

Bylaws  
Containing Amendments Approved at 1/30/05 Annual Congregational Meeting

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

**Newington, New Hampshire**

**Adopted January 20, 1980**

**Revised: January 1987**

**June 1989**

**January 1990**

**July 1993**

**January 1994**

**January 2005**

Bylaws  
Containing Amendments Approved at 1/30/05 Annual Congregational Meeting

Introduction

The Bylaws have been revised to reflect the changes made to Holy Trinity Constitution in January, 2002

Holy Trinity Church Council  
January, 2005

Bylaws  
Containing Amendments Approved at 1/30/05 Annual Congregational Meeting

Table of Contents

Article 1.	Name and Incorporation
Article 2.	Confession of Faith
Article 3.	Nature of the Church
Article 4.	Statement of Purpose
Article 5.	Powers of the Congregation
Article 6.	Church Affiliation
Article 7.	Property Ownership
Article 8.	Membership
Article 9.	The Pastor
Article 10.	Congregation Meeting
Article 11.	Officers
Article 12.	Church Council
Article 13.	Congregational Ministry Teams and Task Forces
Article 14.	Organizations within the Congregation
Article 15.	Discipline of Members and Adjudication
Article 16.	Bylaws
Article 17.	Amendments
Article 18.	Continuing Resolutions
Article 19.	Miscellaneous

**Article 1. Name and Incorporation**

*A1.01.* Reserved.

**Article 2. Confession of Faith**

*A2.02.* Reserved.

**Article 3. Nature of the Church**

*A3.03.* Reserved.

**Article 4. Statement of Purpose**

*A4.01.* Mission Statement

Come together. Grow in Faith. Serve the Lord.

**Article 5. Powers of the Congregation**

*A5.01.* Reserved

**Article 6. Church affiliation**

*A6.01.* Reserved.

**Article 7. Property Ownership**

*A7.01.* Reserved.

**Article 8. Membership**

*A8.01.* Inactivity

A member shall be considered inactive for the purpose of C8.05 of the Constitution if he/she has neither communed nor contributed as of record at any time during the preceding twenty-four months.

**Article 9. The Pastor**

*A9.01.* Reserved.

**Article 10. Congregation Meeting**

*A10.01* The annual Congregational Meeting shall be held in January at a time and place to be determined by the Church Council and shall:

- A. Hear Reports from all committees, ministry teams, and other organizations of the congregation;
- B. Review the finances of the previous fiscal year (January 1 – December 31);

Bylaws  
Containing Amendments Approved at 1/30/05 Annual Congregational Meeting

- C. Approve program plans and a budget for the new fiscal year;
- D. Hold elections to the Council and to the other agencies with which the congregation is involved.

*A10.02.* The mid-year Congregational Meeting shall be held in June at a time and place to be determined by the Church Council and shall:

- A. Review finances of the previous six months and a forecast of the finances of the next six months;
- B. Hold elections for the delegates to the synod Convention.

*A10.03.* The Treasurer shall prepare a monthly budget for the program year to be reviewed at the annual Congregational meeting, and a forecast for the fiscal year to be reviewed at the mid-year Congregational meeting.

**Article 11. Officers**

*A 11.01*

***President***

The President is the lay leader of the congregation and the church council. As such, the President shall be responsible for ensuring that the work of the congregation, its council and its Pastor is consistent with the Constitution and Bylaws of the congregation. Duties and responsibilities of the President shall include, but shall not be limited to, the following:

- A. To preside at all congregational meetings, council meetings and executive committee meetings;
- B. To develop agendas for all congregational meetings, council meetings and executive committee meetings;
- C. To meet regularly with the Pastor(s) for planning, mutual sharing of ideas and concerns, review of the state of the congregation's mission and ministry and general welfare of the congregation;
- D. To oversee the orderly nomination, election and training of new council members;
- E. To work with the congregation and Pastor(s) as necessary to support the Pastor(s) as spiritual and educational leader(s) of the congregation;
- F. To sign and to make all contracts, leases, deeds, mortgages and other instruments on behalf of the congregation which the church council and/or congregation, as required, has authorized to be executed;
- G. To ensure that the books, records, reports, statements and other documents of the congregation required to be maintained by the Constitution, Bylaws or laws of the State of New Hampshire are properly kept, made and filed according to such documents and laws;
- H. To ensure the development and periodic review of a long range plan and vision for the congregation;

I. With the Pastor, to appoint a Mutual Ministry Team;

J. To function as an intermediary between the Pastor and members of the congregation when necessary to resolve concerns that, regardless of the reason, are not being resolved in the normal work of ministry teams, church council, Mutual Ministry Team or the normal interplay between the Pastor and the congregation. The president shall be available to individuals or groups in the congregation and to the Pastor and shall become sensitive to unresolved concerns. It is intended that the president's actions and recommendations be based on personal contact with the members of the congregation who have any such concerns; and

K. To ensure the periodic review of the Constitution and Bylaws of the congregation, and presentation to the congregation of amendments thereto, as needed.

***A 11.02***

***Vice-President***

The Vice President assumes the duties of the President in the event the President is temporarily unavailable or in the event the President should be temporarily unable to fulfill the duties of the President. Normally the President will communicate with the Vice President to make arrangements for the Vice President to temporarily assume the duties of the President when the need arises.

Normally and to extent practicable, the position of the Vice President shall be filled by an individual who is agreeable to serving as the next President of the Congregation. Accordingly, a key responsibility of the position is to take those actions as may be necessary in order to be prepared for the position of President. Consistent with this developmental and preparatory objective, the Vice President shall also be responsible for the following matters:

A. To serve as the liaison between Council and the Mutual Ministry Team; and

B. To coordinate, and follow-through with, the activities of the three Ministry Group Leaders.

The expectation for the Vice President's role regarding Ministry Group Leaders is that the Vice President will augment, not diminish in any way, the responsibilities or scope of the Ministry Group Leaders. The expectation is that the Vice President will follow the activities of their respective ministries and take action as may be appropriate, including convening of periodic meetings among Ministry Group Leaders to ensure the ongoing effective facilitation, communication, and coordination among the ministries of the congregation.

***A 11.03***

***Secretary***

The duties of the Secretary shall be:

- A. To serve as the liaison between Church Council and non-cleric paid staff. As directed by the Church Council, the Council Secretary shall work with the Pastor, President and/or specific Ministry Teams in the hiring, supervision, goal setting, performance and compensation reviews of non-cleric staff;
- B. To serve as the liaison between the Council and Property Team;
- C. To oversee the proper use and operation of the Church office; and
- D. To ensure that accurate minutes are prepared for all Council and Congregational meetings and generally be responsible for the custody, control and preservation of all Church records.

***A 11.04***

***Treasurer***

The duties of the Treasurer shall be:

- A. To coordinate activities of the Assistant Treasurer, Financial Secretary, and Auditors;
- B. To serve as liaison to the Council for the Assistant Treasurer, Financial Secretary, and Auditors;
- C. To prepare the annual budget and see that it is presented to the congregation at the annual meeting in January;
- D. To advise the Council on all financial matters;
- E. To oversee any financial committee or task force;
- F. To provide financial information to any reports as required (e.g. synod annual report); and
- G. To ensure the protection of cash, investments, and other financial assets of the congregations by maintaining adequate controls and safeguards.

**Article 12. Church Council**

***A 12.01***

The Church Council shall consist of eight persons.

The Church Council shall consist of the following members:

Bylaws  
Containing Amendments Approved at 1/30/05 Annual Congregational Meeting

Pastor, the congregation's four officers (President, Vice President, Secretary, and Treasurer) and three (3) Ministry Group Leaders (the Come Together Group Leader, the Grow In Faith Group Leader, and the Serve the Lord Group Leader). The role of the Pastor is set forth in detail in the Constitution. The roles of the congregation's officers are set forth in Article 11 of the Bylaws. Ministry Group Leaders are responsible for the leadership, coordination and facilitation of one or more Ministry Teams.

**A 12.02**

The Church Council is organized and structured to emphasize a broad leadership and facilitation role. Each of the Ministry Group Leaders is responsible for the leadership, coordination and facilitation of one or more Ministry Teams. Ministry Teams are, in turn, led, coordinated and facilitated by Ministry Team Chairpersons who are not typically members of the Church Council. The structure and organization of the Church Council is designed to emphasize a Ministry Team concept with a chairperson acting primarily as a coordinator and facilitator rather than the designated person on whom the majority of the work is placed. Ministry Teams are designed to be relatively small and to make ongoing use of relatively short duration task forces to address initiatives and selected tasks that are amenable to a task force approach.

**A 12.03**

As implied by the Ministry Team concept, this leadership model encourages the extensive and ongoing use of *ad hoc*, short duration task forces to support the work of the various Ministry Teams. This approach will expand the opportunities for involvement in Ministry Team activities and will facilitate involvement over time in many and diverse ministry activities.

*A12.04.* Gifts and memorial Funds. The purpose of the Memorial Fund (s) is (are) to provide for members and friends a way to:

Honor a deceased relative or friend, make a special gift to the church, and provide for future church needs or programs through giving, special contributions, the use of wills, or insurance.

- A. The monies given to the Memorial Fund (s) will be used (unless otherwise specified) for the special projects or purchases, which will glorify God, and will further the mission of this church here on earth. These monies are not intended to be used for the every-day operating expenses of the church. The church council must approve contributions for specified items or causes, which have not been previously approved by council, before being accepted.
- B. The Pastor in the church office will keep an up-to-date list of items with costs, which can be purchased as memorial gifts.
- C. A written acknowledgement of the gift and thanks will be sent promptly to each contributor by a person designated by the Treasurer at the January meeting each year. This proprietor of the Memorial Fund will also keep a record of all gifts. The record will include 1) a description of the gift or amount of the gift, 2) the donor(s) name, and 3) the person (s) memorialized, and/or the purpose of the gift.

- D. All monies shall be transferred from the general account immediately into a separate memorial Fund account. Expenditures from this account will be subject to church council approval, and will normally be based on the recommendation of the appropriate standing committee, and in consultation with the donor (s).

**Article 13. Congregational Ministry Teams and Task Forces**

***A 13.01***

The ministry teams and task forces described in this Article are designed to meet the objectives set forth in Chapter 4 of the Constitution. Ministry teams and task forces are formed as required by the Church Council. Chairpersons of these teams and task forces shall be appointed by a majority vote of Church Council and shall be responsible for coordinating and facilitating the work of the ministry team/task force. The Church Council retains the authority to form, merge, reconfigure and discontinue, from time to time, all ministry teams and task forces.

**Article 14. Organizations within the Congregation**

*A14.01.* Reserved.

**Article 15. Discipline of members and Adjudication**

*A15.01.* Reserved.

**Article 16. Bylaws**

*A16.01.* Reserved.

**Article 17. Amendments**

*A17.01.* Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

*A17.02.* Changes to the Bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Church Council at least 60 days before a regular or special Congregational meeting called for that purpose and that the church council notify the members in advance of the Congregation meeting.

*A17.03.* Approved changes to the Bylaws shall be sent by the secretary of this congregation to the synod.

**Article 18. Continuing Resolutions**

*A18.01* Reserved.

**Article 19. Miscellaneous**

Bylaws  
Containing Amendments Approved at 1/30/05 Annual Congregational Meeting

*A19.01.* Fiscal year. The Fiscal Year shall be from January 1 through December 31.