

BYLAWS
OF
HOLY TRINITY LUTHERAN CHURCH OF DUBUQUE, IOWA

SECTION ONE - PARTICIPANTS IN HOLY COMMUNION

- C4.03.01 The Sacrament of Holy Communion is a Means of Grace from God to Christian people through which the crucified and risen Christ is present and active to forgive, to save, to unite, to give life, to comfort, and to strengthen for the work to which God calls Christian people in the world. It is by Faith in God's word that we receive the strengthening benefits of the sacrament. Communion, therefore, is for those who have faith in Christ's word. This congregation encourages all who have God's gift of faith to join together at the Lord's table.
- C4.03.02 Further, this congregation admonishes parents and sponsoring persons to nurture their children in faith. As this nurturing takes place, it will become appropriate for the baptized child to experience what is being taught and to be brought to the Lord's table to partake of the sacramental meal with Christ's family. In so doing the child will mature in the faith through education and experience. The decision as to when the child should first partake in communion is one which should be shared by the family and a pastor of the congregation.
- C4.03.03 The congregation shall offer a program for communion education appropriate for children of the 4th grade level and above, and shall encourage the children to participate, with their parents or sponsoring persons, even if the child had already been partaking of Communion.

SECTION TWO - CONGREGATIONAL MEETINGS

- C10.01.01 The annual congregational meeting shall be held in January. The date, time and place for this meeting shall be determined by the Congregation Council.
- C10.01.02 The agenda for the annual congregational meeting shall be established by the Congregation Council after seeking input from the congregation. No business other than that specified in the agenda shall be transacted at the meeting.
- C10.01.03 The annual congregational meeting shall receive written reports, including financial statements, from all organizations of the congregation.

- C10.01.04 Voting shall be by written ballot in the following cases (these being in addition to those stated in the Articles of Incorporation and the Constitution):
- 1) To adopt or amend the Articles of Incorporation, Constitution or Bylaws.
 - 2) When requested by at least ten percent of the voting members present at the meeting.

SECTION THREE - CONGREGATION COUNCIL

C11.01.01 The duties of congregational officers shall be as follows:

1. President

- a. To provide leadership to the Congregation Council in fulfilling its responsibility for the life and activity of Holy Trinity Lutheran Church.
- b. Attend worship and church functions regularly.
- c. Represent all congregational members at church meetings.
- d. Preside at all special and annual congregational meetings.
- e. Set agenda for regular Congregation Council meetings.
- f. Preside at all Congregation Council meetings.
- g. Provide signature on documents as an officer of Holy Trinity Lutheran Church.
- h. Call and preside at all Executive Committee meetings.
- i. Lead the Congregation Council (and appointed standing and special committees) in fulfilling the Congregation Bylaws.

2. Vice President

- a. To assist the council president in providing leadership to the Congregation Council in fulfilling its responsibility for the life and activity of Holy Trinity Lutheran Church.
- b. Attend worship and church functions regularly.
- c. Represent all congregational members at church meetings.
- d. Preside at special and annual congregational meetings and Congregation Council meetings in the absence of the president.
- e. Provide signature on documents as an officer of Holy Trinity.
- f. Provide input concerning the agenda for Executive Committee meetings and regular Congregation Council meetings.
- g. Chair the Personnel Committee and function as its liaison to the Congregation Council.
- h. Participate as a member of the Executive Committee.
- i. Participate as a member of the Finance Committee.

- j. Serve as liaison to the call committee when it is active.
- k. Lead or coordinate specific special assignment tasks as directed by Congregation Council, e.g. facilitate pastoral and congregational reviews.
 - i. Assist the council president in initial identification of issues needing attention and in developing processes used for addressing.

3. Secretary

- a. Attend and record minutes at all Executive Committee, Congregation Council, and congregational meetings.
- b. Attend worship and church functions regularly.
- c. Participate as a member of the Executive Committee.
- d. Represent all congregational members at church meetings.
- e. Report minutes to the congregation.
- f. Provide signature on documents as an officer of Holy Trinity.
- g. Maintain the historical record of meeting minutes for reported meetings.

4. Church Treasurer

- a. To review the monthly income and expenses and report results to Congregation Council and the congregation as directed by council.
- b. Attend worship and church functions regularly.
- c. Represent all congregational members at church meetings.
- d. Analyze and report monthly income and expenses and report monthly to the Congregation Council and make recommendations for changes as necessary for budget control.
- e. Participate as a member of the Congregation Council.
- f. Participate as a member of the Executive Committee.
- g. Chair the Finance Committee and function as its liaison to the Congregation Council.
- h. Report on the financial situation of the church at the annual meeting and as directed by Congregation Council throughout the year.
- i. Assist in annual budget preparation.
- j. Attend meetings with financial institutions as necessary to discuss the maintenance and investment of funds.

5. Financial Secretary

- a. Lead the annual budget process, including requesting and gathering budget requests, combining information into budget form, reviewing proposed budget with leaders and members, and presenting at the annual meeting.

- b. Assist the Treasurer with monitoring the financial situation of the church.
- c. Attend worship and church functions regularly.
- d. Participate as a member of the Executive Committee.
- e. Attend monthly Congregation Council meetings as scheduled.
- f. Acquire and maintain historical budget information and make budget projections.
- g. Participate as a member of the Finance Committee.
- h. Keep a running report of all memorial gifts received and memorial funds disbursed in pursuant of the Continuing Resolutions memorial policy.
- i. Provide a written and/or verbal report of funds received to the Finance Committee quarterly or as requested.
- j. Provide a written report of funds received and disbursed to the congregation annually.
- k. Consult regularly with the Finance Committee concerning the status of memorial funds.

SECTION FOUR - DUAL SIGNATURE AUTHORITY REQUIREMENTS

- C12.05.01 If Holy Trinity Lutheran Church of Dubuque, Iowa acquires or transfers interests in real property, **two** of the following officers shall have authority and shall be required to execute an instrument acquiring and/or transferring real property or any interest in real property held in the name of Holy Trinity Lutheran Church: President and/or Vice-President and/or Secretary.
- C12.05.02 Said two officers' signatures shall also be required to execute any instruments and documents to enter into other transactions on behalf of Holy Trinity Lutheran Church of Dubuque, including entering into contracts, loans, mortgages, credit applications, etc.