

**CONSTITUTION AND BYLAWS  
OF TRINITY CHURCH, GREENSBORO, NC**  
*Final draft to the Board, July 31, 2011*

**PREFACE**

Trinity Church is a pilgrim people under the Lordship of Christ. We hold our confessional in the context of Scriptural Christianity, church history and those landmark documents which have proven to be firmly foundational. The purpose of this document is to aid our people who seek understanding of our faith, authentic worship, effective evangelical persuasion, openness to God's concern, courageous ministries and effective administration.

**ARTICLE I THE CHURCH**

A. Nature and Purpose: The Church of Jesus Christ is the community of all true believers under His sovereign Lordship. This church, the Body of Christ, is one because it shares one Lord, one faith, one baptism. It is holy because it belongs to God and is set apart for His purposes in the world. It is apostolic because it partakes of the authority granted to the apostles by Christ Himself. It is universal because it includes all believers, both living and dead, in every nation, regardless of denominational affiliation. Its authenticity is to be found wherever the pure Word of God is preached and taught; wherever the Sacraments of Baptism and Holy Communion are celebrated in obedience to Christ's command; wherever the gifts of the Holy Spirit build up the body and bring spiritual growth; wherever the Spirit of God creates a loving, caring fellowship and a faithfulness in witness and service to the world; and wherever discipline is administered with love under the guidance of the Word of God. The church, as the Bride of Christ, will ultimately be joined with her Lord in triumphant glory.

The Savior came into the world to establish one church (Matt. 16:18), the members of which belong to various denominations differing widely in doctrine and government, yet they form one body, of which Christ is the Head (Col. 1:18).

All the redeemed are brethren (Matt. 23:8) and members of the church (I Cor. 12:20). The church is spoken of in the scriptures as a family (Eph. 2:19), which should not be divided against itself (Mark 3:25; Matt. 12:25).

All the principles and operations (I Cor. 12:6) and officers (Rom. 12: 4-8) of the church ought to harmonize in the administration (I Cor. 12:5) of the Redeemer's Kingdom on earth, to the end that all the members (I Cor. 12:12-13) may be brought into fellowship (I John 1: 3, 6,7) and communion with one another.

It is opposed to contentions and schisms in the body (I Cor. 12:25). Envy, strife and divisions (I Cor. 3: 3,4) are hurtful to the church and antagonistic to the teaching and spirit of Christianity (I Cor. 1:10).

Its purpose is to follow the Great Commission of Jesus and to propagate the fruit of the Spirit (Gal. 5: 22, 23) and to cultivate brotherly love (I John 4:7).

It fosters the essential doctrines of fundamental evangelical Christianity, including the great Historic Statements of Faith, by which the church has been established and maintained.

It remands to private judgment the peculiar doctrines and tenets which have confused and divided the Christian world and hence they cease to be matters of debate when such debate tends to strife (I Cor. 1:13).

It requires no compromise of faith on the part of any follower of Christ in order to have communion or fellowship (Matt. 23:8, Luke 9:50). In it denominational distinctions cease to exist and Christian love binds the brotherhood together (I Thes. 4:9).

B. Distinctives: In fulfilling these purposes at Trinity Church the following distinctive emphases are maintained:

1. The Lordship of Jesus Christ over the local church, its leadership and believers, in every area of life.
2. The necessity of personal and corporate obedience to God's Word, the Bible, and teaching it consistently in the assembly.
3. The centrality in the church's ministry of local evangelism and worldwide missions.
4. A realization that God has chosen to work through the local church in accomplishing His work and other Christian organizations must be properly related to local churches in fulfilling their ministries.
5. An open fellowship of Christians based on love for Christ Himself rather than on denominationalism, ceremony and organization which enables us to love one another and to maintain our unity in the Spirit.
6. The importance of the family as the basic unit of society and of the local church.
7. The necessity of the sacrificial involvement, in time and resources, of every believer as he exercises his spiritual gifts in the ministry of the local church.
8. The importance of Christians living Godly lives as directed by the Scriptures and the Holy Spirit, avoiding the bondage both of legal observance of many rules on the one hand and of conformity to the world's value system on the other.
9. The normality of spiritual growth in a believer and the tragedy of spiritual immaturity making vitally important the encouragement and tutoring of every believer in Christ so that he is well grounded in the faith and able to minister to others.
10. The personal return of our Lord Jesus Christ to claim His bride, the church.
11. Tolerance toward the individual's mode of baptism, not making an issue for either fellowship or membership.
12. The regular observation of the Lord's Supper as instituted by Christ until He comes again, with all who know and love Jesus invited to partake.

## **ARTICLE II STATEMENT OF FAITH**

We stand in the center stream of evangelical doctrine, loyal heirs to all that has been given the church through the ages past, as Wesley claimed it, "...of the whole church in the purest ages".

Our Gospel is rooted in the Biblical revelation of God's gracious act in Jesus Christ, meeting man's deepest need by His own self-giving love. We insist on the integrity of Christian truth even while allowing for respectable latitude in its interpretation. There is a "marrow" of Christian truth that can be

identified and conserved. This living core is revealed in Scripture, illuminated by tradition, vivified in personal experience and confirmed by reason. We affirm the historic faith of our church. Our theological understanding of this faith is expressed in the landmark documents of the Apostles' Creed, Nicene Creed, Wesley's revision of the Thirty-nine Articles of Religion and the *Covenant Affirmations* of the Evangelical Covenant Church. These articles of faith are incorporated by reference in these Bylaws.

### **ARTICLE III SACRAMENTS AND ORDINANCES**

All sacraments, ceremonies, ordinances, order of worship, church ritual, psalters, canticles and other acts of praise shall be according to the ancient and modern treasure of devotion. Trinity has a two-fold tradition of worship...both liturgical and free. It is liturgical in that it recalls rites proscribed for worship in the *United Methodist Book of Worship* and the Evangelical Covenant Church's *The Covenant Book of Worship*, including the historic prayers, sacramental liturgies and creeds. Worship at Trinity Church is free in that it is not bound by these rites and while retaining the essential elements of Christian worship, may use a variety of expressions and sequences to glorify God and bring persons to saving faith in Christ.

### **ARTICLE IV BAPTISM**

Baptism is a sacrament of the New Testament, instituted by the Lord Jesus, and should be perpetuated and strictly observed (Matt. 28:19).

By this solemn ordinance we profess to have put on Christ (Gal. 3:27), and so it is a sign of regeneration and remission of sins (Acts 2:38), and of assurance of walk in newness of life (Rom. 6:3, 5). On a corporate level, baptism is invitation and incorporation into the body of Christ (1Cor. 12:13, 26, 27). Baptism shall be by immersion, sprinkling or pouring of water as elected by the believer or by believing parents on behalf of their children.

### **ARTICLE V THE LORD'S SUPPER**

The Lord Jesus, the same night in which He was betrayed, instituted a sacrament called the Lord's Supper, to be observed in His church in perpetual remembrance of Him, showing forth His death till he comes (I Cor. 11:23-26).

This sacrament, which is the communion of the blood and body of Christ (I Cor.10:16), should be given unto and received by all true followers of our Lord (I Cor.10:17); however, everyone should carefully examine themselves that they may not eat and drink in an unworthy manner, not discerning the Lord's body (I Cor.11:27, 28, 29).

### **ARTICLE VI MEMBERSHIP**

A. Membership Roll: The membership roll shall consist of four parts: An Active Roll, Preparatory Roll, Affiliate Roll and an Inactive Roll.

1. Active Roll: Members who attend the church's services and membership meetings regularly will be kept on the Active Roll.

2. Preparatory Roll: The Preparatory Roll lists the names of children placed in the care of the church through dedication or baptism. The names of children dedicated or baptized at other churches

may be placed on the Preparatory Roll at the request of their parents. Children and youth will remain on the Preparatory Roll until they give evidence of spiritual and emotional maturity by profession of faith in Christ, baptism or confirmation of baptismal vows made on their behalf as infants by believing parents and by taking the vows of full membership. At that time their name will be placed on the Active Roll. Children and youth on the Preparatory Roll will have no vote.

3. Inactive Roll: The purpose of the Inactive Roll is to assure that the business of the church is carried on by those who are truly active in the church and to stimulate every member to active participation. Members who are out of the area temporarily or for any other reason do not attend the church's services for a period of six months, unless they are providentially hindered and have filed notice of their reason in the church office, shall be placed on the Inactive Roll. A member may be transferred to the Inactive Roll upon motion made and adopted by the majority of Elders.

Reinstatement to Active Roll: Upon motion made and adopted by the Elders, inactive members at their request and upon evidence of regular participation in church life will be reinstated to the Active Roll.

4. Affiliate Roll: Affiliate members are all those who support the church with their attendance but have not yet officially joined the church. Affiliate members have no vote but otherwise participate fully in all church activities.

B. Qualifications and Responsibilities: Qualifications for membership shall consist of satisfactory evidence of regeneration and unqualified agreement with the Statement of Faith. Applicants for membership shall be baptized or shall have been baptized by immersion, sprinkling or pouring of water as an outward sign of regeneration and incorporation into the body of Christ. Applicants for membership shall pledge their loyalty to Christ as Savior, to a walk of separation from worldliness as they are led by the Holy Spirit, to Trinity Church and its schedule and to the pastoral staff and executive leadership of the church. They shall be in full sympathy with the church's Statement of Faith found in Article II. They shall pledge to cooperate by regularly contributing financially to its work as God prospers them, by serving with their time, spiritual gifts and energies when presented with the opportunity and by praying regularly for its ministry, leadership and people. Applicants must profess faith in the Lord Jesus Christ and attend the Pastor's membership class.

C. Acceptance: Applicants for membership shall be interviewed by the Senior Pastor or in his absence, his representative duly appointed by him. Applicants must show to the satisfaction of such Senior Pastor or representative that they possess the required qualifications for membership and indicate they feel led by God to join. Applicants will be placed on the active membership roll after being presented publicly to the church congregation

An applicant for membership must, without qualification, subscribe to the following declaration of Biblical faith; I believe:

...In one God manifest in three persons, the Father, the Son and the Holy Spirit.

...In the inspiration of all Scriptures by the Holy Spirit as originally given and that they are the final authority for our faith and practice.

...In the incarnation and virgin birth of the Lord Jesus Christ who, by His shed blood, substitutionary death and bodily resurrection, paid the redemptive price for our sins and for the sins of the whole world.

... In the complete salvation of all who trust the Lord Jesus Christ.

...In the regeneration and indwelling of the believer by the Holy Spirit, perfecting the believer in the likeness of Christ and empowering the believer to live a godly life.

...In the union of all true believers as one body in Christ.

...In the second coming of our Lord Jesus Christ to the earth bodily to claim His own people, to vindicate Himself and set all things in order.

D. Termination of Membership:

1. Members who request in writing that their membership be terminated or indicate they have transferred to another church or are deceased shall be removed from the membership roll. Members who have been on the Inactive Roll for a period of two years shall, at the discretion of the Membership Committee and on being given due notice, be removed from the membership roll unless they request that their names remain on the Inactive Roll. Notice of removal from the membership roll shall be in writing.

2. Members who, in the opinion of the majority of the Board of Elders, are not in harmony with the spirit, doctrines or purpose of Trinity Church, shall be approached in a spirit of brotherly love by two church leaders for reconciliation. If not restored to harmony, the member shall be removed from the membership roll by a two-thirds majority vote of the Board of Elders with such member having the right of appeal to the congregation as set forth in ARTICLE XII, Special Meetings.

E. Reinstatement to Membership: A member whose membership has been terminated and desires to be reinstated shall apply for membership as required for new applicants. A member whose membership has been terminated by a congregational vote must be reinstated by a congregational vote. A member whose membership has been terminated by vote of the Elder Board must be reinstated by vote of the Elder Board.

## **ARTICLE VII FELLOWSHIP**

A. Trinity Church is committed to the view of the local assembly as a “fellowship” where people may feel free and comfortable before making the commitment of “membership”. This conviction is based on the teaching that “...Faith comes by hearing and hearing by the Word of God”. The “fellowship” provides opportunity for inquirers to come under the sound of the Word of God and to be saved. The “fellowship” also meets the need of believers who are not led to make the commitment of membership because they are transient or because they are involved in other ministries. We feel it is a privilege to perfect these saints for the work of the ministry even though that ministry may take place outside the scope of the assembly. Believers within the “fellowship” can freely take part in all the ministries, outreaches and activities of the church including baptism, dedication of children and the Lord’s Supper.

B. In order to maintain the unity which the Holy Spirit provides and to promote harmoniously the ministry of Jesus Christ as He reveals His purpose(s) to the leaders and members of Trinity Church, anyone who is not a member of Trinity Church but participates as a part of the “fellowship” and who, in the opinion of the Board of Elders, is not in harmony with the spirit, doctrines and purposes of Trinity Church shall be approached in a spirit of love by any combination of two or more Elders or pastors of the church for reconciliation. If such person is not restored to harmony of spirit, doctrines and purposes of the church, they shall be encouraged to seek fellowship with God’s people elsewhere.

## **ARTICLE VIII ELDERS**

A. Board of Elders: The Board of Elders shall consist of, but not be limited to, the leadership of the following ministries:

- |                         |                |
|-------------------------|----------------|
| (1) Administration      | (6) Membership |
| (2) Lay Ministry        | (7) Missions   |
| (3) Finance             | (8) Outreach   |
| (4) Communications      | (9) Trustees   |
| (5) Christian Formation | (10) Worship   |

B. Qualifications: All Elders shall be members of Trinity Church. In view of the tremendous responsibilities incumbent upon the leaders of the church, they shall conform to the New Testament prerequisites as follows:

The Fruit of the Spirit as stated in Galatians 5:22-23 shall be evident in their lives (love, joy, peace, patience, kindness, generosity, fidelity, tolerance, and self-control). They shall have proved by their conduct that their goals and aspirations are spiritual and not earthbound and worldly. While it is readily agreed that worldliness is an attitude before it is an act, it is also obvious that the attitude of weak and immature believers is largely influenced by the acts of those they follow and hold in high esteem. Consequently, with due respect for individual conscience and personal scruples, those who accept the above mentioned responsibilities shall carefully guard themselves from what might cause others to stumble. Their constant goal should be that every area of their lives be above reproach before men and the Lord. They should make every effort to be able to say that their manner of living does not offend anyone, "neither Jew nor Gentile nor the Church of God". They should be able to say with Paul, "It is good neither to eat flesh, nor to drink wine, nor anything whereby thy brother stumbleth, or is offended, or is made weak". "Even as I please all men in all things, not seeking mine own profit, but the profit of many, that they may be saved." (Rom.14:21; I Cor. 10:33).

C. Selections, Appointments and Duties:

1. Elders:

a. Duties: The Elders, with the Senior Pastor, shall be responsible for the total ministry of the church including the pastoral and supportive ministries. The Board of Elders shall oversee the spiritual and temporal affairs of the church. Individual Elders and pastors shall share defined areas of ministry within the total ministry: for example, preaching, teaching, counseling, oversight of Christian Formation, visitation and evangelism, leadership development, local ministries, administration, etc.

b. Qualifications: The person being considered for nomination as an Elder shall, in the best judgment of the Senior Pastor, the Elders and the person being considered, meet the Biblical qualifications for spiritual ministry and oversight at the church (see, for example, II Cor. 6:17; I Cor. 9:20-27; I Tim. 3:1-7 and Titus 1:7-9). Elders are not selected on the basis of their executive abilities, financial success, public relations skills, etc. They are chosen because of their spiritual qualifications. Since the office of an Elder is a very high calling and God holds an Elder more responsible than others, he has laid down explicit qualifications for him.

c. Number: The number of Elders shall be set for the succeeding year by the Elder Board in its nominating process.

d. Meetings: The Elders shall meet regularly at times and intervals set by the majority decision of the Elders. Special meetings of the Elders may be called as needed by the Elder of Administration, the Senior Pastor or any member of the Board of Elders. Upon request for such a special meeting, the Elder of Administration or in his absence or failure, the person calling the meeting, shall set a time for such meeting. In the event of a special called meeting, all Elders shall receive at least three days notice unless all waive such notice in writing or by attendance without objection at the called meeting.

e. Quorum: A quorum shall be a majority of the Board of Elders.

f. Officers and Functional Responsibilities: The Elders shall, by majority vote, given due consideration for personal and spiritual gifts, elect the Elder of Administration. The Elder of Administration shall preside over the meetings of the Elders and over congregational meetings. He shall assign such other responsibilities for leadership of functional committees as he deems appropriate. The Elders shall elect the officers of the church at the first meeting of the new year.

g. Removal from Office: An Elder may resign by giving written notice of his intention to the Board of Elders. An Elder may also be removed by a two-thirds majority congregational vote. Any such vote shall not be taken without notice of ten days to all the members of the congregation, written notice to the Elder(s) in question, and an opportunity provided at such meeting for the Elder(s) subject to removal to address the congregation.

h. Vacancies: In the event of a vacancy on the Board of Elders, the Elders may, at their discretion, appoint a person to fill the unexpired term.

2. Committees:

The members of the committees shall be appointed by the Elder of each ministry from among the members of the church after consultation with the Senior Pastor.

Members being considered for services in any area of the supportive ministries shall, to the best judgment of the pastors, the Elders and the person being considered for appointment, meet the Biblical qualifications for spiritual ministry and oversight at Trinity Church (see, for example, II Cor. 6:17; I Cor. 9:20-27; I Tim. 3:1-7 and Titus 1:7-9).

## **ARTICLE IX PASTORS AND DIRECTORS OF MINISTRIES**

A. Qualifications:

1. The Senior Pastor and Associate Pastors *whose primary call is to Word and Sacrament* shall, by virtue of their positions, be members of Trinity Church. They shall be committed to the stated nature and purpose of Trinity Church both as a fellowship and as a membership and to its distinctive emphases. They shall be men totally committed to Jesus Christ as Lord. They shall be filled with the Holy Spirit, have a burden for world evangelization, be personally active in winning the lost, be able to teach and preach the Word effectively and counsel believers scripturally. They shall have recognizable spiritual gifts to equip them for the ministry. Most of all, they must be men of God aspiring to holiness of attitude and life and be able to lead the church in fulfilling its calling and maintaining its unity in the bond of peace. Pastors and Associate Pastors shall be licensed or ordained ministers whose calling and credentials are confirmed by the Department of Ministry of the Evangelical Covenant Church. If a pastor is called to Trinity Church from another denomination or an independent church, transfer of ordination credentials to the Evangelical Covenant Church shall be

required. In addition to the confirmation by the denomination, they must be recognized and called by the church. In view of the tremendous responsibility incumbent upon the leaders of this assembly as spiritual “pacesetters,” they shall conform to the New Testament prerequisites as stated in Galatians 5:22-23.

2. Assistant Pastors and Directors of Ministries, *whose primary call is to specialized ministries*, shall be members of Trinity Church. These ministries shall include but are not limited to children’s ministries, music ministries, women’s and men’s ministries, age level ministries and missions. They shall be committed to the stated nature and purpose of Trinity Church both as a fellowship and as a membership and to its distinctive emphases. They shall be totally committed to Jesus Christ as Lord. They shall be filled with the Holy Spirit, have a burden for world evangelization, be personally active in winning the lost, be able to teach the Word effectively and counsel believers scripturally. They shall have a recognizable spiritual gift to equip them for ministry. Most of all, they must be aspiring to holiness of attitude and life and be able to lead the church in fulfilling its calling and maintain its unity in the bond of peace. In view of the tremendous responsibility incumbent upon the leaders of this assembly as spiritual “pacesetters”, they shall conform to the New Testament prerequisites as stated in Galatians 5:22-23.

B. Duties: In general, it shall be the responsibility of the pastors to exercise watchful and responsible care over the total ministry, to shepherd the flock and to give spiritual leadership to the ministries defined by the Board of Elders.

The pastors shall be responsible, under God, for the stability, vision, growth and expansion of the church ministry. They shall equip the saints for the work of ministry and train a team of Elders and other church leaders to share the pastoral and supportive ministries.

The office of Senior Pastor is the highest and most important in the church and the person who holds this office is, in Scripture, charged with various duties (Acts 20:28; Jer. 3:15; I Peter 5:1, 3; I Cor. 4:1; II Cor. 5:20; Titus 1:7).

Pastors shall give themselves continually to prayer and to the ministry of the Word (Acts 6:4) as well as study to show themselves approved unto God, workmen that needeth not to be ashamed (II Tim. 2:15).

C. Call: To call a Senior Pastor or an Associate Pastor *whose primary call is to Word and Sacrament*, the Board of Elders shall appoint a Pulpit Committee. It shall be representative of the congregation, consisting of a minimum of five members, two of which are Elders. The committee will work closely with the Conference Superintendent to carefully and prayerfully investigate prospective pastors.

The Pulpit Committee shall submit to the Board of Elders the name or names of such men who in their judgment have proper qualifications for pastor. The Elders shall agree by a two-thirds majority vote to recommend a qualified applicant to the congregation for voting. The pastor shall be called by the congregation and shall be publicly installed in his office.

D. Hire: The Board of Elders shall hire all those Assistant Pastors and Directors of Ministries *whose primary call is to specialized ministries*. All candidates for these positions must be recommended to the Elder Board by the Personal Committee.

E. Termination: A Senior Pastor or an Associate Pastor who has been called to *Word and Sacrament* may resign from the church by giving due notice of his intentions to the Board of Elders sixty days in advance. A Senior Pastor or Associate Pastor who has been called by the congregation may be dismissed

by a two-thirds majority vote of those qualified active members present and voting at a congregational meeting. Notice must be provided that consideration shall be given to such a vote to dismiss and the pastor will be afforded the opportunity to be heard. In the event the church does not have a pastor, the Board of Elders shall appoint an interim pastor for the work.

Those who have been hired by the Board of Elders may be dismissed by the Board of Elders when required.

## **ARTICLE X GOVERNMENT**

Trinity Church operates on the basic premise that the New Testament speaks of plurality of leadership. From this principle, work has been divided into two categories: Pastoral and Elder. Spiritual requirements in terms of quality of life are the same; however, different gifts are required for each category. At the Board of Elders level, the Senior Pastor and Elders operate as co-equals under God for the planning of the total ministry, determination of the need for additional Elders, evaluation of church ministries, prayer and fellowship. When the Board of Elders is not in session, the Senior Pastor has the general oversight and ultimate responsibility for the daily ongoing of the ministry.

A. **Board of Elders:** The members of the Board of Elders shall consist of the Senior Pastor and individual Elders who, under God and in session, operate as a team in exercising their joint spiritual gifts. They shall operate as co-equals in session and shall be chaired by the Elder of Administration who is also President of the corporate church.

The Board of Elders shall exist to insure the integrity of the total church ministry for the glory of Jesus Christ and to “equip the saints for the work of ministry”. The Board of Elders shall meet for the purpose of fellowship, to encourage mutual growth, to pray, to receive training in pastoral ministry, to plan church ministries, to review and evaluate existing and proposed programs, to review and evaluate church staff and their work and to exercise general oversight of the day-to-day affairs of the total ministry in accordance with the provisions of the Constitution and Bylaws.

B. **Ministries:** Each area of church ministry (Missions, Evangelism, Education, etc.) is assigned to an Elder for oversight. Each ministry will be directed by a committee of that ministry. The Elder responsible for the area of ministry committed to him shall serve as chairman and shall appoint a co-chairman from among the members of that committee to preside over all business sessions in the absence of the chairman. Their tasks shall be defined by the Board of Elders and carried out under the direction of the Elder charged with a specific ministry of the church.

Committees shall meet at regularly designated intervals for purposes of fellowship, to encourage mutual growth, to plan the supportive ministries of the church, to review and evaluate their work, to draft proposals for consideration of the Board of Elders and to review those areas of ministry committed to each individual leader.

Ministries shall include, but not be limited to, the following:

- |                         |                |
|-------------------------|----------------|
| (1) Administration      | (6) Membership |
| (2) Lay Ministry        | (7) Missions   |
| (3) Finance             | (8) Outreach   |
| (4) Communications      | (9) Trustees   |
| (5) Christian Formation | (10) Worship   |

C. Officers of the Church: Officers of the church shall consist of the President, Vice President, Secretary and Treasurer.

1. President: The office of President and Elder of Administration shall be combined and one person shall serve in both capacities. The Elder-President shall preside at all meetings of the church congregation and at all meetings of the Board of Elders. The Elder-President shall sign all church documents and certify all official acts of the church.

2. Vice President: The office of Vice President and Elder of Lay Ministry shall be combined and one person shall serve in both capacities. The Elder-Vice President shall preside at congregational and Board meetings when the Elder-President cannot attend or preside. He shall exercise the duties of President in the absence of the President.

3. Secretary: The office of Secretary and Elder of Membership shall be combined and one person shall serve in both capacities. The Elder-Secretary shall record all votes and keep the minutes and proceedings of meetings of the Board of Elders. The Secretary shall also record the minutes of all congregational meetings. The Secretary shall keep the corporate seal of the church and affix it to all documents requiring said seal. The Secretary must attest the signature of the President or Vice President where required on official church documents.

4. Treasurer: The office of Treasurer and Elder of Finance shall be combined and one person shall serve in both capacities. The Elder-Treasurer shall supervise financial record keeping and the handling of all receipts and disbursements as authorized by the Board of Elders. He shall present written financial reports to be included in the minutes of all regular meetings of the Board of Elders and the church membership.

The books shall be examined annually by an accountant approved by the Board of Elders. The Treasurer shall sign all instruments as require his signature and shall perform such duties as are incidental to his office.

D. Congregation: The church shall be governed by its congregation who shall select a Board of Elders to manage its day-to-day affairs.

In regard to the following fundamental matters, a two-thirds majority vote of those qualified active members of the church present and voting shall be required:

1. To alter or change the doctrine of the church
2. To alter or change the name of the church
3. To call or terminate a pastor
4. To buy, sell, mortgage or dispose of real estate or to lease the main church building
5. To alter or change the Charter and Bylaws of the church

The Board of Elders shall approve the selection of missionaries as presented by the Senior Pastor and the Elder of Missions. The Elder of Missions shall report to the congregation on the missionary support fund once each year. Any suggestions of candidates for missionary support from the congregation shall first be presented to the Missions Committee for investigation.

E. The Board of Elders may appoint such committees and councils to assist in carrying out the ministry of the church as it deems appropriate. Such committees or councils shall have such duties and responsibilities, and be formed in a manner, as set forth by the Elders.

1. Personnel Committee: The Elder of Administration in consultation with the Board of Elders may establish a Personnel Committee consisting of no fewer than five persons, no less than two of which shall be Elders. The Committee shall assist the Elders in personnel matters related to all church staff. It shall establish and review job descriptions, review personnel needs and assist in reviewing applications for open positions. The Senior Pastor shall serve as ex officio member of the Committee.

## **ARTICLE XI ELDER SELECTION PROCESS**

A. General: Elders shall be selected for a term of two years. They may be selected to consecutive terms of office with a limit of two consecutive two year terms. In the event of a delay in the selection of successor Elders, current Elders shall serve until their successors are selected. November is designated selection month. The annual selection process shall begin the first Sunday in November and continue until the selection of Elders is complete.

B. Selection of Elders: A Nominating Committee, consisting of the Senior Pastor, one member chosen by the Senior Pastor and three members selected by the Board of Elders, shall be appointed to make nominations for the office of Elder. The Nominating Committee shall be announced to the congregation at a Sunday morning service at least five weeks prior to the congregational selection meeting. The committee shall submit its report to the congregation at a Sunday morning service at least two weeks prior to said meeting.

1. In regard to nominations for the office of Elder, the Nominating Committee shall establish a process to seek the counsel of the whole membership regarding persons qualified and appropriate to serve as Elders. Recommendations by any active member of the congregation may be presented to the Nominating Committee at least three weeks prior to the vote. After such process, and having consulted each nominee to assure willingness to serve, the Committee shall recommend to the congregation nominees for consideration as Elders. The number of nominees shall be the same as that of the positions to be filled.

2. On selection Sunday, the Nominating Committee shall again submit its report to the congregation. The vote shall be by ballot. Each qualified active member present and voting shall cast one vote with respect to each nominee set forth in the report of the Nominating Committee, either to accept or reject such nominee. Voting shall begin on a Sunday morning prior to the worship service and end after all those qualified active members present at the beginning of that day's evening worship service who have not already voted have been given an opportunity to do so. With respect to each nominee, if a majority of the votes are cast to accept such nominee, then that nominee is affirmed. However, if a majority of the votes are not cast to accept such nominee, then that nominee is not affirmed. The position or positions of the Elder or Elders not affirmed shall be filled according to the alternate procedure as provided in section C of this Article XI next following.

C. Alternate Selection Procedure: If a majority of the votes are cast to reject any nominee set forth in the report of the Nominating Committee, then with respect to the position or positions for which the nominee or nominees were not affirmed, the selection process shall be repeated. A new Nominating Committee shall be appointed to begin the selection process. The nomination and selection procedure shall be as provided in section B above, except as follows:

1. The number of nominees shall be twice that of the positions to be filled.

2. Each qualified active member present and voting shall have as many votes as there are Elder positions remaining to be filled. No person may cast more than one vote for any nominee. The nominees receiving the highest number of votes shall fill the offices. In the event of a tie for the last

Elder position or positions to be filled, the number of Elders shall temporarily increase for that term only and all those nominees tied for the last position shall be deemed affirmed.

D. Assuming the Duties of Office: The Elders shall take office on January 1<sup>st</sup> after their selection unless an Elder is appointed for an unexpired term due to death, resignation or dismissal, at which time the Elder will take office immediately upon appointment by the Board of Elders. The Board of Elders shall elect the officers at their first meeting of the new fiscal year.

## **ARTICLE XII CONGREGATIONAL MEETINGS**

There shall be congregational meetings to: (1) review the Constitution and Bylaws as needed, (2) update members regularly as to the various ministries and encourage support and involvement, and (3) to encourage open member discussions of church ministries.

For these purposes as well as others not specified herein, a congregational meeting shall be held at least two times each year at a time designated by the Board of Elders. Congregational meetings shall be held upon seven days notice. Notice of congregational meetings shall be announced from the pulpit on two consecutive Sunday mornings and published in the two corresponding bulletins stating the nature of the business to be addressed at this meeting. Special called congregational meetings for the purpose of voting on fundamental matters as defined in Article X, Section D, as well as those other matters requiring a two-thirds majority vote, shall be held upon twenty-one days notice. Notice of special called congregational meetings shall be announced from the pulpit for four consecutive Sunday mornings and published in the four corresponding bulletins stating the nature of the business to be addressed at such special meeting.

Special meetings may be called by the Senior Pastor or by motion adopted by the Board of Elders. A special meeting may also be requested in writing to the Elder of Administration by any thirty qualified active members of the church. Upon such proper request for a meeting, the Elder of Administration shall promptly set a time for such meeting within thirty days and provide proper notice to the congregation consistent with that for regular congregational meetings. All proposals shall be in writing and available at the time of notice.

A. Quorum: A quorum shall be seventy-five qualified active members of the church for congregational meetings. All motions shall be passed by a majority of a quorum unless otherwise specified in the Charter or Bylaws. All active members who have reached 18 years of age are entitled to vote.

B. Voting: The Board of Elders shall determine the method of voting in all congregational meetings. Voting by proxy shall not be permitted in congregational or Board of Elders voting. Absentee voting may be permitted under procedures established by the Board of Elders.

## **ARTICLE XIII LICENTIATES**

By virtue of Trinity Church's denominational standing within the Evangelical Covenant Church, persons seeking ministerial licenses or ordination must enter into the process of licensing and ordination established by the rules of the Department of Ordered Ministry of the Evangelical Covenant Church.

## **ARTICLE XIV FISCAL YEAR**

The fiscal year of the church shall be the calendar year.

**ARTICLE XV USE OF CHURCH PROPERTY**

Church property shall be used for church sponsored activities only except for those activities approved by the Board of Elders. Church property shall not be used for suppers, bazaars or other activities that are strictly fundraising in nature except as approved by the Board of Elders.

**TRINITY CHURCH**

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

(SEAL)