

# CONSTITUTION

for

## TRINITY LUTHERAN CHURCH

### Greenville, South Carolina

---

---

**Key:**

The headings for all constitutional provisions are in capital bold type.

The headings for all bylaw material are printed in capital light type with a ruling line above and below the heading.

The headings for all continuing resolutions are printed in *capital italic type*.

### **PREAMBLE**

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

### **Chapter 1.**

#### **NAME AND INCORPORATION**

##### **C1.01.**

The name of this congregation shall be Trinity Lutheran Church, Greenville, South Carolina.

##### **C1.02.**

For the purpose of this constitution and the accompanying bylaws, the Trinity Lutheran Church, Greenville, South Carolina congregation is hereinafter designated as "this congregation."

##### **C1.03.**

This congregation shall be incorporated under the laws of the State of South Carolina.

#### **C1.04.**

The seal of this congregation shall include the name "Trinity Lutheran Church, Greenville, S.C." on an outside circle symbolizing eternity. Within that outer circle there shall be a central cross symbolizing Jesus Christ, three intertwining circles symbolizing the Trinity and flames symbolizing the Holy Spirit.

### **Chapter 2.**

#### **CONFESSION OF FAITH**

#### **C2.01.**

This congregation confesses the Triune God, Father, Son and Holy Spirit.

#### **C2.02.**

This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
- b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
- c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

**C2.03.**

This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.

**C2.04.**

This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.

**C2.05.**

This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

**C2.06.**

This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.

**C2.07.**

This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

**Chapter 3.**

**NATURE OF THE CHURCH**

**C3.01.**

All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.

**C3.02.**

The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. This church, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of believers and congregations in our day.

## **Chapter 4.**

### **STATEMENT OF PURPOSE**

#### **C4.01.**

The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.

#### **C4.02.**

To participate in God's mission, this congregation as a part of the Church shall:

- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

#### **C4.03.**

To fulfill these purposes, this congregation shall:

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.

- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with church-wide policy.

#### **C4.04.**

This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. Such description shall be contained in continuing resolutions of the Congregation Council.

#### **C4.05.**

This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

### **Chapter 5.**

## **POWERS OF THE CONGREGATION**

#### **C5.01.**

The powers of this congregation are those necessary to fulfill its purpose.

#### **C5.02.**

The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.

#### **C5.03.**

Only such authority as is delegated to the Congregation Council or other organizational units in the congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

- a. call a pastor;
- b. terminate the call of a pastor;
- c. appoint or terminate the appointment of associates in ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. approve the annual budget;

- e. acquire real and personal property by purchase or other lawful means, not specifically delegated to the Congregation Council;
- f. hold title to and use its property for any and all activities consistent with its purpose;
- g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means, not specifically delegated to the Congregation Council;
- h. elect its Congregation Council and require it to carry out its duties in accordance with the constitution and bylaws; and
- i. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

## **Chapter 6.**

### **CHURCH AFFILIATION**

#### **C6.01.**

This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the South Carolina Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

#### **C6.02.**

This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.

#### **C6.03.**

This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:

- a. This congregation agrees to be responsible for its life as a Christian community.
- b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
- c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
- d. This congregation agrees to consider associates in ministry for appointment to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its

provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America or with the constitution of the synod.

#### **C6.04.**

Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
- d. This congregation follows the procedures outlined in C6.05.

#### **C6.05.**

This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
- d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
- e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and ELCA shall be terminated.
- f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
- g. This congregation shall be required, in addition to the provisions in C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.

**C6.06.**

If this congregation is considering relocation, it shall confer with the bishop of the synod before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

**Chapter 7.**

**PROPERTY OWNERSHIP**

**C7.01.**

If this congregation ceases to exist, title to undisposed property shall pass to the South Carolina Synod of the Evangelical Lutheran Church in America.

**C7.02.**

If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

**C7.03.**

If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the South Carolina Synod.

**C7.04.**

If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with the congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of the congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.



## **Chapter 8.**

### **MEMBERSHIP**

#### **C8.01.**

Members of this congregation shall be those baptized persons on the roll of the congregation at the time that this constitution in adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

#### **C8.02.**

Members shall be classified as follows:

- a. Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. Confirmed members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. Voting members are confirmed members. Such confirmed members shall have communed and made a contribution of record during the current or preceding year.
- d. Associate members are persons holding membership in other Lutheran congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, while they reside in the church community. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

#### **C8.03.**

All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

#### **C8.04.**

It shall be the privilege and duty of members of this congregation to:

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation and of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

## **C8.05.**

Membership in this congregation shall be terminated by any of the following:

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action by the Congregation Council; or
- e. removal from the roll due to inactivity as defined in the bylaws.

---

### **C8.05.01.**

Confirmed members who have not communed or made a contribution of record during the preceding two years shall be removed from the roll. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern. Such persons shall be returned to the roll when they commune and make a contribution of record.

## **Chapter 9.** **THE PASTOR**

### **C9.01.**

Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting regularly called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

### **C9.02.**

Only a member of the clergy roster of the Evangelical Lutheran Church in America or one who has been recommended for it by the synodical bishop may be called as a pastor of this congregation.

### **C9.03.**

Consistent with the faith and practice of the Evangelical Lutheran Church in America, every ordained minister shall preach the Word, administer the sacraments, conduct public worship, provide pastoral care, and shall speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world. Each ordained minister with a congregational call shall, within the congregation, offer instruction, confirm, marry, visit the sick and distressed, and bury the dead; supervise all schools and organizations of the congregation; shall install regularly elected members of the Congregation Council, and with the council administer discipline. Every

pastor shall seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad; shall impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and shall endeavor to increase the support given by the congregation to the work of the Evangelical Lutheran Church in America and the South Carolina Synod of the ELCA.

#### **C9.04.**

The specific duties, compensation, and other matters pertaining to the service of a pastor shall be included in a letter of call.

#### **C9.05.**

- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
  - 1) mutual agreement to terminate the call or the completion of a call for a specific term of years;
  - 2) resignation of the pastor;
  - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
  - 4) the physical or mental incapacity of the pastor;
  - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty; or
  - 6) the dissolution of the congregation.
  
- b. In the case of alleged physical or mental incapacity of a pastor or ineffective conduct of the pastoral office, it shall be the responsibility of the bishop of the synod, when such difficulties are personally known or have been brought to the synod's attention by an official recital of allegations by the Congregation Council, or by a petition signed by at least one-third of the voting members of the congregation, to investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
  
- c. In case of alleged physical or mental incapacity competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.

- d. In the case of alleged local difficulties which imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor by a two-thirds majority vote of the voting members present at a regularly called meeting after consultation with the bishop.
- e. The forgoing procedure shall never be invoked when questions of doctrine, morality, or continued neglect of duty are involved, all such cases being treated as disciplinary matters.
- f. If in the course of the proceedings, it should become apparent that the pastoral office cannot be conducted effectively in the congregation being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation without prejudice and with pay provided through a joint churchwide/synod fund and with housing provided by the congregation.

#### **C9.06.**

At a time of pastoral vacancy, an interim pastor may be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

#### **C9.07.**

During the period of service, an interim pastor shall have the rights and duties of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

#### **C9.08.**

This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.

#### **C9.09.**

When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the congregation council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

#### **C9.10.**

With the approval of the bishop of the synod the congregation may depart from C9.05.a. and call a pastor for a specific term of years. Details of such calls shall be in writing

setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop, shall meet with the pastor and representatives of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of C9.05.a.

#### **C9.11.**

The pastor(s) shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, and shall submit a summary of such statistics annually to the synod.

#### **C9.12.**

The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

### **Chapter 10.**

## **CONGREGATION MEETING**

#### **C10.01.**

The annual meeting of this congregation shall be held at a time specified in the bylaws.

##### C10.01.01.

The annual meeting of this congregation shall be held during the fourth quarter of the calendar year at a time designated by the Congregation Council. The meeting shall consist of two sessions. Business during the first session shall be limited to nominations and the presentation of the proposed annual budget without discussion. The second session shall include the election of members to the Congregation Council and discussion and adoption of the annual budget.

##### C10.01.02.

The Congregation Council shall nominate twice the number of members to be elected to the Congregation Council and shall announce such nominations at least two weeks prior to the first session. At the first session, other nominations may be received from the floor with prior consent of the nominee.

##### *C10.01.A89.*

*The Congregation Council shall appoint a nominating committee composed of the pastor(s) and five members of the Council. The nominating committee shall present to the Council a list of ten nominees and four alternates for the five three-year terms, and two nominees and one alternate for the one-year term. The Congregation Council shall act upon the nominating committee's recommendation and prepare a list to be submitted to*

*the congregation. The consent of each nominee shall be obtained prior to the announcement of the nominations to the congregation.*

**C10.01.03.**

Election to the Congregation Council shall be by written ballot. Should there not be a complete election on the first ballot, all subsequent ballots shall be limited to twice the number to be elected and shall be composed of those who received the greatest number of votes but not elected on the previous ballot.

**C10.02.**

Special Congregation Meetings shall be called by the pastor, the Congregation Council, the vice-president of this congregation, or at the written request of 25 voting members. The call of each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

**C10.03.**

Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

**C10.04.**

One tenth of voting members shall constitute a quorum.

**C10.05.**

Voting by proxy or by absentee ballot shall not be permitted.

**C10.06.**

All actions by the congregation shall be by majority vote of those present and voting except as otherwise provided in this constitution.

**C10.07.**

Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

**C10.08.**

At the regular meeting of the Congregation Council following any congregational meeting, the minutes of the congregational meeting shall be approved.

**Chapter 11.  
OFFICERS**

### **C11.01.**

The officers of this congregation shall be a president, vice-president, secretary, and treasurer.

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of the congregation.
- c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.

#### C11.01.01

The president shall preside at all Congregation Meetings and all meetings of the Congregation Council, and shall appoint special committees with the consent of the Congregation Council.

#### C11.01.02

The vice-president shall assist the president in the exercise of his or her duties and, in the absence of the president, shall assume all the duties, rights and privileges of that office except those of an ordained minister.

#### C11.01.03

The secretary shall keep accurate minutes of all Congregation Meetings and meetings of the Congregation Council.

#### C11.01.04

The treasurer shall maintain an accurate accounting of all funds of the congregation and shall make any necessary disbursements.

### **C11.02.**

The senior pastor shall be president of the congregation and the Congregation Council. The Congregation Council shall elect by written ballot the other officers of the congregation who shall serve for one year or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.

### **C11.03.**

No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than three consecutive terms in the same office.

## **Chapter 12.**

### **CONGREGATION COUNCIL**

#### **C12.01.**

The voting membership of the Congregation Council shall consist of the pastor(s) serving under call and not more than 17 members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from three successive regular meetings of the Congregation Council without cause.

#### **C12.02.**

Fifteen members of the Congregation Council shall be elected by written ballot to serve for three years or until their successors are elected. Their tenures shall be arranged so that one-third of the terms expire each year. One youth member of the Congregation Council shall be elected by written ballot to serve for one year or until a successor is elected. Such members shall be eligible to serve no more than one full term consecutively. Their terms shall begin at the close of the annual meeting at which they are elected. The treasurer shall be elected by the Congregation Council.

##### **C12.02.01.**

A youth member is a voting member of this congregation who has not reached the age of 18 on the day of election.

#### **C12.03.**

Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor to complete the unexpired term.

#### **C12.04.**

The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran church in America. The duties of the Congregation Council shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.



- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor(s).
- h. To emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.

#### **C12.05.**

The Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of South Carolina, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may enter into contracts of up to five percent (5%) of the currently adopted budget for items not included in the budget.
- d. The Congregation Council shall have the authority to accept or reject gifts or bequests of real or personal property.
- e. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations more than five percent (5%) of the currently adopted budget only after approval by a Congregation Meeting. The budget shall include this congregation's share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.

- f. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- g. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

**C12.06.**

The Congregation Council shall see that the provisions of this constitution, its bylaws and continuing resolutions are carried out.

**C12.07.**

The Congregation Council shall provide for an annual review of the membership roster.

**C12.08.**

The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.

**C12.09.**

The Congregation Council shall submit a comprehensive annual report to this congregation.

**C12.10.**

The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the vice-president, and shall be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

**C12.11.**

A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor(s) or interim pastor, except when such person(s) request or consent to be absent and have given prior approval to an agenda of routine matters which shall be the only business of the meeting.

**Chapter 13.**

**CONGREGATIONAL COMMITTEES**

**C13.01.**

The officers of this congregation and the pastor(s) shall constitute the Executive Committee.

**C13.01.A89.**

*The Executive Committee shall be responsible for the coordination of the continuing committees and shall recommend to the Congregation Council members to serve on those committees. The Executive Committee shall also be responsible for the supervision, support and evaluation of the church staff.*

**C13.02.**

When a pastoral vacancy occurs, a Call Committee of six voting members shall be appointed by the Congregation Council. Term of office will terminate at installation of the newly-called pastor.

**C13.03.**

This congregation shall have continuing committees to enable it to fulfill its functions and perform its mission. These committees shall have responsibility for planning and implementing the various ministry programs of the congregation. The Congregation Council shall oversee the work of these committees and shall receive regular reports of their activity.

**C13.03.01.**

The Congregation Council shall appoint not more than twelve voting members to each continuing committee for two year terms. Such members shall be eligible to serve no more than two consecutive terms on the same continuing committee. Each of these committees shall have at least two members who are also members of the Congregation Council and each member of the Congregation Council shall serve on a continuing committee. Members of the church staff with related responsibilities shall serve as additional members of these committees.

**C13.03.A89.**

*The continuing committees of this congregation shall be:*

- a. the Worship Committee,*
- b. the Outreach Committee,*
- c. the Education Committee,*
- d. the Parish Life Committee,*
- e. the Stewardship Committee, and*
- f. the Property Committee.*

**C13.04.**

Other congregational committees may be formed as the need arises, by decision of the Congregation Council.

**C13.05.**

Duties of congregational committees shall be specified in the continuing resolutions.

**C13.05.F89.**

*The Property Committee shall maintain and protect the property of this congregation. The committee shall oversee the maintenance of the buildings and grounds, the repair and replacement of equipment and the use and maintenance of the church vehicles. It shall maintain an inventory of all equipment and furnishings. The committee shall guide the members of this congregation in the proper use and care of its physical resources.*

**Chapter 14.**

**ORGANIZATIONS WITHIN THE CONGREGATION**

**C14.01.**

All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. The Congregation Council shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

**C14.02.**

Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council.

**Chapter 15.**

**DISCIPLINE OF MEMBERS**

**C15.01.**

Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council.

**C15.02.**

A member charged with the offense shall appear before the Congregation Council having received a written notice, specifying the exact charges that have been made against the member, at least 10 days prior to the meeting.

*C13.05.A89.*

*The Worship Committee shall see that the services of this congregation are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America. The committee shall schedule, supervise and train lay associates, ushers and acolytes. It shall coordinate and support the choirs and other musical programs of this congregation. It shall provide for communion and altar preparation and for the care of paraments, altarware, hymnals and robes.*

*C13.05.B89.*

*The Outreach Committee shall extend the ministry of this congregation into the community and the world. The committee shall plan and implement programs of social ministry, evangelism, campus ministry, public relations and benevolence. It shall study issues related to its concerns and communicate its findings to the congregation. It shall motivate the members of this congregation to support ministries in the community and through the wider church and to witness to their faith in their daily lives.*

*C13.05.C89.*

*The Education Committee shall provide quality educational programs for all members of this congregation. The committee shall develop and sustain various schools and learning activities, provide resources which reflect Lutheran theology and doctrine, provide for the training and support of teachers and staff and motivate the members of this congregation to participate in learning activities. It shall maintain a church library and promote its use. It shall oversee and support the ministry of the Trinity Lutheran Child Development Center. With the pastor(s), it shall provide a comprehensive Confirmation ministry.*

*C13.05.D89.*

*The Parish Life Committee shall plan and implement programs to enhance participation and fellowship in this congregation. The committee shall develop and coordinate group ministries including, but not limited to, Kids' Stuff, Lutheran Church Youth, Women of the ELCA, For Adults Only, Supper Club and the Leisure/Action Group. It shall provide for various athletic teams and recreational activities. It shall provide nurseries for all worship services of this congregation and at other appropriate times. The committee shall be responsible for planning occasional celebrations and special events.*

*C13.05.E89.*

*The Stewardship Committee shall motivate the members of this congregation in their commitment of time, talents and treasures and shall manage the financial resources of this congregation. The committee shall provide for the tabulating and depositing of offerings, the timely reporting of contributions and the prompt payment of all obligations. It shall prepare an annual budget proposal to be submitted to the Congregation Council. It shall secure adequate insurance and provide for an annual professional audit of the congregation's financial records. The committee shall conduct an annual campaign to encourage and receive pledges of support for the ministry of this congregation.*

**C15.03.**

Should the allegations be sustained by a two-thirds majority vote of the Congregation Council, the council shall impose one of the following disciplinary actions:

- a. censure before the council or congregation;
- b. suspension from membership for a definite period of time; or
- c. exclusion from membership in this congregation.

Disciplinary actions b. and c. shall be delivered to the member in writing.

**C15.04.**

The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

**C15.05.**

Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

**Chapter 16.**

**BYLAWS**

**C16.01.**

This congregation may adopt bylaws. No bylaw may conflict with this constitution.

**C16.02.**

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.

**C16.03.**

Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the voting members of the proposal with its recommendations at least 30 days in advance of the congregation Meeting.

**C16.04**

Approved changes to the bylaws shall be sent to the synod.

## **Chapter 17.**

### **AMENDMENTS**

#### **C17.01.**

Amendments to this constitution may be proposed by at least 25 voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Congregation Council shall notify the voting members of the proposal with their recommendations at least 30 days in advance of the meeting.

#### **C17.02.**

A proposed amendment to this constitution shall:

- a. be approved at a properly called meeting according to this constitution by a majority vote of those present and voting;
- b. be ratified without change at the next annual meeting by two-thirds majority vote of those present and voting; and
- c. have the effective date included in the resolution and noted in the constitution.

#### **C17.03.**

Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America, or the constitution of the South Carolina Synod.

## **Chapter 18.**

### **CONTINUING RESOLUTIONS**

#### **C18.01.**

The Congregation Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.

#### **C18.02.**

Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.

Adopted by action of the Congregation Meeting of Trinity Lutheran Church, Greenville, South Carolina on January 13, 1991.

#### C12.05.01 (By-law)

The Congregation Council shall establish and maintain a separate fund which shall be known as the Trinity Lutheran Church Foundation. The purpose of this foundation shall be to enhance the mission outreach of Trinity Lutheran Church. All assets of the foundation shall be held in the name of the Trinity Lutheran Church Foundation.

The foundation may receive bequests, charitable remainder and other trusts, charitable gift annuities, assignment of life insurance, and transfers of property (cash, stocks, bonds and real estate) which are designated for the foundation by the donor. The Congregation Council shall determine which undesignated gifts shall be conveyed to the foundation.

Except where authorized otherwise in the terms of a gift, all principal amounts held by the foundation shall be retained and the income expended. Such income shall include the income generated by gifts which are held in trust on behalf of Trinity Lutheran Church, when such income has been conveyed to the foundation by act of the Congregation Council. The recipients of the income generated by the foundation shall be designated at least annually. The income shall be distributed at such times as deemed necessary to accomplish the purposes of the foundation.

The income from the foundation shall be distributed in accordance with the following purposes:

grants for outreach into the community beyond that funded by the congregation's annual budget including, but not limited to, grants to institutions and agencies to which this congregation relates; and to special programs designed for those persons in our community who are in spiritual and/or economic need;

grants to institutions and agencies of the South Carolina Synod of the ELCA and for missions of the ELCA at home and overseas;

grants to members of Trinity Lutheran Church for the purpose of attending an ELCA seminary, for church-related camping or leadership conferences, or such other training which enables members of this congregation to grow in Christian faith and service to God's people;

and grants for capital improvements, debt reduction or a building program of Trinity Lutheran Church not normally funded by the congregation's annual budget.

Such grants shall be made for specific programs or needs for a specified term. No grants shall be used to fund the annual operating budget of the congregation, except in extreme emergencies. Such emergencies must be declared by a three-fourths majority vote of the Congregation Council.



Adopted by action of the Congregation Council of Trinity Lutheran Church, Greenville, South Carolina on March 10, 1991.

#### 13.04.A91 (Continuing Resolution)

The Congregation Council shall appoint a Foundation Committee which shall have custodial responsibility for the Trinity Lutheran Church Foundation.

The Foundation Committee shall consist of three voting members of the congregation appointed by the Congregation Council, the pastor(s) serving under call and the vice-president and treasurer of the congregation. The appointed members of the committee shall serve three year terms. Such members shall be eligible to serve no more than two consecutive terms. Their tenures shall be arranged so that one-third of the terms expire each year. The Congregation Council shall designate the chairperson of the committee.

The committee shall meet at least quarterly. The committee shall report on a quarterly basis to the Congregation Council and shall render an annual report of the administration of the foundation to the congregation.

The specific responsibilities of this committee shall be to manage the assets of the Trinity Lutheran Church Foundation in a wise and prudent manner; to encourage, receive and administer gifts to the foundation in a manner consistent with the desires of the donor and in accordance with the purposes of the foundation; to receive and act upon requests for grants from the foundation; to maintain an accurate accounting of foundation activity and provide timely reports to the Congregation Council and the congregation as specified above.

The committee shall distribute the income generated by the foundation in a manner which reflects a balanced appreciation for the purposes of the foundation.