

Lifecycle of a Believer



As a congregation we recognize that God is challenging us to be *a people and a cause in motion!* Our vision and passion is to be intentional about creating environments that help people to **Discover** a relationship with Jesus Christ, **Connect** with God's people in meaningful ways, **Grow** deep in their personal faith in Christ, and **GO** into the world in Jesus' name to winsomely draw others into this same spiritual life cycle.

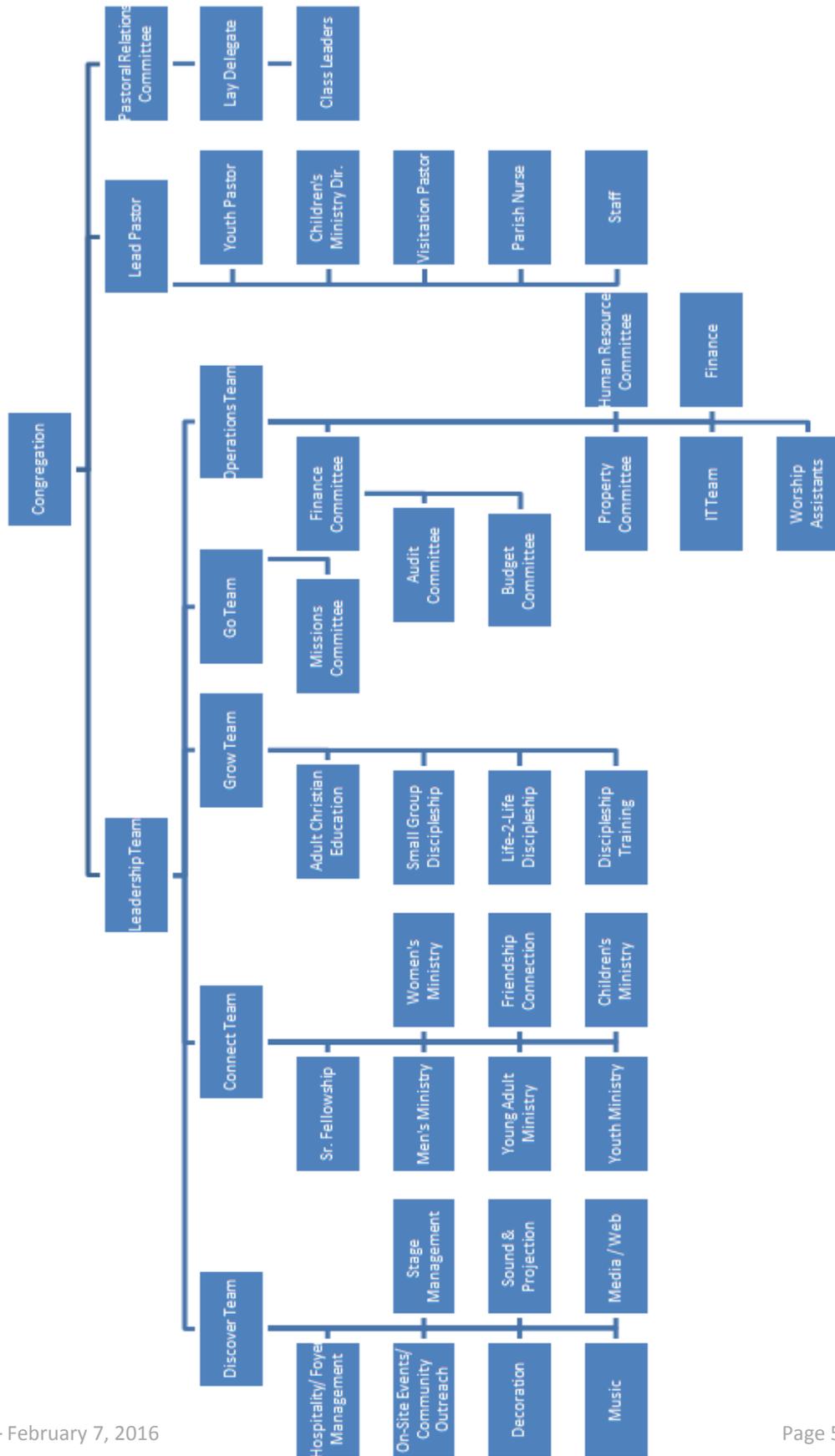
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Organization of Trinity Evangelical Congregational Church, Boyertown, PA



BY-LAWS
TRINITY EVANGELICAL CONGREGATIONAL CHURCH
250 Swinehart Rd
Boyertown, PA 19512

PREAMBLE

We, the members of Trinity Evangelical Congregational Church of Boyertown, Pennsylvania establish these By-Laws in order to promote the spiritual and numerical growth of our congregation. These guidelines are also established so that our ministry may be conducted within the framework of the DISCIPLINE of the Evangelical Congregational Church and the rules of the National Conference.

These By-Laws shall supersede any by-laws that may have been in force prior to the time they were adopted.

ARTICLE I – REGISTERED OFFICE

The registered office of the Corporation is 250 Swinehart Road, Boyertown, Pennsylvania, 19512.

ARTICLE II – FISCAL YEAR

The fiscal year of the Corporation shall begin on January 1st and end on December 31st of each year.

ARTICLE III - NAME AND PURPOSE

SECTION I NAME

The name of this church shall be Trinity Evangelical Congregational Church of Boyertown, Pennsylvania.

SECTION II PURPOSE

This congregation is incorporated as a non-profit, charitable, religious institution under the laws of the Commonwealth of Pennsylvania in order to provide for the public worship of God, Christian education, fellowship and evangelism. The belief and practice of this church are to be governed by the teachings of the Bible and the Discipline of the Evangelical Congregational Church.

SECTION III STATEMENT OF FAITH

Believing the Bible to be our final authority for faith and Christian living, we affirm the following:

1. That the universe is the purposeful creation of a personal, loving, almighty God. (Genesis 1:1)
2. That all human beings are made in the image of the Creator and are of infinite worth. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union for life, as delineated in Scripture. (Genesis 2:18-25, Matthew 19:3-6)
3. That our world is under the sway of sin as a result of a historical and personal human rebellion against God, so that suffering, death, and separation from God are the experience of humankind; and that without the intervention of God's grace, this will be the eternal state of all persons. (Romans 1-8)
4. That Jesus Christ, the incarnate Son of God, through his virgin birth, sinless life, sacrificial death on the Cross, and glorious resurrection and ascension, graciously offers new life to all who receive him by faith. (1 Corinthians 15:1-8, John 5:24)
5. That the Holy Spirit, indwelling believers, gives them a desire and an ability to follow biblical standards of conduct in their personal lives and in society. (2 Corinthians 1:21-22, Ephesians 1:11-19)
6. That the Christian faith is lived in the community of the church, where worship and witness are embodied through the spiritual gifts of its members. (Romans 12, 1 Corinthians 12-14, Ephesians 4, 1 Peter 4:7-11)
7. That Jesus Christ will return to this world, bringing an end to history as we know it, inaugurate the final judgment, and welcome believers into his eternal kingdom. (Matthew 24)

SECTION IV VISION, MISSION AND PASSION

1. **Vision:** "A Place to Belong" Trinity Church will be "A Place to Belong" for anyone who desires a place of spiritual nourishment or inquiry. We welcome people who haven't yet decided about Jesus and desire to gather understanding about the Christian faith. We also cherish the opportunity to help those who are walking with Christ to grow deep spiritual roots, and be built up in the faith.
2. **Mission:** As a congregation we recognize that God is challenging us to be *a people and a cause in motion!* Our mission is to be intentional about creating environments that help people to **Discover** a relationship with Jesus Christ, **Connect** with God's people in meaningful ways, **Grow** deep in their personal faith in Christ, and **GO** into the world in Jesus' name to winsomely draw others into this same spiritual life cycle.

3. **Passion: Developing Faith — Strengthening Families — Making Friends.** Trinity will be a place where meaningful resources will be provided for the purpose of developing faith, strengthening the family unit, and cultivating meaningful friendships.
4. **Core Values:**
 - A. Leading others to Discover a New or Renewed Relationship with Christ
 - B. Connecting God’s People Together in Meaningful Ways
 - C. Growing Deeper in Our Personal Faith in Christ
 - D. Going Into the World in Jesus’ Name to Draw Others to Christ
5. **Objectives:**
 - A. Promote Biblical Truth. The Bible is God’s truth and is the final measure of right belief and behavior. We believe that in order to preserve the function and integrity of Trinity Evangelical Congregation Church as the local Body of Christ, and to provide a biblical role model to our congregants and our community, it is imperative that all persons employed by Trinity Church in any capacity, or who serve as volunteers, profess our statement of faith and demonstrate their profession in words and lifestyle choices.
 - B. Strive for Excellence in Ministry
 - i. We will saturate and energize our lives with prayer, worship, and the Word as we are totally dependent on the presence and power of the Holy Spirit to accomplish anything for God’s Kingdom.
 - ii. All things done for the Lord should be done to the best of our abilities. Quality matters. Commitment counts.
 - iii. Develop a strong leadership reserve through mentoring and “on the job” (apprentice) training.
 - iv. Strengthen and expand existing ministries to children and youth aimed at equipping the coming generation with a Christian worldview and the tools to explain and defend their faith in a skeptical culture.
 - v. Develop a healthy network of servants which links individual spiritual gifts to real-time ministry needs.
 - C. Emphasize Healthy Relationships. All people must be treated as Jesus would treat them. Therefore, we believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with Scripture nor the doctrines of Trinity E. C. Church.

- D. Honor our Heritage. Our church belongs to a family of churches. We partner readily with the Evangelical Congregational Denomination and our sister congregations, cherishing the accountability and opportunity that identity provides.
- E. Demonstrate Biblical Unity. No congregation or denomination alone represents all there is to the Church. We partner willingly with other community and regional fellowships that glorify Jesus and His Word.
- F. Prioritize Discipleship
 - i. Jesus gives us the task of making disciples. A disciple seeks to think and act like Jesus, is intimate with God through prayer and scripture, faithful in giving and serving, ready to share their faith, and is accountable to others.
 - ii. Develop a logical and sequential Christian Education curriculum that is Bible based and moves learners toward spiritual maturity on a lifetime basis.
 - iii. Nurture the ability of people to relate intimately and honestly to God and others through the expectation that they will participate in small groups, Life-2-Life groups or accountability networks.
- G. Reach the Lost
 - i. The only way to God is through faith in Jesus Christ. We're in this world to invite others to join God's family and will actively share Jesus, regarding each lost person as "pre-Christian" seeking the Lord. Global missions will be enthusiastically supported along with the dream of planting daughter churches as people are called and resources are available.
 - ii. Create opportunities for believers to make friends with pre-Christians and earn the right to share Jesus with them.
 - iii. Strengthen and expand support group style ministries to segments of the community with special needs. These efforts would be coordinated with what other local ministries are accomplishing.
 - iv. Serve as a training and resource center for the community and the denomination on a regional basis.
- H. Serve Unselfishly
 - i. The church exists to serve those outside, not be served by them. As our closeness to Jesus grows, personal rights diminish and group responsibility increases. Our facilities, money, and people are to be generously shared in ministry, not hoarded for their own sake.
 - ii. Every Christian is a "minister" called by Jesus to a life of service. The job of the church is to equip and empower people to do God's work.
 - iii.

ARTICLE IV- MEMBERSHIP

SECTION I WHO IS MEMBERSHIP

The membership of this church consists of the persons whose names are found in the Membership Roll listed in the Official Church Record Book.

SECTION II ELIGIBILITY OF MEMBERSHIP

Any person is eligible for church membership who personally professes Jesus Christ as his or her Savior and Lord and meets the qualifications for membership as established by the DISCIPLINE of the Evangelical Congregational Church and membership policies adopted by the Leadership Team. Letters of Transfer shall only be accepted from other E.C. congregations, and all applications for membership must be approved by the Leadership Team.

SECTION III MEMBER IN GOOD STANDING

A member is in good standing (active) if he or she attends the worship services faithfully throughout the year as health and employment permit, partakes of the Lord's Supper during the year, supports the church financially as God enables, and is living in harmony with God's Word.

SECTION IV CERTIFICATE OF MEMBERSHIP IN GOOD STANDING

A Certificate of Membership in Good Standing (letter of transfer) shall be given upon request to any member desiring to withdraw from the church, providing that they have complied with SECTION III of this Article. A member not in good standing at the time of withdrawal will be granted a Certificate of Dismissal. Neither of these certificates will be issued without the approval of the Leadership Team.

SECTION V MEMBER NOT IN GOOD STANDING

A member who has not been in good standing for a period of two years or more may become subject to the procedures for removal from membership as outlined in the DISCIPLINE of the Evangelical Congregational Church. Part of the responsibility of the church is to hold its members accountable to the vows of membership. However, our duty to care for those who are part of the family of faith means this step should never be taken eagerly or hastily. A sincere effort will be made by the church to reactivate the non-participating member prior to their removal. A fair opportunity for a member to return to good standing will be provided. Any member that is deemed a member "*not in good standing*" for two years or more but does not desire to transfer/remove their membership will be placed on the inactive member list.

SECTION VI OFFICIAL MEMBERSHIP ROLL

The Official Membership Roll shall be reviewed and updated annually by the Grow Team. The Leadership Team shall take final action on Grow Team's recommendations prior to the printed publication of the roll, including a listing of active and inactive members, as part of the Annual Report to the congregation. A copy of the current roll shall also be made available each year to the National Conference of the E.C. Church.

ARTICLE V – BOARD OF DIRECTORS

The Board of Directors of the Corporation consists of the members of the Leadership Team.

ARTICLE VI – TRANSACTION OF BUSINESS

SECTION I TELEPHONIC MEETINGS

One or more persons may participate in a meeting provided for in these by-laws by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other. Participation in the meeting pursuant to this section shall constitute presence in person at such meeting and waiver of notice thereof. All persons entitled to specific notice of a regular meeting shall be contacted and have an opportunity to participate in the meeting. The quorum requirements otherwise applicable shall apply.

SECTION II QUORUM

Unless otherwise specifically provided for in the By-Laws, a quorum for actions to be adopted at a meeting shall be one-half of the number of persons who would be entitled to attend the meeting and vote on matters acted upon at the meeting.

SECTION III AUTHORITY

In all cases not otherwise provided for in these By-Laws, the relevant provisions of the most recent edition of Robert's Rules of Order shall apply.

SECTION IV NOTICES

1. **Giving of Notice:** Whenever written notice is required to be given to any person, it may be given to such person, either personally, by sending a copy thereof by first class mail, postage prepaid, or by telegram, charges prepaid, or by facsimile machine, to the person's address appearing on the books of the Corporation. It shall be deemed to have been given when deposited in the United States mail, or with a telegraph office for transmission to such person, or when transmitted by facsimile machine.
2. **Waiver of Notice:** Whenever any written notice is required to be given under the provisions of a statute, or the Articles or By-Laws of this Corporation, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Except as otherwise required by statute, neither the business to be transacted nor the purpose of a meeting need be specified in a waiver of notice of such meeting. In the case of a special meeting of members, such waiver of notice shall specify the general nature of the business to be transacted.

3. **Waiver of Notice by Attendance:** Attendance of a person at any meeting shall constitute a waiver of notice of such meeting, except where a person attends a meeting for the express purposes of objecting, at the beginning of the meeting, to the transaction of any business because the meeting was not lawfully called or convened.

ARTICLE VII – LIABILITY AND INDEMNIFICATION OF DIRECTORS AND OFFICERS

SECTION I PERSONAL LIABILITY

The members of the Leadership Team as the Board of Directors shall not be personally liable for monetary damages as a result of any action taken, or failure to act, unless such action or inaction constitutes both:

1. A breach of or failure to perform his/her duties in compliance with the standards of fiduciary care described in the Director's Liability Act (i.e., in good faith, in a manner he/she reasonably believes to be in the best interest of the corporation, and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances) and
2. Self-dealing, willful misconduct or recklessness, subject to exceptions provided by said Act for his/her responsibility or liability under any criminal statute and his/her liability for payment of taxes.

SECTION II INDEMNIFICATION

1. Every director and every officer of the Corporation shall be indemnified by the Corporation against all expenses and liability, including counsel fees, reasonably incurred by or imposed upon him/her in connection with a proceeding to which he/she may be made a party, or in which he/she becomes involved, by reason of his/her being or having been a director or officer of the Corporation, or any settlement thereof, whether or not he/she is a director or officer at the time that such expenses are incurred, except in such cases wherein the director or officer is adjudged by a court guilty of willful misconduct or recklessness in the performance of his/her duties, provided however, that such indemnification shall be given in any case wherein the act or failure to act was authorized or later approved by the Board of Directors. In the event of a settlement, the indemnification herein shall apply only when the Board of Directors approves such settlement and reimbursement is deemed for the best interest of the Corporation.
2. In the event that a director or officer is adjudged guilty of willful misconduct or recklessness, the Board of Directors may, in specific cases, apply the foregoing indemnification.
3. In a proceeding brought as a derivative action on behalf of the Corporation, the above indemnification shall apply only to expenses and counsel fees unless otherwise specifically authorized by the Board of Directors.

4. The foregoing right of indemnification shall be in addition to and non-exclusive of all other rights to which such director or officer may be entitled.
5. The Corporation may on an individual basis, in specific cases, apply the above indemnification to an employee of the Corporation.

ARTICLE VIII- CONGREGATIONAL MEETINGS

SECTION I ANNUAL CONGREGATIONAL MEETING DATE

An Annual Congregational Meeting shall be held during the month of January to review the work of the prior year, approve the operating budget, and hold elections for all necessary officers. This Annual Congregational Meeting shall also make recommendations to the Leadership Team and transact such other business as may come before it.

SECTION II NOTICE OF MEETING

The Annual Congregational Meeting shall be scheduled and prepared by the Leadership Team. Notice of this meeting shall be publicly announced, at least two weeks immediately prior to the meeting, in Sunday services and through the various publications of the church.

SECTION III SPECIAL MEETINGS

Special Meetings of the Congregation may be called by the Leadership Team and, except as otherwise provided for in the DISCIPLINE, upon the written request of ten percent of the members of the congregation in good standing. Notice of a Special Meeting shall be given in the same manner as the annual meeting. The announcement must contain a statement of the specific purpose of the special session and the special meeting agenda limited to only those items.

SECTION IV REQUIREMENTS FOR VOTING AT MEETING

All members in good standing shall be entitled to vote at any regular or special meeting of the congregation. Members not in good standing and non-members may attend, but may not vote. On the following church property matters: building, rebuilding, remodeling, demolition, relocating, or borrowing money and for the election of special offices, members must also be of legal age (18) to vote. Secret ballots shall be used for votes on the above matters.

SECTION V WHO PRESIDES AT MEETING

The Leadership Team President, or an officer appointed by the same, and the Lead Pastor will preside at the annual meeting, prepare the agenda in consultation with the Leadership Team, and appoint tellers for the elections.

SECTION VI MAKING AND RETAINING RECORD AND MINUTES OF MEETING

The Secretary of the Leadership Team, or someone appointed by the Leadership Team President, shall be responsible for making and retaining an accurate record of the business transacted at each regular and special congregational meeting. The minutes of these sessions are to be approved by the Leadership Team and incorporated into the records of the same. These minutes shall be open to public inspection at all times. A hard copy will be kept in Trinity's front office.

SECTION VII ANNUAL AUDIT

An annual audit shall be performed by the Audit Committee as appointed by the Operations Team. This audit shall examine the accounts of the church treasuries. The Audit Committee shall provide a written report of the findings of their examination to the Leadership Team. *An audit by an external accounting firm shall be performed every fifth year.*

SECTION VIII QUORUM FOR ANNUAL MEETING

Twenty percent of the voting members of the congregation (those listed as active) shall constitute a quorum for the transaction of business.

SECTION IX ITEMS OF BUSINESS AT MEETING

The following constitutes the items of business to be considered at the Annual Congregational Meeting. The chairperson has the liberty to rearrange the order in which they are considered so as to expedite the wise use of time.

1. Devotions
2. Minutes of the prior Annual Congregational Meeting are open for discussion.
3. Receipt of communications
4. Report of pastors
5. Report of Church Financial Officer (CFO)
6. Summary of written reports from church organizations
7. Questions about annual reports and opportunity to present reports not contained in the booklet
8. Approval of Leadership Team President
9. Approval of Discover, Connect, Grow & Go Team Leaders
10. Election of Property Committee members
11. Election of Leadership Team Members-at-large
12. Election of Cornerstone Pre-school board members-at-large
13. Election of Church Historian when applicable
14. Ratification of Class Leaders
15. Unfinished or old business

16. New business/including approval of annual budget
17. Referral of minutes to Leadership Team for approval
18. Adjournment & prayer

ARTICLE IX—Annual Meeting

One of Trinity Church’s Leadership Team meetings shall be designated its “Annual Meeting.”

Section I PURPOSE AND MEMBERSHIP

The Annual Meeting of the Leadership Team shall be the highest judicial or legislative meeting of the Leadership Team with respect to the duties set forth in the *Discipline* of the Evangelical Congregational Church (pg.404). The membership of the Annual Meeting shall be composed of the membership of the Leadership Team plus all the itinerant and licensed ministers who are assigned as members of Trinity Church. All members of the Annual Meeting shall be members in good standing (*Discipline* 321.6).

Section II MINUTES

The minutes of the Annual Meeting shall be kept with Trinity’s official Leadership Team reports

Section III ELECTIONS The Annual Meeting shall elect the lay delegate (*Discipline*, par. 335), and if desired, an alternate lay delegate. The lay delegate and alternate lay delegate begin their terms of office at the time of election. During the course of National Conference, the alternate lay delegate may be seated as a voting member of Conference at any time during the absence of the elected lay delegate.

ARTICLE X- PASTORAL RELATIONS COMMITTEE

SECTION I PURPOSE

Scripture and sensitivity to the relationship between pastor(s) and people will guide the PRC. The primary purpose of the PRC is to enhance the ministry of the Pastoral Staff to the congregation and their professional and spiritual growth as leaders. The PRC will:

1. Serve as a confidential consulting group
2. Conduct regular evaluations of full-time pastoral staff.
3. Develop and maintain accurate, dynamic job descriptions
4. Monitor their personal and relational health to their family and the congregation.
5. Provide opportunities for educational, personal and/or marital refreshment
6. Serve as a liaison between the pastors and the congregation
7. Serve as the liaison between the congregation and National Conference whenever a pastoral change is necessary (as detailed in the E. C. DISCIPLINE and special rules of National Conference.)
8. Evaluate pastoral salaries and make recommendations to the Finance Committee.

SECTION II MEMBERSHIP

1. The Pastoral Relations Committee (PRC) shall include all full-time Pastoral Staff, Lay Delegate, Leadership Team President, and one Member-At-Large per each Pastoral Staff person represented on the committee. The PRC shall be composed of an odd number of people with at least five lay-members.
2. At-Large Nominations: The Pastoral Staff and the Lay Delegate will confer and present nominees to the combined Leadership and Operations Team meeting in January prior to the Annual Congregational Meeting. All members, both continuing and new shall be active members of Trinity Church and will be confirmed at the Local Conference.

SECTION III ORGANIZATION

The PRC Chair shall convene a meeting of the committee within thirty days of its appointment to elect a Chairperson, Vice Chair and Secretary, and to schedule its meetings for the year. Only lay members may serve as PRC officers.

SECTION IV MEETINGS

1. The PRC shall meet at least four times per year.
2. Additional meetings may be called by the Chairperson, Pastoral Staff member, District Field Director, or Stationing Elder.
3. All PRC meetings should be open to every member of the committee. Secret meetings are forbidden.

4. The PRC may meet without the pastor(s) presence provided that the pastor(s) are informed of the meeting time, purpose, and agenda in advance, and minutes of the meeting are forwarded to the pastor(s).
5. Meetings for the purpose of discussing the dismissal of a pastor(s).
 - A. As soon as possible after the initial request to the PRC, a meeting of the PRC is to be held to determine if the request is warranted.
 - B. If the request is warranted it must be brought to the attention of the Leadership Team, the District Field Director, and the Pastor(s).
 - C. All rules of the Denomination and the DISCIPLINE must be followed.
 - D. A meeting should be conducted with the PRC, the District Field Director, and the Pastor(s) to determine what action / actions are required. *(As PRC meetings are confidential, only the above mentioned people will be present at these meetings.)*
 - i. If a warning only is required, action should be taken by the PRC with immediate notification to the Leadership Team.
 - ii. If dismissal is required, after notification to the Leadership Team, meetings must be conducted with the PRC, Pastor(s), and District Field Director to hear from all parties involved. At the end of these meetings, and prior to the meeting where a vote is taken, there should be at least a one week time period. During this time period a meeting with the Leadership Team is required.
 - iii. A meeting must then be held by the PRC, along with the District Field Director, to review all information from the parties involved and the Leadership Team's input. A vote is then taken. If requested and feasible, an extension in time may be allowed with approval of those mentioned above.
 - iv. The results of the vote are to be written and sent to the Leadership Team, the District Field Director, and the Pastor(s) over the signature of the PRC Chairperson. Verbal notifications are to be made as soon as possible by the PRC President or appointee.
 - v. These By-Laws may be revised, per request of the PRC, District Field Director, or Pastor(s), to meet any unique situation that may arise during the process with the approval of those mentioned above—*iv*.
 - vi. Congregational notification of the proceedings and the results are to be conducted by the decision of the Leadership Team.
 - vii. Voting personnel are members of the PRC. The District Field Director does not vote, and the pastors do not vote, but may be consulted.
6. Meetings for the purpose of hiring a non-stationed pastor(s).
 - A. A search committee is to be formed by a combination of the Leadership Team and PRC, with as many congregational members as is felt necessary.
 - B. The District Field Director is to be notified of the pending action and invited to be part of the committee.

- C. All rules of the Denomination and DISCIPLINE must be followed.
- D. The search committee will elect a Chairperson and Secretary, keeping the Leadership Team and the PRC advised on their progress.
- E. Consultation with the Finance Committee must be held to determine the salary package and benefits.
- F. When the “final candidates” are identified, the committee is to include the PRC Chairperson, the Leadership Team President, the Parish Nurse, the District Field Director, and all Pastors.
- G. When the final candidate is identified a report shall be submitted to the Chairperson of the PRC and the President of the Leadership Team. After the PRC and Leadership Team have met, the President of the Leadership Team shall send a letter to the Chairperson of the search committee with the authorization to hire or reject the candidate.
- H. If the applicant accepts the position a letter shall be sent to the District Field Director by the President of the Leadership Team.
- I. These By-Laws may be revised as needed to apply to the hiring of a non-denominational pastor(s) upon the approval of the PRC and Leadership Team.
- J. Congregational notification of the proceedings and the results are to be conducted by the decision of the Leadership Team.

SECTION V REPORTS

- 1. All specific matters discussed by the PRC are considered confidential.
- 2. In February, the PRC shall report to the Leadership Team on its reorganization, and inform them of their planned meeting schedule.
- 3. Following each meeting, general summaries will be shared with the Leadership Team.
- 4. The Chairperson shall submit a summary of PRC activities for the Annual Report to the congregation.

ARTICLE XI– THE LEADERSHIP TEAM

SECTION I PURPOSE

- 1. A Leadership Team shall be organized to conduct such temporal and spiritual affairs of the congregation as are not otherwise specifically reserved by the DISCIPLINE of the Evangelical Congregational Church to others.
- 2. The Leadership Team is responsible for coordinating the activities of the Church through the Ministry Teams, and other standing and special committees that it may appoint. Through the Operations Team and Committees, the Leadership Team shall

prepare an annual budget. It will also establish church policy and oversee the hiring and termination of non-stationed employees. The Leadership Team will develop the long range plan and develop and implement the Vision of the Church.

SECTION II MEMBERSHIP

1. The membership of the Leadership Team shall consist of full-time and part-time Pastoral Staff (*i.e. Parish Nurse, Director of Children's Ministries*), Discover Team, Connect Team, Grow Team, Go Team and Operations Team leader, the Lay Delegate, and up to three At-Large-Members.
2. The congregation, at the annual meeting, will approve the Team Leaders presented. Team Leaders shall be selected by the Leadership Team after training and apprenticeship. A biography of each new Leadership Team member will be presented to the congregation in written form a month prior to the annual meeting. Team Leaders are subject to annual renewal. After six consecutive years of serving, a sabbatical of at least one year will be mandatory, except for the Lay Delegate position. With the exception of staff members, couples may not serve on the Leadership Team together.
3. At-large members will serve a two year term and no more than three consecutive terms.

SECTION III OFFICERS AND VOTING RIGHTS

1. The pastoral staff will recommend a person to serve as the President of the Leadership Team.
2. A Vice President and a Secretary will be elected by the Leadership Team at the February meeting.
3. A Worship Assistant Chair will be appointed through Local Conference (to the Operations Team).
4. A Church Financial Officer will be appointed to the Operations Team by the Leadership Team.
5. The President, Vice President, Secretary, Church Financial Officer and Lay Delegate shall, for all purposes, constitute the officers of the incorporated congregation (When decisions pertain to church buildings/grounds the officers of the incorporated congregation will include the Operations Team Leader, Property Director and Property Committee representative will also be members of the executive board). Vacancies in these offices shall be filled by the Leadership Team.
6. Every duly selected full member of the Leadership Team shall be entitled to a single vote on all issues that require a ballot. If the situation arises, a spouse may not vote on a matter regarding the employment, salary, evaluation, or discipline of their partner. However, they shall be permitted to speak to such issues. An individual attending in place of the regular Leadership Team member can tender a written, signed proxy vote(s) from the team leader. The Leadership Team may conduct votes

- via e-mail if they deem it necessary for ministry to be carried out in a timely fashion. A quorum will consist of seven or more members present.
7. President - The President shall preside at all Leadership Team meetings and special or Annual Congregational Meetings. The President shall also enter into legal contracts at the request, of and on behalf of the Congregation. In case of a vacancy in the office of Church Financial Officer the President of the Leadership Team shall be authorized to assume the duties of the Church Financial Officer until the vacancy is filled.
 8. Vice-president - The Vice-President shall act as President of the Leadership Team in the absence of the President; and, in case of a vacancy in the office of President, shall assume those duties until Leadership Team action can be taken to fill the vacancy.
 9. Secretary – The Secretary shall engage in any correspondence on behalf of the Leadership Team and the congregation as directed. The Secretary will also review and sign the official minutes of the Leadership Team meetings, Local Conference, and Annual Congregational Meeting once approved, and any other official documents as authorized by the Leadership Team. He or she will keep a copy of all minutes and supporting documents on file and make them available to the general congregation within thirty days of the meeting (requests for electronic copies can be made by congregants and a hard copy will be kept on file in the front office).
 10. Executive Board - The aforementioned officers, along with the full-time Pastoral Staff, Church Financial Officer and the Lay Delegate, form the Executive Committee of the Leadership Team (When decisions of the executive board pertain to church buildings/grounds the Operations Team Leader, Property Director and Property Committee representative will also be members of the executive board). The executive board shall be responsible for the appointing of Standing Committees annually following the organization of the Leadership Team. In case of an emergency, where it is not feasible to call a special Leadership Team meeting, the Executive Committee has the authority to act on behalf of the Leadership Team. Their action will be subject to ratification by the Leadership Team at their earliest convenience.

SECTION IV MEETINGS

The Leadership Team shall convene at least four regular meetings and two combined meetings with the Operations Team each calendar year. Special meetings may be convened with due notice by a member of the pastoral staff, the Leadership Team President, or at the request of three members of the Leadership Team. A quorum will consist of seven or more members present.

SECTION V DUTIES

The Leadership Team has the following responsibilities:

1. To carry out any directives of the Local Conference and of the congregation.
2. To guard the spiritual life of the congregation.
3. To approve and receive new members.
4. To approve or disapprove letters of transfer, pertaining to both the reception and dismissal of members.
5. To call and provide for regular and special meetings of the congregation.
6. To hire or discharge all church employees, with the exception of Conference Stationed Pastor(s), and determine to set salaries of said employees.

SECTION VI WORKING GROUPS

When necessary, the Leadership Team shall create Working Groups to expedite the tasks of the Leadership Team. Members of the Team as well as other members of the Congregation are eligible for appointment to these Working Groups. The Executive Committee shall have the authority to designate individuals, other than members of the Leadership Team, to chair the working group. The work of all committees shall be supervised by and subject to final approval by the Leadership Team. Every working group must have at least one member of the Leadership Team or Operations Team, who will serve as a liaison person from that committee to the Leadership Team.

SECTION VII FINANCES

1. Contributions - The congregation shall be supported by voluntary contributions from the members and friends of the congregation. Fundraising by any auxiliary organization must be approved by the Operations Team.
2. Fiscal Year - shall be the calendar year.
3. Church Budget - All organizations of the church, and persons responsible for expenditures of funds, shall submit to the Finance Committee a complete estimate of expenditures for their organization by the deadline set by the Finance Committee. Any organization failing to do so will be allotted an amount commensurate with their spending during the previous year.
4. Neither the Ministry Teams, nor its committees, shall undertake any unbudgeted project, costing more than 2% of the annual projected budget for the current fiscal year, without the approval of the congregation.
5. The church's finances will be managed by the Church Financial Officer, who will oversee and advise in accordance with the vision and leadership of Trinity Church.

SECTION VIII OFFICE HOLDING

No one shall be permitted to hold more than one of the following offices simultaneously: Leadership Team President, Church Financial Officer, or Team Leader (Discover, Connect, Grow, Go, Operations).

SECTION IX LEADERSHIP TEAM OVERSIGHT OF MINISTRY TEAMS

The Leadership Team may recommend policy changes to the Ministry Teams. Upon a 2/3 vote of those present, it may rescind a Ministry Team policy decision. The Leadership Team can assign specific duties to a Ministry Team and clarify its authority over particular areas. The Leadership Team clarifies budget categories for a particular Ministry Team, and reserves the right to direct a Ministry Team to delay or reduce their expenditures to insure the financial integrity of the church.

ARTICLE XII – MINISTRY TEAMS

SECTION I PURPOSE

The Ministry Teams evaluate, plan, and execute their ministry according to its purpose statement to fulfill its portion of Trinity's Vision.

SECTION II ORGANIZATION

Ministry Teams will parallel the Vision of Trinity Church. These will include: Discover, Connect, Grow, Go and Operations.

1. Ministry Teams shall meet, as they determine, in consultation with the Leadership Team.
2. Team leaders must be members of Trinity E. C. Church in good standing, will be elected by the Team within the Team, will be approved by the Leadership Team, and presented to the congregation for approval at the annual meeting. Team Leaders serve a two year term. If a new Team Leader is elected, the current Team Leader will apprentice their replacement in a shared training ministry.
3. Team members are chosen by the Team through common consent. All Team members will be submitted to the congregation for approval at the annual meeting. All teams will have an odd number of people serving on them; and all teams will have at least five members, four of whom must be lay-persons.
4. In the event a new ministry is proposed under a Ministry Team it must be approved by the Leadership Team according to the prescribed procedures.
5. Special meetings may be convened by any full-time Pastoral Staff, the Team Leader, or at the request of four members of the Ministry Team. Due notice of special meetings shall be given to membership of the Ministry Team.

SECTION III MEMBERSHIP

The members of each Ministry Team shall be appointed by the ministry that it represents. Ministry Teams shall approve designated representatives. The representative need not be a member of the church.

SECTION IV DUTIES

Ministry Teams are actively involved in the ministry of the church and are assigned the following general responsibilities:

1. Ministry Teams must report their actions to the Leadership Team.
2. Ministry Teams may authorize the expenditure of funds allocated in the annual budget for the areas for which they are accountable.
3. Ministry Teams may not overspend their budget without Leadership Team approval.
4. Ministry Teams may appoint volunteer staff to implement programs they develop.

SECTION V OVERNIGHT OF MINISTRIES

The Ministry Team shall have oversight of the activities of its ministries:

1. Ministry Teams shall advise Ministries on planned activities and policy, maintain a policy manual for all Ministries under its umbrella, and may rescind a planned activity or policy of a Ministry upon consent of the team. The Ministry Team can create and disband committees as the focus and effectiveness of the Ministry changes.
2. Ministry Teams shall exercise budgetary oversight of each of their committees. If a special request is made by a representative, the Ministry Team shall present the request to the Leadership Team.
3. Ministry Teams shall populate all Ministries that are part of their vision.

ARTICLE XIII – DISCOVER TEAM

SECTION I PURPOSE

To help people discover a relationship with Jesus Christ and to create environments where that can happen, both inside and outside of the walls of Trinity Church.

SECTION II GOALS

1. Bringing others into environments which provide an open door for the Gospel.
2. Leading seekers to become fellow believers in the redemption of Christ.
3. Connecting fellow worshipers with others walking with Christ.

SECTION III CURRENT MINISTRY AREAS

1. Hospitality / Foyer Management
 - A. Discover Center
 - B. Connect, Grow and Go Information Centers
 - C. Greeters
 - D. Coffee Bar
2. On-Site Events/Community Outreach
3. Decoration
4. Stage Management
5. Music
6. Sound and Projection
7. Worship Service Evaluation
8. Media/Web

ARTICLE XIV– CONNECT TEAM

SECTION I PURPOSE

To provide environments of community where new believers, attendees, and members can begin to develop meaningful relationships through connection to fellowship and service.

SECTION II CURRENT MINISTRY AREAS

1. Senior Fellowship
2. Young Adult Ministry
3. Fellowship Groups
4. Prayer Chain Coordinator
5. Pastoral Representative
6. Pastoral Ministries
 - A. Visitation pastor
 - B. Parish Nurse
 - C. Friendship Connection Rep
7. Men’s Ministry
8. Youth Ministry
9. Sunshine Committee
10. Kitchen Committee Chairperson
11. Women’s Ministry

12. Children's Ministry

13. Meals Ministry Coordinator

SECTION III GOALS

1. Receive names of seekers and new believers from the Discover Team and plan ways to CONNECT them into the life of our fellowship, through existing groups, or the creation of new groups.
2. Encourage existing groups of connected believers to pursue Spiritual growth opportunities through connection with the GROW team.
3. Evaluate the movement of people from larger CONNECT groups to smaller growth groups.
4. Create and maintain pastoral ministries that heal disciples so they can move into growth.
5. Provide opportunities for connection through fellowship and service.
6. Creatively "market" connection opportunities.
7. Develop mentoring of newly connected believers by those currently involved in CONNECT ministries.
8. Recognize the service of individuals throughout the year.

ARTICLE XV – GROW TEAM

SECTION I PURPOSE

The Grow Team shall assist people in becoming mature disciples of Jesus Christ.

SECTION II CURRENT MINISTRY AREAS

1. Adult Christian Education
2. Small Group Discipleship Ministry
3. Life-2-Life Discipleship Ministry
4. Discipleship Training Opportunities

SECTION III GOALS

1. Evaluate the spiritual maturity of the congregation based on the Three Core Relationships and practices.
 - A. Growing in intimacy with Jesus
 - B. Growing in community with a few other disciples.
 - C. Intentionally forming relationships with seekers (those still deciding about a relationship with Jesus).
2. Develop spiritual growth opportunities for connected disciples.

3. Oversee the recruiting, training and encouragement of Life-2-Life and Bible Study leaders.
4. Plan seminars and opportunities to strengthen identified spiritual growth needs.
5. Link with the Go Team to strategize ways to move reproducing disciples out of their comfort zone into a direct witness for Jesus Christ.
6. Welcome reproducing disciples, who are moving out of their comfort zones, into growing ministries.
7. The Grow Team shall be responsible to consider the application for reception into, and dismissal from, the membership of the congregation, and submit the recommendation of suitable action in each case to the Leadership Team.

ARTICLE XVI– GO TEAM

SECTION I PURPOSE

The purpose of the Go Team is to lead reproducing disciples from their comfort zone to impact the lives of pre-Christians both locally and globally. We will be a people and a cause in motion; reaching for new people in new places.

Missions Committee:

The Missions Committee shall provide the leadership for carrying out the Great Commission, supporting missionaries at home and cross culturally and through Global Ministries of the Evangelical Congregational National Conference.

Trinity Missions Committee:

Trinity Missions Committee shall provide leadership and administration of Trinity-based mission projects.

SECTION II MEMBERSHIP

The current Go Team includes the Go Team Leader, Missions Committee Chair, Missions Committee Treasurer, Trinity Mission Liaison, a pastoral staff representative and at least three others by common consent.

SECTION III GOALS

1. To educate, train, and equip Reproducing Disciples toward local, regional, national, and international evangelism, discipleship, and caring.
2. To promote intercessory prayer
3. To promote sacrificial giving to support missions
4. To educate, train, and equip disciples to respond biblically to contemporary, relevant issues
5. To encourage support for career missionaries

6. To support and assist congregants who have answered the call to enter the mission field.
7. To meet with current leaders in order to understand the challenges they face and build a strong, supportive, and cohesive relationship throughout the Go ministry.
8. To analyze current programs and efforts in order to streamline and simplify the Go Ministry
9. To prepare people through prayer, education, and all means necessary to be confident and empowered so they can boldly take the Gospel to a secular world.
10. To help people to discover their purpose in God's plan.
11. To motivate everyone to face the challenge of sharing their faith wherever they are.
12. To apply the aspects of Discover, Connect, Grow and Go as they pertain to the church body, our individual journey and our daily walk with Christ.

ARTICLE XVII– OPERATIONS TEAM

SECTION I PURPOSE

To provide a supportive skeletal structure in which the “machine” of the church can run efficiently, and thus, set God’s people free to fulfill the great commission of Christ. The Operations Team will be the “thumb” on the hand that makes up the five teams in our governance structure. The Discover, Connect, Grow, and Go Teams will all look to the Operations Team to help them accomplish their goals.

SECTION II MEMBERSHIP

The Operations Team members include the Church **Financial Officer**, Property Director, Property Committee Representative, Worship Assistant Chair, Pastoral Relations Committee Chairperson, Director of Security, Informational Technology Representative, and a Pastoral Representative.

1. The Lead Pastor or a designated staff person will serve as Operations Team Leader in the absence of a congregant leader.
2. A Worship Assistants Chair presides over Recording Accountant(s), Ushers, Counters, and Communion attendants.
3. The Church Financial Officer shall receive notice from the Recording Accountant of the money deposited in the church's account, and keep accurate records of the same. He or she shall make records available for inspection by the Leadership Team and the auditors. He or she shall pay all bills of the congregation by check as instructed by the Leadership Team. The Church Financial Officer shall report to the Leadership Team and the Operations Team the condition of the funds in his charge, and immediately following the close of the church year, shall present an Annual Report for use in preparing the Statistical Report for National Conference and the local congregation.

4. The President of the Pastoral Relations Committee shall lead the PRC in providing care for the well-being of the pastoral staff.
5. The Financial Advisor shall provide leadership and counsel in all financial areas and chair the Finance Committee.
6. The Property Director gives leadership to the property committee and works together with the property committee representatives to care for the buildings and grounds of the church.
7. The Information Technology Representative shall provide the Operations Team with advice in areas related to information technology.

SECTION III DUTIES

1. Working through the Finance Committee, the Operations Team will be tasked with putting together a budget for the fiscal year and presenting it to the Leadership Team for final approval.
2. Working through the Property Committee, the Operations Team will also be responsible for the management, improvement, repair, and replacement of all church owned property and vehicles.
3. Working through the Worship Assistants, the Operations Team will provide the bread and unfermented wine for the celebration of Holy Communion.
4. They shall be responsible for counting the offerings received in the worship services of Trinity Evangelical Congregational Church and make deposit of these funds in the church's depository bank as designated by the Leadership Team. They shall also give the report of these offerings to the Church Financial Officer each week.
5. Working through the Information Technology Team, the Operations Team will implement information technology that will advance the ministry of Trinity.

SECTION IV COMMITTEES

1. **Finance Committee:** The Finance Committee exists to enable the church to operate according to principles of biblical stewardship and practices of responsible accounting in its handling of funds. Since the "bottom line" is not finances but faithfulness, it is essential that the resource of money be utilized so as to glorify God.
 - A. **Membership:** The membership of the Finance Committee shall consist of the Church Financial Officer, Pastoral Relations Chair, Leadership Team President and a Pastoral Representative. Other members may be invited to participate as the committee deems necessary.
 - B. **Duties:** The Finance Committee is responsible for the following through its various sub-committees:
 - i. Developing and presenting the Annual Budget to the Leadership Team and Congregational Meeting. This includes the recommendations of the PRC for pastoral salaries and suggestions for salaries and wages of all other church employees and staff. The committee may also suggest changes in the budget format or process.

- ii. Evaluating the level of congregational giving and suggest ways in which to increase the commitment to biblical stewardship.
- iii. Conducting special fundraising appeals, or informing the congregation of specific major needs as authorized by the Leadership Team.
- iv. Recommending policies to insure the safe and accurate handling of funds and financial records, as well as overseeing the annual audit.
- v. Making recommendations to the Leadership Team regarding the employment or termination of the Church Financial Officer.
- vi. Providing the Leadership Team, through the Church Financial Officer accurate bi-monthly data on the spending for each ministry team and quarterly updates on budget performance.
- vii. Providing through the Worship Assistant Chair for the appointment of a Financial Secretary and the necessary assistants to keep accurate and confidential records of personal giving through the church envelope system. The committee is responsible for providing the envelopes and making suggestions pertaining to changes in the style or system used.
- viii. In consultation with the Leadership Team, the Finance Committee shall be responsible for investing special gifts or bequests given to the congregation in accordance with the terms of the gifts or bequests. When no directives are given, the Operations Team shall use gifts or bequests, up to an amount equal to 2% of the annual projected budget for the current fiscal year, as they so determine. Gifts or bequests exceeding that amount shall be used at the direction of the congregation.
- ix. Inform and educate our constituents regarding the need for stewardship of life by all believers, which involves the believer's time, talent, and treasure. This committee shall also make recommendations to the Leadership Team regarding a stewardship program for Trinity Church.
- x. Review all contracts greater than one year and make a recommendation to the Leadership Team.

C. Subcommittees:

- i. Audit Committee: The Operations Team shall form the Audit Committee for the annual review. Upon completion of the audit a report is presented to the Leadership Team.
- ii. Budget Committee: The Budget Committee will consist of the Leadership Team and the Operations Team. The committee shall provide guidance on the financial future of the church. They will recommend target changes in spending and non-pastoral salaries for the up-coming budget. They will receive PRC recommendations for Pastoral Compensation, and present the PRC recommendation with their own recommendation to the Leadership Team.

2. Property Committee

- A. Purpose: The Property Committee is responsible for the management, improvement, repair, and replacement of all church owned property and vehicles.
- B. Membership: The members of the Property Committee shall consist of the Property Director (a paid staff position) and seven other individuals. The Property Committee shall be chaired by the Property Director and he will NOT be a voting member. The other Property Committee members will be elected by the congregation at the Annual Congregational Meeting and will serve two year terms. No member of the Property Committee, except the Property Director, will serve more than three consecutive terms (six years) and must be inactive at least one year before their name is included on the ballot again. The Property Committee will elect a Vice-Chair, and that individual will sit on the Operations Team with the Property Director as a property committee representative.

With respect to building and grounds, the congregation operates through its Property Committee members, who are elected by the congregation. The PCM are subject to the will of the congregation as this is expressed in properly called congregational meetings; provided, however, that the PCM in carrying out the will of the congregation, and in performing the duties hereinafter required, shall at all times be amenable to the Leadership Team. In exercising its right of review over the transactions and business of the Property Committee, the Leadership Team shall not have power to overrule or countermand the provisions of the DISCIPLINE or the will of the congregation; but shall, on the contrary, require strict adherence thereto

- i. Election: Seven persons shall be elected as Property Committee Members. They shall be consistent in their attendance of Trinity Church, of legal age, and in good standing. They shall be elected at the Annual Congregational Meeting for a term of two years by members of the congregation, of legal age, and in good standing. Any vacancy occurring shall be filled by the Property Committee until the next annual meeting of the congregation, at which time the congregation shall elect a PCM to fill the unexpired term.
- ii. Meetings: The PCM shall conduct its business as a sub-committee of the Operations Team. The Committee's secretary will keep an accurate record of all the business transactions for the Property Committee, which shall at all times be open for inspection by the Local Conference, the Leadership Team, and the congregation.

C. Duties:

Through its sub-committees, the following responsibilities are to be completed, along with others that may be assigned by the Leadership Team:

- i. To evaluate the insurance needs of the church and provide recommendations to the Operations Team which would maintain sufficient coverage.
 - ii. To assist the Office Staff in developing policies for the use of church property and establish rental fees in conjunction with the church staff.
 - iii. Scheduled maintenance items to insure reliable functioning of the church facility. An inspection of the church properties should be made on an annual basis.
 - iv. To keep complete records on file of building prints and information of property and utility lines, etc., affecting the property.
 - v. To see that our structure and vehicles are operated in compliance with current codes and laws.
 - vi. To make recommendations to the Human Resource Committee with regard to the employment or termination of custodian and/or groundskeeper.
 - vii. To give guidance to the Human Resources Committee in providing job descriptions for those positions mentioned above.
 - viii. The committee will make a recommendation on salary and benefits for the custodian and groundskeepers to the Finance Committee.
 - ix. To make recommendations and requests regarding maintenance and property needs to the Operations Team.
 - x. To negotiate for the purchase, rental, lease, mortgage, or sale of property as authorized by the Leadership Team.
- D. Policy: Trinity E. C. Church reserves the right to deny rental/use of its facilities to groups or individuals whose purpose would challenge or contradict our Statement of Christian Faith and practice.

3. **Human Resource (HR) Committee**

The HR Committee exists to oversee the relationship between the non-pastoral staff and church. in order to preserve the function and integrity of Trinity Evangelical Congregation Church as the local Body of Christ, and to provide a biblical role model to our congregants and our community, it is imperative that all persons employed by Trinity Church in any capacity, or who serve as volunteers, profess our statement of faith and demonstrate their profession in words and lifestyle choices.

- A. Membership: The membership of the HR Committee shall consist of the Lead Pastor, President of the Leadership Team, Operations Team Leader, and an at-large member appointed by the Leadership Team.
- B. Duties: The HR Committee responsible for:

- i. Recommending policies related to employment of non-pastoral staff to the Operations Team.
- ii. Evaluating non-pastoral staff.
- iii. Providing employees an opportunity to talk to leadership about employment matters.
- iv. Assessing current staffing needs, making recommendations on job responsibilities and staffing needs to Operations Team.

4. Information Technology Team

The Information Technology Team advises the Operations Team on matters related to information technology.

A. Membership: The team consists of three members appointed by the Operations Team. The team shall provide a member to attend the Operations Team meetings.

B. Duties:

The IT Team is responsible for:

- i. Reviewing IT proposals presented by other Teams, and making a recommendation to Operations Team.
- ii. Assessing current IT equipment and software.
- iii. Making recommendations on IT needs and upgrades.
- iv. Purchasing, assembling and disposing of IT equipment.

ARTICLE XVIII - ELECTED OFFICERS

SECTION I PURPOSE

Our congregation is guided by the DISCIPLINE of the Evangelical Congregational Church statement of faith and governance. As a congregational church, the DISCIPLINE calls for the election of certain officers by the congregation or by local conference. In accordance with the DISCIPLINE, the following offices shall be elected by congregation or local conference: Property Committee members, Missions Committee Chair, Class Leaders, and Lay Delegate.

SECTION II PROPERTY COMMITTEE MEMBERS

With respect to building and grounds, the congregation operates through its Property Committee members, who are elected by the congregation. The PCM are subject to the will of the congregation as this is expressed in properly called congregational meetings; provided, however, that the PCM in carrying out the will of the congregation, and in performing the duties hereinafter required, shall at all times be amenable to the Leadership Team. In exercising its right of review over the transactions and business of the Property Committee, the Leadership Team shall not have power to overrule or

countermand the provisions of the DISCIPLINE or the will of the congregation; but shall, on the contrary, require strict adherence thereto.

1. Election: Seven persons shall be elected as Property Committee Members. They shall be consistent in their church attendance, of legal age, and in good standing. They shall be elected at the Annual Congregational Meeting for a term of two years by members of the congregation, of legal age, and in good standing. Any vacancy occurring shall be filled by the Property Committee until the next annual meeting of the congregation, at which time the congregation shall elect a PCM to fill the unexpired term.
2. Meetings: The PCM shall conduct its business as a sub-committee of the Operations Team. The Committee's secretary will keep an accurate record of all the business transactions for the Property Committee, which shall at all times be open for inspection by the Local Conference, the Leadership Team, and the congregation.

SECTION III MISSIONS COMMITTEE

The Chairperson of this Committee shall be elected by the congregation from a list of nominees submitted to the Annual Congregational Meeting by the missions committee.

The term of office shall be two years. In the event of a vacancy in the Missions Committee chair before the regular term of office has expired, the Committee has the authority to appoint a replacement to complete that term. Should the Committee be unable to name a successor, the vacancy may be filled by the Leadership Team.

SECTION IV CLASS LEADERS

Nominations for the Office of Class Leader shall be received at the regular midweek prayer meeting held on the first or second Wednesday of December. This list of nominees shall be passed on to the Leadership Team, to be considered for Class Leader on the ballot which will be ratified at the Annual Congregational Meeting. Their term of office shall begin at the time of their approval by the congregation at the annual meeting, and shall cease when a successor has been approved. Their term of office shall be two years. The Class Leaders shall meet with the Pastor within thirty days after their approval by the congregation to elect a Head Class Leader.

1. Duties: The Class Leaders shall meet at least quarterly to plan for prayer meetings and to give prayerful consideration to the benevolent needs of the congregation. They shall be responsible for other duties as assigned to them in the policy manual, and may be asked to serve as representatives on certain commissions in an advisory capacity. They are to be diligent students of the Word, to be an example of Christ-likeness, to lead and teach as the Lord directs for the edification of the church, to assist the pastors in giving spiritual oversight, and to be familiar with the scriptural basis of the Evangelical Congregational Church's doctrinal positions.

SECTION V LAY DELEGATE

The Lay Delegate is the representative of the church to the National Conference of the E. C. Church, and thus he is the liaison between the church and the denomination. He shall share with other members of the Pastoral Relations Committee in providing the District Field Director with information that may have some bearing on the stationing of the minister assigned to Trinity Church. He shall also sign any applications submitted by the church to National Conference for an appropriation. It is the Lay Delegate's responsibility to assist in welcoming the newly assigned Pastor into the fellowship of the congregation and Leadership Team. He shall also assist in representing the National Conference in reporting to the Leadership Team and/or the congregation concerning actions and recommendations of the National Conference. He shall carry out at the National Conference Sessions any instructions given to him by the Congregation or the Leadership Team.

1. **Eligibility:** The Lay Delegate must be of legal age, a member in good standing of Trinity Evangelical Congregational Church of Boyertown at least two years, a member of good judgment, and able to make fair and honest decisions.
2. **Election:** Nominations for Lay Delegate will be taken at the December's Leadership Team meeting and will be elected at the Local Conference during January's combined Leadership Team/Operation Team meeting. If desired, an Alternate Lay Delegate may also be elected to serve in accordance with the disciplinary procedure.

SECTION VI LEADERSHIP TEAM MEMBERS AT-LARGE

The Leadership Team will have up to three at-large positions. Any member in good standing may choose to run for an At-large Leadership Team position which will be a two year term. A person may serve three consecutive terms and then must sit for at least one year.

SECTION VII PASTORAL RELATIONS COMMITTEE-AT-LARGE

The Pastoral Relations Committee will have one at-large member per full-time pastoral staff member. One of these at-large positions will be appointed by the local conference when it convenes after the Annual Congregational Meeting. Any member in good standing may choose to submit his or her-name for an at-large PRC position, which will be a three year term.

ARTICLE XIX– AMENDMENTS

Proposed amendments to these By-Laws shall be given in writing to the Leadership Team for review. The Leadership Team shall in turn share the proposed alterations with the congregation in written form, at least two weeks prior to the congregational meeting at which they are to be acted upon. Approval of any By-Law changes, other than those of an editorial nature, shall require a two thirds vote of the members present at that particular congregational meeting.