

Bylaws of Holy Trinity Lutheran Church
of Ankeny, Iowa

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Bylaws of Holy Trinity Lutheran Church
of Ankeny, Iowa

Chapter 1 – Communion Participation

Section A. Participation

1. Participation at the Lord's Supper is based on our Lord's invitation to "come" to His meal. Each person present may respond to this invitation according to his/her desire to do so. As a Lutheran congregation, we uphold the Biblical teaching of the Real Presence of Christ in the Bread and Wine. We express our unity in Christ and with one another as we partake together in faith.

2. Baptized children are welcome to commune upon completion of preparatory instruction led by a pastor. The child's parents shall share in the instruction. In the case of no parental involvement and a child's desire to be instructed, another confirmed member shall be chosen to share the instruction with the child.

Section B. Recording:

Record of communion participation shall be entered upon the books of the congregation.

Chapter 2 – Conflicting Loyalties

(Chapters 2 and 4 of the HTLC Constitution)

1. This congregation rejects all fellowship with organizations, secret or open which are avowedly religious or practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Savior from sin, and thus teach salvation by works.

2. Ceremonies of lodges or other such organizations shall not be permitted in the church or on the church premises of this congregation.

3. No pastor or rostered staff person of this congregation shall take part in any such ceremonies even if conducted outside of the church premises.

Chapter 3 – Membership

(Chapter 8 of the HTLC Constitution)

Section A. Baptized Membership

1. Children, one or both of whose parents or guardians are members of this congregation, shall, upon receiving Christian Baptism, be received as baptized members of this congregation.
2. Children, neither of whose parents or guardians are members of this congregation shall, upon Christian Baptism duly recorded as a ministerial act performed under the auspices of this congregation, are received as baptized members of this congregation. If there is an understanding that the child will be enrolled as a baptized member of another congregation, notice of the baptism shall be given to the congregation in which the child is to be enrolled.
3. Children baptized in other congregations (and baptized adults mentally incompetent for confirmation) shall be received as baptized members of this congregation upon admission of one or both parents or guardians to membership, or by consent of one or both parents or guardians, or by action of the Congregation Council.
4. Unbaptized adults who have received instruction and given evidence of having an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church shall, upon confession of faith and Christian Baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation.

Section B. Confirmed Membership

1. Baptized adults, who have received instruction and/or given evidence of having adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall be admitted to confirmed membership through the rite of confirmation or profession of faith.
2. Adults received as baptized members according to the provisions of Chapter 3.A.4. of these bylaws shall be recognized as confirmed members, whether or not they participate in the rite of confirmation.
3. Children who are baptized members of the congregation shall be admitted to confirmed membership through preparation for and participation in the rite of confirmation.
4. Applicants for membership may present letters of transfer showing them to be confirmed members in good standing in another Lutheran church or they may request a transfer of their membership and be admitted to confirmed membership upon

acceptance by the Congregation Council. A report of transferees shall be made to the congregation.

5. Applicants for membership who present evidence of confirmation in a Lutheran church but do not have letters of transfer shall be admitted to confirmed membership when the Congregation Council has determined that they meet the standards of Christian faith and life, indicated in this constitution and bylaws, and when they have reaffirmed their faith before a pastor or the congregation.

Section C. Voting Membership (Chapter 8.02.b, c and d of the HTLC Constitution)

1. The Congregation Council shall be responsible for determining the voting membership in accordance with the qualifications specified in this constitution and bylaws. Any doubtful cases shall be decided by the congregation.

2. In the absence of any specific decision by the Congregation Council or the congregation, any confirmed member of this congregation who subscribes to this constitution and these bylaws, shall be a voting member of this congregation and shall be entitled to active participation in all congregational meetings, to vote at all elections, and to hold office.

3. Associate members 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.

Section D. Discontinuance of Membership

1. Members who move away shall be encouraged to transfer to another Lutheran church and shall be entitled to a letter of transfer upon request.

2. Any confirmed member who in the judgment of the Congregation Council becomes inactive by showing no interest in attending church services or failing to partake of communion according to the congregation's records for a period of two years shall be presumed no longer to desire membership, shall lose the right to vote, and shall not be counted in the membership statistics of the congregation. However, the individual's name and record shall be kept in the files for a period of at least five more years. This individual shall be encouraged to participate in the congregational life or re-establish elsewhere. If the individual resumes activity within the five-year period, he/she shall be restored to the membership list; if not, the individual shall continue to be the responsibility of the congregation and continue to be nurtured and encouraged to resume activity.

3. Members who have resigned, transferred to other Lutheran congregations, or who are definitely known to have become members of another congregation without transfer, shall cease to be voting members of this congregation.

Chapter 4 – The Congregation Council

Section A. Election of Officers and Members

1. The election of the officers and members of the Congregation Council shall be held in November at a time and date set by the Congregation Council and may occur during the weekend worship services of the congregation or under such procedure as determined by the Congregation Council. The congregation is encouraged to submit nominees to the Nominating Committee through September 15th. The Nominating Committee shall recommend a slate of candidates offering one (1) or more nominees for each position to be filled. This slate shall be submitted to the Congregation Council no later than the Council's October meeting and announced to the congregation the weekend following the Congregation Council's October meeting. The names of nominees and the official ballot for said election shall be made known to the members of the congregation on two consecutive weekends immediately preceding the election. In the event nominees for any office have not been determined by the Nominating Committee by the time the ballot is presented to the congregation, the slate of nominees shall be voted on and the Congregation Council shall be responsible for promptly appointing a qualified person to such office. The election shall be by written ballot. No nominations from the floor will be permitted.
2. The Vice President shall be elected for a term of three (3) years and serve the first year as vice president, then succeed to the position of president-elect the second year of the term and succeed to the position of president the third year.
3. The recording secretary, treasurer, and financial secretary shall be elected for terms of three (3) years with such terms staggered so that the term of only one position will expire each year. Officers' terms shall begin at the close of the annual meeting.
4. The At-Large Council Representatives shall be elected by the congregation for terms of three (3) years, with such terms staggered so that the terms of two (2) Representatives will expire each year. The At-Large Council Representatives' terms shall begin at the close of the annual meeting.

Section B. Voting and Quorum of Congregation Council

1. The voting membership of the Congregation Council shall consist of the president of the congregation (as president of the council), president-elect, vice president, and six (6) At-Large council representatives representing the Standing Ministries of the congregation. All rostered pastors and leaders called by the congregation, recording secretary, and treasurer shall be exofficio (non-voting) members of the Congregation Council.

2. A simple majority of eligible voting members is required to transact official business of the Congregation Council.

Section C. Vacancies of Officers and Members of Congregation Council

1. Vacancies in the offices of president and president-elect will be filled by succession. A vacancy created in the position of vice president shall be filled by appointment of the Congregation Council until the next election of the congregation when a president-elect and vice president will be elected. The filling of an unexpired term shall not be deemed to be a term of office for the purpose of qualifying for election.

2. Vacancies of officers (other than the president, president-elect, and vice president) and At-Large Council Representatives of the congregation shall be filled by appointment of the Congregation Council until the next election of the congregation when a successor will be elected to fulfill the balance of the term. Persons appointed by the Congregation Council to fill such vacancies may succeed themselves in office. The filling of an unexpired term shall not be deemed to be a term of office for the purpose of qualifying for election.

Section D. Meetings of Congregation Council and Attendance

1. The Congregation Council shall normally meet once a month.

2. Special meetings of the Congregation Council may be called by advance notice to the council members by a pastor or the president of the congregation or three (3) voting members of the Congregation Council. Such notice may be written or oral, but shall be given not less than 24 hours before such special meeting.

3. In the event that a member of the Congregation Council is absent from three (3) regular meetings of the council (within a calendar year) without excuse acceptable to the Congregation Council, said member shall forfeit membership on the council. Any member having two unexcused absences (within a calendar year) from regular meetings shall be notified thereof by the recording secretary.

Chapter 5 – Special Ministries, Standing Ministries and Ministry Teams of the Congregation

Section A. Special Ministries of the Congregation

1. A Financial Compliance Committee consisting of not less than five (5) members shall be appointed by the Congregation Council. Members shall serve staggered terms of three (3) years and may be reappointed. The Congregation Treasurer and Parish Steward shall assist the committee as requested or directed. The mission of the

Financial Compliance Committee is to assure that the financial records represent the condition of the congregation and to report annually to the congregation.

2. A Pastoral/Rostered Call Committee consisting of not less than seven (7) members shall be appointed, when necessary, by the Congregation Council and ratified by the congregation. The mission of the Pastoral/Rostered Call Committee is to recommend to the congregation, the extension of a call to a pastor or other rostered staff person, when necessary.

3. A Personnel Committee consisting of not less than six (6) members shall be appointed by the Congregation Council. Members shall serve staggered terms of three (3) years so that two (2) terms expire each year. Terms shall begin immediately following the congregation annual meeting. The Lead Team Pastor, Vice-President and Parish Steward shall serve as advisors and resource persons to the committee. The mission of the Personnel Committee is to address personnel matters concerning the paid positions in the congregation and make recommendations to the Congregation Council.

4. A Constitution and Bylaws Committee consisting of not less than six (6) members shall be appointed by the Congregation Council. Members shall serve staggered terms of three (3) years and may be reappointed. The mission of the Constitution and Bylaws Committee is to review the Constitution of Holy Trinity Lutheran Church to assure it is in compliance with the *Model Constitution for ELCA Congregations*, and to review the Bylaws of Holy Trinity Lutheran Church to assure they reflect the current needs of the congregation and Congregation Council.

5. A Forward Planning Committee consisting of a member of the pastoral team and not fewer than six (6) lay members shall be appointed by the Congregation Council. Members shall serve terms of three (3) years, with two (2) members' terms expiring each year. The mission of the Forward Planning Committee is to work with the Congregation Council, develop and maintain a short-term and long-term (5-10 year) vision for Holy Trinity Lutheran Church and report to the congregation at each annual meeting.

6. A Holy Trinity Lutheran Church Trust Fund Committee shall be elected by the congregation at the November election. The mission of the Holy Trinity Lutheran Church Trust Fund Committee is to accept, administer and disburse special gifts, memorials, bequests and contributions to the Memorial Fund and the Perpetual Fund. The actions of the committee shall be governed by the Guidelines and Policies of the Holy Trinity Lutheran Church Trust Committee as approved by the congregation. (See Chapter 6 of these Bylaws.)

7. A Nominating Committee consisting of not less than six (6) members shall be elected by the congregation. Three (3) members shall be elected at the semi-annual meeting and each member shall serve a term of two (2) years. Prior to the semi-annual meeting, the congregation is encouraged to submit nominees to the Nominating Committee for positions to be filled on the Nominating Committee at the semi-annual meeting. The

Nominating Committee shall recommend a slate of candidates to the Congregation Council, offering three (3) or more nominees for the positions to be filled on the Nominating Committee at the semi-annual meeting. A final slate of three (3) or more candidates for the Nominating Committee shall be prepared by the Congregation Council prior to the semi-annual meeting. The Christian Service Director shall serve as a resource person to the Nominating Committee, together with the President-Elect. The mission of the Nominating Committee is to nominate congregation leaders for the Nominating Committee, the Congregation Council and the Holy Trinity Lutheran Church Trust Committee. (See Chapter 7 of these Bylaws.)

8. Vacancies on the Trust Fund Committee shall be filled by appointment of the Congregation Council in accord with the Guidelines and Policies of the Holy Trinity Lutheran Church Trust Fund Committee.

9. Vacancies on the Nominating Committee shall be filled by appointment of the Congregation Council for the balance of the term, and they may succeed themselves in office.

10. The Congregation Council shall make appointments to fill vacancies which may occur on Special Ministry Committees other than mentioned in paragraphs 8 and 9 of this chapter. For these Special Ministry Committees, the filling of an unexpired term shall not be deemed to be a term of office for the purpose of qualifying for a subsequent appointment.

Section B. Standing Ministries of the Congregation

1. Each Standing Ministry shall have a Chair and Chair-elect. Annually, there shall be a Chair-elect chosen for each of the following Standing Ministries: Church in Society, Adult Faith Enrichment, Evangelism, Faith Formation, Operation Support, and Worship. In November, each Standing Ministry shall choose their Chair-elect for the coming year. Chairs-elect shall serve a term of two (2) years, the first year as Chair-elect, then succeeding to the position of Chair the second year. The Chairs-elect will be recommended to the Congregation Council for review and approval. An unexpired term of a Chair shall be filled by the Chair-elect. A successor for the Chair-elect shall then be chosen by that Standing Ministry and submitted to the Congregation Council for approval.

2. The Standing Ministry of Church in Society is the ministry of time, talent and treasure in the church, community and the world as a response to God's Grace.

3. The Standing Ministry of Adult Faith Enrichment is the ministry within the congregation which includes adult faith enriching group ministries of various sizes and types.

4. The Standing Ministry of Evangelism is the ministry of the congregation that reaches out to current, prospective and inactive members with the Gospel.

5. The Standing Ministry of Faith Formation is the education ministry of the congregation serving all ages.
6. The Standing Ministry of Operation Support is the ministry of administrative support for the congregation.
7. The Standing Ministry of Worship is the ministry of Word and Sacrament.

Section C. Ministry Teams of the Congregation Standing Ministries

1. Each Standing Ministry will create Ministry Teams as necessary or advisable to fulfill the mission of the Standing Ministry.
2. Members of the various Ministry Teams will choose a Leader and Leader-elect of their Ministry Team as necessary throughout the year. The names of these Leaders and Leaders-elect will then be presented to the Congregation Council for approval.
3. Each Ministry Team may enlist members to carry out that team's mission. Ministry Team members need not be approved by the Congregation Council. The Christian Service Director, pastors, other church staff, At-Large Council Representatives, or other Ministry Team leaders may assist in identifying possible Ministry Team members.

Section D. Additional Committees, Special Ministries and Standing Ministries

The Congregation Council may establish temporary Committees or Special Ministries to carry out the mission of the congregation.

Chapter 6 – Congregation Trust Fund

(See Chapter 5, Section A, Paragraph 6 of these Bylaws)

The congregation shall be authorized to have a Trust Fund for the purpose of receiving special gifts, memorials or bequests, to be administered in accord with the Guidelines and Policies of the Holy Trinity Lutheran Church Trust Fund Committee.

Chapter 7 – Nominating Committee

(See Chapter 5, Section A, Paragraph 7 of these Bylaws)

1. The committee has the following responsibilities:
 - a. provide three (3) or more nominees for the Nominating Committee, to be elected at the semi-annual meeting. These nominees shall be submitted to the Congregation Council prior to its May meeting;

- b. provide one (1) or more nominees for each elected position at the November election;
 - c. provide nominees for the Holy Trinity Lutheran Church Trust Fund Committee as required by the Guidelines and Policies of the Holy Trinity Lutheran Church Trust Fund Committee.
2. The Nominating Committee members' terms shall begin following their election at the semi-annual meeting.
 3. Election of Congregation Council and Officers (see also, Bylaws Ch 4, A.1.)
 - a. The Nominating Committee shall present a slate of nominees to the Congregation Council no later than the October council meeting. The Nominating Committee shall present one (1) or more nominees for each office to be filled.
 - b. All nominees shall be posted in the narthex and published prior to the election for congregational review.
 - c. Members of the congregation are encouraged to submit nominees to the Nominating Committee through September 15th. Such nominees may appear on the election ballot providing the nominee(s) has (have) given acknowledgement of willingness to serve.
 - d. Nominees elected will begin their term of service following the annual meeting.

Chapter 8 – Duties of Officers, At-large Council Representatives and Standing Ministries of the Congregation Council

Section A. General Duties

1. The officers and members of the Congregation Council shall exhibit a Christian example to the members of the congregation by regular participation in worship services, by hearing and doing God's Word, faithful stewardship and by frequently partaking of the Lord's Supper.
2. The Chair and Chair-elect of each Standing Ministry and appointed Ministry Team members shall also give witness to their faith in the conscientious performance of their respective duties as well as regular attendance at worship services, faithful stewardship and partaking of the Lord's Supper.
3. The Chair and Chair-elect of each Standing Ministry and the Leader and Leader-elect of each Ministry Team shall assist in the preparation of the congregation's annual budget by submitting to the Operation Support Standing Ministry an estimate of such expense as that Standing Ministry may reasonably project for the next budget year. Such estimate shall be provided no later than November 1 of each year. Each Standing Ministry shall maintain an updated written description of its responsibilities.

4. All Standing Ministries, Special Ministries, organizations and committees shall submit a report of their program and activities to the congregation at the annual meeting.

Section B. Special Duties

1. The president shall preside over meetings of the Congregation Council and of the congregation unless the voting members decide otherwise.

2. The president-elect shall preside in the absence of the president and shall succeed to the office of president when the office is vacated.

3. The vice president shall preside in the absence of the president and president-elect and shall succeed to the office of president-elect when the office is vacated.

4. The recording secretary shall keep minutes of the meetings of the council and of the congregation and shall preserve its archives. The recording secretary shall also maintain an attendance record of the Congregation Council.

5. The treasurer shall be custodian of all funds of the congregation, local and synodical, and shall disburse all such funds in accordance with the decisions of the congregation or the Congregation Council. The treasurer shall present monthly reports to the Congregation Council and submit records annually for audit.

6. The financial secretary shall deposit all monies received in an institution agreed upon by the Congregation Council. The financial secretary and Stewardship Ministry Team shall record the individual accounts, and provide quarterly and annual statements to all contributors.

7. The At-Large Council Representatives, no later than January 1, will determine which Standing Ministry each will be responsible for during that year. These responsibilities will be communicated to the congregation in the annual report. The At-Large Council Representatives will keep the Congregation Council informed of the events, activities or special needs of the Ministry Teams within their respective Standing Ministry. At-Large Council Representatives shall annually rotate among the Standing Ministries.

Chapter 9 – Operation and Interaction of Ministry Teams, Standing Ministries and At-Large Council Representatives

Section A. Planning and Budgets

At least semi-annually (preferably quarterly), the Chair and Chair-elect of each Standing Ministry will meet with their respective Ministry Team to establish a calendar of events, guidelines and budgets for specific events, tasks or projects, and any other planning to fulfill the mission of the Standing Ministry.

Section B. General Operation Within Guidelines and Budget

Throughout the year, Ministry Teams will perform their specialized ministry (event, series of events, or tasks) under the direction and supervision of the Leader and Leader-elect of that Ministry Team within the guidelines and budget requirements established with the Chair and Chair-elect of their respective Standing Ministry.