



# BYLAWS

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# BYLAWS

## ARTICLE I. Membership

### Section 1: General Policies

- A. Trinity Baptist Church is an autonomous and democratic Baptist church under the Lordship of Jesus Christ. The membership of Trinity Baptist Church retains unto itself the right of an exclusive self-government in all phases of its spiritual and temporal life.
- B. The Members determine the conditions of membership.
- C. The Roll of Church Membership for Trinity Baptist Church shall be maintained by the Church Clerk.
- D. The goal of Trinity Baptist Church is for all members to be ministers actively involved in a ministry.

### Section 2: Candidacy

- A. The Church shall consider all persons without reference to race, national origin, social or economic status, or any other purely human standards who offer themselves as candidates for membership. All such persons shall be presented to the Church as candidates at any Regular Worship Service or Regular Business Meeting of the membership by any of the following ways:
  - 1. A profession of faith in Jesus Christ for salvation and Lordship followed by baptism by immersion as a testimony of that salvation,
  - 2. By promise of letter of recommendation/transfer from another Baptist church of like faith and order,
  - 3. By statement that the candidate is or has been a Member of a Baptist church or a church of like faith and order, and
  - 4. By statement of previous Christian experience including profession of faith in Jesus Christ for salvation and Lordship, followed by baptism by immersion.
- B. If any Member suggests that a candidate for membership should not be received at the Business Meeting when presented, then such dissent shall be referred to the Church Council which will before the next Regular Church Business Meeting make an appropriate investigation and bring a report and/or recommendations to the Church. To elect such candidates will require a two-thirds vote at that next or any following Regular Church Business Meeting.

- C. A person presented for membership does not officially become a member of the Church until he or she has been elected in a Regular Church Business Meeting, by majority vote of the Church.

### **Section 3: New Member Orientation**

All candidates presenting themselves for membership will be encouraged to attend a New Member orientation study. These studies will be offered on a recurring basis.

### **Section 4: Receiving Members in Absentia**

If an individual is unable to present himself/herself publicly to the Church for membership, the Church may vote to receive such person in absentia when recommended by the Ministerial Staff provided that one of the conditions set forth in Section 2 of this Article is met.

### **Section 5: Membership Classification**

- A. Resident Members are those Members who maintain an official U.S. postal address in Kerr County or in the counties immediately adjacent to Kerr County.
- B. Nonresident Members are those Members who do not maintain an official U. S. postal address in Kerr County or in the counties immediately adjacent to Kerr County.

### **Section 6: Expectations of Members**

A Member of Trinity Baptist Church is expected to be faithful in all duties essential to the Christian life; actively participate in the life, ministry and mission of the Church; subscribe to the Statement of Faith as set forth in Article IV of the Constitution and fulfill the obligations of the Church Covenant as set forth in Article V of the Constitution.

### **Section 7: Voting Privileges of Members**

Each Resident Member shall be entitled to one vote on each matter of business before the Church. In order to cast a vote on a matter of business before the Church, a Resident Member must be present when such matters of business are being considered unless provision has been made by the Church for absentee voting.

### **Section 8: Discipline of Members**

- A. It shall be the practice of the Trinity Baptist Church to take every reasonable effort to assist any Member. The Senior Pastor, other members of the Church Ministerial Staff, and Deacons will be available for counsel and guidance. The attitude of Members toward one another shall be guided by a concern for redemption and restoration rather than punishment. Should differences arise between Members, the aggrieved Member shall follow, in a tender spirit, the process stated in Matthew 18:15-17.
- B. Should there arise a case of a breach of the Articles of Faith, the Constitution, the Bylaws, or the Church Covenant, or should there arise any indication of heresy or heretical teaching; or should there arise any case of public scandal, the Deacon Body

shall endeavor to correct the offense. If the problem cannot be resolved by the Deacon Body, the problem will be referred to the Church in a written report.

- C. The Church shall appoint a reasonable time and place for a formal hearing, notifying the Member charged of its actions and presenting him/her with a copy of the charges.
- D. At the formal hearing, the accused Member may call any person to his/her aid. If the accused Member fails to appear for the hearing without just reason, then the Church will vote whether or not to proceed in his/her absence.
- E. All such proceedings shall be pervaded with a spirit of Christian kindness and forbearance. If the Church chooses, it may either admonish the offender or declare, by three-fourths vote of the Church, the offender to be no longer a Member at Trinity Baptist Church and his/her name will be removed from the Roll of Church Membership and transferred to the Former Member file.
- F. The Church may restore membership to any person, upon request of the excluded person, and by majority vote of the Church upon evidence of the excluded person's repentance.

#### **Section 9: Termination of Membership**

- A. A Member's membership in the Church shall terminate:
  - 1. Upon the death of the Member
  - 2. Upon granting a letter of dismissal/transfer to join another Baptist Church of like faith and order
  - 3. Upon such Member joining a church of another denomination
  - 4. Upon request of the Member
- B. It is not the intention of the Church to ever remove a Member from fellowship. Every effort will be made to contact Members who have not remained connected to the Church. If a Member has been disconnected from the Church for two years during which he/she has not communicated with or manifested any interest in the Church, and efforts to contact the Member have been unsuccessful, the Church may vote to transfer his/her name from the Roll of the Church Membership to the Former Member File.
- C. Records of all former Members will be maintained indefinitely.

#### **Section 10: Voting**

Except as otherwise specifically provided herein, when a vote of the Members of the Church is called for, the approval of a majority of the Members present and voting at a meeting shall be the vote of the Church Membership.

## **ARTICLE II. Church Leadership**

### **Section 1: The Senior Pastor**

- A. The Senior Pastor shall be the principal officer of Trinity Baptist Church, responsible for leading the Church in fulfilling its ministry as a New Testament Church. As administrative leader of the Church, the Senior Pastor is the supervisor of the Ministerial Staff and is responsible for leading the Church in implementing Church decisions. As the spiritual leader of the Church, the Senior Pastor shall provide leadership in fulfilling the mission of the Church. The Senior Pastor is accountable to the Church through the Personnel Committee. The Senior Pastor is an ex-officio member of all Committees. The Senior Pastor serves as Chair of the Church Council.
- B. A Senior Pastor shall be called by the Church when a vacancy occurs. An ad-hoc Pastor Search Committee, consisting of an uneven number of Church Members, shall secure a suitable candidate for Senior Pastor. The Committee's recommendation shall constitute nomination. Only one person at a time shall be considered for election as Senior Pastor. The Senior Pastor's election shall take place at a Special Called Business Meeting called by the ad-hoc Pastor Search Committee, for which at least one week's prior notice shall be given to the Church Members. Election shall be by ballot and shall require a three-fourths vote of Members casting ballots.
- C. The Senior Pastor shall serve until the relationship is terminated by resignation or majority vote of the Members casting ballots in a Special Called Business Meeting according to procedures specified in Article VII, Section 3, paragraph B.
- D. The Senior Pastor Search Committee shall be nominated by ballot and elected by the Church Membership. The nominating procedure shall be developed and/or approved by the Church Council and presented to the Church for its approval.
- E. If a vacancy exists in the office of the Senior Pastor, the Church Council will function as a Transition Committee to make provision for the roles and responsibilities of the office of Senior Pastor. The roles and responsibilities of the Senior Pastor may be assumed by the Transition Committee or may be assigned to others selected by the Committee upon Church approval.

### **Section 2: The Church Staff**

- A. Ministerial Staff shall be employed by the Church as needs arise. They shall be recommended to the Church by an ad-hoc Ministerial Staff Search Committee. Election shall be by ballot and shall require a three-fourths vote of Members casting ballots at a Special Called Business Meeting called for that purpose. Ministerial Staff persons shall be supervised by the Senior Pastor and accountable to the Church through the Personnel Committee. Ministerial Staff persons shall be Members of the Church.
- B. The Ministerial Staff Search Committee shall be nominated by ballot and elected by the Church Membership.

- C. A Ministerial Staff member shall serve until the relationship is terminated by resignation or majority vote of the Members casting ballots in a Special Called Business Meeting according to procedures specified in Article VII, Section 3, paragraph B.
- D. Employees, other than Ministerial Staff, shall be employed as the need arises. All Support Staff (with the exception of custodial help and child care workers) shall be hired upon approval by the Personnel Committee. The Minister of Business Administration shall secure custodial help and the Staff Member in charge of Preschool shall secure child care workers as provided in the budget of the Church.

### **Section 3: The Deacons**

#### **A. Deacon Qualifications**

- 1. Qualifications for service as a Deacon shall be as described in Acts 6, I Timothy 3, Titus 1, and other scriptures the Church deems applicable. Additionally, Deacon Nominees must be willing to serve Trinity Baptist Church in the capacity as a Deacon. The final responsibility of interpreting scripture related to the qualifications of Deacons will be a function of the Church Membership.

#### **B. Deacons Roles and Duties**

- 1. The role of the Deacon at Trinity Baptist Church is one of ministry and service leadership. The Deacon is called, ordained and set apart to serve God and the Membership at Trinity Baptist Church. A Deacon at Trinity Baptist Church has the duty to be an example to others regarding worship, evangelism, discipleship, service and fellowship, and shall use his spiritual gifts to that end. Specifically, it is the primary duty of a Deacon to assist the Senior Pastor in ministering to and serving the needs of the Church.

#### **C. Classification of Deacons**

- 1. Deacons are those men within the Resident Membership who have been previously and duly ordained either by Trinity Baptist Church or a Baptist church of like faith and order.
- 2. Deacon Emeritus are those Deacons who by reason of age or infirmities shall no longer be able to render service as Deacons. A Deacon Emeritus candidate shall be released of his Deacon responsibilities by vote of the Church upon recommendation by the Deacon Body.

#### **D. The Deacon Body Organized**

- 1. The Deacon Body will have a Deacon Chair who is accountable to the Church and the Church Council for the Deacons ministry. Deacon Officers are nominated by the Deacon Body for election by the Church. Deacon Officers shall serve a term of one year. Deacon Officers may serve additional years if nominated by the Deacon Body and elected by the Church. The Deacon Body may organize as necessary to accomplish its work and may include a Vice-Chair, Secretary and Ministry Team Leaders.



2. The Deacon Body shall hold regularly scheduled meetings and as many special meetings as it deems necessary.
3. The Senior Pastor and Ministerial Staff shall be ex-officio members of the Deacon Body, free to make reports, recommendations and to discuss any matters under consideration.
4. The Deacon Body shall allow Church leaders, staff workers and Committee Chairs to make reports, presentations, requests and recommendations at its meetings.

E. The Election of Deacons

1. The Deacon Body shall have authority to recommend, at a Church Business Meeting, active deacon status for men who have been church members for a period of at least one year and who were ordained as deacons prior to their membership at Trinity Baptist Church. Candidates are approved for service by a secret ballot vote in a Church Business Meeting with a two-thirds majority vote of the Members present.
2. The Senior Pastor and Deacon Chair may seek to begin the process of electing additional Deacons at any time the need arises.
3. There shall be a strong emphasis from the pulpit and in the Church Newsletter several weeks prior to the nomination of Deacons for the purpose of informing the Church Members that a nomination of Deacons is imminent, and to stress the qualifications of a Deacon.
4. A Deacon Selection Task Force shall be established according to Article V, Section 2, and they shall coordinate the nomination of Deacons by the Church Members. A nomination form shall be included in the Church bulletin on the Sunday that has been designated and publicized as the Sunday for nomination of Deacons. Each Church Member present may nominate three men. A list of the currently serving Deacons shall be provided to the Church Membership.
5. Men not eligible for nomination are as follows:
  - a. Current Members of the Deacon Body, and
  - b. Men who have not been Resident Members of the Church for a period of one year.
6. Upon receiving the nominations, the Deacon Selection Task Force, guided by the scriptural qualifications, shall contact and interview as many nominees as is necessary to staff the Deacon Body.
7. For those candidates who have been previously ordained, the interview shall consist, when deemed appropriate, of a background check and, in all cases, a personal interview with the candidate and his wife. The interview shall include a review of the qualifications of a Deacon and the responsibilities of Deacon Service at Trinity Baptist Church.

8. For those candidates who have not been previously ordained, the interview shall consist of a background check and a personal interview with the candidate and his wife to discuss the qualifications and responsibilities of Deacon Service. If selected by the Deacon Selection Task Force, the candidate and his wife shall be counseled by the Senior Pastor as to their role and responsibilities.
9. Following the final screening, the Deacon Selection Task Force shall present to the Church the candidates, ordained and un-ordained, considered to be qualified for Deacon Service. Candidates are approved for service by a secret ballot vote in a Church Business Meeting with a two-thirds majority vote of the Members present.
10. Those elected by the Church to serve as Deacons, but not previously ordained, will serve a six month orientation period before ordination. An ordination service will then be conducted under the supervision of the Senior Pastor. Those elected by the Church to serve as Deacons who were previously ordained may begin serving immediately.

## **ARTICLE III. Church Corporate Leadership**

All Corporate Leadership shall be Members of Trinity Baptist Church.

### **Section 1: Chief Executive Officer**

The Senior Pastor is the Chief Executive Officer of Trinity Baptist Church, a non-profit corporation, and is responsible to the Church Membership for the operation of the Church as a non-profit corporation.

### **Section 2: Chief Financial Officer**

The Minister of Business Administration is the Chief Financial Officer of the corporation and is the business manager of the Church. He or she is the principal contact with such businesses as banks, insurance companies, and other entities which do business with the Church.

### **Section 3: Church Clerk**

- A. The Church Clerk shall be elected annually by the Church upon nomination by the Nominating Committee.
- B. The Duties of the Church Clerk are as follows:
  - 1. Prepare the agenda for Business Meetings,
  - 2. Record for the Church, by writing down in a permanent form, the transactions of the Church Business Meetings,
  - 3. Prepare the Annual Church Profile, (The statistics prepared by the Clerk are used by the denomination's statisticians in compiling the official denominational records.)
  - 4. Preserve a full set of all records and minutes for past years as well as current records, and
  - 5. Conduct all Church correspondence of an official nature such as letters relating to admission of new Members, dismissals and other official communication.

### **Section 4: Church Treasurer and Assistant Treasurer**

- A. The Treasurer and Assistant Treasurer shall be elected annually by the Church after being recommended by the Nominating Committee. The Treasurer and Assistant Treasurer cannot serve more than three consecutive years. These persons should be vitally interested in all affairs of the Church. As servants of the Church, they should be of unquestioned integrity. Neither the Treasurer nor the Assistant Treasurer will serve as a member of the Trustees Committee while in office.
- B. The Duties of the Treasurer and Assistant Treasurer are as follows:
  - 1. Work with the Finance Committee in maintaining the procedures for receiving, counting, banking, recording, disbursing, reporting and auditing all monies received by the Church, and

2. Work with the Minister of Business Administration to maintain records of all monies received and disbursed, (The disbursement of Church funds shall be in keeping with Church policies and procedures.)
3. At the end of each month:
  - a. Reconcile the bank statement with check listings,
  - b. Verify receipts which are provided by the Teller Committee Chair, and
  - c. Verify the disbursements provided by the Minister of Business Administration.
4. Make any necessary corrections and return both statements to the Minister of Business Administration who will use them to compile the monthly financial report for the Church.
5. Assist the Church Clerk in preparing the financial portion of the Annual Church Profile.
6. Work in close cooperation with the Finance Committee and serve as a non-voting member of the Finance Committee.
7. Work with the Office Staff in maintaining adequate records of individual contributions and periodically provide composite contribution reports, and
8. Prepare the Annual Treasurer's Report, to include the Church audit, to be presented annually at a Regular Business Meeting.

### **Section 5: Trustees**

- A. Six Trustees shall be nominated by the Nominating Committee and elected by a majority of the Church Body present at any Regular Church Business meeting. Each Trustee shall serve for a term of three years; two Trustees are to be elected each year as two are retired. Trustees may not be elected to a second term without at least one full year interval. The Trustees shall represent the Church in legal transactions involving the sale, transfer, mortgaging, purchase or rental of real property. They shall have no power to buy, sell, transfer, mortgage or lease any real property without a specific majority vote of the Church Membership authorizing each such action.
- B. Any four of the six Trustees shall be authorized to act on behalf of the Church when all six are not available.

### **Section 6: Church Legal Officer**

The Church Legal Officer shall be a Trustee and shall be elected annually by the Church on the recommendation of the Nominating Committee. The Church Legal Officer serves as the Chair of the Trustee Committee.

### **Section 7: Moderator**

- A. The Moderator will be a non-Ministerial Staff Church Member elected annually by the Church to serve as presiding officer at Church Business Meetings. The Nominating

Committee will present three candidates to the Church Council. The Church Council will select by three-fourths vote the nominee to be presented to the Church. No Moderator may serve for more than three consecutive years, but is eligible for re-election after a one year interval. In the absence of the Moderator, the presiding officer shall be determined according to Article VII, Section 3, paragraph C3.

B. The duties of the Moderator are as follows:

1. Protect and build the fellowship of the Church by seeking to achieve unity in diversity,
2. Keep order, and allow ample discussion without permitting people to answer each other directly without the Moderator's recognition of the speaker; parliamentary rules will be observed using the latest edition Robert's Rules of Order,
3. Expedite the business of the Church; the Moderator should not make business, but should keep business at hand moving and resolved, and
4. See that the business matters voted on are clear enough to be carried out after the meeting; the Moderator should steer the Church around trivialities and prolonged discussions about nonessentials. Such concerns may be promptly referred to the appropriate Committee for study and reporting.

### **Section 8: Church Parliamentarian**

- A. The Parliamentarian shall be a non-Ministerial Staff Church Member elected by the Church annually upon recommendation of the Nominating Committee. The Parliamentarian may be re-elected to succeeding terms.
- B. The Parliamentarian shall be responsible for advising the Moderator of point of order in the conduct of all Church Business Meetings according to the latest edition of Robert's Rules of Order.

## **Article IV. Church Council**

- A. The Church Council shall be composed of the Senior Pastor, Vice-Chair, Ministerial Staff, Deacon Chair, the Chair of each Committee, and any Ministry Team Chair that the Church Council and Senior Pastor determine are needed to accomplish its task.
- B. The Chair of the Church Council will be the Senior Pastor. As Chair of the Church Council, he is accountable to the Church for leading the Council in fulfilling its duties as outlined in item E. below.
- C. The Vice-Chair of the Church Council will be a non-staff Church Member, nominated by the Church Council and elected annually by the Church for a term of one year, but may serve no more than three consecutive years. He or she may serve again only after a one year interval in service. The Nominating Committee will submit up to three names for consideration by Church Council. The Church Council will select by three-fourths vote a nominee to be presented to the Church for election.
- D. Should the Church be without a Senior Pastor, the Vice Chair of the Church Council will assume the duties of the Chair.
- E. Duties and responsibilities of the Church Council
  - 1. The Church Council shall serve the Church by leading in planning, coordinating and evaluating the ministries and programs of the Church and its organizations.
  - 2. The Agenda for Church Business Meetings shall be the responsibility of the Church Council.
  - 3. The primary functions of the Church Council shall be to:
    - a. Recommend to the Church suggested objectives and Church goals,
    - b. Review and coordinate ministry and program plans recommended by Church Officers, organizations and Committees,
    - c. Recommend to the Church the use of leadership, calendar time, and other resources according to program priorities,
    - d. Evaluate achievements in terms of Church objectives and goals,
    - e. Propose names to the Church to serve on the Nominating Committee, and
    - f. Recommend to the Church the establishment or deletion of Committees, Task Forces and ministries.

## **Article V. Church Committees and Task Forces**

- A. Committees and Task Forces normally meet in person at a location to be determined, and may conduct business provided a majority of the Committee/Task Force members are present.
- B. A Committee or Task Force may also conduct their business by teleconferencing or using virtual meeting protocols provided a majority of Members are able to participate. Such protocols will be agreed upon prior to implementing.

### **Section 1: Committee Guidelines**

- A. Committees are organizational elements whose work is generally highly deliberative with ongoing decision-making responsibility. Committees are best suited to work with policy, regulation and procedural content. Examples of such Committees are Finance, Missions, Nominating, Personnel, Properties and Space, Teller, Transportation and Trustees Committees.
- B. Committees are established or deleted by the Church on the recommendation of the Church Council. Church Council's recommendation will include the size of the Committee and the Committee job description/functional statement. Suggestions for new Committees will be submitted to the Church Council. The calendar year for all Committees will begin in January.
- C. Method of filling Committee positions
  - 1. All who serve on Committees shall be Members of Trinity Baptist Church.
  - 2. The Nominating Committee nominates persons to serve on all Committees; nominees are then elected by the Church. Exceptions are Nominating Committee Members, Chair and Vice Chair who are nominated by the Church Council for election by the Church. Service on Committees is for a three-year term with one-third of the Members rotating off each year.
  - 3. Persons may not be elected to a second term on the same Committee without at least a one year interval unless the Church Council approves otherwise. Persons elected to fill a partial term may be elected to a full term, but in those cases, persons may not be elected to serve more than five years.
  - 4. The Nominating Committee will also nominate persons to serve as Committee Chair and Vice Chair. When possible, the Vice Chair nominees will have served one year on the Committee, have two years of service remaining and will agree to serve as Chair in their last year on the Committee.
  - 5. The Nominating Committee may not nominate members of their immediate family or Staff Members' immediate family to serve on the Personnel or the Finance Committee.
- D. Responsibilities of Committees:
  - 1. The Finance Committee is responsible for:

- a. Developing and recommending an annual budget to the Church,
  - b. Overseeing the budget and all other financial matters, and
  - c. Administering the gifts (wills, memorials, etc.) of Church Members.
2. The Missions Committee is responsible for:
  - a. Developing and recommending a Missions Ministry for the Church,
  - b. Providing oversight for the distribution of funds for short and long-term missions,
  - c. Providing oversight for the calendaring and use of Mission Houses, and
  - d. Setting and encouraging the Missions offerings while communicating mission needs to the Church.
3. The Nominating Committee is responsible for identifying and nominating to the Church for election:
  - a. Bible Study Leadership; Ministry Leadership; and Ministry Team Leaders;
  - b. Chairs, Vice Chairs, and Members of all Church Committees and committee-type Task Forces; and
  - c. Church Officers.
4. The Personnel Committee is responsible for:
  - a. Developing staff structure and recommending changes,
  - b. Providing oversight for hiring of Support Staff, and
  - c. Administering the personnel program of the Church.
5. The Properties and Space Committee is responsible for:
  - a. Maintaining the Church property, buildings and equipment,
  - b. Administering a program of regular, preventive maintenance, and
  - c. Recommending to the Church acquisition and disposition of Church property.
6. The Teller Committee is responsible for:
  - a. Receiving all monies contributed to the Church,
  - b. Proper accounting for all monies contributed to the Church,
  - c. Depositing all such monies in the appropriate bank accounts, and
  - d. Counting all ballots.
7. The Transportation Committee is responsible for:
  - a. Recommending to the Church the replacement of and purchase of new vehicles as the need arises,



- b. Formulating maintenance schedules and procedures and taking the initiative to see that they are done according to legal and insurance requirements,
  - c. Formulating operating and safety rules for driving and using vehicles, and
  - d. Maintaining a list of qualified drivers for specific type vehicles.
8. The Trustees Committee is responsible for:
- a. Reviewing all legal documents which obligate the Church,
  - b. Signing documents after appropriate Church action, and
  - c. Administering the insurance program of the Church.

## **Section 2: Task Force Guidelines**

- A. A Task Force is created to accomplish a specific task which is short-term in nature. A Task Force might function like a Committee and accomplish deliberative tasks such as long-range planning, master plan development, reorganization or policy development. Examples of such Task Forces might include Deacon Selection and a Special Grounds Task Force. A Task Force may also function like a Ministry and perform short-term ministry actions.
- B. Task Forces are established by the Church on the recommendation of the Church Council. Church Council's recommendation will include the Task Force purpose, job description, and a functional statement; and whether the Task Force is to be conducted as a Committee or as a ministry. Suggestions for the establishment of new Task Forces will be submitted to the Church Council.
- C. Method of filling Task Force positions
  - 1. If the Church Council determines the Task Force is to be conducted as a Committee, the Nominating Committee will nominate all persons to serve on the Task Force to include a Chair and Vice Chair, and all will be elected by the Church.
  - 2. If the Church Council determines the Task Force is to be conducted as a ministry, the Nominating Committee will only nominate the Task Force Chair, in coordination with the Church Council, to be elected by the Church. The Chair will then enlist the Task Force Members.

## **ARTICLE VI. Ministries**

### **Section 1: Definition**

The objectives and goals of the Church are achieved through ministries. Ministries and Ministry Teams are organizational elements structured to meet specific needs which enhance the overall mission of the Church. A Ministry Team is the leadership element for a particular ministry.

Ministries can be as varied as the gifts and talents of the Church Body. The Holy Spirit may lead individuals to establish new ministries or Ministry Teams for a particular purpose in addition to existing ministries.

### **Section 2: Church Ministries Guidelines**

- A. Ministries and Ministry Teams are established by the Church on the recommendation of the Church Council.
- B. Ministries and Ministry Teams are predominately lead by non-ministerial Church Members. The Ministerial Staff advisers are assigned by the Senior Pastor. The ministries and Ministry Team leaders are accountable for coordinating the functions of the ministries and Ministry Teams.
- C. The leadership of all ministries and Ministry Teams shall be Members of Trinity Baptist Church, nominated by the Nominating Committee, and elected by the Church.
- D. Each ministry and Ministry Team Leader is authorized to enlist as many people as needed to accomplish the goals and purpose of that ministry. There is no limit to the number of people in a given ministry and there is no limit to how long they may serve.
- E. Suggestions for the establishment of new ministries will be submitted to the Church Council through the appropriate Ministerial Staff. Upon a recommendation by the Church Council, the new ministry will be submitted for approval by the Church.
- F. Should a ministry cease to be functional or needed, the Church Council will recommend to the Church the elimination of that ministry.

## **ARTICLE VII. Church Meetings**

### **Section 1: Church Calendar**

- A. The Church Calendar is the program of activities, meetings and services of the Church and its organizations which are planned for a given year.
- B. The Church Council shall be responsible for coordinating the Church Calendar. The Church Council shall serve as the clearing house for Church-related activities.

### **Section 2: Services of Worship, Prayer, and other Ministries**

- A. Services of Worship shall normally be conducted at times recommended by the Church Council and approved by the Church. The Senior Pastor and Minister of Worship shall provide leadership in planning and supervising the Services of Worship.
- B. Bible study, discipleship and evangelistic outreach, both on-campus and off-campus, for all ages, shall be conducted at times and in accordance with procedures and places approved by the Church and under the leadership of the Ministerial Staff.
- C. All ministry organizations and all other organizations and groups within the Church shall hold meetings to meet their needs. These meetings are to be planned by the appropriate leadership.
- D. The Ordinance of the Lord's Supper shall be observed at least four times each calendar year. The Deacon Body shall arrange for the preparation of the physical necessities for the Ordinance, and the Senior Pastor and the Deacon Body shall direct the observance of the Ordinance. Upon a request of a Member unable to attend regular services, the Ordinance of the Lord's Supper may be served privately to him or her.
- E. The Ordinance of Baptism shall be observed as often as there are candidates for Baptism and may be observed in any regular or special Service of Worship. The Senior Pastor, or such other persons as the Senior Pastor deems appropriate, shall direct the observance of this ordinance.

### **Section 3: Church Meetings for Business**

- A. Regular Business Meetings
  - 1. The Church shall hold a Regular Business Meeting every month unless voted otherwise by the Church. These meetings shall be announced at least one week prior to the scheduled meeting date.
  - 2. The agenda shall be the responsibility of the Church Council.
  - 3. The agenda for Regular Business Meetings shall be prepared by the Church Clerk and shall include the minutes of the last Regular Business Meeting and all Special Called Business Meetings; the Treasurer's Monthly Report; the review of correspondence requiring the action of the Church; the granting of requests for church letters and the removal of names from the Roll of Church Membership; reports and/or

recommendations from the Church Council, Committees and program leadership; and consideration of old business.

4. All items acted upon in Regular or Special Called Business meetings shall be reported in the Church Business Meeting minutes.
- B. Special Called Business Meetings to consider urgent business may be called by the Moderator, Chair of the Church Council or Deacon Chair, provided notice to the Church Members is given at a regular Worship Service one week prior to the meeting. At a Regular Business Meeting, the Church may also vote to hold Special Called Business Meetings following the notice requirements of a Special Called Business Meeting. No new business will be entertained at Special Called Business Meetings.
- C. Regulations Governing both Regular and Special Called Business Meetings
1. Robert's Rules of Order (latest revised edition) shall constitute the parliamentary rules of procedure for all business meetings of the Church, the Deacon Body, Committees and other groups within the Church.
  2. The presence of fifteen or more Members shall be requisite to and shall constitute a quorum at each Regular or Special Called Business Meeting for the transaction of business, except as otherwise provided by the Texas Business Organization Code (TBOC).
  3. The Moderator of the Church shall preside at the Business Meetings of the Church. In his absence, the Deacon Chair shall preside. In the absence of both the Moderator and the Deacon Chair, the presiding officer shall be selected by either the Moderator or the Deacon Chair. In the event a presiding officer has not been selected, the presiding officer shall be elected by a vote of the Church Membership present.
  4. While a Member shall be free to present business matters from the floor, such as miscellaneous business, new business or resolutions, such matters shall normally be referred by the presiding officer to an appropriate Ministry Team, Committee or the Deacon Body for study, asking that a report and/or recommendations be brought back at a later Business Meeting.

If Members wish to have an item placed on the agenda of a Regular Business Meeting, they shall submit a written request to the appropriate Committee, Ministry Team, Church Council or Ministerial Staff far enough in advance of the Business Meeting for them to consider the item.

5. Motions shall be voted by voice or show of hand unless a different method is prescribed elsewhere in these Bylaws. If there is a request by two or more Members present and approved by a vote of Members present, for another method of voting, it will be done accordingly.
6. Upon the recommendation of the Church Council or the Deacon Body and with the approval of a majority of the Members present at a Regular or Special Called

Business Meeting the voting procedures set forth in this section may be amended with respect to a matter of Church business in the following matters:

- a. The number of those required to vote in favor of a proposal in order for the proposal to be adopted may be increased to a number greater than 50% of those voting on the proposal.
  - b. A minimum age may be established in order to be eligible to vote on the matter, which minimum age shall not be greater than 18 years of age.
  - c. The method of voting may include secret ballots, absentee voting and/or voting on multiple dates. A method of proper accountability to reasonably prevent voting by ineligible voters or multiple votes being cast by the same person must be established. Such methods may include, but not be limited to, signed ballots or special ballots obtained, executed and deposited in the Church office no more than one week in advance of the scheduled voting date.
  - d. When absentee balloting is approved, a Deacon, during the absentee balloting period, is authorized to deliver upon request an absentee ballot to a Church Member who is physically incapacitated and unable to be present at Church at the time set for voting on the matter.
  - e. Notwithstanding the provisions of this section, the voting methods prescribed for the disposition of certain matters of Church business specifically covered by other Sections of the Constitution and Bylaws may not be altered pursuant to this Section.
7. Each Resident Member of the Church is entitled to one vote on each matter of business, so long as such Member is actually present at a meeting of the Church.

#### D. Organizational Calendars

1. Various Church Programs begin on a schedule established by the Church Council.
2. The Deacon Body Year begins on a schedule established by the Deacon Body.
3. The Committee Year begins January first.
4. The Fiscal Year begins January first.

#### E. Ministry Teams, Committees and Task Forces

1. Such meetings shall be called as needed by the Chair or Ministry Team Leader for the purpose of conducting the work of the group. Minutes of group's actions will be filed in the Church office.
2. All Church Members are encouraged to make suggestions or proposals to the appropriate Minister, Committee, Ministry or Task Force in order to improve and strengthen the work of the Church. If it is unclear as to which work group should be contacted, the Senior Pastor shall provide direction.
3. Every Church Member has the right to personally meet with, make suggestions or proposals to, and discuss issues with any Committee, Task Force or Ministry.

Suggestions or proposals should be made in writing to the Chair, Ministry Team Leader or Minister along with the request that the item be placed on the agenda for the next meeting. The Member should indicate whether he or she will be present at that meeting for purposes of discussion and clarification. All such suggestions or proposals will be considered and action(s) will be communicated back to the Church Member in a timely manner. To the extent that a Committee, Task Force or Ministry Team determines that the nature of their meeting is confidential, such group may close the meeting to others, provided such group's final decision(s) or recommendation(s) shall be communicated to the Church.

4. Email may be used as form of communication with the consent from everyone in a Ministry Team, Committee or Task force. Any action taken through email communication shall be documented and recorded in the minutes.

## **ARTICLE VIII. Finances**

### **Section 1: The Church Budget**

- A. The Church shall adopt an annual budget each year, seeking to anticipate and include adequate provisions for all of its local needs and programs, and its mission causes and goals.
  1. The budget will be developed from budget requests submitted to the Finance Committee from each Committee, Ministry Team Leader, the Deacon Body, and Ministerial Staff to include the work of each Church program, Committee, ministry and Task Force.
  2. The Finance Committee, in consultation with all ministries, program services, Committees and Ministerial Staff, shall prepare and submit to the Church for approval, an inclusive budget indicating in the detail requested by the Finance Committee, the amount needed and sought for all local and worldwide ministries.
  3. The Finance Committee will schedule a Special Called Business Meeting for the discussion of the proposed annual budget prior to the adoption of the budget.
  4. Adoption of the annual budget for the new year shall be during a Sunday Morning Worship Service without discussion, usually during the month of November, such Sunday to be announced by the Finance Committee.
- B. The Finance Committee, along with the Senior Pastor and the Minister of Business Administration shall have primary responsibility for administering the annual Church budget.
  1. On approval by the Church of the annual budget, the Minister of Business Administration shall provide a detailed, budget-line-item annual spending limitation for each program for which each Chair is responsible. The Minister of Business Administration will regularly provide a report which reflects each budget-line-item:
    - a. The annual spending limitation,
    - b. The expenses incurred for that month,
    - c. The cumulative expenses to date, and
    - d. The remaining available balance for the year.
  2. Each Committee Chair, Ministry Team Leader, Deacon Chair or Ministerial Staff shall be responsible for the regular review and evaluation of the financial status of their ministry, and promptly report any concerns to the Minister of Business Administration or the Finance Committee.
  3. The Minister of Business Administration and each Committee, Ministry Team, Task Force, Ministerial Staff and the Deacon Body shall be accountable to the Finance Committee for all expenditures incurred by the function under their authority.

## **Section 2: Financial Receipts**

### **A. Offerings**

1. Any offering which is received by the Church not designated for some specific purpose will be used to underwrite the regular Church budget or as the Church may decide.
2. The Church may accept other offerings which are designated for specific needs and ministries after recommendation by the Finance Committee and approval by the Church Council.
3. Annual designated offerings collected by the Church are as follows:
  - a. Annie Armstrong North American Missions and Global Missions,
  - b. Trinity Baptist Church Short-term Missions,
  - c. Mary Hill Davis offerings for State Missions,
  - d. Lottie Moon Christmas International Missions and Global Missions, and
  - e. World Hunger.

### **B. Charges and Fees**

1. Reasonable charges for items provided such as food, drinks, transportation fares and special curriculum materials may be assessed by the responsible ministries to cover costs and to remain within their budget.
2. Fees for services provided, such as special childcare, use of buildings and/or equipment for special events may be established by the responsible ministry to cover cost and to remain within its budget.

## **Section 3: Accounting Procedures**

- A. All contributions to the Church for any and all purposes will pass through the Teller Committee. The Teller Committee will report all funds received and deposited to the Treasurer and the Minister of Business Administration.
- B. All funds received from any source or for any purpose by the Church will be deposited as soon as practical into the appropriate bank accounts of the Church.
- C. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee.
- D. All payment authorizations, invoices and/or contracts shall be verified by the appropriate Committee or Church Staff.

## **Section 4: General Policies**

- A. The major emphasis of giving will be for the support of the Church budget (undesignated offerings); all other offerings will receive secondary emphasis.



- B. Most information regarding the financial affairs of the Church will be made available as soon as practical to interested Church Members who make their request to the Minister of Business Administration. Request for information that may be more sensitive (i.e., individual contributor records, contributor's returned checks or date related to land purchase negotiation) shall be referred to the Finance Committee who will provide information it feels is appropriate. Any Member who feels they have been denied information inappropriately may appeal to the Church at any Regular Business Meeting.
- C. Memorial gifts will be received for the purpose stated if the purpose serves the stated Mission of the Church. If the purpose of the memorial gift is not stated by either the giver or the family of the person being memorialized, the gift will be placed in the Building Fund unless directed otherwise by the Finance Committee.
- D. Committees or Staff Members shall secure at least three bids where possible on goods and/or services exceeding \$5,000.

## **ARTICLE IX. Church Property**

### **Section 1: General Policies**

- A. The term "Church Property" shall refer to any real property, buildings, equipment or furnishings owned by or entrusted to Trinity Baptist Church.
- B. Trinity Baptist Church retains for itself the exclusive right to use, alter and dispose of any and all Church property. No binding commitments will be made to any individual or group, either within or without the Church, who may provide money to purchase Church property or who, through donation or other means, may enable the Church to obtain property.
- C. All Church property is to be used primarily for the needs and programs of Trinity Baptist Church.
- D. The use of any and all church property by individuals or groups for non-Church related events must receive the prior approval in writing by the Senior Pastor or Minister of Business Administration.
- E. The Properties and Space Committee, with the advice and counsel of the Trustees Committee, shall recommend for Church Council approval of all policies and procedures governing the use and administration of all Church property.
- F. Trinity Baptist Church is organized and shall be operated for the purpose of engaging in religious worship and promoting the spiritual development and well-being of individuals. Its assets are pledged for use in performing its religious functions. On discontinuance of this organization by dissolution or otherwise, its assets are to be transferred to a religious or charitable organization that is qualified as an exempt organization under Section 501c(3), Internal Revenue Code of 1954, as amended.

### **Section 2: Purchase and/or Sale of Church Property**

Disposition of Church property shall be governed by policies established by the Property and Space Committee and approved by the Church Council. Such policies and practices shall reflect the attitude of reasonableness and fairness so as not to discriminate among Church Members who may want to acquire any property being removed from service to Trinity Baptist Church.

### **Section 3: Maintenance of Church Property**

- A. Custodial services shall be provided as needed and as allocated for in the Church Budget. General supervision shall be provided by the Properties and Space Committee with specific supervision of custodial services provided by the Minister of Business Administration and/or whomever he or she delegates.
- B. Repairs and maintenance of Church Property shall be directed by the Properties and Space Committee and supervised by the Minister of Business Administration.

#### **Section 4: Insurance of Church Property**

The Trustees Committee shall provide leadership in seeing that proper insurance coverage for the Church is maintained, recommending needed changes to the Church. Normally, adjustment in coverage and insurance premiums should be made concurrent with annual budget planning.

#### **Section 5: Church Owned Vehicles and Trailers**

The use of vehicles owned by the Church shall be approved by the Transportation Committee.

## **ARTICLE X. Policies and Operating Procedures**

### **Section 1: Purpose**

Specific Policies and Operating Procedures shall be developed, in cooperation with the appropriate Ministerial Staff, for all major Church functions such as Finance Committee, Missions Committee, Nominating Committee, Personnel Committee, Property and Space Committee, Teller Committee, Transportation Committee, Nursery and Child Care, Church Office Operations, Family Life Center, Weddings, Funerals and other functions as needed by the appropriate Committee or ministry and other areas as they may arise.

### **Section 2: Definitions and Approval**

#### **A. Policies**

Policies are the general principles or rules to guide decisions and achieve appropriate outcomes. A policy is a statement of intent, and is implemented as procedures. Policies and any revisions shall conform to these Bylaws and be approved by the Church in a Regular Church Business Meeting.

#### **B. Procedures**

Procedures typically provide specific instructions and directions for routine operations. Procedures define a particular way of accomplishing the task; a series of steps followed in a regular order. Procedures shall conform to both their related Policies and these Bylaws and shall be approved and implemented by the relevant group or organization.

### **Section 3: Availability**

The Minister of Business Administration shall maintain copies of all Policies and Procedures in the Church Office and they shall be available for review by any interested Church Member.

## **ARTICLE XI. Amendments**

The Bylaws may be amended at any Regular Business Meeting or at a Special Called Business Meeting called for the purpose under the following conditions:

- A. The proposed amendment must be presented in writing to the Church at a Regular Business Meeting of the Church at least thirty days prior to the time the Church votes on the amendment.
- B. The Membership must be notified, either by announcement through the bulletin or by mail or in Sunday Worship Services, within a week after the proposed amendment is presented to the Church; such announcement is to include a statement of the time and place of the meeting at which the proposed amendment will be considered for a vote.
- C. To amend the Bylaws and any part thereof shall require a three-fourths vote of those Members present and voting.