

**THE BYLAWS**  
**OF THE CONSTITUTION**  
**TRINITY EVANGELICAL LUTHERAN CHURCH**

720 Lock Four Road

Gallatin, TN 37066

**Article I**

**MEMBERSHIP**

Communicant Membership – Members who have been instructed in and are familiar with the contents of Luther’s Small Catechism and have been confirmed in the Lutheran faith.

By Confirmation – The rite itself being a reception into church membership, all who are thus received become communicant members.

By Transfer – Persons coming with a communicant letter of transfer from a congregation in church fellowship, provided they conform in all respects to the requirement of membership of this congregation, shall be received by the Pastor and Elders.

By Profession of Faith or Reaffirmation of Faith – Persons shall submit their application to the Pastor and Elders, and having given satisfactory evidence of qualifications for communicant membership to the Pastor and at least one Elder, they shall be received as communicant members.

Voting Membership – Voting members are communicant members who have reached the age of 18.

Reception – Eligible communicant members may be received as voting members upon application to the Pastor, President, or one of the Elders. At a subsequent duly convened Voters’ Assembly and in the presence of the applicants, the President shall present such applications. With a quorum of the Voters’ Assembly present, a majority vote of this quorum will accept applicants into membership. The applicants shall sign the Constitution and the Bylaws of the congregation and be declared voting members.

## **Article I (cont.)**

### **TERMINATION OF MEMBERSHIP**

Self-Termination – Cases where communicant members have joined another congregation outside the fellowship of the congregation; by self-exclusion; or by death.

Upon the recommendation of the Pastor and Elders, members are considered to have terminated their membership. Their names shall be removed from the membership list by resolution of the Church Council.

Communicant members who conduct themselves in an un-Christian manner shall be admonished according to Matthew 18:15 – 20. If they remain impenitent after proper admonition, they shall be excommunicated.

## **Article II**

### **MEETINGS**

The Church President is required to hold one Voters' Assembly each quarter of the year to be announced either in writing or verbally at least one week prior to the meeting. Meetings may be held in the sanctuary, but if it occurs on a Communion Sunday, the Sacrament will first be removed (by the altar guild) prior to the start of the meeting.

The election of officers shall take place at the December Voters' Assembly.

Special meetings may be called by resolution of the Voters' Assembly as well as by order of the Church Council, the President, or Pastor. These special meetings shall also be duly announced.

For all regular meetings, 25 percent of the voting members shall be considered a quorum to transact business. However, to amend the Articles of Incorporation, the Constitution or By-laws; to erect buildings; to purchase, sell or encumber property; or to remove a pastor or some other member from office, a quorum of at least 51 percent shall be required and a two-thirds majority shall be necessary, unless otherwise specified by state law.

Voters' Assemblies and Council meetings shall be conducted as per the agenda stated in Article IX and guided by Robert's Rules of Order.

## Article III

### CALLING OF PASTORS AND CALLED WORKERS

#### NOMINATIONS

The nominating committee shall be appointed by the President and chaired by the Chairman of the Board of Elders. All names of candidates submitted by the nominating committee shall be forwarded to the District President for his review and the gathering of necessary information. After the list of candidates has been received from the District President and presented by the nominating committee, this list of candidates for the office of Pastor or other called worker shall be submitted to the congregation at a duly convened Voters' Assembly.

#### CALLS

The calling of a Pastor or other called worker from the list of current eligible candidates chosen by the congregation shall be by ballot. The candidate receiving the majority of all votes cast shall be considered called. The call shall, if possible, be made unanimous by a rising vote and the call shall be sent to inform the Pastor or other called worker-elect.

#### REMOVAL FROM OFFICE

Any Pastor, called servant, or elected official may be removed from office by special meeting of the Voters' Assembly for one of the following reasons: Persistent adherence to false doctrine, scandalous life, or willful neglect to perform official duties. The matter must first be presented for consideration at a special meeting of the Voters' Assembly at least one week prior to the special meeting in which the vote for removal is to be taken. A two-thirds majority vote by ballot, and the quorum provided in Article II of the Bylaws, shall be required for removal in a Christian and lawful manner.

## **Article IV**

### **ELECTION OF CONGREGATIONAL OFFICERS**

The President shall appoint a nominating committee of two or more persons, including a member of the Board of Elders, who will present a slate of candidates at the December Voters' Assembly. The slate proposed by the nominating committee shall consist of names designated to fill the vacant offices to be voted on at this meeting. Nominations from the floor for the various offices may also be accepted. Each vote shall be by ballot or show of hands. The officers-elect will assume their respective duties on January 1 of the following year.

In the event of a vacancy in any office, the President and the Council shall fill the vacancy and that person shall be permitted to hold the office for two additional consecutive terms. Officers are to be elected for the terms specified in the Congregational Officers Manual and shall hold office until their successors have been elected.

## **Article V**

### **ELECTION OF ELDERS**

A slate of nominees to fill open positions of Elders will be presented by the Board of Elders to be voted on at the Voters' Assembly in December. Anyone wishing to submit names for consideration must do so at a regular meeting of the Board of Elders preceding the December Voters' Assembly. Only male members of the congregation may be elected to the Board of Elders. Nominations from the floor for these positions will not be accepted. The Chairman of the Board of Elders is elected by the standing members of the Elders Committee.

## **Article VI**

### **CHURCH COUNCIL**

The elected officers of this congregation shall consist of President; Secretary; Treasurer; Chairman, Board of Elders; Chairman, Board of Trustees; Chairman, Board of Christian Education. The office of President must be held by a male member of the congregation. The

Pastor(s) shall be an ex-officio member of the Church Council. It shall be the duty of the Church Council to meet once a month to consider and discuss all the matters pertaining to the general welfare of the congregation as presented by the various boards and to present recommendations to the congregation. It shall annually appoint an auditing committee. It shall attend to matters committed to it by the Voters' Assembly and in cases of emergency. It also sees to it that committees and boards of the congregation function and carry out assignments.

Terms and duties of the officers of the congregation are fully and completely described in the Trinity Evangelical Lutheran Church Congregational Officers Manual. The Congregational Officers Manual shall hereby be a permanent attachment to the Constitution and Bylaws of Trinity Evangelical Lutheran Church.

Matters concerning employment of anyone at the church are the province of the Council in consultation with the Pastor. The Council is excepted from this responsibility concerning anyone connected with the Divine Service, which shall be the province of the Pastor.

#### **SUPERVISORY AND REPORTING RESPONSIBILITIES:**

The Evangelism, Stewardship and Parish Fellowship committees shall report to the President.

The Social Ministry Committee reports to the Board of Elders.

The Youth and Child Care Committees report to the Board of Christian Education.

The Financial Secretary and Special Funds Treasurer report to the Treasurer.

#### **Article VII**

#### **PLANNING COUNCIL**

The Chairpersons of all Boards and Committees, the Pastor, the President of the Congregation, and Presidents of all auxiliary organizations in the congregation shall constitute the Planning Council. This Council shall meet annually at the call of the Pastor to

plan the parish program for the year, draw up the church calendar, and provide meeting nights for the various groups within the church. Ordinarily, the Planning Council will meet in the summer and plan the programs for the year beginning in September and closing in August.

## **Article VIII**

### **CHANGES IN REGULATIONS**

The Church Council shall from time to time adopt, alter, or amend rules, regulations, and the Congregational Officers Manual for the guidance of officers, boards and committees in their work. Any and all proposed changes to the Bylaws and Constitution must be approved by the congregation.

## **Article IX**

### **ORDER OF BUSINESS**

The following shall be the order of business for the regular Voters' Assembly:

1. Devotional
2. Roll call
3. Reading of minutes
4. Admission of new members
5. Reports by Pastor, Officers and Boards
6. Unfinished business
7. New business
8. Adjournment
9. Closing Prayer

