

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
ORGANIZATIONAL CHART OF TRINITY E C CHURCH	3
ARTICLE I - REGISTERED OFFICE	4
ARTICLE II - FISCAL YEAR	4
ARTICLE III - NAME AND PURPOSE.....	4
SECTION I – Name	4
SECTION II – Purpose	4
SECTION III – Statement of Faith	4-5
SECTION IV – Vision, Mission and Passion	5
ARTICLE IV - MEMBERSHIP	5
SECTION I – Who is Our Membership.....	5
SECTION II – Eligibility of Membership	5
SECTION III – Member Standing	6
SECTION IV – Certificate of Membership.....	6
ARTICLE V - BOARD OF DIRECTORS	6
ARTICLE VI - TRANSACTION OF BUSINESS.....	6
SECTION I – Telephonic/Electronic Meetings	6
SECTION II – Quorum	6
SECTION III – Authority	6
SECTION IV – Notices	6-7
ARTICLE VII - LIABILITY AND INDEMNIFICATION OF DIRECTORS & OFFICERS.....	7
SECTION I – Personal Liability	7
SECTION II – Indemnification	7
ARTICLE VIII - CONGREGATIONAL MEETINGS	8
SECTION I – Annual Congregational Meeting Date	8
SECTION II – Notice of Meeting	8
SECTION III – Special Meetings	8
SECTION IV – Requirements for Voting at Meeting.....	8
SECTION V – Who Presides at Meeting	8
SECTION VI – Making & Retaining Record and Minutes of Meeting.....	8
SECTION VII – Annual Audit	8

SECTION VIII – Quorum for Annual Meeting	8
SECTION IX – Items of Business at Meeting.....	8-9
ARTICLE IX - ANNUAL MEETING OF THE CORPORATION	9
SECTION I – Purpose and Membership	9
SECTION II – Minutes	9
SECTION III – Elections.....	9
ARTICLE X - THE COUNSELOR-ADVOCATE	9
SECTION I – Purpose	9
SECTION II – Membership.....	10
SECTION III – Organization.....	10
SECTION IV – Meetings	10-11
SECTION V – Reports.....	11
ARTICLE XI - THE LEADERSHIP TEAM	11
SECTION I – Purpose	11
SECTION II – Membership.....	11
SECTION III – Officers and Voting Rights	11-12
SECTION IV – Meetings	12
SECTION V – Duties	12-13
SECTION VI – Working Groups.....	13
SECTION VII – Finances	13
SECTION VIII – Office Holding	13
SECTION IX – Leadership Team Oversight of Ministry Teams	13
ARTICLE XII - MINISTRY TEAMS	14
SECTION I – Purpose	14
SECTION II – Basis and Core Values	14-15
SECTION III – Organization.....	15
SECTION IV – Membership	16
SECTION V – Duties	16
SECTION VI – Oversight of Ministries	16
ARTICLE XIII – ELECTED OFFICERS	16
SECTION I – Purpose	16
SECTION II – Counselor-Advocate.....	16-17
SECTION III – Lay Delegate.....	17
ARTICLE XIV – AMENDMENTS.....	17

Trinity E. C. Church Organizational Chart & Authority Structure



BY-LAWS
TRINITY EVANGELICAL CONGREGATIONAL CHURCH
250 Sweinhart 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 date these are adopted.

ARTICLE I – REGISTERED OFFICE

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

ARTICLE II – FISCAL YEAR

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

ARTICLE III - NAME AND PURPOSE

SECTION I NAME

The name of this church is 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, discipleship, and evangelism. The belief and practice of Trinity Church are to be governed by the teachings of the Bible and the Discipline of the Evangelical Congregational Church.

SECTION III STATEMENT OF FAITH: We believe...

1. That the Bible is the only inspired, infallible, and inerrant Word of God. The Bible is our final authority for matters of doctrine and standards of Christian living. (2 Peter 1:16-21, 2 Timothy 3:16-17)
2. That the universe is the purposeful creation of a personal, loving, almighty God who has eternally existed as one God yet three co-eternal and different persons: God the Father, God the Son (Jesus Christ), and God the Holy Spirit. (Genesis 1:1, John 1:1-3, Titus 3:3-7)
3. 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)
4. 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 through Jesus Christ, this will be the eternal state of all persons. (Romans 1-8)

5. 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, 1 John 5:9-12)
6. 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, John 14:26-27; 16:13-15)
7. That the Christian faith is lived before a watching world within the community of the local church, where worship, discipleship, service, giving, transformation, and witness are embodied through the compassionate exercise of the spiritual gifts of its members. (Romans 12, 1 Corinthians 12-14, Ephesians 4, 1 Peter 4:7-11)
8. That prayer is foundational to the Christian experience, powerful to bring about the work of God's Kingdom and commanded for every follower of Jesus. (James 5:13-16, Matthew 6:5-8, 1 Thessalonians 5:16)
9. 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"
 - a. Trinity Church will be "*A Place to Belong*" for anyone who desires a community 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: "Helping People Love and Follow Jesus"
 - a. 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 love Jesus Christ, engage with God's people in meaningful ways, grow deep in their personal faith in Christ, and follow Jesus in the world and winsomely draw others into this same abundant life experience.
3. Passion: "Developing Faith — Strengthening Families — Making Friends."
 - a. 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.

ARTICLE IV- MEMBERSHIP

SECTION I WHO IS OUR MEMBERSHIP

The membership of Trinity Church consists of the persons whose names are found in the Membership Roll listed in the Official Church Record Book. The Membership Roll shall be reviewed and updated annually by the Counselor-Advocates. The Leadership Team shall take final action on the Counselor-Advocate's recommendations prior to the printed publication of the roll of active members as part of the Annual Report to the congregation. A copy of the current membership roll shall also be made available each year to the National Conference of the Evangelical Congregational Church.

SECTION II ELIGIBILITY OF MEMBERSHIP

Any person is eligible for church membership who personally professes Jesus Christ as his or her Lord and Savior 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 STANDING

A member is in good standing 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 lives in harmony with God's Word. We also strongly encourage every member to attend the Annual Congregational Meeting in August.

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.

SECTION IV CERTIFICATE OF MEMBERSHIP

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.

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/ELECTRONIC MEETINGS

One or more persons may participate in a meeting provided for in these by-laws by means of conference telephone, Facetime, Skype, or similar communication method 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. 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 no less than 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: All persons entitled to specific notice of a regular meeting shall be contacted and have an opportunity to participate in the meeting. Whenever written notice is required to be given to any person, it may be given to such person personally, by sending a copy thereof by first class mail, postage prepaid, by facsimile machine, or by email or text, 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 when transmitted by facsimile machine, email or text.

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 upon the Board of Directors.

ARTICLE VIII- CONGREGATIONAL MEETINGS

SECTION I ANNUAL CONGREGATIONAL MEETING DATE

An Annual Congregational Meeting shall be held on the fourth or fifth Sunday of August 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 organized 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 Lead Pastor, or his appointee, will prepare the agenda in consultation with the Leadership Team, preside at the annual meeting, 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, 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 main office.

SECTION VII ANNUAL AUDIT

An annual audit shall be performed by those appointed by the Finance Ministry Team. This audit shall examine the accounts of all church treasuries. The Audit Committee shall provide a written report of the findings of their examination to the Leadership Team. *An external audit by an approved accounting firm shall be performed at the request of the congregation.*

SECTION VIII QUORUM FOR ANNUAL MEETING

Twenty percent (20%) of the voting members of the congregation 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. Call to order
2. Appointment of a secretary and tellers
3. Setting of the bar (pews in the congregation where members may be seated)
4. Minutes of the prior Annual Congregational Meeting are open for discussion.
5. Receipt of communications
6. Report of pastors
7. Report of Church Financial Officer (CFO)
8. Summary of written reports from church organizations
9. Questions about annual reports and opportunity to present reports not included
10. Approval of Counselor-Advocates
11. Approval of Ministry Team Leaders
12. Approval of Lay Delegate
13. Approval of Church Historian
14. Unfinished or old business
15. New business/including approval of annual budget
16. Referral of minutes to Leadership Team for approval
17. Adjournment & prayer

ARTICLE IX—ANNUAL MEETING OF THE CORPORATION

SECTION I PURPOSE AND MEMBERSHIP

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

Elections at the Annual Meeting shall include the Vice President and Secretary. The Lead Pastor will appoint the President. These officers begin their terms at the time of election.

ARTICLE X- THE COUNSELOR-ADVOCATE

SECTION I PURPOSE

Scripture and sensitivity to the spiritual climate of the congregation and the relationship between pastors and people will guide the Counselor-Advocates. The primary purpose of the five CA’s is to provide prayer support and spiritual guidance to the Leadership Team, to enhance the ministry of the Pastoral Staff to the congregation and their professional and spiritual growth as leaders, and to oversee the membership roll of Trinity Church.

SECTION II MEMBERSHIP

The Counselor-Advocates shall include the Lay Delegate, and four individuals chosen by the Leadership Team and approved by the congregation. The Lay Delegate shall serve as the Lead Counselor-Advocate.

SECTION III ORGANIZATION

The Counselor-Advocates shall convene a meeting of the committee within thirty days of its appointment to elect a Secretary and to schedule its meetings for the year. Only lay members may serve as the secretary.

SECTION IV MEETINGS

1. The Counselor-Advocates shall meet not less than three times per year.
2. Additional meetings may be called by the Lay Delegate, Pastoral Staff member or Denominational District Field Director.
3. All Counselor-Advocate meetings should be open to every member of the committee and the pastoral staff. Secret meetings are forbidden.
4. The Counselor-Advocates 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 Lay Delegate, a meeting of the Counselor-Advocates 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 HR Ministry Team, the Denominational 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 Counselor-Advocates, the Denominational District Field Director, and the Pastor(s) to determine what action(s) are required. *(As Counselor-Advocate 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 Counselor-Advocates with immediate notification to the Leadership Team.
 - ii. If dismissal is required, a meeting will be held with the Leadership Team, HR Ministry Team, Pastor(s), and Denominational 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.
 - iii. A meeting must then be held by the Leadership Team and HR Ministry Team along with the Denominational 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, HR Ministry Team, the Denominational District Field Director, and the Pastor(s). Verbal notifications are to be made as soon as possible by the Lay Delegate.

v. These By-Laws may be revised, per request of the Leadership Team, Denominational 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 Leadership Team and the HR Ministry Team. The Denominational District Field Director does not vote, and the pastors do not vote, but may be consulted.

SECTION V REPORTS

1. All specific matters discussed by the Counselor-Advocates are considered confidential.
2. In September, the Counselor-Advocates 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 Lay Delegate shall submit a summary of Counselor-Advocate 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. In concert with the Finance Ministry Team, the Leadership Team shall prepare an annual budget. It will also establish church policy and with the assistance of the HR Ministry Team, and oversee the hiring and termination of non-stationed employees. The Leadership Team will develop and implement the furtherance of Trinity's vision, mission and passion through a long range plan.

SECTION II MEMBERSHIP

1. The membership of the Leadership Team shall consist of the pastoral staff, five Counselor-Advocates (which includes the Lay Delegate), and the leader of the seven ministry teams here listed—Prayer, Discipleship, Congregational Care, Community Outreach, World Missions, Finance and Property.
2. The congregation, at the Annual Meeting, will approve the Counselor-Advocates and Ministry 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. With the exception of staff members, couples may not serve on the Leadership Team together. If there is a situation where a couple is serving on the Leadership Team, only one of them has voting privileges.

SECTION III OFFICERS AND VOTING RIGHTS

1. The Lead Pastor will choose the President of the Leadership Team from among those Leadership Team members approved by the congregation.
2. A Vice President and a Secretary will be elected by the Leadership Team at the November meeting.

3. A Church Financial Officer will be appointed as the chairperson of the Finance Ministry Team by the Leadership Team.

4. 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 Property Ministry Team Leader, and no less than two Property Ministry Team representatives will also be members of the executive board). Vacancies in these offices shall be filled by the Leadership Team.

5. With the exception of any spouse serving on the Leadership Team, every duly selected member of the Leadership Team (see section II—previous) shall be entitled to a single vote on all issues that require a ballot. 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 no less than one-half of the Leadership Team.

6. President - The President shall preside at all Leadership Team meetings and assist the Lead Pastor in presiding at the Annual Congregational Meeting. *The Vice President shall be permitted to 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 Vice President of the Leadership Team shall be authorized to assume the duties of the Church Financial Officer until the vacancy is filled.*

7. Vice-president - The Vice-President shall act as President of the Leadership Team in the absence of the President.

8. 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).

9. 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 Property Ministry Team Leader and not less than two Property Ministry Team representatives 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 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 no less than 50% of the Leadership Team members.

SECTION V DUTIES: The Leadership Team has the following responsibilities:

1. To carry out any initiative which the congregation has approved.
2. To care for and promote 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 terminate all church employees and 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, 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 Leadership Team.
2. The fiscal year shall be August 1st to July 31st.
3. Church Budget - All organizations of the church and persons responsible for expenditures of funds shall submit to the Finance Ministry Team a complete estimate of expenditures for their organization by the stated deadline. 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 sub-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 serve as both a Ministry Team Leader and a Counselor-Advocate.

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 may clarify 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 of Trinity Church will evaluate, plan, and execute their ministry according to its purpose statement to fulfill its portion of Trinity's over-all vision.

SECTION II BASIS AND CORE VALUES

Our Ministry Teams exist ultimately to further Trinity's work to reach the lost and to make disciples. The following priorities will guide this process.

1. Reach the Lost

a. The only way to a right standing with 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". Global missions will be enthusiastically supported along with the dream of planting daughter churches as people are called and resources are available.

b. We will continue to create opportunities for believers to make friends with pre-Christians and earn the right to share Jesus with them.

c. We will 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.

d. We will gladly serve as a training and resource center for the community and the denomination on a regional basis.

2. Make Disciples

a. 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.

b. It is our goal to develop a logical and sequential Christian Education curriculum that is Bible-based and moves learners toward spiritual maturity on a life-long basis.

c. To this end, we will nurture the ability of people to relate intimately and honestly to God and others through the expectation that they will participate in Life Groups or accountability networks.

The core values below flesh out the above basis for all our Ministry Teams

1. Biblical Truth over Human Opinion

a. 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 Congregational 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.

2. Unity over Personal Preference

a. We want to 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 or the doctrines of Trinity E. C. Church.

b. 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.

c. We want to 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.

3. Excellence over Mediocrity

- a. We will saturate and energize our lives with prayer, worship, and the Bible as we are totally dependent on the presence and power of the Holy Spirit to accomplish anything for God's Kingdom.
- b. All things done for the Lord should be done to the best of our abilities. Quality matters and commitment counts.
- c. We will work to develop a strong leadership reserve through mentoring and "on the job" (apprentice) training.
- d. We will work to 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.
- e. We will work to develop a healthy network of servants which links individual spiritual gifts to real-time ministry needs.

4. Contribution over Consumption

- a. The church exists to be servants, not consumers. 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 our own sake.
- b. 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.

5. Grace over Religion

- a. We will underscore Grace. We will continuously minister God's grace to the world. The core of Christianity is not "religious, self-saving activity". We do not earn God's favor by following rules or being "good." Instead, God's favor is an unmerited and undeserved gift. Because of our sin, we are deserving of an eternal punishment. However, because of God's grace, we are offered mercy, forgiveness, and salvation. Ephesians 2:8-9 says, "God saved you by his grace when you believed. And you can't take credit for this; it is a gift from God. Salvation is not a reward for the good things we have done, so none of us can boast about it."

SECTION III ORGANIZATION: Ministry Teams will parallel the Vision of Trinity Church.

1. Ministry Teams shall meet, as they determine, in consultation with the Leadership Team.
2. A new ministry team may be started when a Trinity staff member or congregant present for approval to the Leadership Team a Name, Vision, Mission and Purpose for a new team.
3. 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. If a new Team Leader is elected, the current team leader will apprentice their replacement in a shared training ministry.
4. Team members are chosen by the team through common consent. All team members will be submitted to the Leadership Team for approval at the June 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.
5. In the event a new ministry is proposed under a Ministry Team, a complete description of the new ministry and a proposed budget must be approved by the Leadership Team.
6. 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 IV 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 V 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 VI OVERSIGHT 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 team leaders will be trained and the Ministry Team members will be recruited by team leaders and with the approval of the Leadership Team. Ministry Teams shall include, but are not limited to: Prayer Ministry Team, First Impressions Ministry Team, Worship Ministry Team, Discipleship Ministry Team, Community Outreach Ministry Team, World Missions Ministry Team, Congregational Care/Hospitality Ministry Team, Finance Ministry Team, Children's Ministry Team (which includes Cornerstone Preschool), Student Ministry Team, Young Adult Ministry Team, Married People Ministry Team, Singles Ministry Team, Senior Adult Ministry Team, Media Ministry Team, Property Ministry Team, Tech Ministry Team, and the Human Resources Ministry Team. Descriptions of the vision and duties of all Ministry Teams will be provided in a Trinity Church Ministry Team Manual, which are available upon request.

ARTICLE XIII - ELECTED OFFICERS

SECTION I PURPOSE

Our congregation is guided by the Discipline, statement of faith and governance structure of the Evangelical Congregational Church. As a congregational church, the Discipline calls for the election of certain officers by the congregation. In accordance with the Discipline, the following offices shall be approved by congregation: The Counselor-Advocates and the Lay Delegate (who will serve as the lead Counselor-Advocate).

SECTION II COUNSELOR-ADVOCATE

Scripture and sensitivity to the spiritual climate of the congregation and the relationship between pastor(s) and people will guide the Counselor-Advocates. The primary purpose of the Counselor-Advocates is to provide prayer support and spiritual guidance to the Leadership Team, to

enhance the ministry of the Pastoral Staff to the congregation and their professional and spiritual growth as leaders, and to oversee the membership roll of Trinity Church. Candidates for Counselor-Advocate will be received by the Leadership Team and appointed for a two year term. They must be approved by the congregation at the annual meeting. A Counselor-Advocate, with the exception of the Lay Delegate, who serves as the lead Counselor-Advocate, may serve up to three consecutive two-year-terms and then must sit out at least one full year before being considered for continued service.

SECTION III LAY DELEGATE

The Lay Delegate, who will serve as the lead Counselor-Advocate, is the representative of Trinity Church to the National Conference of the E. C. Church, and thus he is the liaison between Trinity and the denomination. He shall share with the Counselor-Advocates and provide the Denominational 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, and a member in good standing who is known for his/her personal integrity, compassion for people and discernment/wisdom as a leader.
2. Election: Nominations for Lay Delegate will be taken at the June Leadership Team meeting and will be approved at the Annual Meeting in August. If desired, an Alternate Lay Delegate may also be chosen to serve in accordance with the discipline of the E. C. Church.

ARTICLE XVI– 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.