

# ***2025 Bylaws***

Trinity Evangelical Congregational Church

250 Sweinhart Road

Boyertown, PA 19512



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## Trinity E. C. Church Organizational Chart & Authority Structure

### Members of the Congregation

Provide Accountability

### Leadership Team

Staff

Pastoral Relations Committee

Ministry Team Leaders

**Engages in Vision Casting and Ministry Execution**

### Staff Members

Exercise leadership in  
day to day administrative  
and ministry functions

# **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 September 1st and end on August 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 OUR VALUES**

1. Vision: "Loving Jesus and Loving Others"
  - a. Trinity Church will be a place where people recognize that God is challenging us to be a people of active, biblical faith. Our vision is to be a people who love and follow Jesus Christ, and who love and serve the people around us that they might embrace the same kind of lives.
2. Mission: "Sharing Jesus and Growing Faith"
  - a. Trinity Church will become a people who love and follow Jesus, and love others by cultivating meaningful relationships with God and others by developing faith, strengthening families, and providing biblical resources and experiences.
3. Our Values
  - a. Our values are expressed through the grace of God that defines our lives.
    - 1) Truth
      - a) Trinity Church is committed to the Bible, God's true and written Word, that enables authentic Christ-like living.
    - 2) Faith
      - a) Trinity Church is committed to pursuing transformed lives empowered by the Holy Spirit, leading to true obedience, prayer, worship, and devotion.
    - 3) Service
      - a) Trinity Church is committed to serving the spiritual, emotional, and physical needs of our church, our neighbors, and the world.
    - 4) Community
      - a) Trinity Church is committed to being a Christ-like influence in our community, building relationships, helping people meet Jesus, experiencing true life in Jesus, and strengthening our families together.

### **ARTICLE IV CHURCH 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 Leadership Team 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**

1. 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.
2. 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 to the new church upon request by 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 OF THE CORPORATION**

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

## **ARTICLE VI 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, as modified by our historic practice, the following offices shall be approved by congregation: the members of the PRC and the Lay Delegate (who will serve as the chair of the PRC).

### **SECTION II PASTORAL RELATIONS COMMITTEE**

The purpose of the Pastoral Relations Committee (PRC) shall be to aid the pastor(s) and any additional members of the ministry 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 pastoral and ministry staff concerning conditions with the local congregation that pertain to various pastoral, ministry, and support staff duties.

### **SECTION III LAY DELEGATE**

The Lay Delegate, who will serve as the chair of PRC, 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 PRC 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 Leadership Team meeting prior to the Annual 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 VII TRANSACTION OF BUSINESS (OUTSIDE OF ANNUAL AND SPECIAL CONGREGATIONAL MEETINGS)**

### **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, Zoom, 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. (See Article IX, Sections IV and VIII for information regarding voting and quorum at the Annual 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 VIII 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 IX 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 **(10%)** 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 (see Section IV) 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 person presiding 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 Pastoral Relations Committee members
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 X 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 XI 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 ministry 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 pastoral and ministry staff concerning conditions with the local congregation that pertain to various pastoral, ministry, and support staff duties.

### **SECTION II MEMBERSHIP**

1. The PRC shall be selected annually at a meeting of the Leadership Team and approved at a Congregational Meeting. Ideally, it shall consist of not less than five (5) members, plus the Pastor(s) and ministry staff. The total number of lay members shall be an odd number. Membership shall include the Pastor(s) and ministry staff assigned by National Conference and/or hired by Trinity Church, the lay delegate, and the Leadership Team president.
2. 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.
3. Additional members may be added where necessary and appropriate, especially when the committee is involved in seeking a new pastor. (See NC Journal, Section 900.)

### **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 or ministry staff shall serve as an officer of the PRC.

### **SECTION IV FUNCTION**

1. The PRC shall provide a confidential forum within which the lead Pastor, and additional members of the ministry 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.
2. 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 lead Pastor in consultation with his pastoral team shall develop a written description of the responsibilities for each additional member of the ministry staff, taking into account the mission and goals of the church, as well as the input of the PRC. Each description of ministry responsibilities shall be submitted to the Leadership Team for approval.
3. The committee shall thoughtfully monitor the relationship between the Pastor(s) and ministry staff members and the local congregation and cultivate that relationship through consultation with the pastoral and ministry staff.
4. The committee shall also communicate to the congregation the nature and function of the Pastoral and ministry staff. The committee shall assist the Pastor(s) and ministry staff 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 schedule 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) and ministry staff 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) and ministry staff 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.
5. The committee, Pastor(s), and ministry staff shall systematically 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 pastoral roles 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 pastoral roles shall have as its objectives both to encourage the Pastor(s) 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 Lead 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.
6. The committee shall evaluate pastoral and ministry staff salaries and make annual recommendation to the Finance Committee and Leadership Team.
7. The committee shall process pastoral transition requests according to the established procedures of National Conference. (See NC Journal, Section 900)

### **SECTION V MEETINGS**

The PRC shall hold at least four (4) meetings each year, one within each conference quarter. In case of a multi-church charge (including dual charge, adoption, or multi-site congregations), the committee of each church within

the charge (if applicable) shall meet jointly at least once a year on matters relating to the charge. Special meetings may be called by the chairperson, lead Pastor, the Stationing Elder, or the District Field Director (DFD).

## **SECTION VI REPORTS**

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

## **ARTICLE XII 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 core values through a long-range plan.

### **SECTION II MEMBERSHIP**

Ideally, the membership of the Leadership Team shall consist of the pastoral staff, three PRC members (other than LT president and Ministry Team leaders who already serve on LT), the Lay Delegate, Ministry Team Leaders as discussed below, and up to two members-at-large. The ministry teams will include Community Outreach, Congregational Care, Discipleship, Finance, Human Relations, Prayer, Property, World Missions, and Worship. Other teams may be considered as they are developed. The congregation, at the Annual Meeting, will approve the PRC, Ministry Team Leaders presented, and members-at-large. Team Leaders shall be selected by the Leadership Team after training and apprenticeship. 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, or serve in that role until a President is identified.
2. A Vice President and a Secretary will be elected by the Leadership Team at the fall meeting.
3. A Church Financial Officer (volunteer or paid) will be appointed as the chairperson of the Finance Ministry Team by the Leadership Team.
4. Ideally, 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 (see section II—previous), every duly selected member of the Leadership Team 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.

7. Vice-president - The Vice-President shall act as President of the Leadership Team in the absence of the President. 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 (if qualified and competent to do so) shall be authorized to assume the duties of the Church Financial Officer until the vacancy is filled. If the Vice President is not a satisfactory candidate, the LT may choose an alternate candidate.

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 if available 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 in conjunction with PRC and HR and Finance Ministry Teams.
7. To see to the accurate maintenance of church membership rolls.

#### **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 September 1<sup>st</sup> to August 31<sup>st</sup>.
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 Leadership Team nor any Ministry Teams 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 member of the PRC except in the case of a pastoral or ministerial staff member, LT president or Lay Delegate.

## **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 XIII MINISTRY TEAMS**

## **SECTION I PURPOSE**

Each and all 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 PRIORITIES AND CORE VALUES**

Our Ministry Teams exist ultimately to further Trinity's work of sharing Jesus and growing faith. Please refer to the Ministry Team Handbook for details regarding these priorities and core values.

## **SECTION III ORGANIZATION:**

1. Ministry Teams will parallel and support the Vision and Mission of Trinity Church.
2. Ministry Teams shall meet, as they determine best to carry out their designated ministries, in consultation with the Leadership Team.
3. A new ministry team may be started when a Trinity staff member or church member(s) present for approval to the Leadership Team a Name, Vision, Mission, and Purpose for a new team, along with a proposed budget.
4. Team leaders must be members of Trinity Church in good standing or nonmember regularly attending "for at least two years," will be nominated by the Ministry Team or by the Leadership Team, will be approved by the Leadership Team (at which point they may begin to serve), 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.

5. A Non-Leadership Team Ministry Team Leader application (including agreement with our statement of faith) must be completed and held on file in the church office.
6. All Ministry Teams that are led by a non-member must include a staff member who will function as a member and as an advisor.
7. Team members are chosen by the team through common consent. The names of all team members will be reported to the Leadership Team by the team leader as they join the ministry team. Ideally, teams will have an odd number of people serving on them.
8. 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 DUTIES**

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

1. Ministry teams may develop, launch, and maintain ministry programs and events that serve the vision, mission, and core values of Trinity Church. They may also update or terminate such ministry programs and events that no longer fit Trinity or simply have grown old and stale.
2. Ministry Teams may partner with other EC Churches, or area churches or ministries, that will enhance the impact of the program or event. They may also partner with a community entity to help improve our community or establish ongoing witness.
3. Ministry Teams must report their actions to the Leadership Team.
4. Ministry Teams may authorize the expenditure of funds allocated in the annual budget for the areas for which they are accountable.
5. Ministry Teams may not overspend their budget without Leadership Team approval.
6. Ministry Teams may appoint volunteer staff to implement programs they develop.

#### **SECTION V 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: Children's Ministry Team (which includes Cornerstone Preschool), Community Outreach Ministry Team, Congregational Care/Hospitality Ministry Team, Discipleship Ministry Team, Finance Ministry Team, First Impressions Ministry Team, Human Resources Ministry Team, Married People Ministry Team, Media Ministry Team, Prayer Ministry Team, Property Ministry Team, Senior Adult Ministry Team, Singles Ministry Team, Student Ministry Team, Tech Ministry Team, World Missions Ministry Team, Worship Ministry Team, Young Adult Ministry Team, and others as they are developed. Descriptions of the vision and duties of all Ministry Teams will be provided in a Trinity Church Ministry Team Handbook, which is available upon request.

#### **ARTICLE XVI AMENDMENTS**

Proposed amendments to these By-Laws shall be given in writing to the Leadership Team for review. The Leadership Team shall, after consideration and approval, 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 24, 2025