

2021 Bylaws

Trinity Evangelical Congregational Church
250 Sweinhart Road
Boyertown, PA 19512



"Helping People Love and Follow Jesus"

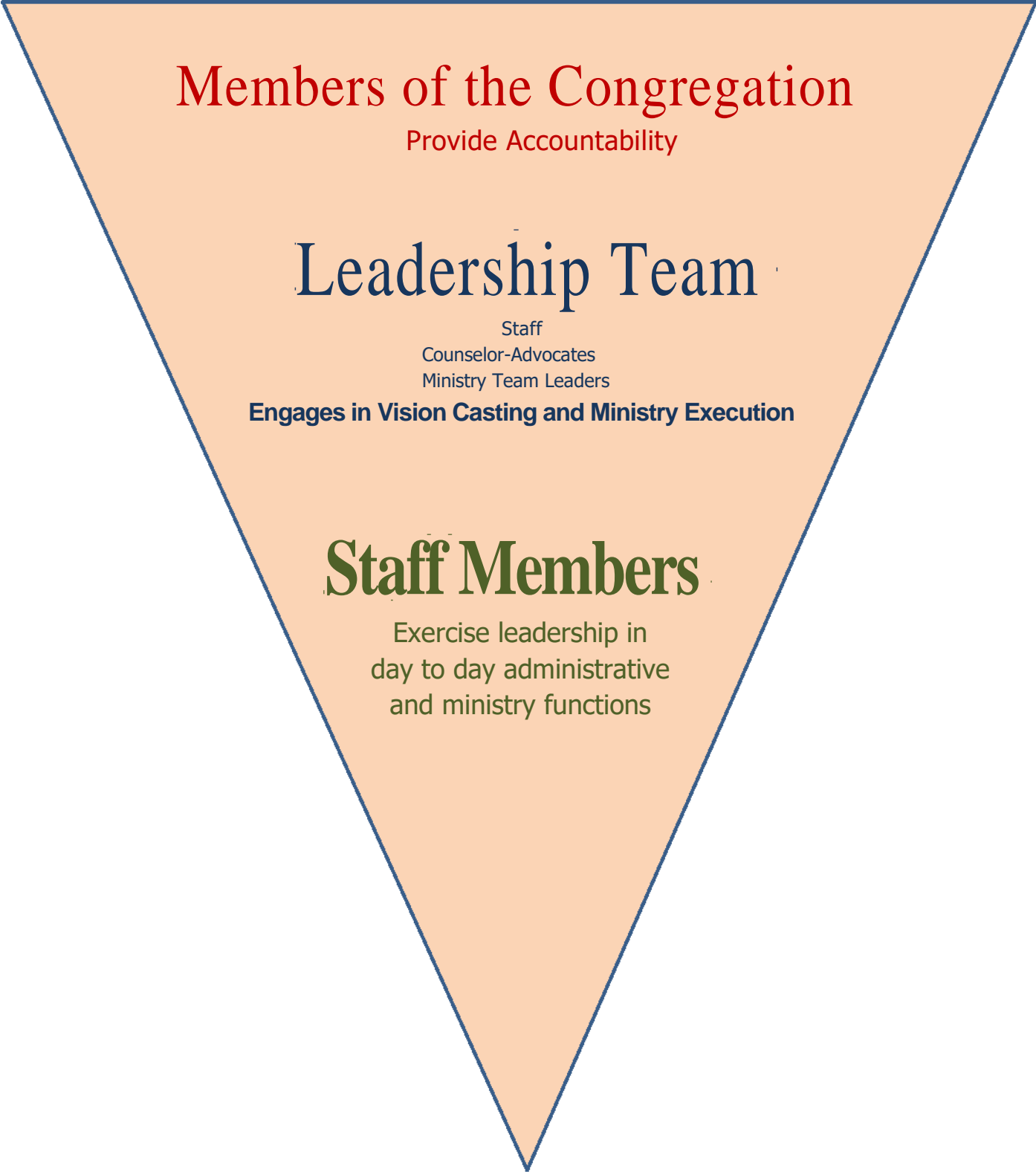
Ephesians 3:14-19

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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 officers, 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 - PASTORAL RELATIONS COMMITTEE

SECTION I PURPOSE

The purpose of the Pastoral Relations Committee (PRC) shall be to aid the pastor, and any additional members of the pastoral staff, to effectively serve the needs and programs of the local congregation. It shall be a conferring and counseling committee and shall be available for consultation with the pastor concerning conditions with the local congregation that pertain to various pastoral duties.

SECTION II MEMBERSHIP

The PRC shall be constituted annually at the Leadership Team meeting following the annual congregational meeting and the reorganization of the Leadership Team. The PRC shall consist of not less than five (5) members (at least one per staff member), plus the pastor(s). The total number of lay members shall be an odd number. Membership shall include the pastor(s), the lay delegate, and the Leadership Team president. The lead pastor, in consultation with the lay delegate and the Leadership Team president, shall present additional names to the Leadership Team for approval.

Only one member of an immediate family shall be permitted to serve on the committee. In cases where the inclusion of the lay delegate or president would result in a second person from the same family serving on the committee, the alternate lay delegate or vice president respectively shall replace that person. However, where the pastor, president of the Leadership Team and the lay delegate are in unanimous agreement, the second member of an immediate family may serve.

Additional members may be added where necessary and appropriate, especially when the committee is involved in seeking a new pastor.

SECTION III ORGANIZATION

Following the appointment of the PRC, the lead pastor shall convene the same within thirty (30) days to elect a chairperson, vice chairperson, and secretary, and to schedule the committee's meetings for the year. No member of the pastoral staff shall serve as an officer of the PRC.

SECTION IV FUNCTION

The PRC shall provide a confidential forum within which the lead pastor, and additional members of the pastoral staff, may seek and receive counsel, input, and insight regarding the work of the local church. In all meetings and activities of the committee, it is expected that biblical principles of conduct in relationships; in particular, those principals drawn from Matthew 18, shall be the norm.

The committee shall assist the pastor in developing a written description of responsibilities for the pastor. The description of pastoral responsibilities shall incorporate the pastor's vision as well as the mission of the church. The senior pastor in consultation with his pastoral team shall develop a written description of the responsibilities for each additional member of the pastoral staff, taking into account the mission and goals of the church, as well as the input of the PRC. Each description of pastoral responsibilities shall be submitted to the Leadership Team for approval.

The committee shall sensitively monitor the relationship between the pastor(s) and the local congregation and cultivate that relationship through consultation with the pastoral staff.

The committee shall also communicate to the people the nature and function of the pastoral office. The committee shall assist the pastor(s) in balancing and prioritizing family and personal needs with church needs. It shall remind him of the wisdom of using all annual vacation days unless deferral arrangements have been made. In addition, assistance shall be given to appropriately use a week for ministry leave for the purpose of personal spiritual development, study, service, or a global ministry experience. The committee shall also expect the pastor(s) to avail themselves of one day off per week so that, through wise stewardship of time, "burnout" can be avoided, and the biblical requirement of "keeping the Sabbath" can be met. As a result of this wise stewardship of time, the pastor(s) will realize a greater protection of adequate family time, in addition to greater physical, emotional, and spiritual health. The committee shall also work to help the congregation understand these needs.

The committee and the pastor shall annually assess the health and progress of the overall ministry of the church in achieving its mission, vision, and goals. As part of that assessment, the committee and pastor shall together consider the pastor(s) role in light of the mission, vision and goals of the congregation, and his progress in fulfilling the responsibilities agreed upon the statement of pastoral responsibilities. The conclusions of this consultation shall be kept in written form in the records of the

committee for future reference. The portion of this consultation concerned with the pastor's role shall have as its objectives both to encourage the pastor and to discern areas for potential means by which that growth may be achieved. In the case of any additional member of the pastoral staff, the senior pastor shall conduct the annual consultation with each staff member, keeping in mind the objectives set forth above. The lead pastor shall then share the written conclusions of each consultation with the committee. The committee may then consult with each staff member individually, keeping a written record of the conclusions of such consultations.

Pastoral transition requests shall comply with the established procedures of National Conference. (See Section 900)

SECTION V MEETINGS

The PRC shall hold at least four (4) meetings each year, one each quarter. Special meetings may be called by the chairperson, lead pastor, the Stationing Elder, or the District Field Director (DFD).

SECTION VI BIBLICAL RESOLUTION PROCESS

(For a comprehensive description of the EC Church's statement on Conflict Resolution and Redemptive Church Discipline please see the 2016 EC Discipline Part 6.)

Covenant –

In obedience to God's Holy Word and commitment to practicing Biblical Resolution, I promise to follow the Principle of Priorities. That is, my priorities are to glorify God, build harmony in the church, and avoid conflict. I will do as Matthew 18 admonishes – go to an offending brother "first alone".

First Step –

I will not first share the offense with another person. I am committed to restoring the relationship, rather than exposing possible sin. I recognize most problems with people are personality clashes, and I will try to understand their actions based upon their perspective.

Second Step –

If going to a person "first alone" does not resolve our differences, I promise to seek an objective and spiritual mature leader of the church who will listen to each of our perspectives on the problem. As a mediator in this dispute, this person will be able to advise one or both disputing parties concerning blind spots or areas of needed growth in order to resolve the issue and bring glory to God.

Warning –

I will not seek to find others who have also been offended, nor share my concerns with others prior to the meeting with my "offending brother". The purpose of involving an objective and mature leader of the church is not to validate my hurt but rather to open my heart and mind to the possible needs I may have regarding my relationship with others and serve as a mediator in the dispute.

I realize my friends may naturally listen to my concerns, but also take up my offense. I will, therefore, not cause them to become a party to a possible division and disharmony because of our friendship. Whenever I feel an urge to share the offense with my friends, I will pray and commune with God about my hurt.

Third Step –

When I am in a dispute with a fellow believer that cannot be resolved voluntarily, even with a mediator present, the one with who I am at odds and I will request that the church appoint an arbitrator(s) to listen to our disagreement. The arbitrator(s) will then render a binding decision to resolve the disagreement.

Fourth Step –

If a person who professes to be a believer refuses to be reconciled to a fellow believer in a conflict situation, refuses the advice of a mediator, or fails to submit to the binding decision of arbitrator(s), and if the party found guilty of an offense refuses to repent, seek forgiveness and be reconciled, then his or

her church leaders will formally intervene with the disciplinary measures of trial and removal from the local fellowship as is deemed necessary for the restoration of justice and order in the local church. (These steps are based on the principles found in Matthew 18:17-20 and Proverbs 6:16-19.)

SECTION VII PASTORAL CHANGES

RULES OF CONFERENCE "INITIATING A PASTORAL CHANGE" (from Current National Conference Journal)

903 INITIATING A PASTORAL CHANGE

903.1 The Pastor. A pastor may request a new assignment in writing to the Bishop.

903.2 The Pastoral Relations Committee [PRC]. The PRC may make the request for a pastoral change when there are valid reasons for such a request. A careful yet confidential assessment of the attitudes and concerns of the congregation and its other leaders should be considered. The counsel of the DFD should be sought. A request for a new pastor must be made in writing to the Bishop.

903.3 The Stationing Committee. The Stationing Committee may ask a pastor to consider a change when his gifts and graces are needed elsewhere. They may also initiate a change when the present assignment is not resulting in healthy ministry.

903.4 Early Withdrawal. Negotiations for an early, regular withdrawal shall be conducted with the stationing committee members from that region through the Bishop.

903.5 Irregular Withdrawal. When a pastor withdraws irregularly (that is, before the end of the assignment year) from our denomination, the Ministerial Development Community shall be authorized but is not required to request the return of his credentials. This request shall be made by the Ministerial Development Community Secretary unless the pastor has negotiated an early release with the Stationing Committee.

903.6 Exit Interview. The Ministerial Development Associate and/or the Bishop shall conduct an exit interview with pastors who withdraw from ministry.

Process of Facilitating Pastoral Change

There are times when pastoral change is needed to facilitate health in the congregation. The following process presupposes a healthy congregation, which has a sense of itself, its values and a vision for the future and a clear mission. [Note: There is a document on Goals, Mission and Vision in the Appendix] While it is true that many churches are not at this point of health, the following process can help clarify the mission of a local congregation, while honoring those called by God to lead her as pastor.

Step 1 The Strategic Plan

It is healthy when a PRC can evaluate a request for a change of pastors against clearly stated and understood goals and plans. As PRC's (including the pastor himself) assess the direction of the church they might come to step two.

Step 2 Decision to Consider Requesting a Change

As part of a reasoned strategic process, a local PRC could conclude that a pastoral change should be considered. This ought not be a regular nor annual consideration. Once the decision to consider is made, the next step can be taken.

Step 3 PRC to ask the DFD to Facilitate the Assessment

Since the decision impacts three parties, the congregation, the pastor, and the Conference the DFD is invited to facilitate a discussion to discover whether or not "there are valid reasons for such a request". (Journal 903.2)

Step 4 DFD Facilitates the Assessment with the PRC Including the Pastor in the Discussion.

Questions to ask in considering a pastoral change are explored in an attempt to come to agreement on this matter. (See "Questions to Ask..." document)

Step 5 A Request is Made by the PRC for a Pastoral Change

OR

The pastor asks to be considered for a new assignment

To help in stationing, requests should be made in writing to the Bishop by January 1 in the year in which a new assignment is to be made.

Step 6 Stationing Committee Considers and Acts on the Request

If the stationing committee concurs with the request, the stationing process is begun and a search for a new pastor is launched.

(Resignations: As National Conference assigns the pastor; any pastoral resignation is to be offered to the Bishop for consideration rather than to any entity of the local congregation.)

Questions to ask in assessing whether or not to request a pastoral change

1. Has this pastor's mission here been accomplished?
2. Would this pastor be better deployed in another church?
3. Does this pastor have a sense of restlessness with his current assignment?
4. Has a turning point been reached in the family life of the pastor (retirement, death of a spouse, graduation of a child, etc.)?
5. Which are the voices calling for a change?
6. If we requested a change now would we be "negotiating with terrorists"?
7. What time of the stationing year is it? (see deadlines in rule 904.1)
8. How well do the needs and expectations of the congregation at this point in the life of the church meet the gifts and graces of this pastor?

Process in Receiving a New Pastor

1. Announcement a move will be taking place.
2. A Stationing Elder is assigned.
3. Church completes Church Information Profile (the "CHIP").
4. National Conference Stationing Committee chooses a candidate for interview.
5. Local church may expand PRC for purpose of the interview process.
6. The Stationing Committee presents the Pastoral Information Profile (PIP) of a potential pastoral candidate to the local PRC for review.
7. Candidate interviews with the church PRC to confirm a "match".
8. An agreement is confirmed concerning expectations and compensation at a local conference convened by the Stationing Elder.
9. A transition task force prepares for saying good-bye and welcoming the new pastor.
10. National Conference makes the appointment of the new pastor.
11. A new pastor moves to the field. Moving expense reimbursed to local church by National Conference according to schedule.
12. New Pastor is installed.

SECTION VIII PASTORAL DISMISSAL

Meetings for the purpose of discussing the dismissal of a pastor(s).

1. As soon as possible after the initial request to the Lay Delegate or PRC, a meeting of the PRC is to be held to determine if the request is warranted.
2. If the request is warranted it must be brought to the attention of the Leadership Team, the DFD, and the Pastor(s).
3. All rules of the Denomination and the DISCIPLINE must be followed.
4. A meeting should be conducted with the PRC, the DFD, 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.)

- a. If a warning only is required, action should be taken by the PRC with immediate notification to the Leadership Team.
- b. If dismissal is required, after notification to the Leadership Team, meetings must be conducted with the PRC, Pastor(s), and DFD 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.
- c. A meeting must then be held by the PRC, along with the DFD, 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.
- d. The results of the vote are to be written and sent to the Leadership Team, the DFD, 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.
- e. Congregational notification of the proceedings and the results are to be conducted by the decision of the Leadership Team.
- f. Voting personnel are members of the PRC. The DFD does not vote, and the pastors do not vote, but may be consulted.
- g. These By-Laws may be revised, per request of the PRC, DFD, or Pastor(s), to meet any unique situation that may arise during the process with the approval of those mentioned above—iv.

SECTION IX HIRING A NON-STATIONED PASTOR

Meetings for the purpose of hiring a non-stationed pastor(s).

1. 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.
2. The DFD is to be notified of the pending action and invited to be part of the committee.
3. All rules of the Denomination and DISCIPLINE must be followed.
4. The search committee will elect a Chairperson and Secretary, keeping the Leadership Team and the PRC advised on their progress.
5. Consultation with the Finance Committee must be held to determine the salary package and benefits.
6. When the "final candidates" are identified, the committee is to include the PRC Chairperson, the Leadership Team President, the DFD, and all Pastors.
7. 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.
8. If the applicant accepts the position a letter shall be sent to the DFD by the President of the Leadership Team.
9. Congregational notification of the proceedings and the results are to be conducted by the decision of the Leadership Team.
10. 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.

SECTION X 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.

PASTORAL APPRECIATION SUGGESTIONS

October is Pastoral Appreciation month and an opportunity to encourage your pastor by honoring him by acts of love and appreciation. The PRC should take the lead in encouraging the congregation to appropriately celebrate the ministry of the pastor(s), wife, and family. The following suggestions are meant to stimulate your thinking. You may be able to prayerfully think of other creative ways of "appreciating" your pastor(s). Whatever you do, it will lift and refresh your pastor's spirit!

Suggestions can include:

1. Thoughtful gifts that are bought or made.
2. Monetary gift in a card.
3. Scrapbook of memories.
4. A special day off with pre-paid activities such as:
 - a. Dinner arrangements
 - b. Bed and Breakfast for a night
 - c. Concert or show
 - d. Tickets for an attraction your pastor has expressed interest in
5. A congregational dinner to honor your pastor with testimonies.
6. Card shower.
7. A combination of several of the above.

Whatever you may seek to do, it will bless you and your pastor(s).

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, 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

The membership of the Leadership Team shall consist of the pastoral staff; five Counselor-Advocates (which includes the Lay Delegate); the leader of the eight ministry teams here listed - Community Outreach, Congregational Care, Discipleship, Finance, Prayer, Property, World Missions, and Worship; and up to two members-at-large. The congregation, at the Annual Meeting, will approve the Counselor-Advocates, Ministry Team Leaders presented, and members-at-large. 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. Members-at-large shall be recruited and presented by the Leadership team. 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.) 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

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.

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:

1. Ministry Teams will parallel the Vision of Trinity Church.

2. Ministry Teams shall meet, as they determine, in consultation with the Leadership Team.

A new ministry team may be started when a Trinity staff member or congregant present for approval to the

3. Leadership Team a Name, Vision, Mission and Purpose for a new team.

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.

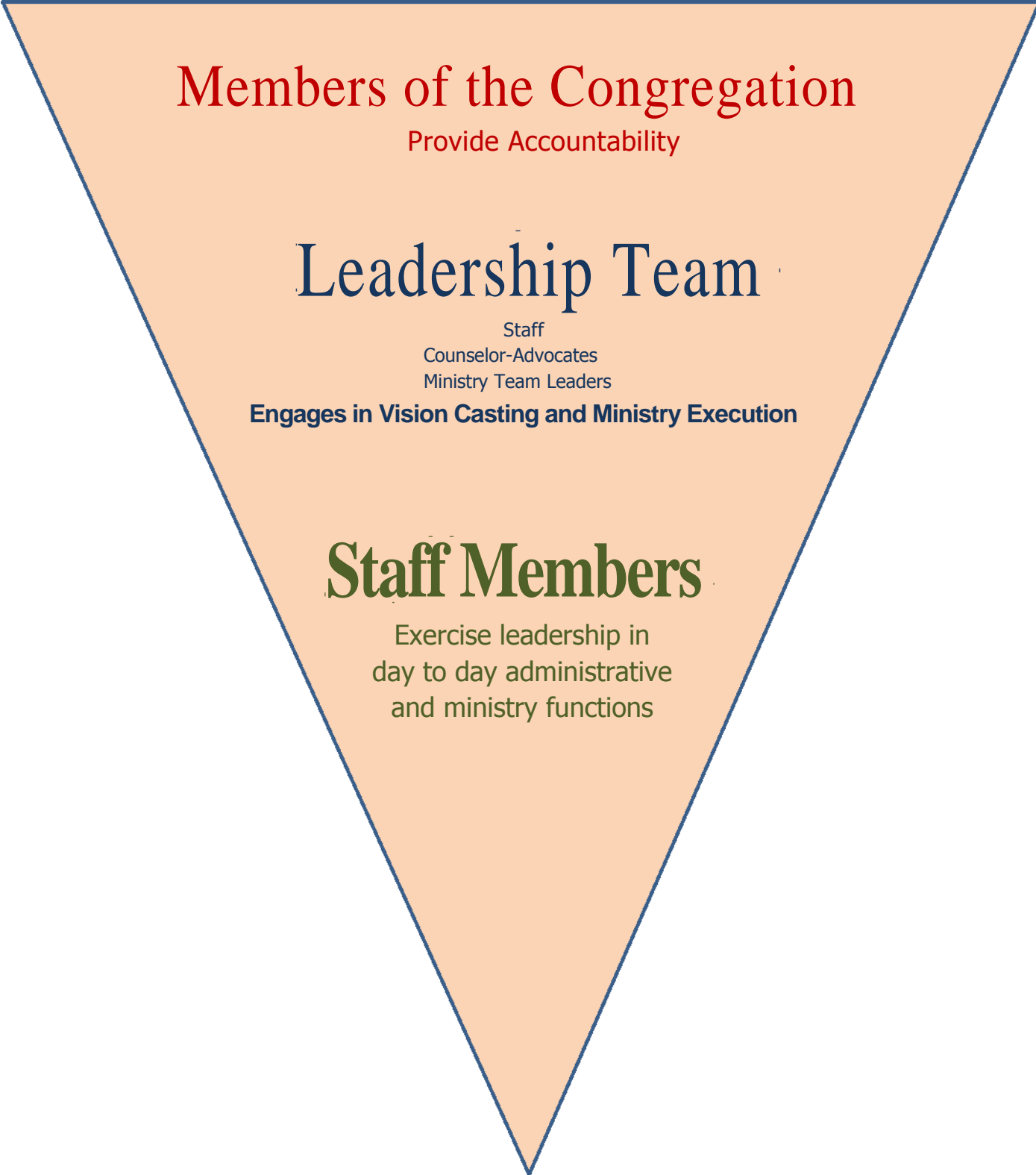
Approved and adopted at Annual Congregational Meeting – August 29, 2021

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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 officers, 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 - PASTORAL RELATIONS COMMITTEE

SECTION I PURPOSE

The purpose of the Pastoral Relations Committee (PRC) shall be to aid the pastor, and any additional members of the pastoral staff, to effectively serve the needs and programs of the local congregation. It shall be a conferring and counseling committee and shall be available for consultation with the pastor concerning conditions with the local congregation that pertain to various pastoral duties.

SECTION II MEMBERSHIP

The PRC shall be constituted annually at the Leadership Team meeting following the annual congregational meeting and the reorganization of the Leadership Team. The PRC shall consist of not less than five (5) members (at least one per staff member), plus the pastor(s). The total number of lay members shall be an odd number. Membership shall include the pastor(s), the lay delegate, and the Leadership Team president. The lead pastor, in consultation with the lay delegate and the Leadership Team president, shall present additional names to the Leadership Team for approval.

Only one member of an immediate family shall be permitted to serve on the committee. In cases where the inclusion of the lay delegate or president would result in a second person from the same family serving on the committee, the alternate lay delegate or vice president respectively shall replace that person. However, where the pastor, president of the Leadership Team and the lay delegate are in unanimous agreement, the second member of an immediate family may serve.

Additional members may be added where necessary and appropriate, especially when the committee is involved in seeking a new pastor.

SECTION III ORGANIZATION

Following the appointment of the PRC, the lead pastor shall convene the same within thirty (30) days to elect a chairperson, vice chairperson, and secretary, and to schedule the committee's meetings for the year. No member of the pastoral staff shall serve as an officer of the PRC.

SECTION IV FUNCTION

The PRC shall provide a confidential forum within which the lead pastor, and additional members of the pastoral staff, may seek and receive counsel, input, and insight regarding the work of the local church. In all meetings and activities of the committee, it is expected that biblical principles of conduct in relationships; in particular, those principals drawn from Matthew 18, shall be the norm.

The committee shall assist the pastor in developing a written description of responsibilities for the pastor. The description of pastoral responsibilities shall incorporate the pastor's vision as well as the mission of the church. The senior pastor in consultation with his pastoral team shall develop a written description of the responsibilities for each additional member of the pastoral staff, taking into account the mission and goals of the church, as well as the input of the PRC. Each description of pastoral responsibilities shall be submitted to the Leadership Team for approval.

The committee shall sensitively monitor the relationship between the pastor(s) and the local congregation and cultivate that relationship through consultation with the pastoral staff.

The committee shall also communicate to the people the nature and function of the pastoral office. The committee shall assist the pastor(s) in balancing and prioritizing family and personal needs with church needs. It shall remind him of the wisdom of using all annual vacation days unless deferral arrangements have been made. In addition, assistance shall be given to appropriately use a week for ministry leave for the purpose of personal spiritual development, study, service, or a global ministry experience. The committee shall also expect the pastor(s) to avail themselves of one day off per week so that, through wise stewardship of time, "burnout" can be avoided, and the biblical requirement of "keeping the Sabbath" can be met. As a result of this wise stewardship of time, the pastor(s) will realize a greater protection of adequate family time, in addition to greater physical, emotional, and spiritual health. The committee shall also work to help the congregation understand these needs.

The committee and the pastor shall annually assess the health and progress of the overall ministry of the church in achieving its mission, vision, and goals. As part of that assessment, the committee and pastor shall together consider the pastor(s) role in light of the mission, vision and goals of the congregation, and his progress in fulfilling the responsibilities agreed upon the statement of pastoral responsibilities. The conclusions of this consultation shall be kept in written form in the records of the

committee for future reference. The portion of this consultation concerned with the pastor's role shall have as its objectives both to encourage the pastor and to discern areas for potential means by which that growth may be achieved. In the case of any additional member of the pastoral staff, the senior pastor shall conduct the annual consultation with each staff member, keeping in mind the objectives set forth above. The lead pastor shall then share the written conclusions of each consultation with the committee. The committee may then consult with each staff member individually, keeping a written record of the conclusions of such consultations.

Pastoral transition requests shall comply with the established procedures of National Conference. (See Section 900)

SECTION V MEETINGS

The PRC shall hold at least four (4) meetings each year, one each quarter. Special meetings may be called by the chairperson, lead pastor, the Stationing Elder, or the District Field Director (DFD).

SECTION VI BIBLICAL RESOLUTION PROCESS

(For a comprehensive description of the EC Church's statement on Conflict Resolution and Redemptive Church Discipline please see the 2016 EC Discipline Part 6.)

Covenant –

In obedience to God's Holy Word and commitment to practicing Biblical Resolution, I promise to follow the Principle of Priorities. That is, my priorities are to glorify God, build harmony in the church, and avoid conflict. I will do as Matthew 18 admonishes – go to an offending brother "first alone".

First Step –

I will not first share the offense with another person. I am committed to restoring the relationship, rather than exposing possible sin. I recognize most problems with people are personality clashes, and I will try to understand their actions based upon their perspective.

Second Step –

If going to a person "first alone" does not resolve our differences, I promise to seek an objective and spiritual mature leader of the church who will listen to each of our perspectives on the problem. As a mediator in this dispute, this person will be able to advise one or both disputing parties concerning blind spots or areas of needed growth in order to resolve the issue and bring glory to God.

Warning –

I will not seek to find others who have also been offended, nor share my concerns with others prior to the meeting with my "offending brother". The purpose of involving an objective and mature leader of the church is not to validate my hurt but rather to open my heart and mind to the possible needs I may have regarding my relationship with others and serve as a mediator in the dispute.

I realize my friends may naturally listen to my concerns, but also take up my offense. I will, therefore, not cause them to become a party to a possible division and disharmony because of our friendship. Whenever I feel an urge to share the offense with my friends, I will pray and commune with God about my hurt.

Third Step –

When I am in a dispute with a fellow believer that cannot be resolved voluntarily, even with a mediator present, the one with who I am at odds and I will request that the church appoint an arbitrator(s) to listen to our disagreement. The arbitrator(s) will then render a binding decision to resolve the disagreement.

Fourth Step –

If a person who professes to be a believer refuses to be reconciled to a fellow believer in a conflict situation, refuses the advice of a mediator, or fails to submit to the binding decision of arbitrator(s), and if the party found guilty of an offense refuses to repent, seek forgiveness and be reconciled, then his or

her church leaders will formally intervene with the disciplinary measures of trial and removal from the local fellowship as is deemed necessary for the restoration of justice and order in the local church. (These steps are based on the principles found in Matthew 18:17-20 and Proverbs 6:16-19.)

SECTION VII PASTORAL CHANGES

RULES OF CONFERENCE "INITIATING A PASTORAL CHANGE" (from Current National Conference Journal)

903 INITIATING A PASTORAL CHANGE

903.1 The Pastor. A pastor may request a new assignment in writing to the Bishop.

903.2 The Pastoral Relations Committee [PRC]. The PRC may make the request for a pastoral change when there are valid reasons for such a request. A careful yet confidential assessment of the attitudes and concerns of the congregation and its other leaders should be considered. The counsel of the DFD should be sought. A request for a new pastor must be made in writing to the Bishop.

903.3 The Stationing Committee. The Stationing Committee may ask a pastor to consider a change when his gifts and graces are needed elsewhere. They may also initiate a change when the present assignment is not resulting in healthy ministry.

903.4 Early Withdrawal. Negotiations for an early, regular withdrawal shall be conducted with the stationing committee members from that region through the Bishop.

903.5 Irregular Withdrawal. When a pastor withdraws irregularly (that is, before the end of the assignment year) from our denomination, the Ministerial Development Community shall be authorized but is not required to request the return of his credentials. This request shall be made by the Ministerial Development Community Secretary unless the pastor has negotiated an early release with the Stationing Committee.

903.6 Exit Interview. The Ministerial Development Associate and/or the Bishop shall conduct an exit interview with pastors who withdraw from ministry.

Process of Facilitating Pastoral Change

There are times when pastoral change is needed to facilitate health in the congregation. The following process presupposes a healthy congregation, which has a sense of itself, its values and a vision for the future and a clear mission. [Note: There is a document on Goals, Mission and Vision in the Appendix] While it is true that many churches are not at this point of health, the following process can help clarify the mission of a local congregation, while honoring those called by God to lead her as pastor.

Step 1 The Strategic Plan

It is healthy when a PRC can evaluate a request for a change of pastors against clearly stated and understood goals and plans. As PRC's (including the pastor himself) assess the direction of the church they might come to step two.

Step 2 Decision to Consider Requesting a Change

As part of a reasoned strategic process, a local PRC could conclude that a pastoral change should be considered. This ought not be a regular nor annual consideration. Once the decision to consider is made, the next step can be taken.

Step 3 PRC to ask the DFD to Facilitate the Assessment

Since the decision impacts three parties, the congregation, the pastor, and the Conference the DFD is invited to facilitate a discussion to discover whether or not "there are valid reasons for such a request". (Journal 903.2)

Step 4 DFD Facilitates the Assessment with the PRC Including the Pastor in the Discussion.

Questions to ask in considering a pastoral change are explored in an attempt to come to agreement on this matter. (See "Questions to Ask..." document)

Step 5 A Request is Made by the PRC for a Pastoral Change

OR

The pastor asks to be considered for a new assignment

To help in stationing, requests should be made in writing to the Bishop by January 1 in the year in which a new assignment is to be made.

Step 6 Stationing Committee Considers and Acts on the Request

If the stationing committee concurs with the request, the stationing process is begun and a search for a new pastor is launched.

(Resignations: As National Conference assigns the pastor; any pastoral resignation is to be offered to the Bishop for consideration rather than to any entity of the local congregation.)

Questions to ask in assessing whether or not to request a pastoral change

1. Has this pastor's mission here been accomplished?
2. Would this pastor be better deployed in another church?
3. Does this pastor have a sense of restlessness with his current assignment?
4. Has a turning point been reached in the family life of the pastor (retirement, death of a spouse, graduation of a child, etc.)?
5. Which are the voices calling for a change?
6. If we requested a change now would we be "negotiating with terrorists"?
7. What time of the stationing year is it? (see deadlines in rule 904.1)
8. How well do the needs and expectations of the congregation at this point in the life of the church meet the gifts and graces of this pastor?

Process in Receiving a New Pastor

1. Announcement a move will be taking place.
2. A Stationing Elder is assigned.
3. Church completes Church Information Profile (the "CHIP").
4. National Conference Stationing Committee chooses a candidate for interview.
5. Local church may expand PRC for purpose of the interview process.
6. The Stationing Committee presents the Pastoral Information Profile (PIP) of a potential pastoral candidate to the local PRC for review.
7. Candidate interviews with the church PRC to confirm a "match".
8. An agreement is confirmed concerning expectations and compensation at a local conference convened by the Stationing Elder.
9. A transition task force prepares for saying good-bye and welcoming the new pastor.
10. National Conference makes the appointment of the new pastor.
11. A new pastor moves to the field. Moving expense reimbursed to local church by National Conference according to schedule.
12. New Pastor is installed.

SECTION VIII PASTORAL DISMISSAL

Meetings for the purpose of discussing the dismissal of a pastor(s).

1. As soon as possible after the initial request to the Lay Delegate or PRC, a meeting of the PRC is to be held to determine if the request is warranted.
2. If the request is warranted it must be brought to the attention of the Leadership Team, the DFD, and the Pastor(s).
3. All rules of the Denomination and the DISCIPLINE must be followed.
4. A meeting should be conducted with the PRC, the DFD, 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.)

- a. If a warning only is required, action should be taken by the PRC with immediate notification to the Leadership Team.
- b. If dismissal is required, after notification to the Leadership Team, meetings must be conducted with the PRC, Pastor(s), and DFD 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.
- c. A meeting must then be held by the PRC, along with the DFD, 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.
- d. The results of the vote are to be written and sent to the Leadership Team, the DFD, 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.
- e. Congregational notification of the proceedings and the results are to be conducted by the decision of the Leadership Team.
- f. Voting personnel are members of the PRC. The DFD does not vote, and the pastors do not vote, but may be consulted.
- g. These By-Laws may be revised, per request of the PRC, DFD, or Pastor(s), to meet any unique situation that may arise during the process with the approval of those mentioned above—iv.

SECTION IX HIRING A NON-STATIONED PASTOR

Meetings for the purpose of hiring a non-stationed pastor(s).

1. 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.
2. The DFD is to be notified of the pending action and invited to be part of the committee.
3. All rules of the Denomination and DISCIPLINE must be followed.
4. The search committee will elect a Chairperson and Secretary, keeping the Leadership Team and the PRC advised on their progress.
5. Consultation with the Finance Committee must be held to determine the salary package and benefits.
6. When the "final candidates" are identified, the committee is to include the PRC Chairperson, the Leadership Team President, the DFD, and all Pastors.
7. 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.
8. If the applicant accepts the position a letter shall be sent to the DFD by the President of the Leadership Team.
9. Congregational notification of the proceedings and the results are to be conducted by the decision of the Leadership Team.
10. 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.

SECTION X 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.

PASTORAL APPRECIATION SUGGESTIONS

October is Pastoral Appreciation month and an opportunity to encourage your pastor by honoring him by acts of love and appreciation. The PRC should take the lead in encouraging the congregation to appropriately celebrate the ministry of the pastor(s), wife, and family. The following suggestions are meant to stimulate your thinking. You may be able to prayerfully think of other creative ways of "appreciating" your pastor(s). Whatever you do, it will lift and refresh your pastor's spirit!

Suggestions can include:

1. Thoughtful gifts that are bought or made.
2. Monetary gift in a card.
3. Scrapbook of memories.
4. A special day off with pre-paid activities such as:
 - a. Dinner arrangements
 - b. Bed and Breakfast for a night
 - c. Concert or show
 - d. Tickets for an attraction your pastor has expressed interest in
5. A congregational dinner to honor your pastor with testimonies.
6. Card shower.
7. A combination of several of the above.

Whatever you may seek to do, it will bless you and your pastor(s).

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, 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

The membership of the Leadership Team shall consist of the pastoral staff; five Counselor-Advocates (which includes the Lay Delegate); the leader of the eight ministry teams here listed - Community Outreach, Congregational Care, Discipleship, Finance, Prayer, Property, World Missions, and Worship; and up to two members-at-large. The congregation, at the Annual Meeting, will approve the Counselor-Advocates, Ministry Team Leaders presented, and members-at-large. 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. Members-at-large shall be recruited and presented by the Leadership team. 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.) 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

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.

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:

1. Ministry Teams will parallel the Vision of Trinity Church.

2. Ministry Teams shall meet, as they determine, in consultation with the Leadership Team.

A new ministry team may be started when a Trinity staff member or congregant present for approval to the

3. Leadership Team a Name, Vision, Mission and Purpose for a new team.

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.

Approved and adopted at Annual Congregational Meeting – August 29, 2021