

CONSTITUTION
of
TRINITY LUTHERAN CHURCH
Freistatt, Missouri

2006

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, for the purpose of forming a corporation under the laws of Missouri, relating to benevolent, religious, scientific, educational, and miscellaneous associations under Article Ten (10), chapter Thirty-three (33) of the Revised Statutes of 1939, in connection with others have entered into the following agreement:

First: The name of this association shall be the Trinity Evangelical Lutheran Church of the Unaltered Augsburg Confession.

Second: Its Location shall be in Freistatt, Lawrence County, Missouri.

Third: Its duration shall be perpetual.

Fourth: This association is formed as a church organization for the purpose to promulgate and disseminate the doctrine that the Old and the New Testament is the inspired word of God, and the teachings of the Trinity Evangelical Lutheran Church; hold the title to such real estate as may be prescribed by law for church edifices, parsonages, cemeteries, and any other purpose that may be prescribed by law.

In testimony whereof, we have hereunto set our hands this the 23 day of May, 1945.

Rudolph Lampe, President

Herbert Rusch, Secretary

Herman Knaust, Treasurer

FILED

May 23, 1945

Max E. Hall
Circuit Clerk

Filed for record on the 29th day of September 1945 at 2 o'clock and 30 minutes P.M.

S/ C. B. Hudson

Recorder-

S/ Irma Breaceale

Deputy

[Signatures are recorded in the original copy of the Constitution & By-Laws]

**Revision of the Constitution
of
TRINITY LUTHERAN CHURCH
Freistatt, Missouri
2006**

Constitution

INTRODUCTION

According to God's Word (I Corinthians 14:40), all things should be done decently and in order in every Christian congregation; therefore we, a group of Lutherans living in this town and community and united in one parish, hereby accept and subscribe to the following Constitution and By-Laws which are to govern all the external and internal affairs of this congregation.

NAME

Article I

The name of this congregation shall be: "Trinity Evangelical Lutheran Church of the Unaltered Augsburg Confession at Freistatt. Lawrence County, Missouri."

PURPOSE

Article II

The purpose of this congregation shall be to carry out the Great Commission as commanded by our Lord in Matthew 28:19, 20 through the proclamation of the Gospel and administration of the sacraments, thus bringing God's Word to the unchurched and providing for the spiritual and physical nurturing of His people.

CONFESSION OF FAITH

Article III

In teaching and practice this congregation shall be and remain truly Evangelical Lutheran. Therefore it accepts the canonical books of the Old and New Testament as the inspired Word of God and all the symbolical books of the Evangelical Lutheran Church, as laid down in the Book of Concord of 1580, to wit, the three Ecumenical Creeds, the Unaltered Augsburg Confession, the Apology of the same, the Smalkald Articles, the Small and the Large Catechism, and the Formula of Concord, to be the true doctrine of the Holy Scriptures, which shall be the basis according to which all doctrines shall be taught and all differences which may arise shall be settled.

MEMBERSHIP

Article IV

The membership of this congregation includes the following:

A. BAPTIZED MEMBERSHIP - Baptized members are all members who have been baptized in the Name of God, the Father, Son and Holy Ghost, including the children of this congregation.

B. COMMUNICANT MEMBERSHIP - Communicant members are those:

1. Who are baptized;
2. Who accept all the canonical books of the Old and New Testament Scriptures as the only divine rule and pattern of faith and practice;
3. Who are familiar at least with Luther's Small Catechism which sets forth the chief parts of Christian doctrine and declare their acceptance of it;
4. Who attend divine services faithfully, as set forth in John 8:47; Acts 2:42; and Luke 11:28;
5. Who lead Christian lives and do not live in manifold works of the flesh as enumerated in Galatians 5:19-21;
6. Who partake of the Lord's Supper frequently after their acceptance into communicant membership by the congregation;
7. Who devote their time and talents to the extension of the Kingdom of God in the local congregation and throughout the world through the missions of the church and for this purpose also contribute regularly and faithfully, according to their ability as the Lord has prospered them (I Corinthians 16:2). Anyone who deliberately refuses to meet his obligation is to be admonished and subjected to church discipline;
8. Who when they have fallen or become guilty of offensive conduct, are willing to be dealt with according to the Word of God in Matthew 18:15-17;
9. Who are not members, affiliates, or supporters of secret societies of other organizations conflicting with the Word of God as stated in II Corinthians 6:14.

C. VOTING MEMBERSHIP - All confirmed members who have reached their eighteenth (18) year shall be entitled to vote. Voting members shall have been members for one (1) year before being eligible for any office, and must be twenty-one (21) years of age before being elected to the Church Council.

D. TERMINATION OF MEMBERSHIP

1. Transfer-- A member desiring transfer to another congregation shall make that fact known to the Senior Pastor. The Senior Pastor shall create a letter of transfer to the receiving congregation.
2. Whereabouts unknown or moved -- A member, whose whereabouts are unknown or who has moved from the area without making provisions for continued membership, shall be removed from the membership after a period of one year.
3. Peaceful Release -- A member desiring to terminate his membership shall make that fact known to the Senior Pastor. After consulting with the Board of Elders, the Senior Pastor shall create a letter of release to the individual.
4. Excommunication and Withdrawal -- See Article VI
5. All membership changes are to be reported to the voters by the Board of Elders.

CHURCH DISCIPLINE

Article V

Church discipline will be exercised according to Matthew 18:15-17

EXCOMMUNICATION, SELF-EXCLUSION AND WITHDRAWAL

Article VI

Should a member, after proper application of the Biblical principle of admonition in Matthew 18:15-17, be excommunicated, this person thereby forfeits every right to the property of the congregation, until he or she is accepted again as a member. The same holds true of such members as voluntarily sever their connection with the congregation by withdrawal or removal.

Self-Exclusion

- A. A member shall be considered self-excluded when unresponsive to the witness and ministry of the church.
- B. Contacts by the responsible Elders shall be made to the individual asking him to come back to church.
- C. If no positive response is forthcoming, the member is sent a certified letter declaring delinquency and removal from membership.
- D. This action shall be reported by the Board of Elders to the Voter's assembly at the following regular Voters Meeting.

Excommunicated people or those who belong to no church or to an unorthodox (any other church not in fellowship with us) church cannot attend Holy Communion with us, nor can they be sponsors.

THE OFFICES OF PASTORS AND TEACHERS

Article VII

The pastoral office of this congregation as well as that of teachers in the parochial school shall be conferred upon such ministers, 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. Called pastors and teachers or contract teachers shall be pledged to this confessional standard.

A call is not for a certain designated period of time but is in force as long as the called pastor or teacher continues in the true doctrine, a Christian life, and faithful performance of duty, and the Lord does not call them elsewhere.

POWERS OF THE CONGREGATION

Article VIII

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. Members of the congregation not eligible for membership in the Voters' Assembly may make their wishes known regarding administration and management of the affairs of the congregation by speaking to the pastor or to one of the Board of Elders. These, in turn, will bring the matter to the attention of the Church Council for proper action.

The establishment and conduct of all organizations and societies within the congregation, such as the parochial school, Sunday School, youth societies, ladies organization, choirs, 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 of this constitution), and any such decisions shall be null and void.

B. RIGHT OF CALLING

The right of calling pastors and teachers shall be vested in the Voters' Assembly and shall never be delegated to a smaller body or to an individual. (Note: The procedure to be followed in calling is located in the appendix to this Constitution.)

C. DECISIONS

All matters of doctrine shall be decided by the Word of God and the Confessional Writings of the Evangelical Lutheran Church as set forth in Article III of this Constitution. Other matters shall be decided by the Voters' Assembly by a simple majority, unless otherwise specified by the Constitution or By-Laws.

D. POWERS OF OFFICERS

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

E. REMOVAL FROM OFFICE

Any pastor, teacher, officer, or committee member, may be removed from office by the Voters' Assembly, by ballot in a regular or a specially called Voters' Assembly, in a Christian and lawful order, for one of the following causes: persistent adherence to false doctrine, scandalous life, and inability to perform, or willful neglect of his/her official duties (Titus 3:10,11)

OFFICERS

Article IX

This congregation shall elect or appoint such officers, boards, or committees as prescribed by the By-Laws of this congregation.

PROPERTY RIGHTS

Article X

Should a division take place in the congregation because of doctrine, which God may graciously prevent, all the property of the congregation and the rights and privileges connected therewith shall be retained by that party which adheres to this Constitution so long as that party is a 501 (c) 3 corporation.

In the event the congregation shall totally disband, the property and all rights connected therewith shall be transferred to the Missouri District of the Lutheran Church-Missouri Synod, or its successors.

DOCTRINAL LITERATURE

Article XI

All orders of worship and ministerial acts shall conform to the Confessional standard of Article III of this Constitution. Likewise, in all classes for instruction in Christian doctrine, only such books shall be used as conform to this standard.

SYNODICAL MEMBERSHIP

Article XII

A. This congregation shall hold membership in the Lutheran Church-Missouri Synod. It shall send its pastor, a lay delegate, and eligible teachers to the District conventions of the Synod.

B. It shall be the duty of the congregation and its individual members to support the work of Synod since they thereby support their own Christ-appointed work.

BY-LAWS

Article XIII

This congregation may adopt such By-Laws as required for the accomplishment of its purposes.

CHANGING THE CONSTITUTION

Article XIV

A. UNCHANGEABLE ARTICLES

The following articles of this Constitution shall be unchangeable by anything less than a supermajority of a unanimous vote: Articles III, IV A & B, V, VI, VII, X, XI, and XIV.

B. AMENDMENTS

Amendments to this Constitution and the By-Laws may be adopted at a regular Voter's Assembly, provided,

1. That they do not conflict with the provisions laid down in Articles III, IV A & B, V, VI, VII, VIII, X, XI, and XIV or with any section of any other articles that pertains to Scriptural doctrine and practice; and
2. That the proposed amendment has been submitted in writing at a previous Voter's Assembly.

The affirmative vote of two-thirds (2/3) majority of the voting membership present at the Voters' Assembly shall be required for the adoption of an amendment.

**By-Laws of the Constitution
of
TRINITY LUTHERAN CHURCH
Freistatt, Missouri
2006
BY-LAWS**

MEMBERSHIP

Article I

Admission into Membership

A. COMMUNICANT MEMBERSHIP

1. By Confirmation (See "The Rite of Confirmation" in the Lutheran Agenda).
2. By Transfer

Persons coming with a communicant letter of transfer from a congregation in church fellowship, provided that they conform in all other respects to the requirements of membership in this congregation, as stated in the Constitution under Article IV, Section B, shall be received by the Board of Elders, whose action shall be reported in a subsequent meeting of the Voters' Assembly.

3. By Profession of Faith

Other persons shall submit their application for membership to the Pastor or to the Board of Elders, and having given satisfactory evidence of their qualifications for communicant membership to the Pastor and or the Board of Elders, and having been made acquainted with the Constitution and By-Laws of this congregation, shall be received as communicant members of the congregation, by profession of faith and announcement of such reception shall be made in the public worship service. If the public profession of faith is not possible then an announcement of such reception will be made in a subsequent service.

B. VOTING MEMBERSHIP

1. Voting members desiring to be released from the Voters' Assembly of this congregation shall receive such a release.
2. Released members desiring to be reinstated may be so reinstated after making their wishes known to the President of the congregation

MEETINGS

Article II

Regular Meetings

Four regular meetings of the Voters' Assembly shall be held annually: the Annual Meeting in the month of January, and the other three in April, July, and October, respectively. The date, time, and place of these regular meetings shall be determined by the Congregational President. Every regular Voters' Meeting shall be announced (by word or in the bulletin) at a Sunday Service(s) prior to the meeting. Whenever a meeting has been thus announced, fifty voting members present shall constitute a quorum and it shall be a properly convened and legal meeting, capable of transacting business. It shall be the duty of every voting member to attend the Voters' Meetings. By failure to attend such a meeting, a voting member waives the right to cast a vote during that meeting.

Rules of Order

The meeting of the Voters' Assembly and all of its boards and committees shall be conducted according to Robert's Rules of Order, insofar as they are applicable and are not inconsistent with Christian love and practice.

Order of Business

1. Open Devotion
2. Adoption of the Minutes
3. Reception of new members
4. Election (Annual Meeting)
5. Report of the treasurer
6. Report and recommendations of boards and committees
7. Unfinished business
8. New business
9. Report of delegates
10. Announcements
11. Adjournment with prayer and benediction

Special Meetings

When special needs arise which cannot be postponed until a regular meeting, the Board of Elders, the Congregational President, or the Pastor shall be empowered to call a special meeting of the Voters' Assembly. Every special voters' meeting shall be announced at a Sunday service prior to the meeting. Quorum regulations stipulated under Regular Meetings shall apply to all special meetings and Robert's Rules of Order shall apply insofar as they are applicable and are not inconsistent with Christian love and principles.

CALLING OF PASTORS AND TEACHERS

Article III

Nominations

Whenever a vacancy in the office of pastor or called teachers occurs, the congregation shall appoint a nominating call committee in a meeting of the Voters' Assembly, properly convened, whose duty it shall be to draw up a list of candidates. Such a list of candidates shall be acquired from the District President, and such other places as shall constitute a legitimate source for the acquiring of candidates. The list of candidates, with the necessary information on each candidate, shall be accepted in total or in part. District guidelines may be followed in calling procedures.

Election

The election of a pastor or teacher 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, and the call shall be sent to the pastor or called teacher elect.

OFFICERS OF THE CONGREGATION

Article IV

The elected officers of this congregation shall be:

- A. President.
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Board of Elders
- F. Board of Trustees
- G. School Board
- H. Board of Education
- I. Board of Stewardship and Finance
- J. Board of Evangelism

ELECTION OF COUNCIL GRADE OFFICERS

Article V

A. General

1. All council grade officers shall be at least twenty-one years of age and shall have been members of the Voters' Assembly for at least one year.
2. At the fourth Quarterly meeting of the Voter's Assembly the Nominating Committee will present 2 candidates for each office. Nominations will also be accepted from the floor.
3. All council grade officers shall be elected by ballot at the Annual meeting of the Voters' Assembly for a term of three years.
4. All council grade officers who have served two consecutive terms in any council grade office shall be in-eligible for re-election to that office for at least 1 full year, but may be elected to a different office. Treasurer is exempt from these restrictions, so long as he is succeeding himself in the treasurer's position.
5. Elections of members of all Boards shall be staggered in such a way that an entirely new Board is not elected in any given year.
6. All council grade officers shall be installed in office in a public worship service as soon after their election as possible and shall assume the duties of their respective office immediately after their installation into office.
7. In cases of vacancies in council grade offices, the Nominating Committee shall present two candidates for each vacancy. Nominations will also be accepted from the floor, and a vote will be taken at a properly called Voter's Meeting. Filling an un-expired term shall be counted as one full term in office.
8. Due to our scriptural understanding, the Board of Elders, the President, and Vice-President are eligible to the male voting members only.

B. Specific

1. The President, Vice President, Secretary, and Treasurer of the congregation shall be elected at large from the Voters' Assembly.
2. There shall be one Elder for every 25-30 households in the congregation but not less than 5 members on the Board of Elders. The number of households shall be calculated annually by the Board of Elders, prior to nomination of candidates for office, and with Voter's assembly approval, adjust the number of Elders elected by the 2nd quarterly Voter's Meeting. Initially, the terms will be staggered. There will always be an odd number of elders based upon the 25-30 households.
3. There shall be three members of the Board of Trustees.
4. There shall be five members of the School Board.
5. There shall be three members of the Board of Education.
6. There shall be five members of the Board of Stewardship and Finance.
7. There shall be four elected members of the Board of Evangelism and one assigned member of the Board of Elders.

CHURCH COUNCIL

Article VI

The Church Council shall consist of the following members: the pastor or pastors and the called teachers, who are advisory non-voting members, and the elected officers of the congregation as specified in Article IV of these By-Laws.

It shall be the duty of the Church Council to meet as often as necessary, but not fewer than four times each year, prior to the regular Quarterly Voters' Meetings, to consider and discuss all matters pertaining to the general welfare of the congregation as presented by the various members of the council and then present recommendations to the Voters' Assembly.

The Church Council shall act in all matters committed to it by the Voters' Assembly. In cases of emergency, between Voters' Meetings, the Church Council has the authority to act in the behalf of the congregation.

The Vice President of the congregation shall serve as chairman of the Church Council. In the absence of the Vice President, the President of the congregation shall serve as chairman of the Church Council.

DUTIES OF OFFICERS

Article VII

PRESIDENT

The President of the Congregation shall:

1. Chair all meetings of the Voters' Assembly. In his absence, the Vice President shall perform the duties of the chairman. In the absence of the President and the Vice President, the chairman of the Board of Elders shall perform the duties of the chairman.
2. Perform those duties as are generally required of such an executive officer.
3. See that all Boards and /or Committees are functioning properly, attending meetings of Boards and/or Committees whenever necessary or advisable.

VICE-PRESIDENT

The Vice President of the Congregation shall:

1. Chair all meetings of the Church Council.
2. Assist the President in any way assigned by the President
3. Perform the duties of the President during the president's absence or inability to serve.
4. Serve as Chairman of the Nominating Committee
5. Assist the President in matters of parliamentary procedure.

SECRETARY

The Secretary of the Congregation shall:

1. Keep an accurate and permanent record of the minutes of the meetings of the Voters' Assembly and of the Church Council.
2. Maintain:
 - a. an accurate list of voting members
 - b. an attendance record of all Quarterly voters meetings
 - c. a list of all official Board and Committee members
 - d. the congregational worklist for use during the picnic and Mission Festival.
3. Provide the church office secretary with the Voter's Meeting Agenda two weeks prior to the regular Quarterly Voter's Meeting.
4. Provide the congregation with the minutes of the regular Quarterly Voter's Meeting no later than the second Sunday following the meeting.

5. Conduct such official correspondence as is necessary and shall perform such other duties as are in keeping with the office.

TREASURER

The Treasurer of the Congregation shall:

1. Be responsible for paying all bills authorized by the congregation.
2. Insure that accurate records are kept of the receipts and disbursements of the congregation which shall be and remain the property of the congregation.
3. Submit a report at each regular Voters' Assembly meeting.
4. Serve as a member of the Board of Stewardship and Finance.
5. Submit the records for an annual financial review; the report of such review shall be submitted to the Voters' Assembly.
6. Perform such other duties as are in keeping with the office.

THE BOARD OF ELDERS

The Board of Elders shall:

1. Organize annually, electing a chairman and a secretary, and assigning one Elder to the Board of Evangelism.
2. Assist the pastor in raising the spiritual level of the congregation and assist in all matters pertaining to the spiritual welfare of the congregation, and, to this end, see to it that the office of holy ministry and pure doctrine, as well as good order and Christian discipline and propriety are upheld.
3. Help the Pastor in performing his duties such as helping to distribute Holy Communion, making calls on shut-ins and members in the hospital when asked and other duties when the pastor is unable or not available to do them.
4. Assist in the visitation of new members and new confirmands and help assimilate them into the life of the congregation.
5. See that calls are made on delinquent members in a timely fashion, encouraging them to return to regular attendance of church activities, worship, communion and fellowship with other members.
6. Consider complaints and grievances of members of the congregation only after Matthew 18:15-17 has been observed. In the event the Pastor and Board of Elders cannot provide a solution, they should recommend the most practical Christ-like resolution to the Voters' assembly for final action.
7. Have the supervision and care of everything that belongs to the worship service, appointing and supervision of the ushers, overseeing the acolytes and working with the altar guild, making sure that the services are conducted in such a manner as to avoid needless disturbances and foster an attitude conducive to worship among those in attendance. One elder shall be selected to coordinate these worship assistance groups.
8. Assist the Pastor in supervising secretarial duties and in arranging pulpit assistance, special services and guest speakers.
9. Review and act on transfers, reaffirmation of faith or profession of faith membership requests.

10. Initiate actions necessary to provide pastoral function in times of vacancy in the pastoral office.
11. Annually conduct an evaluation of the Pastor's and Board of Elders ministry to appraise strengths and weaknesses and redirect emphasis in order to strengthen ministry efforts.
12. Annually review the salaries of the pastor and his helpers, such as assistant pastors, vicars, secretaries, etc. And bring their recommendations to the Board of Stewardship and Finance before the annual budget meeting.
13. Be an example of Christian conduct to the members of the congregation.

THE BOARD OF TRUSTEES

The Board of Trustees shall:

1. Organize annually, electing a chairman and a secretary.
2. Be entrusted with the care and upkeep of all the property of the congregation.
3. Delegate the care, custodial supervision, and maintenance of the school building, furniture, and equipment to the School Board; the care and supervision of the park buildings and all grounds west of Main Street to the park Committee; the care and supervision of the cemetery to the Cemetery Committee, and the care and supervision of materials used for the Annual Congregational Picnic to the Picnic Steering Committee.
4. Make an annual and thorough inspection of all the property of the congregation and make a record of the needed improvements. Wherever necessary they shall make suggestions for the improvement of the property and facilities to the Voters' Assembly.
5. Make contracts, accept and receive grants and bequests, sign all legal documents, appear in court in behalf of the congregation, and transact all business of the congregation assigned to it by the Voters' Assembly.
6. Have the authority to make all necessary repairs without special approval of the Voters' Assembly, if the cost of such repairs does not exceed the amount specified by the Voters' Assembly. Exceptions to this rule may be made in cases of emergency such as storms, floods, major breakdowns, and the like.
7. Make recommendations for the employment of the church custodian to the Voters' Assembly. They shall, furthermore, outline the duties to the custodian, supervise his work, and provide the necessary equipment and supplies.
8. Meet annually with the Park Committee, the Cemetery Committee, and the Picnic Steering Committee, before the annual budget meeting, to present their budget request and plan of work, so that it may be included in the annual budget of the congregation.
9. Present their budget requests and a plan of work, before the annual budget meeting, to the Board of Stewardship and Finance for inclusion in the proposed congregational budget for the coming year.

THE SCHOOL BOARD

The School Board shall:

1. Organize annually, electing a chairman and a secretary.
2. Promote the ideal of a Lutheran Christian School Education to the local congregation, and uphold the office of teachers in the Christian Day School.

3. See that the pure doctrine of God's Word is taught, that Christian discipline prevails, and that general good order is maintained in the school.
4. See that a teaching staff is provided for the Christian Day School; they shall annually review the salaries of the teaching staff, and bring their recommendations to the Board of Stewardship and before the annual budget meeting.
5. Encourage the enrollment of all the children of elementary age, in the congregation, in the Christian Day School.
6. Approve the curricula, textbooks, and teaching materials used in the Christian Elementary Day School.
7. Be responsible for the repair and maintenance of the school building, and of all equipment and fixtures of the school. They shall have the authority to make all necessary repairs without special approval of the Voters' Assembly if the cost of such repairs does not exceed the amount specified by the Voters' Assembly. Exceptions to the rule may be made in cases of emergency, such as storms, floods, major breakdowns, and the like.
8. Submit budget recommendations for fixtures, furniture, equipment, school supplies, etc. to the Board of Stewardship and Finance before the annual budget meeting.

THE BOARD OF EDUCATION

The Board of Education shall:

1. Organize annually, electing a chairman and a secretary.
2. Provide for needed educational agencies in the congregation, and shall oversee them to insure that the pure doctrine of God's Word is taught, that Christian discipline prevails, and that general good order is maintained. The Christian Elementary Day School and the catechism instruction classes are exempted from this, since they are under the jurisdiction of the School Board and the Board of Elders respectively.
3. Supervise the activities, textbooks, and teaching materials used in all educational agencies under their jurisdiction.
4. Consider appointing a youth committee and shall supervise the activities and the continued Christian education of our youth.
5. Implement ways and means of strengthening the Christian home and help to equip it for Christian family living.
6. Encourage the congregation to set up such agencies and organizations to help the parish meet its educational task for each specific age level, and, for this purpose, set up adequate objectives of Christian education, and provide the necessary leadership to attain these objectives.
7. Consider delegating the administration of educational agencies under their jurisdiction to qualified persons or committees. This action is to be reported to the Voters' Assembly.
8. Have the authority to make necessary purchases of materials without special approval of the Voters' Assembly, if the cost of such material does not exceed the amount specified by the Voters Assembly.
9. Submit budget recommendations to the Board of Stewardship and Finance before the annual budget meeting.

THE BOARD OF STEWARDSHIP AND FINANCE

The Board of Stewardship and Finance shall:

1. Organize annually, electing a chairman and a secretary.
2. Fully inform the members of the congregation concerning its program and opportunities, and the financial support needed for its work. They shall instruct the people in the grace of giving of themselves to God's work in their own parish and in the work of the church at large.
3. Meet regularly with the Treasurer to discuss the financial needs of the congregation in relationship to the budget ministry, and such matters as rightfully fall into the work of the Board of Stewardship and Finance.
4. Annually prepare, for the Voters' Assembly, the proposed budget for the coming year, using recommendations from the various Boards and committees. They shall also make recommendations for the designated special offerings.

THE BOARD OF EVANGELISM

The Board of Evangelism shall organize annually, electing a chairman and secretary.

PURPOSE: To oversee and give direction to the congregation's evangelism and outreach activities.

DUTIES AND RESPONSIBILITIES: The Board of Evangelism may appoint committees and individuals to plan and implement the various activities for evangelism, new member assimilation, public relations, and mission projects and emphases.

1. The work of Evangelism should include:
 - A. Strive to generate in the entire congregation a Christian concern regarding lost souls and the Christian's responsibility as a witness bearer.
 - B. Encourage members of the congregation to witness to one another as well as to the unsaved.
 - C. Foster a climate of evangelism by cooperating with the Pastor and Elders in arranging evangelism emphasis in worship services and special programs, including Mission Festival.
 - D. Be responsible for enlisting and training members to make evangelism calls and together with the pastor, arrange an ongoing visitation program as an integral part of the congregation's ministry.
 - E. Cooperate with the Board of Elders in the reception, orientation and integration of new members.
2. The work of assimilating new members should include:
 - A. Have an orientation program for all new members.
 - B. Assign a sponsor to each new family for one year.
 - C. Involve new members in small-group Bible Studies and fellowship groups.
 - D. Encourage new members in Christian service.
3. The work of Public Relations should include:
 - A. Be responsible for maximum possible use of the communication media to bring the Gospel of Jesus Christ to the community.
 - B. Periodically suggest improvements in the appearance of church properties to reflect the congregation's love for the Gospel of Jesus Christ.
 - C. They shall encourage and educate members of the congregation in the Synodical and District mission work.
4. The work of mission projects, activities and emphasis should include:
 - A. Select mission projects to present to the church council for approval.
 - B. Prepare publicity concerning projects for Parish Caller, by specified deadline.
 - C. Be a catalyst to encourage volunteerism for missions.
 - D. Encourage mission Bible studies.
5. Submit budget recommendations to the Board of Stewardship and Finance before the annual budget meeting.

COMMITTEES

Article VIII

A. General

1. Members of all committees shall be nominated by the Nominating Committee prior to the Fourth Quarterly Voters' Meeting, two voting members for each office, and this slate of candidates shall be presented to the Voters' Assembly for their approval.
2. Members of all committees may serve two successive terms.
3. The terms of office members on all committees shall be staggered in such a way that an entirely new committee shall not be elected in any given year.
4. Members of all committees shall be elected at the Annual Meeting of the congregation by ballot.
5. Members of all committees must have been a voting member for at least one year.
6. Members of all committees shall be installed in a public worship service as soon after their election as possible and shall assume the duties of their respective office immediately after their installation into office.
7. Should a vacancy exist in any committee, the Nominating Committee shall nominate and the Voters' Assembly shall elect a member to fill the unexpired term. Serving an unexpired term shall count as one full term in office.
8. Special committees may be recommended by the president of the congregation, or the various boards, and shall be approved by the Voters' Assembly.
9. Each Board and Committee is encouraged to add auxiliary team members to the extent possible. The board members would function as organizers and delegaters allowing other individuals and groups to help accomplish the essential missions of the church. The Board and/or Committee retain final authority and responsibility including the decision to retain certain functions to themselves.

B. Specific

1. Cemetery Committee: shall consist of 2 members elected from the Voters' Assembly for a two year term, with one to be elected each year.
2. Park Committee: shall consist of 3 members elected from the Voters' Assembly for a three year term, with one to be elected each year.
3. Circuit Mission Council Committee: shall consist of 2 members elected from the Voters' Assembly for a two year term, with one to be elected each year.
4. Picnic Steering Committee shall consist of 4 members elected from the Voters' Assembly for a two year term, with two to be elected each year.
5. Financial Review Committee: shall consist of 3 members elected from the Voters' Assembly for a three year term, with one to be elected each year.
6. Finance Helper Committee: shall consist of 5 members for a 2 year term.
7. Christmas Committee: shall consist of 6 members elected from the Voters' Assembly for a two year term, with three to be elected each year.

8. Nominating Committee shall consist of five members. Four shall be nominated and elected from the Voters' Assembly for a two-year term at the Annual Meeting. The Vice-President shall serve as chair. The Pastor shall serve as a non-voting member. At the time this amendment is adopted, current elected committee members shall serve until the Annual meeting following the end of their term.

9. The Endowment Committee shall consist of the pastor, in an advisory position, the Treasurer, and one person to represent: each Board, selected by its members.

C. Duties

The duties of these committees shall be outlined in the Congregational Committee Handbook, a copy of which shall be given to each Committee member. These duties shall be defined by the Church Council.

CONGREGATIONAL WORKLIST

Article IX

All communicant members of this congregation, age 18 and over, shall comprise the "Worklist" of the congregation. This "Worklist" shall be used for the Picnic Committee, the Mission Festival Committee, and others as deemed necessary for the work of the congregation.

The Church Council shall appoint, and the Voters' Assembly shall ratify these 'work committees', and the Secretary shall keep an accurate record of the same.

AMENDMENTS TO THE BY-LAWS

1. These By-Laws may be amended according to Article XIV, Section B of this Constitution.
2. These By-Laws shall be reviewed within seven years of the date of their adoption, and at least every seven years thereafter.

COMMITTEE HANDBOOK

TRINITY LUTHERAN CHURCH Freistatt, Missouri

2006

AUDITING FINANCIAL REVIEW COMMITTEE

1. The Auditing Financial Review Committee shall organize annually, electing a Chairman and a Secretary.
2. The Auditing Financial Review Committee shall examine the financial records of the Church Treasurer, and the School Principal once each year. They shall verify to the best of their ability as to the accuracy of the bookkeeping and report their findings at the annual Voters' Meeting.

CEMETERY COMMITTEE

1. The Cemetery Committee shall organize annually, electing a Chairman and a Secretary.
2. The Committee shall meet annually with the Board of Trustees before the regular Fourth Quarterly Voters' Meeting to present their budget requests and plan of work, so that it may be included in the annual budget of the Congregation.
3. They shall see that the graves are filled in when the ground settles so that it will be as smooth as possible for mowing.
4. They shall see that new headstones are properly aligned.
5. They shall ensure that all new headstones are mounted on concrete bases as specified by the Voters' Assembly.
6. They shall arrange for the straightening and re-alignment of any previously mounted stones as required.
7. For major repairs, they shall contact family members of the deceased or do whatever is necessary for the neat appearance of our cemetery.

CHRISTMAS COMMITTEE

1. The Christmas committee shall organize annually, electing a Chairman and a Secretary, no later than September the 15th
2. The Committee, before the annual budget meeting, shall present their budget request and a plan of work to the Board of Stewardship and Finance for inclusion in the proposed congregational budget for the coming year
3. They shall order the treats in a timely manner.
4. They shall decorate the inside of the church, put lights on outside trees, and set up the nativity scene at the beginning of Advent.
5. They shall locate and cut the big Christmas tree and make arrangements to get chancel trees.
6. They shall put up the big Christmas tree, chancel trees, and banners for Christmas Eve.

7. They shall sack treats for the children prior to the Christmas Eve Service.
8. They shall pass out treat sacks at the Christmas Eve Service.
9. They shall take decorations down after Epiphany.

CIRCUIT MISSION COUNCIL COMMITTEE

1. The Circuit Mission Council Committee shall regularly attend the meetings of the Circuit Mission Council.
2. They shall make a report of the activities of the Circuit Mission Council at the Annual Voters' Meeting.
3. They shall vote on behalf of Trinity Congregation in all Mission Council matters.

FINANCE HELPER COMMITTEE

1. The Finance Helper Committee is the assistant to the Board of Stewardship and Finance and is under the supervision of the Board of Stewardship and Finance.
2. They shall bring quarterly reports to the church office or place each one in bulletin box under the correct name that is stated.

PARK COMMITTEE

1. The Park Committee shall organize annually, electing a Chairman and a Secretary.
2. The Committee shall meet annually with the Board of Trustees, before the annual budget meeting, to present their budget request and plan of work, so that it may be included in the annual budget of the congregation.
3. They shall care for and supervise the park buildings and all grounds west of Main Street except the corner lot on Main and 2nd Streets.
4. For all major repairs, improvements, or projects, they shall obtain the approval of the Board of Trustees.

PICNIC STEERING COMMITTEE

1. The Picnic Steering Committee shall organize annually, electing a general Chairman, Secretary/Treasurer, Hamburger Stand Chairman, and Pop Stand Chairman.
2. The Committee shall have their initial meeting in February to begin organizing for the picnic. The Committee shall:
 - A. Order supplies, establish prices, etc.
 - B. Arrange for entertainment.
 - C. Set date.
 - D. Assign jobs to members of picnic work committee.
 - E. Supervise set up.
 - F. Supervise take down, clean up, make necessary repairs, and inventory supplies.
 - G. Report on picnic at Voters' Meeting.
3. The General Chairman shall:
 - A. Chair all Picnic Committee Meetings.

- B. Supervise games set-up and operations.
4. The Secretary / Treasurer shall:
 - A. Keep records of all meetings.
 - B. Handle all financial affairs of the picnic.
 - C. Order supplies for all games.
 - D. Be in charge of all picnic publicity.
 5. The Hamburger Stand Chairman shall:
 - A. Order the necessary groceries, meat, etc.
 - B. Supervise the set-up and operation of the hamburger stand.
 - C. Oversee clean-up of hamburger stand.
 6. The Pop Stand Chairman shall:
 - A. Order pop and other necessary supplies.
 - B. Supervise the set-up and operation of the pop stand.
 - C. Oversee clean-up of the pop stand.
 7. The Picnic Steering Committee shall meet annually with the Board of Trustees, before the annual budget meeting, to present their budget request and plan of work, so that it may be included in the annual budget of the congregation.

NOMINATING COMMITTEE

1. The Nominating Committee shall organize annually, electing a Secretary.
2. The Committee shall review the list of eligible members and prayerfully consider prospective nominees who are best qualified for each office.
3. The Committee shall review the duties of each office with prospective nominees and obtain their concurrence to stand for election. Such concurrence is not to be unreasonably withheld.
4. In keeping with Acts 1: 23, the Nominating Committee shall nominate two individuals for each office and present such list at the regular Fourth Quarterly Voters' Meeting.
5. The Nominating Committee shall operate throughout the year performing their duties should vacancies occur.

ENDOWMENT COMMITTEE

I. Establishing the Endowment Committee:

The Endowment Committee shall consist of the pastor, in an advisory position, the Treasurer, and one person to represent: each Board, selected by its members.

II. Mission Statement:

The purpose of the Endowment: Committee is to enable Trinity Lutheran Church to promote funding of specific needs that support its mission and ensure its financial stability. The committee will seek to provide a perpetual source of income to benefit five current categories:

1. Worship and Music: Support for the worship life of Trinity Lutheran Church
2. Missions: Local, regional and world projects.
3. Education: Elementary, High School, and Post-Secondary.
4. Youth: Support for youth of all ages.
5. Capital Purchases and Projects

III. Duties of the Endowment Committee:

To create an initial fund being the "General Endowment Fund," and to create additional funds as may be needed.

To determine and fulfill procedures and policies for the soliciting, processing and dispositions of grant request in accordance with the requirements and limitations of the various funds.

To educate: the congregation about the Funds, promote the Funds, and solicit donations in an appropriate manner.

To report at least annually to the congregation new gifts received, investment returns earned by the Fund, the size of the Funds, details of specific grants given, a list of all grant requests, and disposition on requests.

To assist donors in the process of making gifts to the funds.

To establish policies and procedures for accepting or rejecting proposed gifts by donors.

To act as the designated adviser with respect to all operational matters, including requests for distribution from the Funds,

IV. Distributions from the Endowment Fund

The Endowment Committee shall recommend to the Council the distributions to be made from the Endowment Fund. There is no obligation to make distributions from the Endowment Fund in any given year.

Disbursement of the funds will require a two-thirds majority of the voting assembly.

V. Disposition or Transfer of the Endowment Fund

In the event that the Trinity Lutheran Church or its successor(s) ceases to exist, then the Endowment Fund shall continue for the benefit of Lutheran Church Missouri Synod.