Scholarship Committee

1. PURPOSE: The Scholarship Committee is established and appointed according to the Constitution and By-Laws of Trinity Evangelical Lutheran Church. The primary purpose of the Scholarship Committee is to administer the scholarship funds available to the congregation and to encourage all of our Christians to help provide the training of full-time servants of the Lord for the teaching and preaching ministry.

2. TERM OF OFFICE: a. Pastor and Principal – permanent standing members  
   b. President and Chairman of Board of Education – duration of their office  
   c. Lay member – 3 years (appointed by Church Council)

3. QUALIFICATIONS: Qualifications per the above offices. The layman appointed by the Council should likewise serve as an example of Christian leadership through his own worship, devotional life, and personal conduct in accordance with 1Timothy 3:2-10. In accepting the appointment to the Scholarship Committee, he shall commit to personal growth in the knowledge of God’s Word through regular worship, Bible class participation, personal study and meditation, and be responsive to spiritual guidance given by the pastor(s). He must be a member in good standing with the congregation.

4. RELATIONSHIPS: The Scholarship Committee prayerfully considers and contemplates the individual merits and needs of scholarship candidates, and interacts with the congregation, families and others to the extent necessary to arrive at award determinations. The Scholarship Committee will be responsible to both the Church Council and congregation.

5. RESPONSIBILITIES: The organization and conduct of the Scholarship Committee is guided by the Trinity Constitution and By-Laws. The Scholarship Committee consists of five members: the Pastor, the Principal of Trinity Lutheran Elementary School, the President of the Executive Committee, Chairman of the Board of Education, and one layman from the congregation appointed for a three year term by the Church Council. The Committee will elect from its membership a Chairman and a Secretary to a one-year term at its organizational meeting (except the Pastor or Principal). Regular meetings are held at their discretion.
   A. The Scholarship Committee shall draw up its own guidelines. These guidelines and amendments shall be subject to approval of the Church Council and congregation.
   B. The purpose of the scholarship:
      a. To provide an opportunity for all of our Christians to help provide the training of full-time servants of the Lord for the teaching and preaching ministry.
      b. To encourage all people of our church to study for the teaching and preaching ministry by offering them financial assistance in institutions approved or operated by Wisconsin Evangelical Lutheran Synod or of an independent body which abides by Article II of this Constitution, or a non-sectarian school in such cases approved by the Scholarship Committee.
C. Administration of the Scholarship Fund shall be covered completely in the guidelines as to receipts, disbursements, investing, financial reports, and audits.

6. DUTIES OF BOARD/COMMITTEE CHAIRMAN AND SECRETARY: The following describes the duties and responsibilities of Board or Committee Chairman, as well the Secretary.

Board or Committee Chairman

   a. Preside at all meetings and see that they are conducted in an orderly manner.
   b. Prepare the agenda for each meeting in consultation with the pastor(s) as needed.
   c. Represent the Board or Committee on the Church Council, and report back any business assigned by the Church Council or congregation.
   d. Responsible for developing and providing the Board/Committee budget requirements.

Board or Committee Secretary

   a. Accurately record all proceedings of the meetings of the Board or Committee. Minutes shall reflect the date and time of meeting, members present, presiding chairman, business discussed and action taken.
   b. Maintain a file of the Board or Committee records and correspondence directed to it.
   c. Turn over the minutes of each meeting to the church office within seven (7) days after the meeting. The Chairman, Principal and the Pastor shall be furnished with a copy of the minutes.
   d. In the event of his forced absence from a meeting, he shall turn over his book of minutes to the chairman, who will appoint an acting secretary for the meeting.

Note: Interested parties should refer to the Trinity Constitution and By-Laws for the complete scope and description of requirements and relationships of all elected positions, boards and committees.