

THE CONSTITUTION OF TRINITY LUTHERAN CHURCH  
OF  
BATON ROUGE, LOUISIANA

ADOPTED SEPTEMBER, 1972  
AMENDED AUGUST, 1995

BYLAWS AMENDED FEBRUARY, 2008

**PREAMBLE**

It is the will of our Lord Jesus Christ that His Church should make disciples by preaching the Gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:8). That Christ's mission for His Church might be carried out according to His will, He has commanded that Christians unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 2:42), witness to all men (Acts 1:8), help each other grow in the word (Ephesians 4:11-14) serve the needs of all men in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10), administer the Office of the Keys as His Church (John 20:21-23, Matthew 18:15-20), and maintain decency and order (I Corinthians 14:40) in the Church.

**ARTICLE I - NAME**

The name of this congregation shall be Trinity Lutheran Church, located at 10925 Florida Boulevard, Baton Rouge, Louisiana 70815.

**ARTICLE II - PURPOSE**

The purpose of this Congregation shall be to serve its members and to spread the Kingdom of God by the preaching of the Word of God, by the administration of the Sacraments, and by the religious instruction of youth and adults, according to the confessional standard of The Lutheran Church-Missouri Synod (Article III), and to foster Christian fellowship and charity.

Trinity Lutheran Church, as people created by the Father, redeemed by Christ, and empowered by the Spirit, commits to regular worship and use of the Sacraments, studying and teaching God's Word, praying, effectively using gifts and talents in God's service, caring for others and sharing the Good News of God's grace; so that God is glorified and people may know Jesus as their Savior and Lord.

**ARTICLE III - CONFESSIONS**

This Congregation accepts all the canonical books of the Old and New Testaments as the verbally inspired and revealed Word of God, and all the Symbolical Books of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as the correct presentation and true exposition of Christian Doctrine drawn from the Holy Scriptures, viz:b:

1. The Three Ecumenical Creeds, viz.: the Apostolic, the Nicene, and the Athanasian
2. The Unaltered Augsburg Confession
3. The Apology of the Augsburg Confession
4. The Smalcald Articles
5. Luther's Large Catechism

# THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

6. Luther's Small Catechism
7. The Formula of Concord

## **ARTICLE IV - MEMBERSHIP**

### **A. BAPTIZED MEMBERSHIP**

Baptized members are those who have been baptized. This includes children on the membership rolls who have not yet confirmed their baptismal vows.

### **B. COMMUNICANT MEMBERSHIP**

Communicant members are:

1. Those who have been baptized in the name of God the Father, Son and Holy Ghost and who have confirmed their baptismal vows either as children or adults;
2. Those who present a letter of transfer from a sister Lutheran congregation;
3. Those who by Profession of Faith give evidence of the qualifications necessary to receive the Lord's Supper, accept all the canonical books of the Old and New Testaments as the only Divine rule and standard of faith and life, and are familiar at least with Luther's Small Catechism and declare their acceptance of it.

### **C. DUTIES OF COMMUNICANT MEMBERSHIP**

1. To attend Divine Services faithfully;
2. To lead Christian lives and not live in manifest works of the flesh (Galatians 5:9-21);
3. To partake of the Lord's Supper frequently;
4. To contribute regularly and faithfully, as God prospers them, toward the building of Christ's Kingdom in the congregation and throughout the world;
5. To devote their time and talents to the extension of the Kingdom of God;
6. To permit themselves to be fraternally admonished and corrected when they have erred; and
7. To abstain from being members, affiliates, or supporters of secret societies or other Christ denying organizations.

### **D. VOTING MEMBERSHIP**

All communicant members who have reached their eighteenth year, have been accepted by the Voters Assembly, and have read and signed the Constitution and Bylaws of the Congregation are voting members and shall be entitled to vote at age 18 and to hold office at 21 years of age, as specified in the Bylaws.

# THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

## **ARTICLE V - THE OFFICE OF THE PASTOR, TEACHER, AND ALL OTHER CALLED SERVANTS OF THE LORD**

The pastoral office of this congregation as well as that of a called teacher in the parochial school, or other called servants of the Lord shall be conferred upon such minister, teachers, and candidates only as profess and adhere to the confessional standard set forth in ARTICLE III of this Constitution and are well qualified for their work.

Pastors, teachers and other called servants of the Lord shall, in the call extended to and accepted by them be pledged to this confessional standard.

## **ARTICLE VI - POWERS OF THE CONGREGATION**

### **A. GENERAL**

The congregation as a body, through the voting members, shall have supreme power to administer and manage all its external and internal affairs. The establishment and conduct of all institutions and societies within the Congregation, such as the parochial school, Sunday school, youth societies, ladies' organizations, choir, etc., shall at all times be subject to the approval and supervision of the Congregation. The Congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (ARTICLE III), and any such decision shall be null and void.

### **B. RIGHT OF CALLING**

The right of calling pastors, teachers, or other servants of the Lord shall be vested in the Congregation and shall never be delegated to a smaller body or to an individual.

### **C. DECISIONS**

Matters of doctrine and conscience shall be decided by the Word of God; other matters shall be decided by the Voters Assembly by a majority vote unless otherwise specified by the Constitution or Bylaws.

### **D. POWERS OF OFFICERS**

Congregational officers or committees, whether elected or appointed by the voters, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be altered or revoked by the voters.

### **E. REMOVAL FROM OFFICE**

Any officer, pastor, teacher, and all other servants of the Lord may be removed from office by the Congregation, by ballot, in Christian and lawful order, for one of the following causes: persistent adherence to false doctrine, scandalous life, inability to perform his official duties or willful neglect of them.

# THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

## **ARTICLE VII - OFFICERS**

The officers of the Congregation shall be such officers, boards or committees as the Bylaws of the Congregation may prescribe.

## **ARTICLE VIII - PROPERTY RIGHTS**

If at any time a separation should take place on account of doctrine, the property of the Congregation and all benefits therewith connected shall remain with those voting members who continue to adhere in confession and practice to ARTICLE III of this Constitution. In the event that the Congregation should totally disband, the property and all rights connected therewith shall be transferred to the Southern District of The Lutheran Church-Missouri Synod.

## **ARTICLE IX - DOCTRINAL LITERATURE**

Only such hymns, prayers, and liturgies shall be used in the public services of the Congregation and in all ministerial acts as conform to the confessional standard of ARTICLE III. Likewise, in all classes for instruction in Christian doctrine only such books shall be used as conform to this standard.

## **ARTICLE X - SYNODICAL MEMBERSHIP**

- A. This Congregation shall hold membership in The Lutheran Church-Missouri Synod.
- B. It shall be the duty of the congregation and its individual members to support the work of the Missouri Synod.
- C. It shall send its pastor(s) and a lay delegate to the District Convention of Synod.

## **ARTICLE XI - BYLAWS**

This Congregation may adopt such Bylaws as may be required for the accomplishments of its purpose.

## **ARTICLE XII - CHANGING THE CONSTITUTION**

### **A. UNALTERABLE ARTICLES**

The following articles of this Constitution or sections thereof shall be unaltered and irrevocable: III, V, VI, VIII, and IX.

### **B. AMENDMENTS**

Amendments to this Constitution and Bylaws may be adopted at a regular Voters Assembly, provided that:

1. They do not conflict with the provisions laid down in ARTICLE III or with any section of any other article that pertains to Scriptural doctrine and practice;

## THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

2. The proposed amendment has been submitted in writing at a previous Voters Assembly.

The affirmative vote of a two-thirds majority of the voting membership present at Voters Assembly shall be required for the adoption of an amendment.

BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH  
OF  
BATON ROUGE, LOUISIANA  
AMENDED FEBRUARY, 2008

**ARTICLE I - MEMBERSHIP**

**A. COMMUNICANT MEMBERSHIP**

**1. By Confirmation**

Confirmation itself being a reception into church membership, all who are thus received by this sacred act become communicant members.

**2. By Transfer**

Persons coming with a communicant letter of transfer from a congregation in church fellowship provided they conform in all respects to the requirements for membership of this Congregation, shall be received by the pastor (and elders), whose action is to be approved in a subsequent meeting of the Voters Assembly.

**3. By Profession of Faith**

Other persons shall submit their application to the pastor (or an elder); and having given satisfactory evidence of qualifications for communicant membership to the pastor, they shall be received as communicant members, to be approved in a subsequent meeting of the Voters Assembly.

**B. VOTING MEMBERSHIP**

**1. Reception**

An applicant for voting membership shall give notice of his intention at a regular voters meeting, and shall read a copy of the Constitution and Bylaws of the congregation, which shall be furnished. Upon majority vote of the voting members present, he shall sign the Constitution, and Bylaws of the Congregation at a regular meeting, and be declared a voting member eligible to vote at the next regular meeting.

**2. Duties**

It shall be the duty of every voting member to attend the Voters Assemblies. By failing to attend such meeting, a member waives the right to cast his vote during that meeting. He shall accept nomination for office, committee appointments, etc., if possible, and generally participate in the business activities of the Voters Assembly.

**ARTICLE II - TERMINATION OF MEMBERSHIP**

**A. COMMUNICANT MEMBERSHIP**

**1. Transfer to Other Congregations**

Communicant members desiring to join a congregation in church fellowship shall present their request for transfer to the pastor (and elders), to whom authorization is granted to issue such transfers. Such transfer of membership shall be approved by the Voters Assembly in subsequent meeting.

**2. Joining Other Churches**

In cases where communicant members have joined another congregation outside our own fellowship, they shall, upon the recommendation of the pastor (and elders), be considered such as having terminated their membership, and their names shall be removed from the membership list by resolution of the Voters Assembly.

**3. Whereabouts Unknown**

The names of members whose whereabouts are unknown and cannot be established after one year, shall be removed from the membership list by the Voters Assembly, and forthwith such membership is terminated.

**4. Excommunication and Self-Exclusion**

Any member who conducts himself in an unchristian manner shall be admonished according to Matthew 18:15-20. If he refuses to amend his sinful life after proper admonition he shall be excommunicated. If the member refuses to discuss his case with the Pastor(s) and Elders, he has thereby excluded himself from membership. A majority vote shall be required by the Voters Assembly for excommunication or self-exclusion. Excommunication or self-exclusion terminates membership. However, such a person will, at all times, be welcome to attend all divine services.

**5. Status**

A person whose communicant membership has been terminated has forfeited all rights of a member of this Congregation and all claims upon the property of the Congregation as such, or upon any part thereof, so long as he is not reinstated into membership.

**B. VOTING MEMBERSHIP**

A voting member who is absent from the meetings of the Voters Assembly for a full year without offering valid excuse shall have his name removed from the roster of voting members; however, he may be reinstated by reapplying for voting membership.

# THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

## **ARTICLE III - MEETINGS**

- A. Regular meetings of the Voters Assembly shall be held the third Monday in February, May, August, and November.
- B. Special meetings of the Voters assembly may be called by the pastor with the consent of two officers.
- C. Every Voters Assembly shall be announced (by word or in the bulletin) at a Sunday service prior to it. Whenever a meeting has been thus announced, at least one-fourth of the voting members of the Congregation, or a quorum, are in attendance, it shall be considered a properly convened and legal meeting capable of transacting business. However, for amending the Articles of Incorporation, the Constitution, the Bylaws, the erection of buildings, the purchase or sale of property, or the removal of a pastor or teacher or some other member from office, a quorum of one-third of the voting members is necessary and a two-thirds majority shall be required for the adoption of a resolution unless otherwise provided by state law.

## **ARTICLE IV - CALLING PASTORS, TEACHERS & OTHER SERVANTS OF THE LORD**

### **A. NOMINATIONS**

At a meeting of the Voters Assembly properly convened, the list of candidates having been received from the District President and presented, the candidates for the office of pastor, teacher or other servants of the Lord shall be submitted by the Nominating Committee. Any voter is entitled to make additional nominations from the floor.

### **B. ELECTIONS**

The election of a pastor, teacher or other servant of the Lord from the list of candidates chosen by the Congregation shall be by ballot. The candidate receiving the majority of all votes cast shall be considered elected. The election shall, if possible, be made unanimous by a rising vote, and the call shall be sent to the pastor, teacher-elect or other servants of the Lord.

## **ARTICLE V - ELECTION OF CONGREGATIONAL OFFICERS**

A Nominating Committee appointed by the Council shall present a slate of candidates at the November meeting of the Voters Assembly. The slate proposed by the Nominating committee shall consist of at least one name from each vacant office. Additional nominations may be made from the floor. The annual election shall be by ballot and shall take place at the November meeting. The officers-elect shall assume their respective duties on the first day of the following year. In the event of a vacancy in any office, the Council shall appoint a successor to serve until the next annual election. Officers shall be elected for the terms specified in these Bylaws and shall hold office until their successors shall have been elected and qualified. The elected officers of this Congregation shall be: a President, a Vice-President, a Secretary, a Treasurer, a Financial Secretary, a Board of Elders, a Board of Trustees, a Board of Evangelism, a Board of Education, a Board of Stewardship,

## THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

a Board of Youth Ministry, a Board for Social Ministry, a Baton Rouge Lutheran School Board, the Chairperson of the Endowment Board, Board of Child Development, and a Board of Finance.

The term of President, Vice-President, Secretary, Treasurer, Financial Secretary, and Sunday School superintendent shall be one year; the term of the Board of Elders, Education, Trustees, Evangelism, Stewardship, Youth, Social Ministry and Board of Finance shall be two years, with half of each Board elected each year; the term of members of the Baton Rouge Lutheran School Board and Board of Child Development shall be three years with one third elected each year. In accordance with Missouri Synod recommended guidelines, female voters can hold elective and appointive offices with the exception of President, Vice-President and Elders. The minimum number of members serving on each board shall be reviewed from time to time and can be changed with the approval of the voters Assembly to properly serve the needs of the congregation.

The position of Sunday School Superintendent shall be an appointed two-year position. This appointment would be made by the President of the congregation in consultation with the Board of Education to coincide with the annual election of officers.

### **ARTICLE VI - CHURCH COUNCIL**

The Church Council shall consist of the following members:

- the President of the Congregation,
- the Vice-President,
- the Secretary,
- the Financial Secretary,
- the Treasurer,
- the Chairman of the Board of Elders,
- the Chairman of the Board of Trustees,
- the Chairman of the Evangelism Board,
- the Chairman of the Stewardship Board,
- the Chairman of the Board of Education,
- the Chairman of the Board of Social Ministry,
- the Chairman of the Baton Rouge Lutheran School Board,
- the Chairperson of the Endowment Board,
- the Chairperson of the Board for Church Workers Care and Growth,
- the Chairperson of the Board of Child Development,
- the Chairperson for the Board of Youth Ministry and
- the Chairperson of the Board of Finance.

The pastor(s), Minister of Youth and Adult Education, Minister of Children's Education, and the Business Manager shall be ex-officio (non-voting) members of the Church Council.

Regular meetings of the Church Council shall be held the third Monday in January, March, April, June, July, September, October, and December to consider and discuss all matters pertaining to the committees and to present recommendations to the Congregation. The Church Council shall act in matters committed to it by the voters Assembly and, in cases of emergency, between Voters Assembly meetings.

## THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

### The Church Council:

1. Shall administer all congregational matters including committee and board functions.
2. Shall appoint persons to the Endowment Board as well as persons to fill any board vacancies.
3. Shall annually appoint an Auditing Committee or person as recommended by the Board of Finance.
4. Shall approve repairs or purchase of equipment to meet the needs of the church. Such approval is not to exceed \$10,000 per item. Any items in excess of this amount are to be presented to the Voters Assembly for approval.
5. Shall review and amend the annual budget as compiled by the Board of Finance. The proposed budget is then to be submitted to the Voters Assembly for approval.
6. Shall approve or reject the Endowment Board's annual recommendation for distributions from the Endowment, without limitation of the distribution amounts involved.

### **ARTICLE VII - EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Senior Pastor (or his designee), President, Vice President, Treasurer, Chairman of the Board of Elders, and Chairman of the Board of Trustees; and Chairman of the Board of Finance; and is to be chaired by the president.

### The Executive Committee:

1. Shall meet as needed.
2. Shall act in a consultative capacity with the Senior Pastor in matters of congregational administration.
3. Shall act in place of the Church Council in an emergency within the parameters of Article VI.
4. Shall appoint a Long Range Planning Committee to present a long range plan to be updated annually for approval by the Church Council and Voters Assembly.

### **ARTICLE VIII - DUTIES OF OFFICERS AND BOARDS**

#### **A. PRESIDENT**

1. Shall preside at all meetings of the church Council and of the Voters Assembly.
2. Shall be an ex-officio member of every committee except the Nominating Committee.
3. Shall call special meetings of the church and of Committees (the Pastor may also call special meetings).
4. Shall appoint members to other committees or functions not herein specified in the Constitution or Bylaws.

#### **B. VICE-PRESIDENT**

1. Shall assist the President in carrying out the duties of the office of President.
2. Shall, in the absence of the President, perform the duties of the President.
3. Shall, in the event of a vacancy in the office of President, succeed to the office of President for the remainder of the term.

## THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

### **C. SECRETARY**

1. Shall carry out all correspondence for the congregation.
2. Shall maintain the roster of the Voters Assembly.
3. Shall keep accurate minutes of the meetings of the Church Council and the Voters Assembly for a permanent record.

### **D. TREASURER**

1. Shall pay all bills authorized by the Congregation.
2. Shall keep accurate records of the disbursement of the funds of the Congregation in books that shall be and remain the property of the Congregation, excluding the Endowment. Such Books shall be audited annually and the report shall be submitted to the Voters Assembly.
3. Shall submit a report at each Council and Voters Assembly meeting showing the actual receipts and disbursements of the church as compared with the budgetary amounts, excluding the Endowment.
4. Shall be a member of the Board of Finance.

### **E. FINANCIAL SECRETARY**

1. Shall receive, record in books kept for such purpose, and deposit in the Congregation's designated depository, all Congregational monies (offerings, contributions, special collections, loan subsidies, bequests, etc.) and shall submit a report of these records to the Treasurer at regular weekly intervals, excluding funds received for the Endowment. Such records shall be audited annually.
2. Shall prepare and submit a report for each Council and Voters Assembly meeting.
3. Shall be a member of the Board of Finance.

### **F. BOARD OF ELDERS**

1. Shall annually elect a Chairman of the Board; such Chairman shall serve as a member of the Church Council.
2. Shall assist the pastor(s) in all matters pertaining to the spiritual welfare of the Congregation.
3. Shall consider complaints and grievances of members of the Congregation in accordance with Matthew 18:15-16, "Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that if in the mouth of two or three witnesses every word may be established." has been observed, and they shall report to the Congregation those which cannot otherwise be adjusted, in accordance with Matthew 18:17-18 which reads: "And if he shall neglect to hear them, tell it unto the church; but if he neglect to hear the church, let him be unto thee as a heathen man and a publican. Verily I say unto you, 'Whatsoever ye shall bind on earth shall be bound in heaven; and whatsoever ye shall loose on earth shall be loosed in heaven.'"
4. Shall make every effort to induce members who have been negligent in their attendance of services, in the use of the sacraments, and the financial support of the church, to mend their sinful ways and fully enjoy the rights and privileges of their membership.
5. Shall see to it that all services are conducted in such a manner as to avoid needless

## THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

disturbances and to foster an attitude conducive to worship among those in attendance.

6. Shall assist the pastor in arranging for pulpit assistance, special services and guest speakers.
7. Shall appoint and supervise ushers and the head usher.
8. Shall prepare a list of candidates when the Congregation is to call a pastor, teacher or other called servants of the Lord. (See calling procedure.)
9. Shall be an example of Christian conduct and conversation.
10. Shall present a monthly report to each Church Council and Voters Assembly meeting.
11. Shall prepare and present a budget as requested by the Business Manager.

### **G. BOARD OF TRUSTEES**

1. Shall annually elect a Chairman of the board; such Chairman shall serve as a member of the Church Council.
2. Shall administer all property belonging to the Congregation, excluding property held in the Endowment.
3. Shall make contracts, accept and receive grants and bequests, sign documents, appear in court, in short, transact all business of the congregation assigned to them by the Voters Assembly.
4. Shall be responsible for bringing before the Council the requirements for the physical upkeep of all church properties.
5. Shall present a monthly report to each Church Council and Voters Assembly meeting.
6. Shall prepare and present a budget as requested by the Business Manager.

### **H. BOARD OF EDUCATION**

1. Shall consist of the Sunday School Superintendent, Minister of Youth and Adult Education, and the elected members.
2. Shall annually elect a Chairman of the Board; such Chairman shall serve as a member of the Church Council.
3. Shall foster and strengthen the spiritual growth of the Christian home and help equip parents, children and young people for the Christian family living.
4. Shall provide a spiritual education for all age levels.
5. Shall present a monthly report to each Church council and Voters Assembly meeting.
6. Shall prepare and present a budget as requested by the Business Manager.

### **I. BOARD OF EVANGELISM**

1. Shall annually elect a Chairman of the Board; such Chairman shall serve as a member of the Church Council.
2. Shall plan, promote and carry out an Evangelism Program in the Congregation and in the community.
3. Shall assist the pastor(s) in training the laity to bring the unchurched to the pastor's instruction class.
4. Shall arrange for the maintenance of record files in order to keep an evangelism program active.
5. Shall assimilate new members into the life and work of the church.
6. Shall endeavor to publicize the Gospel and the activities of the Congregation.

## THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

7. Shall present a monthly report to each Church Council and Voters Assembly meeting.
8. Shall prepare and present a budget as requested by the Business Manager.

### **J. BOARD OF STEWARDSHIP**

1. Shall annually elect a Chairman of the Board; such Chairman shall serve as a member of the Church Council.
2. Shall discover the talents of the membership and enlist them in the congregational program.
3. Shall fully inform the members of their local Congregation's programs and of its opportunities for mission outreach.
4. Shall instruct the members in the grace of proportionate giving to God's work in their own congregation and in the world.
5. Shall supervise the raising of all funds within the Congregation, except for the Endowment.
6. Shall present a monthly report to each Church Council and Voters Assembly meeting.
7. Shall prepare and present a budget as requested by the Business Manager.

### **K. BOARD OF YOUTH MINISTRY**

1. Shall annually elect a Chairman of the Board; such Chairman shall serve as a member of the Church Council.
2. Shall foster and strengthen the spiritual growth of the youth through Christian activities and fellowship.
3. Shall present a monthly report to each Church Council and Voters Assembly meeting.
4. Shall prepare and present a budget as requested by the Business Manager.

### **L. BATON ROUGE LUTHERAN SCHOOL BOARD**

1. Shall annually elect a Chairman of the Board. Such Chairman shall serve as a member of the Church Council.
2. Shall set policy for the operation of a Lutheran day school.
3. Shall assure the day school program conforms with the accepted standards of education in the State of Louisiana and that the fundamentals of the Christian faith are taught.
4. Shall assure that the day school abides by the official Lutheran Church Missouri Synod position on doctrine and practices.
5. Shall provide for the proper staffing of the day school.
6. Shall present a monthly report to each Church Council and Voters Assembly meeting.
7. Shall prepare and present a budget as requested by the Business Manager.

### **M. BOARD OF SOCIAL MINISTRY**

1. Shall consist of the elected members and the Athletic Director, the Food Pantry Chairman, a Scouting representative, and an LWML representative as ad hoc members.
2. Shall annually elect a Chairman of the Board; such Chairman shall serve as a member of the Church Council.
3. Shall plan, promote and carry out social ministry for those in need of material help in the congregation and in the community.
4. Shall maintain and make available current information on community services.

## THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

5. Shall research and evaluate opportunities to obtain assistance, financial and otherwise, from public and private sources providing for social ministry.
6. Shall co-ordinate with other boards, groups, etc., to promote and carry out programs and events, providing fellowship among members and visitors of the congregation.
7. Shall promote and carry out the athletic ministry of the congregation.
8. Shall serve as a liaison to auxiliary and sponsored organizations such as: LWML, LLL, the Scouting Groups.
9. Shall present a monthly report to each Church Council and Voters' Assembly Meeting.
10. Shall prepare and present a budget as requested by the Business Manager.

### **N. BOARD FOR CHURCH WORKERS CARE AND GROWTH**

The board shall consist of three (3) members and the Senior Pastor, ex-officio. Members shall be appointed by the Executive Committee and approved by the Church Council. The original appointees shall serve terms of 1, 2 and 3 years, thereafter each appointee shall serve a term of three years. The board shall elect a chairperson, who shall serve as a member of the Church Council.

It shall be the responsibility of this board to provide and maintain a manual of Church Workers (personnel) Policies and Procedures which defines salary ranges, benefits and position requirements for all staff employees of Trinity Lutheran Church.

The board shall establish and annually review and update the information defined in the manual, and shall annually review salaries and practices for compliance with those defined in the manual.

### **O. ENDOWMENT BOARD**

Shall receive, administer, invest and distribute monetary gifts and other assets contributed by individuals, firms and corporations to the Trinity Lutheran Church Endowment as established by ARTICLE X of these By-Laws.

### **P. BOARD OF CHILD DEVELOPMENT**

1. Shall annually elect a Chairman of the Board. Such Chairman shall serve as a member of the Church Council.
2. Shall set policy for the operation of a Lutheran Child Development Center and a Summer Camp.
3. Shall assure the Child Development Center and Summer Camp conform with the accepted standards of the State of Louisiana and that the fundamentals of the Christian faith are taught.
4. Shall assure that the Child Development Center and Summer Camp abide by the official Lutheran Church Missouri Synod position on doctrine and practices.
5. Shall provide for the proper staffing of the Child Development Center and Summer Camp.
6. Shall present a monthly report to each Church Council and Voters Assembly meeting.
7. Shall prepare and present a budget as requested by the Business Manager.

# THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

## **Q. BOARD OF FINANCE**

1. Shall consist of the Treasurer, Financial Secretary, and at least one elected member.
2. Shall annually elect a Chairperson of the Board. Such Chairperson shall serve as a Member of the Church Council and as a Member of the Executive Committee.
3. Assist Trinity's business office personnel and financial activity.
4. Serve as point of contact for receiving and distributing financial information.
5. Review and summarize Trinity's Financial Reports.
6. Prepare Trinity's annual operating budget and present the budget at the November voters assembly meeting.
7. Coordinate Trinity's annual financial audit and recommend members of an Auditing Committee or person to be approved by the Church Council.
8. Coordinate and summarize preparation of periodic Trinity's operating expenditure and income forecasts.
9. Shall present a monthly report to each Church Council and Voters Assembly meeting.

## **ARTICLE IX - COMMITTEES**

### **A. NOMINATING COMMITTEE**

1. Shall consist of a Chairman and members appointed by the Church Council.
2. Shall present a slate of candidates for the Congregational offices two Sundays prior to and at the November Voters Assembly.

### **B. SCHOLARSHIP COMMITTEE**

1. Shall consist of three members appointed by the President with approval of the Church Council.
2. One new member is to be appointed each year, with one person serving a maximum of three years.

### **C. ADDITIONAL COMMITTEES**

1. Shall be appointed by the Church Council as needed.

## **ARTICLE X - THE CONGREGATION'S ENDOWMENT**

### **A. NAME**

Trinity Lutheran Church of Baton Rouge, LA shall have a congregational endowment fund called THE TRINITY LUTHERAN CHURCH ENDOWMENT (hereinafter called the "Endowment").

### **B. PURPOSE**

The Endowment's purpose shall be to receive and administer gifts and bequests and to apply such funds and assets in accordance with the terms of these By-Laws. All funds and other assets received by and for the Endowment shall be one of the funds and assets of Trinity Lutheran Church, but shall not be used for normal operating expenses or general budgetary items of the congregation or church.

## THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

Subject to the terms of Section D below, the Endowment's funds shall be applied for the mission and ministry of Trinity Lutheran Church and/or The Lutheran Church—Missouri Synod, including, but not limited to:

1. **Scholarships** – Scholarships to students going into full-time church work as as Pastors, Teachers, Directors of Christian Education. Priority will be given in the following order: (1) Home, (2) Circuit, (3) District, (4) Synod.
2. **Building Fund** –New building projects or property acquisition.
3. **Building and Grounds Improvement** – Special projects to improve church facilities. (Example: remodeling, new furnaces, landscaping.)
4. **Lutheran Day School and/or Preschool** – Special projects to support the Baton Rouge Lutheran School. (Example: computers, new desks, teacher continuing education.)
5. **Benevolence** - Special gifts to aid families in our congregation with the cost of Christian counseling and other special financial needs. (Example: Lutheran Family Service, marriage, drug and alcohol dependency, utilities, rent.)
6. **Technology** – Special electronic projects or other technological opportunities as they become available. (Example: additions to sound system, audio-visual equipment, office machines, computers, etc.)
7. **Church Music** – Special gifts to support music programs. (Example: choir robes, music, organ repair, special music programs.)
8. **Education** – Special projects to support Christian education programs. (Example: VBS, Sunday School, Bible Classes, Confirmation, Adult classes)
9. **Evangelism** – Special projects for programs to reach the unchurched. (Example: radio, TV, newspaper, training for evangelism.)
10. **Youth Programs** – Special projects to support youth ministry programs. (Example: youth retreats, counselor training, youth gathering scholarships, summer camp scholarships.)
11. **Worship** – Special purchases to support worship needs. (Example: Paraments, vestments, church furnishings, banners, communion ware, liturgical decorations)
12. **Other** – Specific Christian purposes designated by the donor and accepted as appropriate to the purpose, administration and use of the Endowment.

### C. GIFTS AND BEQUESTS

1. Individuals who desire to support the Endowment should specify that their gift is to: “Trinity Lutheran Church of Baton Rouge, for the Trinity Lutheran Church Endowment”. This specification will ensure that gifts will be administered according to the terms of the Endowment, whether they are made during an individual's life, or made following death through a bequest or gift in a will, or trust, or through a beneficiary specification of some or all of the proceeds of a life insurance policy, annuity, or retirement plan.
2. The Endowment may at any time receive gifts and contributions from any individual, firm or corporation, in money, in securities or in any other form of property, including, but not limited to, direct gifts for the purpose of the Endowment, gifts in memory of any deceased person or in appreciation or recognition of any living person, gifts in the form of an inter vivos gift or bequest under Will or trust instrument, and gifts or proceeds or portions of proceeds of insurance, annuity or endowment policies or contracts.
3. The Endowment may at any time reject gifts from any individual, firm or corporation. Gifts of operating businesses, partial interests in property, gifts encumbered by debt, gifts of

## THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

property which may have title or environmental problems, or gifts of property which may not be marketable within a reasonable period of time (considering the expense of owning the property) may not be acceptable. In addition, certain types of property may cause adverse federal or state income tax problems for the congregation and may therefore not be acceptable.

### 4. **Designated Gifts**

Gifts and bequests may be given with special terms or conditions as to the use of the gift and/or of the income providing that such designated use is consistent with the stated Purpose of the Endowment.

### 5. **Nondesignated Gifts**

All gifts accepted and received into the Endowment that are not Designated Gifts, shall be considered Nondesignated Gifts.

## **D. DISTRIBUTION OF FUNDS**

### 1. **Principal and Income**

- a. Income from Designated Gifts will be distributed in accordance with the accepted and stated conditions placed on the gift by the donor. Designated gifts may also include a provision for distribution of Principal if so specified in the designation.
- b. Income from Nondesignated Gifts shall be applied to projects and programs consistent with the purpose of this Endowment.
- c. Both Principal and Income from Nondesignated Gifts may be used for item B2. "Building Fund."

### 2. **New Programs**

In the initial two years of a new congregational program or project which is normally funded by the operating budget, Endowment Income may be used on a proportionally decreasing basis so that by the third year, if not sooner, the new program or project is fully supported by the operating budget.

### 3. **Application for Funds**

Application forms will be completed by any board or committee of the congregation, stating the purpose and need for such funds. Forms must be submitted by September 1. Approved funds will be made available for use at the beginning of the next calendar year.

## **E. THE BOARD**

1. The Endowment shall be administered by a board (hereinafter called the "Endowment Board").
2. The Endowment Board operating under the Church Council shall promote and manage the Endowment Fund. The Endowment Board shall be comprised of six members as follows:
  - a. the Chairperson, elected by the Voters Assembly to a three-year term shall also serve as a member of the Church Council and may be re-elected by the Voter's Assembly;
  - b. the Senior Pastor of the congregation shall be a non-voting member serving in an advisory capacity, except in the case of a tie vote as set forth in subsection 5. below;
  - c. and four other members of the congregation, appointed by the Church Council, for three year terms and subject to reappointment. The Endowment Board will elect one of these four as the Endowment's Treasurer and one as the Endowment's Secretary.

## THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

The initial terms of the four appointed members shall be staggered as follows – one for a term of three years; two for a term of two years; and one for a term of one year.

3. Members of the Board shall not receive monetary compensation for their services, but shall be reimbursed by the Endowment for any actual expenses incurred in administration of the Endowment.
4. A quorum shall consist of at least 3 members. The affirmative vote of a majority present and voting shall carry any motion or resolution.
5. In the event of a tie vote, the Senior Pastor shall have the authority to render a tie-breaking vote.
6. The Endowment Board may recommend that the assets of the Endowment be delivered to any qualified investment management institution(s). Any agreement entered into that transfers all or part of the management responsibilities from the Endowment Board to another organization shall be valid only if approved by the Church Council.
7. The Endowment Board shall meet at least on a quarterly basis.
8. The Endowment Board shall establish such written rules and regulations as may be necessary for the conduct of its business. It shall adopt standards and goals to guide in the expenditure of the income from the Endowment, which it may amend, all within the stated purposes of the Endowment.
9. The Endowment Board shall maintain accounts with such financial institutions as it may by resolution authorize and determine. All checks and other documents transferring or expending any funds or assets in the Endowment shall be executed by the Treasurer and Chairperson of the Board.
10. The Endowment Board shall maintain complete and accurate books of account and may employ such professional help as it deems necessary in this task.
11. The secretary shall maintain complete and accurate minutes of all the meetings of the Endowment Board and supply a copy thereof to each member. Each member shall keep a complete copy of minutes to be delivered to his or her successor.
12. The Chairperson, or the member designated by the Chairperson, shall preside at all meetings of the Endowment Board.
13. The Endowment Board, in accordance with its written policies and procedures, shall make recommendations at least annually for the distribution of income and principal from the Endowment. The Church Council may accept or reject the recommendation of the Endowment Board.
14. No member of the Endowment Board shall engage in any self-dealing or transactions with the Endowment in which the member of the Board has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the Endowment.
15. Members of the Endowment Board shall have no personal liability for monetary damages to Trinity Lutheran Church, the Trinity Lutheran Church Endowment, or any donor of the Endowment for acts done or decisions made in their capacity as a member of the Endowment Board; however this provision shall not eliminate liability for (a) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law or (b) for any transaction from which the Member derived an improper personal benefit.

## THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

### F. DUTIES

1. The Endowment Board shall manage and invest the funds and assets received by and into the Endowment; collect and deposit income therefrom; make distributions in accordance with the terms of these By-Laws; and pay expenses which are necessary and related to such administration.
2. The Endowment Board shall adopt and implement an Investment Policy for the Trinity Lutheran Church Endowment to provide consistency and oversight for the assets of the Endowment.
3. The Endowment Board shall, at least annually, render a full and complete account to the congregation of the administration of the Endowment during the preceding year, to include, whenever feasible, a designation of the market value ascribed to each gift.
4. The Endowment Board shall have the sole discretion to accept or reject gifts in accordance with Section C 2. and C 3. at any time.
5. Standards for acknowledging the receipt of each contribution from a donor shall be established and adhered to by the Endowment Board. Some property may cause unexpected tax or other consequences to the donor. The Endowment Board is not responsible for advising donors of the tax or other consequences of any gift. Donors are advised to consult with their own attorney, tax advisor and other professional advisors about the consequences of a gift in their circumstances.
6. Separate identification and recording shall be made of all transactions with respect to any Designated Gift.
7. All assets of the Endowment shall be kept and maintained separate, distinct and independent from the assets otherwise belonging to the church. However, the Endowment Board shall in no event be required to make physical segregation of the assets of the Endowment in order to conform to the directions of any individual donors, but may establish separate accounts in its accounting records.
8. The Endowment Board is to inform the members of the congregation of the purpose of the Endowment and may periodically arrange for members of the congregation to meet with professional counselors in the areas of charitable giving, wills, bequests, insurance, etc.
9. All new members of the Endowment Board shall be provided with a copy of the Trinity Lutheran Church By-Laws, along with the Endowment Board's written guidelines, policies and procedures. New members are to become acquainted with the function and purpose of the Endowment.
10. The Endowment records shall be audited annually at the same time as the records of the Treasurer of the congregation are audited, in time so that such audit report will be on file prior to the time of the annual meeting of the congregation.
11. The Endowment Board shall from time to time review the church's insurance policy to insure it adequately protects the endowment's assets.
12. The Endowment Board shall not take any actions not permitted (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended, or (c) by a nonprofit corporation under the laws of the State of Louisiana, as amended.

## THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

### G. POWERS

The provisions of this Article shall govern the Endowment Board's management of the Endowment:

1. The property constituting the principal of the Endowment shall be invested and reinvested in any kind of property, (whether real or personal, tangible or intangible, and /or domestic or foreign), including, but not limited to, securities, real estate, oil, gas and other natural resources and/or accounts or certificates of banks or other lending institutions, and each investment shall be managed and protected in accordance with the principles herein established. In exercising the authority granted in this Section, the decisions with respect to investment shall be guided by the concept of a prudent investor whose investment purpose includes both income and capital appreciation. In amplification, but not limitation, of the foregoing, authority is granted:
  - a. To acquire interests in property by purchase, lease, rental or other method; to sell, option, exchange, redeem or convert any property interests; and to rent or lease property of the Endowment;
  - b. To exercise all rights and privileges accruing to a holder of securities, including all voting, conversion, subscription and preemptive rights; to deposit any securities with, delegate discretionary power to, and participate, cooperate and contract with, as a member or otherwise, any protective committee or security holders; and to effectuate any merger, consolidation, dissolution, reorganization or financial adjustment of the issuer of any securities and/or any transfer, demise, or encumbrance of any of its properties;
  - c. To manage and/or develop any real property owned, leased or otherwise held by the Endowment; to erect, repair, remodel, reconstruct, demolish or remove buildings or other improvements on it; to partition or subdivide it; to dedicate all or any part of it to public or semi-public use; and to grant easement or other charges with respect to it;
  - d. To abandon any property interest deemed worthless or of insignificant value;
  - e. To borrow money from any source; to encumber property of the Endowment and to repay any loan due by the Endowment;
  - f. To foreclose any mortgage, lien, or other encumbrance; and to purchase the encumbered property, whether through foreclosure or private arrangement;
  - g. To establish and maintain, out of income, depreciation, depletion and/or amortization reserves;
  - h. To maintain a portion or all of the property constituting the Endowment in liquid or nearly liquid form, even though little or no income is earned thereon;
  - i. The Endowment's assets may be pooled and allocated for investment purposes to allow for ease of administration. The Endowment Board shall also have power and authority to divide the Endowment, determining values and designating particular assets for the categories of gifts received by the Endowment, to assign like or unlike properties to different categories, to create or hold undivided interests in any property of the Endowment, and to make distributions and payments in cash or in kind or in both.

## THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

2. Without limiting the authority otherwise conferred, additional authority is hereby granted to be exercised as is believed to be in the best interest of the Endowment:
  - a. To accept and receive any inter vivos gifts, testamentary gifts or other transfers of property to the Endowment;
  - b. To hold property; and to negotiate and execute documents on behalf of the Endowment, in the name of the Endowment or in the name of a nominee(s), without disclosing any fiduciary relationship to anyone;
  - c. To allocate between income and principal (in cases where reasonable doubt of the applicable law and/or valuation exists) in equitable proportions, any money or other property received and any loss or expenditure incurred;
  - d. To vote, or refrain from voting, securities having voting privileges; and to give any type of proxy (with or without directions) to vote the same;
  - e. To make division and distribution of property held in the Endowment (whenever directed to do so) either in kind or in cash, or partly in kind and partly in cash; and for such purpose to set values upon any property of the Endowment;
  - f. To protect the Endowment and its property by insurance against damage, loss or liability;
  - g. To establish checking account(s) in which may be deposited income and/or principal cash; and
  - h. To employ, at the expense of the Endowment, attorneys, investment counsel, brokers, custodians of assets and other agents and employees.
  - i. The Endowment Board may establish committees for its responsibilities in managing the Fund, and may seek the assistance of volunteers with the skills needed to carry out the purposes of the Fund. Committees may include, but not be limited to Investments, Acceptance of Assets, Acceptance of Restrictions, Receipts, Priorities, Distributions, Reports and Publicity.

### **H. FISCAL YEAR**

1. For tax, accounting, distribution or other purposes, the fiscal year of Trinity Lutheran Church shall be the fiscal year of the Endowment.
2. Within two months after the close of each of the Endowment's fiscal years, and at such other time(s) as is deemed convenient, an itemized written statement accurately reflecting the position of the Endowment's income and corpus accounts, as of a date reasonably close to the date the statement is submitted, and the receipts, disbursements and changes therein since the Endowment's inception or the previous account, as the case may be, shall be submitted by the Endowment Board to the Trinity Lutheran Church Voters' Assembly.

### **I. DURATION**

The Endowment shall continue in existence and be used as hereinabove provided, unless earlier revoked, so long as Trinity Lutheran Church shall continue to exist. In the event that the Endowment is dissolved or in the event that Trinity Lutheran Church is closed, disbanded, dissolved or otherwise terminated, the remaining assets attributable to Designated Gifts shall be distributed pursuant to Article Eight of the Trinity Lutheran Church Constitution and, if possible, in a manner consistent with the applicable Designations set forth by the donor.

# THE BYLAWS TO THE CONSTITUTION OF TRINITY LUTHERAN CHURCH

## **J. AMENDMENTS**

Notwithstanding anything to the contrary contained herein, no amendment shall be effective to cause a Designated Gift to be administered or applied in a manner that is inconsistent with the donor's Designation for such gift.

## **ARTICLE XI - CHANGES IN REGULATIONS**

The Congregation shall from time to time adopt, alter or amend rules and regulations (or directives) for the guidance of officers and committees in their work.

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order Newly Revised shall govern the proceedings of the Church Council and the Voters Assembly in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or the standing rules or guidelines.

## **ARTICLES XIII- ORDER OF BUSINESS**

The following Order of Business is suggested for the regular Church Council and Voters Assembly meetings:

1. Devotion
2. Roll Call
3. Reading of Minutes
4. Admission of New Members
5. Reports of Officers and Boards
6. Unfinished Business
7. New Business
8. Adjournment
9. Prayer