

Constitution of Trinity Lutheran Church Taylorville, Illinois

Revision approved by CID, March 31, 2016

Constitution Table of Contents

Preamble		
Article 1	Name	1
Article 2	Articles of Faith	1,2
Article 3	Purpose	2
Article 4	Membership	2
Article 5	Duties of Members of the Congregation	2,3
Article 6	Powers and Rights of the Congregation	3
Article 7	Officers of the Congregation	4
Article 8	The Pastoral Office	4
Article 9	Removal From Office - officer, Pastor, teacher	4,5
Article 10	Alteration to the Constitution	5
BYLAWS		
	Membership	6,7
	Classes of Membership - Baptized, Communicant, Voters	7,8
	Election of Congregational Officers	8,9
	Congregational Working Boards and Committees	9
	Board of Directors (Quorum, Qualif., Duties)	9,10,11
	Order of Business -Board of Directors	11
	Meetings - BOD, Working Committees, Special, Voting, Quorum, Calls	11,12
	Calling of Pastors and Teachers	12
	Duties and Responsibilities of the Pastor	12
	Terms and Duties of Officers	13, 14, 15
	Child Care Plus Board of Directors	15,16
	Duties of Director of Day Care	16
	Amendment to Bylaws	16
	Separation from the Synod	16

TRINITY LUTHERAN CHURCH CONSTITUTION

Preamble

WHEREAS, according to the Word of God it is the duty of Christians to

- a) Practice fellowship with those who profess the true faith (Acts 2:42-47, Hebrews 10:24-25, John 2:19, I Corinthians 1:10-11)
- b) Endeavor to keep the unity of faith (Ephesians 4:3-6) and
- c) Administer the Office of the Keys as a body (Matthew 18:17, John 20:22-23)

THEREFORE, we Lutherans of Taylorville, IL and vicinity declare ourselves united as a congregational body; and whereas in such a body, according to the Word of God, “all things are to be done decently and in order” (I Corinthians 14:40), and whereas we wish to follow the custom of our fathers, who on March 11, 1896 formally organized this Christian congregation, WE HEREWITH ACCEPT AND ADOPT THE FOLLOWING DOCUMENT AS THE CONSTITUTION ACCORDING TO WHICH IT IS OUR INTENTION TO CONDUCT THE ADMINISTRATION OF ALL AFFAIRS OF THE CONGREGATION.

ARTICLE 1--NAME

- 1.01 The name of the congregation shall be TRINITY LUTHERAN CHURCH, TAYLORVILLE, IL.

ARTICLE 2--ARTICLES OF FAITH

- 2.01 The congregation accepts and acknowledges all the canonical books of the Old and New Testaments as the inspired Word of God, and
- 2.02 All the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord (1580) as a true and sound exposition of Christian doctrine, taken from and in full agreement with the Holy Scriptures. According to this norm of doctrine all doctrinal controversies which may arise in the congregation shall be decided and adjudicated.
- 2.03 No doctrine shall be taught or tolerated within this congregation which in any way or degree is at variance with the Word of God and the following Symbols of the Evangelical Lutheran Church:
 - a) The Three Ecumenical Creeds (Apostles, Nicene and Athanasian)
 - b) The Unaltered Augsburg Confession

- c) The Apology (Defense) of the Augsburg Confession
- d) The Smalcald Articles
- e) The Small Catechism of Dr. Martin Luther
- f) The Large Catechism of Dr. Martin Luther
- g) The Formula of Concord

ARTICLE 3--PURPOSE

- 3.01 The purpose of a Christian congregation is clearly defined in the Holy Scriptures and includes the establishment and maintenance of the public ministry; public and private administration of the means of Grace; due application of church discipline (Matthew 18:John 20; Acts 20: I Corinthians 5: I Peter 5) to this end we obligate ourselves;
- 3.02 To conduct regular public worship or church services in which hymns and church forms of Lutheran content in accord with the Articles of Faith shall be used;
- 3.03 To provide pastoral care for all members, including a thorough indoctrination of our children and adults in Biblical Lutheran teaching;
- 3.04 To found and maintain, if possible, a Christian Day School or to provide adequate means for the instruction of children and adults in the fundamental teachings of God's Word and of the Symbols of the Evangelical Lutheran Church;
- 3.05 To engage in mission work and for this purpose to affiliate with support to the best of our ability the work of the Lutheran Church Missouri Synod, so long as the Synod adheres strictly to the Symbols referred to in Article 2.

ARTICLE 4--MEMBERSHIP

- 4.01 Membership in the congregation shall consist of persons who have been baptized in the Name of the Father, Son and Holy Spirit and those who have become communicant members by those means specified in the Bylaws.
- 4.02 Membership in the congregation is open to all people without regard to race or ethnic origin in keeping with our Lord's command to go into all the world and make disciples of all nations (Matthew 28:25).

ARTICLE 5--DUTIES OF MEMBERS

- 5.01 It shall be the duty of every member of this congregation

- a) To attend public worship services regularly
- b) If a communicant member, to partake of Holy Communion frequently
- c) If a voting member, to attend meetings as announce
- d) If a parent, to have their child(ren) baptized, put them in their prayers, put them in mind of their Baptism, that they be brought up in the true knowledge and worship of God and be taught the Ten Commandments, the Creed, and the Lord's Prayer, and that, as they grow in years, place in their hands the Holy Scriptures, bring them to the services of God's house, and provide for their further instruction in the Christian faith, that they come to the Sacrament of Christ's Body and Blood and thus, abiding in their baptismal grace and in communion with the Church, they may grow up to lead a godly life to the praise and honor of Jesus Christ.

ARTICLE 6--POWERS AND RIGHTS OF THE CONGREGATION

- 6.01 The congregation is autonomous in the administration of its affairs and shall hold regular meetings of its voting members as occasion requires.
- 6.02 All matters of doctrine and conscience shall be decided solely upon the basis of the Holy Scriptures.
- 6.03 Matters of Christian liberty shall be decided by a majority vote of the members present at a meeting of the voting members.
- 6.04 This congregation shall not be dissolved as long as twenty five (25) communicant members desire its continuance.
- 6.05 Should a division take place, which God in His Grace may at all times hinder, the church property, personal and real estate, shall be placed in charge of those members of the congregation remaining faithful to Articles 2 and 6 of this Constitution.
- 6.06 In the event the congregation should be totally disbanded, the property and all rights connected therewith shall be transferred to the District of the Lutheran Church – Missouri Synod of which the congregation has been a member at the time of disbanding.

ARTICLE 7--OFFICERS OF THE CONGREGATION

7.01 The congregation shall elect from its eligible members, 18 years old or older, the officers of the congregation. The Pastors, Elders, Chairman, and Vice Chairman will be male according to scripture. The following officers shall be elected:

- a) Nine (9) Elders
- b) Nine (9) Trustees
- c) One (1) Chairman
- d) One (1) Vice Chairman
- e) One (1) Recording Secretary
- f) One (1) Treasurer
- g) One (1) Director of Education
- h) One (1) Director of Stewardship
- i) One (1) Director of Evangelism
- j) Seven (7) Board Members for Child Care Plus Daycare Center

7.02 The terms of office, the mode of electing the officers named above, and any further rules pertaining to them shall be fixed in the Bylaws of the congregation.

ARTICLE 8--THE PASTORAL OFFICE

8.01 The Pastoral office of this congregation shall be conferred upon ministers who profess their acceptance of and adherence to all the canonical books of the Old and New Testaments as the inspired Word of God and all the Symbolical Books of the Evangelical Lutheran Church; and to the faithful performance of pastoral duties as outlined in the Call extended to and accepted by them.

ARTICLE 9--REMOVAL FROM OFFICE

9.01 An officer, Pastor or teacher of the congregation can, according to Christian form and order be removed from office if he is guilty of willful neglect of duty and Christian responsibilities, or gives offense by a persistently sinful life. Sufficient and urgent causes for removal from office are:

- a) Persistent adherence to and proclamation of false doctrine

- b) A scandalous and sinful life
 - c) Willful neglect of duties
 - d) Inability to perform official duties
- 9.02 Scriptural warrant for removal is found in I Timothy 3:2-4; I Timothy 3:7; and Titus 1:9.
- 9.03 Removal from office is vested in the voting members. Notice of a meeting to propose removal shall be given in writing to all voting members at least ten (10) days in advance of the meeting. A two-thirds (2/3) majority vote of the voting members present shall be required to effect removal from office.

ARTICLE 10--ALTERATION TO THE CONSTITUTION

- 10.01 This Constitution or any of its paragraphs may be revised, altered or repealed at a regular or special meeting of the voting members of the congregation.
- 10.02 The meeting for the purpose of altering the Constitution shall be announced on the two Sundays preceding the proposed meeting.
- 10.03 To effect a revision, alteration, or repeal, a two-thirds (2/3) majority vote of the voting members present shall be required.
- 10.04 No revision, alteration, or repeal shall be made which conflicts with Holy Scriptures and the Symbols of the Evangelical Lutheran Church mentioned in Article 2.
- 10.05 A written notice and a copy of proposed changes shall be sent to the voting members at least ten (10) days prior to a meeting at which changes are proposed.

END OF CONSTITUTION

TRINITY LUTHERAN CHURCH BYLAWS TO THE CONSTITUTION

1.0 MEMBERSHIP

Additions to the membership roster of this congregation shall be effected by the following:

- 1.01 Transfer--Communicant and baptized members who are members of congregations with which are in altar and pulpit fellowship shall be added upon receipt of a letter of transfer.
- 1.02 Profession of Faith--Baptized children or adults who have been instructed in the principal teachings of God's Word and who are familiar with the contents of Luther's Small Catechism may be received and added to membership.
- 1.03 Holy Baptism--Children and adults who desire to affiliate with our congregation who are not baptized may be added following instruction and baptism by the Pastor.
- 1.04 Deletions from the membership roster shall be effected by the following:
Transfer--Communicant and baptized members may be transferred to sister congregations upon their request or by the request of the sister organization.
- 1.05 Self-Exclusion--Communicant or baptized members who join a congregation with which we are not in altar or pulpit fellowship shall thereby terminate their membership in this congregation. Their names shall be removed from the membership roster following submission of proof that the person(s) have affiliated with another church.
- 1.06 Self-Separation--Communicant or baptized members may submit a signed request that their names be removed from the membership roster.
- 1.07 Address Unknown--Communicant or baptized members whose whereabouts are unknown shall have their names removed from the membership roster after all reasonable efforts to locate them have been exhausted.
- 1.08 Excommunication--The Board of Elders will be charged with the administration of church discipline in the congregation according to Matthew 18:15-20. The Elders will visit those members who are deliberately delinquent in worship attendance (3rd Commandment; James 1:22)

The Elders will visit those members who are deliberately delinquent in Communion attendance (I Corinthians 11:23-25).

The Elders will follow Matthew 18:15-20 in dealing with members who are living or acting in open sins (Galatians 5:19-21; I John 2:15-17). To this end, if the

member remains impenitent after proper admonition, they shall be excommunicated.

1.09 All membership transactions shall be made by the Elders' recommendation to the Board of Directors. The authority to excommunication is vested in the voting members of the congregation. A vote to excommunicate shall be unanimous.

1.10 Written Notice--In all cases, written notice shall be given to persons added or deleted from our membership roster.

2.0 CLASSES OF MEMBERSHIP

Baptized Members

2.01 Those members who have been baptized in the name of the Father, Son and Holy Spirit.

2.02 Are received through the Sacrament of Holy Baptism, through transfers from sister congregations, or with the consent of one or both parents or guardians in the case of children who have been baptized in another Christian denomination.

2.03 It is the duty of all baptized members and their parents or guardians to strive to conform their lives to their Baptismal Vow.

2.04 Termination of membership shall be warranted by the same reasons as for communicant members insofar as the reasons are applicable.

Communicant members

2.05 Are those who have made a public confirmation of their Baptismal Vows and who

2.06 Declare their adherence to all the canonical books of the Old and New Testaments, without qualification, as the only divine rule and norm of faith and life

2.07 Are familiar with Luther's Small Catechism and declare their acceptance of the same

2.08 Do not live in manifest works of the flesh (Galatians 5:19-21) but lead a Christian life

2.09 Frequently partake of Holy Communion

2.10 Permit themselves to be fraternally admonished and corrected when they err

- 2.11 Are not members of any ungodly or anti-Christian society (Ephesians 5:11-12, II Corinthians 6:14-18, Matthew 5:34-37)
- 2.12 Are received by those means noted in Bylaws 1.01 through 1.03
- 2.13 It is the duty of every communicant member to strive to exercise those duties described in Article 5 of the Constitution
- 2.14 Termination of membership shall be effected by those reasons cited in Sections 1.04 through 1.08 of these Bylaws.

Voting members

- 2.15 All communicant members of the congregation who have attained the age of 18 are eligible to vote.
- 2.16 It is the privilege and obligation of the voting members to attend regular and special meetings as announced.
- 2.17 The following duties and responsibilities are vested in the voting members of the congregation.

- The calling of Pastors and teachers
- The election of officers for the congregation
- The removal from office of any officer, Pastor, or teacher
- The adoption of an annual budget
- Amending, altering, or changing the Constitution and/or Bylaws of the congregation
- Authorization to approve major construction of buildings or major renovation projects
- The authority to excommunicate

- 2.18 All other business is to be administered and directed by the Board of Directors unless they choose to bring specific items to the voting members.
- 3.00 ELECTION OF CONGREGATIONAL OFFICERS
- 3.01 The church officer year shall be September 1 through August 31.
- 3.02 The Chairman of the congregation shall appoint a nominating committee and present the same to the Board of Directors for approval.
- 3.03 The election of officers will normally be held on the second Sunday of July, but such election date and/or the method of election shall be determined by the Board of Directors. The election date shall be announced in a newsletter and/or the two

subsequent weekly service bulletins prior to the date of the election. The announcement shall include a current list of the nominees and the offices in which they have agreed to serve.

- 3.04 The Board of Directors shall be responsible for the collection and recording of all ballots casts.
- 3.05 The nominee who is first runner up may be appointed by the Board of Directors to serve out the term specified for that particular office in the event of a vacancy. If there is no runner-up, or he or she is unwilling to serve, the board may fill the vacancy by appointment.
- 3.06 The installation of officers shall take place at the last morning service on the second Sunday in September.
- 3.07 It is recommended that the officers should attend a training session which will be held before installation Sunday.

4.00 CONGREGATIONAL WORKING BOARDS AND COMMITTEES

- 4.01 Those officers requiring assistance in fulfilling their duties may select communicant members, male or female, to serve on their working committees.
- 4.02 Officers requiring a working committee are to submit the names of committee nominees, if possible at the August meeting of the Board of Directors.
- 4.03 No communicant member should serve in more than one (1) elected office.
- 4.04 The function of each working board and committee shall be under the jurisdiction of the respective officer, who shall select the time of the monthly meeting, keep all necessary records, and submit in writing findings and recommendations of the board and committee one week prior to the monthly meeting of the Board of Directors.

5.00 BOARD OF DIRECTORS

- 5.01 The Board of Directors of the congregation shall consist of the following officers:
 - a) Chairman
 - b) Vice Chairman
 - c) Recording Secretary
 - d) Treasurer

- e) Director of Evangelism
 - f) Director of Stewardship
 - g) Director of Education
 - h) Chairman of Board of Elders and one member of the Board of Elders. The other Elders may attend and have a vote
 - i) Chairman of Board of Trustees and one member of the Board of Trustees. The other Trustees may attend and have a vote
 - j) Chairman of Child Care Plus and one member of the Board of Child Care Plus
- 5.02 Quorum—Seven of the directors (sections a through j) must be present in order to conduct the business of the congregation.

5.03 Qualifications for elected or approved Board members.

- 1) Individual to be a communicant member in good standing, regular in attendance at worship services and Holy Communion, and one who sets an example for the members of the congregation.
- 2) Individual to be thoroughly familiar with the congregation's Constitution and Bylaws.
- 3) Individual to be a person of recognized Christian character.
- 4) Individual to have shown the ability and willingness to carry out the assigned duties as a member of the Board of Directors.
- 5) Women who have reached the age of 18 may hold voting membership in the congregation and serve as officers and as members of boards and committees as long as these positions are not directly involved in the specific functions of the pastoral office (Preaching, the public administration of the sacraments, church discipline) and as long as this service does not violate the order of creation (usurping authority over men). Accordingly, they shall not serve as pastor, as a member of the Board of Elders, and as chairman or vice-chairman of the congregation.

5.04 Duties--It shall be the duty of the Board of Directors to:

- a) Review the written reports and recommendations of the various working boards and committees.
- b) Authorize implementation of recommendations within the scope of authority vested in the Board of Directors as limited by Bylaw 2.17.

- c) To appoint ad hoc committees to deal with special problems or to accomplish tasks better done by a special committee.

5.05 Order of Business

- a) Robert’s Rules of Order (Revised) shall be the guideline used for determining parliamentary procedure.
- b) The agenda for regular meetings of the Board of Directors shall be as follows:
 - Call to order – establishment of quorum
 - Opening devotion
 - Approval of minutes of previous meeting
 - Approval of reports and recommendations of boards and committees
 - Unfinished business
 - New business
 - Adjournment with Prayer

6.00 MEETINGS

- 6.01 Board of Directors – a minimum of six (6) regular meetings of the Board of Directors are to be held annually. Dates and times are to be fixed by the Directors at their September organizational meeting and announced to the congregation.
- 6.02 Working committees – Regular meetings of the working committees shall be held in accord with guidelines established by the Board of Directors.
- 6.03 Special meetings of the Board of Directors – may be called by the Chairman or three (3) Directors, after due notice has been given to the Pastor and the time and date of the special meeting is announced to all Officers.
- 6.04 Voting members – The annual meeting of the voting members shall ordinarily be held on the second Sunday of January. The agenda for the meeting is limited to discussion and adoption of a budget for the next calendar year; discussion of and adoption of proposed revisions to the Constitution or Bylaws; or other items placed on the agenda by the Board of Directors. Voters concerns should be presented to the Board of Directors to be approved for the agenda for the annual voters’ meeting.
- 6.05 Special meetings of the voting members – may be called by the Chairman, the Board of Directors, or any ten (10) voting members. In the case of special meetings, written notice shall be mailed to all voting members at least ten (10) days prior to the meeting.

6.06 Quorum for Voters Meetings – To conduct business at a regular or special meeting of the voting members, a quorum shall consist of all who attend, provided at least twenty five (25) voting members are present, among which are included at least one third (1/3) of the members of the Board of Directors (See Bylaw 5.01, sections a through k).

7.00 CALLING OF PASTORS AND TEACHERS

7.01 The Board of Elders shall serve as the nominating committee when a vacancy occurs in the office of the Pastor or teacher of the congregation. They shall arrange for the services of a Pastor to serve the congregation during the vacancy.

7.02 The Board of Elders shall secure a list of candidates along with all available information from the District President.

7.03 Any voting member of the congregation may submit the name of a candidate by contacting an Elder. The Board of Elders shall secure all information possible concerning the additional nominees from accepted Synodical channels.

7.04 The Board of Elders shall prepare a list of nominees and inform the voting members of a meeting to elect a Pastor or teacher. The notice shall be in writing, at least seven (7) days prior to the date of the meeting and shall be mailed to all voting members.

7.05 All Pastoral and teacher candidates shall be certified by the Synod as being members in good standing.

7.06 The election of a Pastor or teacher from the list of nominees shall be by secret ballot at a special meeting of the voting members.

7.07 The nominee receiving a two-thirds (2/3) majority of the votes 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 (as well as to a called teacher, or other called church worker) elect. The call document shall be signed by the Vacancy Pastor, the Chairman of the Congregation, the Secretary of the Congregation, and the Chairman of the Board of Elders.

8.00 DUTIES AND RESPONSIBILITIES OF THE PASTOR

8.01 It shall be the duty of the Pastor of this congregation to:

- a) Preach the Word of God and its truth and purity;
- b) Administer the Sacraments of Holy Baptism and Holy Communion;

- c) Provide inspiration, leadership, and counseling to all members of the congregation and others who seek help;
- d) Give instruction in the Word of God;
- e) Represent the congregation in spiritual affairs;
- f) Serve as an ex-officio member of all boards and committees.

9.00 TERMS AND DUTIES OF OFFICERS

9.01 Chairman – The Chairman of the congregation shall preside at all meetings of the Board of Directors and at the meetings of the voting members. He shall be an ex-officio member of all boards and committees. The chairman’s term of office shall be for one year.

9.02 Vice Chairman – The Vice-Chairman shall succeed to the office of Chairman in the event a vacancy in that office occurs and he shall serve out the stated term. The Vice-Chairman shall serve as a parliamentarian. The Vice-Chairman’s term of office shall be for one year.

9.03 Recording Secretary – the Recording Secretary shall keep an accurate record of meetings of the Board of Directors and voting member’s meetings. When this term expires he shall turn over the official minutes book to his successor. The Recording Secretary’s term of office shall be for one year.

9.04 Treasurer – The Treasurer shall keep financial records, issue a monthly financial statement in writing, and pay all bills of the congregation. He/she shall also serve as Chairman of the Finance Committee which consists of a representative from all boards. The Treasurer’s term of office shall be for two years. He/she may not serve for more than two consecutive terms unless a financial review is performed. The procedure for a financial review shall be determined by the Board of Directors. Such review procedure shall also be applied to the financial records of the treasurer of Child Care Plus (see Bylaw 9.10,a.,6)).

9.05 Elders –

- a) Duties – The Board of Elders, as assistants to the Pastor, shall concern itself with the spiritual life of the congregation and, with the Pastor, shall be charged with the supervision of the congregational doctrine, public worship, congregational membership, church discipline, educational materials, pastoral care and church publications. The Elders have the responsibility of monitoring the congregational doctrine and confession of faith in all facets of the congregational life, including the Pastor. The

Elders will have the responsibility of congregational and pastoral adherence to Article 3 of the Congregational Constitution.

- b) Composition of the Board of Elders – Nine (9) Elders shall be elected for terms of three (3) years, with three (3) Elders being elected annually. As soon as possible after the annual election, the Elders shall meet and elect a Chairman and Secretary.
- c) Qualifications of an Elder:
 - 1) He must be a communicant member in good standing, regular in attendance at worship services and holy one who sets an example for the members of the congregation.
 - 2) He must be thoroughly familiar with the congregation's Constitution and Bylaws.
 - 3) He must be a man of recognized Christian character.
 - 4) He must have shown that he is capable and willing to carry out the duties which are assigned to him as an Elder.

9.06 Trustees –

- a) Duties –
 - 1. Each Trustee shall be assigned a specific area of responsibility relating to the maintenance and care of the physical property of the congregation, namely its buildings, grounds, and equipment.
 - 2. The Trustees shall negotiate contracts, accept and receive all grants and bequests, sign documents, appear in court, and transact all business assigned to them by the Board of Directors.
 - 3. The Chairman of the Board of Trustees shall be authorized to sign all documents and contracts pertaining to the purchase or sale of property or equipment of the congregation; however, any non-emergency item must be approved by the Board of Directors or the voting members.
 - 4. The Board of Trustees shall submit a written report of its activities and recommendations to the Board of Directors one week before their meeting.

- b) Composition of Board of Trustees – Nine Trustees shall be elected for terms of three (3) years with three (3) Trustees being elected annually. As soon as possible after the annual election, the Trustees shall meet and elect a Chairman and Secretary.
- 9.07 Director of Evangelism – it shall be the duty of the Director of Evangelism and the Evangelism Committee to plan, promote, and implement programs that reach out into our community and attract people to Jesus Christ. The Committee, recruited by the Director, shall consist of at least three (3) members of the congregation. The Board of Evangelism shall submit a written report of its findings and recommendations one week prior to the Board of Directors meeting.
- 9.08 Director of Stewardship – it shall be the duty of the Director of Stewardship and the Stewardship Committee to promote and involve the total membership in the life and work of the church. The committee will prepare and promote programs and resources that educate the congregation to be better stewards in their personal and congregational lives. The Stewardship Director will recruit at least three (3) congregational members for the committee. The committee will submit a written report to the Board of Directors at least one week before the board meeting.
- 9.09 Director of Education – It shall be the duty of the Director of Education and the Board of Education to plan, promote and implement programs of Christian education to foster spiritual growth in the life of the members of the congregation. The board will be responsible for Sunday School, Vacation Bible School, Midweek School and the TLC Preschool. The Education Director will recruit at least three (3) congregational members for the Preschool Board. The Board of Education will interview and recommend to voters to hire Trinity Lutheran Church Preschool Director.
- 9.10 Child Care Plus Board of Directors
- a. Duties
 - 1) To assure Child Care Plus is in compliance with Illinois Department of Children and Family Services and other regulatory agencies.
 - 2) To learn and know the duties and qualifications of the Director of CCP.
 - 3) Board of Directors of CCP to interview and recommend to voters to hire Day Care Director.
 - 4) To follow the CCP daycare operations by the daycare handbook, monitor, and modify as needed.
 - 5) To present the CCP annual budget to the voting members for approval.

6) The seven (7) CCP Board Members will appoint a Treasurer to serve for a period of two (2) years with no term limits providing a financial review is performed every two (2) years. The financial review would have access to all financial records for the time period subsequent to previous review. For further clarification, the Treasurer cannot be one of the seven (7) elected CCP Board Members and is required to attend all regularly scheduled board meetings.

b. Composition of the Board

1) Board of Directors of CCP Daycare Center consisting of seven (7) elected members by nomination to a two (2) year term with four (4) being elected on even numbered years and three (3) being elected on odd numbered years with the Chairman being chose by the board itself. Positions to include Chairman, and Secretary.

10.0 The duties of the director of Day Care – to follow the Day Care handbook approved by the Board of Directors of Trinity Lutheran Church.

11.0 AMENDMENT TO BYLAWS

These Bylaws may be altered, amended, or repealed and new Bylaws adopted by a majority vote at any meeting of the voting members, provided at least ten (10) days written notice is given of a meeting at which changes are proposed. The written notice shall include a copy of the proposed changes.

12.0 SEPARATION FROM THE SYNOD

12.1 Notice of meeting to vote on separation from the Lutheran Church Missouri Synod shall be given in writing to all voting members at least ten (10) days prior to the meeting at which separation is proposed.

12.2 The reasons for proposed separation shall be stated in writing.

12.3 At least one-half (1/2) of the voting members must be present at the meeting.

12.4 In order for separation to occur, two-thirds (2/3) of those present must vote affirmatively by secret ballot.

END OF BYLAWS

Signatures: _____ Dated: _____

President/Chairman of the Congregation

_____ Dated: _____

Secretary of the Congregation