  - c. Vice-chairman
  - d. Secretary
  - e. Treasurer
  - f. The chairman of each board
  - g. The day school principal and other staff members designated as ex-officio members by the council at the council's discretion
3. Limitations on church council membership; the council cannot have more than three voting members who are in the employment of the congregation, including the senior pastor.
4. Requirements and duties of all officers
  - a. General qualifications
    - A communicant member of at least 21 years of age
    - A faithful participant in worship, attendance at the sacrament, and a student of God's Word
    - A committed steward of his/her time, talents , and tithes
    - A person whose life will reflect well upon his/her Christian witness
    - A person who is willing to serve
  - b. Special qualifications
    - The chairman and vice-chairman shall be male members of at least 25 years of age
    - The treasurer should be a person who possesses training and skills in accounting
  - c. Duties
    - (1) Chairman of the congregation
      - Conduct all voters' meetings
      - Assist the senior pastor in overseeing the staff as they carry out the policies of the voters
      - Direct and encourage other officers and members of the council in the pursuit of their respective duties
      - Maintain close contact with the senior pastor regarding the administration of the congregation
    - (2) Vice-chairman of the congregation
      - Function in the absence of the chairman
      - Chair the council meetings
      - Maintain the records of eligible voting members
    - (3) Secretary of the congregation
      - Keep minutes of all voters' meetings
      - Keep minutes of all church council meetings

- See that minutes of all meetings are properly filed with the church office through the office manager
  - Prepare a brief summary of all voters' and church council meetings in order that such summaries may be published for distribution to the congregation
- (4) Treasurer of the congregation
- Supervise the church's financial records, being certain all is done in keeping with good accounting practices
  - Supervise the counting, banking, and accounting of all receipts
  - Supervise the disbursement of funds
  - Provide regular financial reports to the church council and to the congregation
  - Supervise the preparation of the annual ministry plan
  - Present the annual ministry plan to the church council sixty days prior to the voters' meeting where it will be presented for adoption
  - Prepare the financial books for audit when deemed necessary or appropriate by the church council

**Article III: Boards**

A. Membership

1. All boards should be composed of at least six members.
2. All members of the board of elders shall be elected by the voters' assembly.
3. All other boards shall have three members elected, with the remainder appointed by the board chairman.
4. No board shall have in excess of 25% of its members on the staff of the congregation.

B. Qualifications

1. General qualifications
  - A faithful participant in worship, attendance at the sacrament, and a student of God's Word
  - A committed steward of his/her time, talents, and tithes
  - A person whose life should reflect well upon his Christian witness
  - A person with the required ability and/or skills who is willing to serve
2. Specific qualifications
  - A member of the board of elders shall be a male at least 25 years of age
  - A member of the board of church properties shall be at least 21 years of age

C. Duties

1. The board of elders shall assist the pastors in the spiritual life of the congregation.
2. The board of Christian day school shall be responsible for the direction of Trinity's day school and the relationship with the Lutheran High School Association of Greater Detroit.
3. The board of Christian growth shall assist the professional staff in the assimilation of new members and the year-round teaching and training of the congregational members in Christian education and Christian living.
4. The board of family life ministry shall assist the professional staff in the promotion and development of age specific ministries (i.e., infant, children, youth, young adult, adult [including but not limited to men, women, marriage, parenting]) as well as intergenerational ministries.
5. The board of Christian outreach shall be responsible for reaching out to the physical and spiritual needs of the community and world.
6. The board of church properties shall be responsible for the physical properties of the congregation.
7. The board of personnel administration shall be responsible for the human resource management of the congregation.

D. Term of Office

Two years. Limit: three consecutive terms.

**Article IV: Election of Officers and Board Members**

A. Nomination procedure

1. In January of each year, the chairman of the congregation, with the advice and consent of the church council, shall appoint a nominating committee. The committee shall be chaired by a member of the church council and have at least one elder as a committee member. At least three other committee members should be appointed.
2. The nominating committee shall solicit possible candidates from the congregation and prepare a list of candidates (for each elective position) drawn from the communicant membership of the congregation who are eligible for office. This list shall be made available to the congregation at least two weeks prior to the voters' meeting when

3. elections are scheduled to take place.
4. Following the publication of the nominating committee's list of candidates and up until the voters' meeting, opportunity shall be given to any communicant member to add to the list.
5. The nominating committee shall investigate the status of each proposed candidate to see if they meet the criteria in Article III. B of the by-laws and that they are willing to serve.
6. The nominating committee shall present names of all candidates to the church council and present the slate to the voters' at the election meeting. Additional candidates may be nominated from the floor by any voting member at the meeting before nominations are officially closed.

B. Election procedure

1. The election for each open position shall be conducted at a meeting during the second quarter of the calendar year, with a simple majority of the votes cast required for election.
2. The results of the election will be published in the church bulletin the weekend following the election.

C. Installation of officers and board members

The newly elected officers and board members of the congregation shall assume duties on July 1<sup>st</sup> of each year and be installed officially into that office as near to that date as possible.

D. Term of Office

1. The term of office for all officers and board members is two years.
2. When an officer (with the exception of the congregational treasurer) or board member has held an office for three consecutive terms, one year shall lapse before that person can be eligible to serve in that office again. (Term limitation may be waived by the voters' assembly on request from the nominating committee and/or church council.)

E. Holding more than one office

At a given time, no individual shall hold more than one elected office in the congregation. One may hold no more than two appointive positions.

F. Vacancy in office

If for any reason a person elected by the voting assembly is no longer able to assume the duties of that office, the church council of the congregation is empowered to appoint a person to assume the duties of that office until the term expires.

**Article V: The Office of the Pastor, Minister, and Teacher**

A. The Pastoral office

1. The pastoral office is the authority conferred upon pastors, through a call of the congregation, to exercise in public office the common right of spiritual priesthood on behalf of all.
2. The office of senior pastor is the primary management office in the congregation to which all other offices are accountable on a functional day-to-day basis
3. The office of associate and/or assistant pastor is to work in close partnership with the senior pastor in caring for and providing ministry to the membership of the congregation. Each associate or assistant will have specific areas of leadership responsibility which will be outlined in the job description and personnel policies of the congregation.

B. The office of minister

The office of minister is the authority conferred upon an individual through a call of the congregation to work in a stated discipline of service (e.g., music, youth, etc.) to better equip God's people for growth and service in His name.

C. The office of teacher

1. The office of teacher is the authority conferred upon an individual through a call of the congregation to perform the duties of his or her office through the ministry of the Christian day school. Through this arm of ministry the congregation endeavors to serve the children, youth, and families of our fellowship with Christ-centered education.
2. The principal is chief operations officer of the school and all of its personnel. He is to work closely with the senior pastor as is outlined in his job description.

D. Procedure for securing a pastor, minister, or teacher

1. The call committee
  - a. Elders of the church shall constitute the call committee for an ordained or commissioned minister (e.g., a director of Christian education) and the board of Christian day school members for a principal or teacher. Other individuals directly involved with the position may be included on the committee.
  - b. The call committee shall request a list of candidates and all available information concerning them from the district president or his representative.
  - c. The list of candidates for pastor, principal, minister, or teacher shall be compiled by the call committee. The committee should seek candidate names through soliciting the congregational membership, by contacting official sources in denominational offices, and through consultation with other appropriate sources related to the area of ministry for which a staff member is being sought.
  - d. The call committee is to secure all pertinent information regarding each candidate in order that such information can be shared with the voters at the time of the call.
2. Election
  - a. At a subsequent regular or special meeting of the voters one of the proposed candidates shall be elected by ballot and simple majority.
  - b. It shall be the duty of the chairman of the congregation to see that notice of his or her election is delivered promptly to the candidate in whatever manner he shall deem advisable.
  - c. Negotiations for a contract teacher, assuming the duties of a position already established in the school staff, may be delegated to the board of Christian day school. Such action is to be ratified by the church council.
  - d. The establishing of a new position on staff requires voters' approval prior to a call or contract being issued.
3. Tenure
  - a. Pastors, principal, ministers, and teachers are generally granted tenure when issued a call to Trinity.
  - b. The voters may issue a call without tenure when they deem it appropriate.

**Article VI: Amendments**

- A. The congregation may adopt such by-laws as the accomplishment of its purpose may require.
- B. By-laws may be changed or amended, provided that such proposals be made in writing and given to the secretary of the congregation for consideration by the church council.
- C. The church council will submit all proposed amendments to the voters' assembly at any regular or special meeting, and appropriate time shall be given to review such amendments.
- D. The intention to amend the by-laws shall be announced to the congregation assembled for worship on two consecutive weekends prior to the date upon which the amendments are presented for action at the properly scheduled voters' meeting.
- E. A two-thirds majority of the votes cast at the voters' meeting shall be necessary for such an amendment to be adopted.

**Article VII: Legal Document Authority**

- A. Engagements made on behalf of and in the name of Trinity congregation include the entering into of contracts, purchases, loan agreements, financial investment programs, and other documents, agreements, or supplements thereto which obligate Trinity or commit, or purport to obligate or commit, the credit of funds, property, materials, services, etc.
- B. Signature authority to execute documents for engagements either requiring church council/voter approval or those not requiring such approvals is delegated by Trinity congregation to its pastors (senior pastor, associate pastors, or assistant pastors), ministers, office staff, lay leaders, and elected officials as designated below:
  1. Contracts for real property are executed by two parties, i.e., the chairman of the congregation and chairman of the board of church properties. In the absence or unavailability of either of these individuals, the vice-chairman of the congregation and the director of operations, respectively, may sign in each of their places.

2. Loans required to finance programs, projects, and financial support such as building projects, pastoral housing, equipment, etc., and investment programs entered into shall be signed by three officials: the treasurer, secretary of the congregation, and the director of operations. In the absence or unavailability of any one of these individuals, the senior pastor may sign on their behalf.
  3. Major purchases which are those over \$25,000.00 require the approval of the voters pursuant to Article XI of the constitution, property rights of the congregation, as further defined in Article I. A. 3 of these by-laws. Such purchases require the signature of the treasurer, director of operations, and secretary of the congregation. In the absence of anyone of the three, the business manager may sign on their behalf.
- C. Other engagements must be entered into during the normal course of the operation of Trinity. Such engagements are those which are reasonably necessary to and customary and usual in carrying out the day-to-day business of Trinity. Accordingly, the senior pastor, business manager, and director of operations are authorized to enter into these engagements and sign applicable paperwork as necessary. Two signatures are required for these types of purchases or acquisitions. Ultimate supervision over these engagements lies with the senior pastor.