

By-Laws of Trinity Baptist Church

PREAMBLE

The following By-Laws are adopted on June 26, 2016, by the members of Trinity Baptist Church and supersede all previous by-laws.

ARTICLE 1: NAME

The name of this Corporation shall be Trinity Baptist Church, referred to interchangeably in this document as “the Corporation”, “the church” and/or “Trinity.”

ARTICLE 2: PURPOSE

The general purpose and objectives of the Corporation shall be:

1. To conduct worship services and religious education as guided by our doctrinal statement.
2. To proclaim the Gospel of salvation in Jesus Christ to all within our reach.
3. To advance spiritual growth in the Christian Church.

For the purpose of promoting the above, the Corporation shall have the right to acquire, either by gift or purchase, and to hold, own, sell, mortgage, or encumber in any manner, lease and improve real estate and personal property for itself, either as a trustee or otherwise.

ARTICLE 3: MEMBERSHIP

Section 1: Qualifications for Membership

Any person age 18 or older who meets the following qualifications may be received into full voting membership at Trinity:

4. Acknowledges and repents of their sins and accepts the Lord Jesus Christ as their personal Savior.
5. Is baptized by immersion after believing in Jesus Christ.
6. Lives in a manner that is consistent with Biblical teaching.
7. Reads and is in agreement with the Doctrinal Statement and the Church Covenant.
8. Completes the membership class.
9. Meets with designated members of the Elder Board and affirms that they have met the above qualifications for membership.

Section 2: Acceptance for Membership

After completing the qualifications for membership in Section 1 and being recommended by the designated members of the Elder Board, the prospective member shall be accepted as a member by a majority vote of the Elders at an Elder Board meeting.

New members will be introduced and welcomed into fellowship at a worship service or church meeting.

No member shall be allowed to hold regular membership at multiple churches.

Section 3: Regular Membership Defined

Regular members shall be those who have been received into the church according to the conditions set forth above, and have all rights, duties, privileges and obligations as set forth in these by-laws.

Section 4: Special Membership Defined

Special members shall be received in the same manner as “regular members” (see Sections 1-3) but without voting privileges or the right of holding elective offices. The Special Membership Roll shall be composed of people such as children under age 18, students, servicemen, and those whose occupation, activity, or personal circumstances prevent regular attendance at our church services but who express interest in remaining members of the church. Any regular member whose status changes sufficiently to come under this section shall be automatically placed on the Special Membership Roll by the church administration.

Special members who wish to return to Regular Membership status shall complete the requirements of Section 5, below, and be interviewed by at least one Elder and approved by the Elder Board.

Section 5: Yearly Membership/Covenant Recommitment

Each year the church will have a yearly membership/covenant recommitment time in which a member will be encouraged to:

- 10. Affirm their commitment to Trinity’s doctrinal statement and church covenant.
- 11. Evaluate their spiritual growth and walk with Christ.
- 12. Describe how they are using their spiritual, natural, and material gifts to build the Body of Christ and honor God.

Section 6: Removal From Membership

A. Due to lack of attendance.

Members not attending regular services for a period of 4 consecutive months shall, if possible, be contacted by a pastor or one of the Elders to determine the cause of their absence. The member shall be notified that if he/she does not resume regular attendance within the next 2 months, he/she shall be removed from the church roll. The Elder Board shall send a notice of termination to the member. The above procedure shall not apply to members physically prevented from active membership.

B. By request of the member.

A member can have his/her name removed from the membership roll by submitting a written request to the church office.

C. By joining another church.

Upon verification, a person who becomes a regular member of another church will be automatically removed from the regular church roll.

D. By discipline of the member.

A person may be removed from the membership roll as a final step in the discipline process.

ARTICLE 4: CHURCH LEADERSHIP

Section 1: Introduction

A. Membership Requirement

Anyone desiring to hold a leadership position at Trinity must first become a member. This requirement extends to anyone whose position falls into one of these categories: Pastor, Elder, Trustee, Treasurer, Financial Secretary and Ministry Leader. Elders and Trustees must be members for at least one year before they can serve.

B. Expanded Job Descriptions

The job descriptions listed in this article are intentionally brief. A more detailed description may be found in the Church Handbook.

Section 2: Corporation Officers

The legal officers of the Corporation are:

A. President

The Senior Pastor will serve as the President of the Corporation in all legal matters.

B. Vice-President

The Chairman of the Elder Board will serve as the Vice-President of the Corporation in all legal matters.

C. Treasurer

The Church Treasurer shall serve as the Treasurer of the Corporation in all legal matters.

D. Secretary

The Trustee Board Secretary will normally serve as the Secretary of the Corporation in all legal matters. However, the Trustee Board may appoint someone from among the paid church staff to fill this role.

Section 3: Senior Pastor

A. Responsibilities

The Senior Pastor is the primary spiritual leader of the church. He is responsible for providing Biblical messages for the regular weekly worship services and for overseeing the ministries of the church. He serves as President of the Corporation and is a member of the Elder Board. He is not required to attend any other church committee meetings but may attend and may vote ex officio if he desires.

B. Qualifications

The Senior Pastor must meet the qualifications of an Elder as described in 1 Timothy 3:1-7 and Titus 1:5-9.

Section 4: The Elder Board

A. Responsibilities

The Elder Board shall function as the primary leadership body within the church. They are responsible for:

- 13. Preserving sound doctrine: Clarify theological issues, teach, correct doctrinal errors;
- 14. Advancing the vision of the church: Set the direction of the church so that it fulfills its purposes, oversee the ministries of the church, approve and encourage ministry leaders, and encourage people to use their SHAPE (spiritual gifts, heart, abilities, personality and experiences) to serve the church;
- 15. Caring for the members of the church: Pray for the church, identify and respond to needs within the body, promote active membership, pray for and visit the sick and hurting, and administer church discipline.

B. Qualifications of Members

Members of the Elder Board are men who are members of the church and meet the qualifications of an Elder as described in 1 Timothy 3:1-7 and Titus 1:5-9. They are elected according to the nomination process in Article 4, Section 11B. Elders are elected to renewable two-year terms. The Elder Board shall consist of a minimum of 3 Elders and a maximum of 12 Elders, including the Senior Pastor.

C. Chairman of the Elder Board

The Chairman of the Elder Board shall be elected from among the Elders by a 2/3 majority vote of the Elder Board for a 1 year term and may be re-elected for multiple terms. He may also be removed from his position by a 2/3 majority vote of the members of the Elder Board. His primary responsibility is to set the agenda for and to moderate the Elder Board meetings.

Section 5: Trustee Board

A. Responsibilities

The Trustee Board oversees the finances, property and facilities of the church. This includes establishing the annual budget, maintaining good cash flow, managing church funds, and managing the church facilities. The Trustee Board functions under the oversight of the Elder Board and any decision of the Trustee Board may be overridden by a 2/3 majority vote of the Elder Board.

B. Qualifications

The members of the Trustee Board are men and women who are members of the church and meet the qualifications of deacons and deaconesses as described in 1 Timothy 3:8-13. They are elected according to the nomination process in Article 4, Section 11B. Trustee Board members are elected to renewable two-year terms. The Trustee Board shall consist of a minimum of 5 and a maximum of 9 members.

C. Chairman of the Trustee Board

The Chairman of the Trustee Board shall be elected from among the members of the Trustee Board by a 2/3 majority vote of the Trustee Board for a 1 year term and may be re-elected for multiple terms. He/she may also be removed from his/her position by a 2/3 majority vote of the members of the Trustee Board. His/her primary responsibility is to set the agenda for and to moderate the Trustee Board meetings.

D. Treasurer

The church Treasurer is automatically a member of the Trustee Board but may not serve as the Chairman. The church Treasurer serves as Treasurer of the Corporation and has the primary responsibility of preparing an updated financial report for the Trustee Board meetings and for administering the finances in accordance with the desires of the Trustee Board.

1. Appointment

The Treasurer shall be nominated by a member of the church and approved by a 2/3 majority vote of the Trustee Board and a majority vote of the Elder Board.

2. Term of Office

The Treasurer will serve a renewable two-year term.

3. Removal

The Treasurer can be removed from office by a 2/3 majority vote of the Trustee Board and a majority vote of the Elder Board. The Treasurer may also be removed from office by a 2/3 majority vote of the Elder Board.

E. Elder Representative

One of the members of the Elder Board shall attend each of the Trustee Board meetings as a voting member. This position may be rotated among the Elder Board or may be designated to one the Elders.

F. Secretary of the Trustee Board

The Secretary of the Trustee Board shall be elected from among the Trustees by a 2/3 majority vote of the Trustee Board for a 1 year term and may be re-elected for multiple terms. The Secretary may be removed from his/her position by a 2/3 majority vote of the Trustee Board. The primary responsibility of the Secretary is to record the minutes for the Trustee Board meetings and distribute them to the Trustees and the church office.

Section 6: Financial Secretary

A. Responsibilities

The Financial Secretary oversees the receipt of church donations and reports to the Treasurer. The Financial Secretary is also responsible for recruiting and training counters to serve during the weekly worship services.

B. Qualifications

The Financial Secretary is a member of the church who meets the qualifications of a deacon/deaconess as described in 1 Timothy 3:8-13 and is appointed and approved by a 2/3 majority vote of the Trustee Board. The Financial Secretary is not required to be a member of the Trustee Board, but may be one if nominated and elected in accordance with Article 4, Section 11B.

C. Term of Service

The Financial Secretary shall serve a renewable two-year term.

Section 7: Pastoral Staff

A. Responsibilities

A pastoral staff person is a person who is hired to lead one or more ministries in the church and who fulfills the role of a pastor. The person would normally be an assistant or an associate pastor. Their responsibility will be spelled out in a job description. The person will be hired according to Article 4, Section 11C.

B. Qualifications

Persons fulfilling the role of associate or assistant pastor must meet the qualifications of an elder as described in I Timothy 3:1-7 and Titus 1:5-9. Normally they will have prepared themselves by training and experience in the special area of their ministry. They will be expected to be or become members of the church.

C. Term of Service

Associate or assistant Pastors are hired with an open-ended tenure, unless another term is specified. In the event a new person becomes Senior Pastor, they must be ready to resign and/or be rehired if desired by the new Senior Pastor.

Section 8: Ministry Directors and Ministry Leaders

A. Responsibilities

A Ministry Leader is a person who has been appointed to coordinate and oversee an approved ministry within the church in accordance with the Mission and Vision established by the Elder Board. A Ministry Director is a person who has been appointed to coordinate and oversee two or more ministry areas, each of which may have its own Ministry Leader.

B. Term of Service

Ministry Directors and Ministry Leaders serve one-year terms and may serve multiple terms with the approval of the Elder Board.

Section 9: Leaders' Council

A. Responsibilities

The Leaders' Council serves as the primary forum for communication between the Elder Board and the Ministry Leaders of the church. The Ministry Leaders provide information on the status of their ministries and feedback to proposals from the Elder Board. The Senior Pastor will

normally lead the Leaders' Council meetings. He may appoint a replacement moderator if he is unable to attend.

B. Qualifications

The Leaders' Council consists of the Elders, Trustee Board Chairman, Treasurer, paid ministry staff, Ministry Directors and Ministry Leaders. Other Trustee Board members may also attend. In addition, other members of the church may be invited at the discretion of the Senior Pastor or Elders.

Section 10: Moderator

A. Responsibilities

The Moderator shall conduct the church business meetings in a manner that is consistent with Robert's Rules of Order.

B. Qualifications

The Moderator is a member of the church appointed by the Elders to conduct the church business meetings. The Moderator must have a good working knowledge of Robert's Rules of Order.

C. Term of Service

The Moderator is appointed to a two-year renewable term.

Section 11: Electing, Appointing and Removal of Church Leadership

A. Senior Pastor

1. Calling the Senior Pastor

a. Search Team

The Elder Board will appoint a Search Team to fill a vacancy in the position of Senior Pastor. The Search Team shall be comprised of at least five members, according to the following:

- 16. At least two members must be men meeting Elder qualifications, at least one of whom is currently serving on the Elder Board.
- 17. All other members must meet Deacon qualifications and at least two must be women.
- 18. One member of the Senior High School Youth Group may also be invited to serve on the Search Team.

The Search Team shall meet with the Elders and Trustees to prayerfully consider God's leading for a job description and profile of the ideal candidate. The Search Team will determine the appropriate process for reviewing applicants and arranging interviews – eventually leading to the recommendation of one candidate to the church.

b. Church Approval

A special business meeting shall be called to vote on the proposed candidate. A Senior Pastor must receive at least a 2/3 majority vote of members present in order to be called.

2. Dismissing the Senior Pastor

a. Elder Recommendation

The Elders can recommend the dismissal of the Senior Pastor by a 2/3 majority vote of the Elder Board. This recommendation becomes a motion at a special church business meeting. No motion to dismiss the Senior Pastor shall be permitted at a business meeting unless it originates in the Elder Board.

b. Church Approval

A special business meeting shall be called to vote on the dismissal of the Senior Pastor. The motion to dismiss the Senior Pastor must receive at least a majority vote of members present to pass.

3. Interim Leadership

In the event the office of Senior Pastor is vacant, the Elders and Trustees shall appoint an Interim Senior Pastor and/or an Executive Leadership Team to provide leadership for the Church until the search process is completed and the Senior Pastor begins to serve.

a. Interim Senior Pastor

The Interim Pastor shall be a man of Elder qualifications. He shall uphold the mission and vision of the Church, teach and preach the Word and work closely with the Elders, Trustee Board, and Ministry Team to ensure a smooth transition period.

b. Executive Leadership Team

The Executive Leadership Team shall be comprised of three people meeting Deacon qualifications who are recognized as spiritual leaders in the church.

B. Elders and Trustee Board Members

1. Nomination Process

a. Nomination

Election of Elders and Trustees will normally occur during the annual church business meeting in June. A special election may be scheduled at other times if required. At least six weeks prior to the business meeting, the Elders will seek written nominations from church members by making announcements in the regular services and by posting notices in the church and in the church newsletter.

b. Pre-Approval

The Elders will review all nominations to make sure that the nominees meet the qualifications for their positions. All nominees who are approved by a majority vote of the Elder Board shall be posted for nomination two weeks prior to the church business meeting.

c. Approval

The nominees shall be voted on for church approval at a church business meeting. The nominees must be approved by a 3/4 majority vote of members present at the business meeting in order to hold office.

2. Removal

a. By their peers

An Elder or Trustee can be removed from his/her position by a 2/3 majority vote of the remainder of their respective board. When the Trustee Board votes to remove one of its members, the decision must also be approved by a majority vote of the Elders.

b. By the Church

The church can vote to remove an Elder or Trustee from his/her position as part of a normal motion during a church business meeting. The motion will require a 2/3 majority vote of members present to pass.

C. Pastoral and Ministry Staff

1. Approval of the Position

All pastoral staff and paid ministry positions must be budgeted for and approved by the Trustee Board. Additional positions may be added in the middle of a fiscal year subject to the approval of the Trustee Board. The approval shall be based on a written job description which includes the pay range. All paid ministry positions, such as an Assistant Pastor or a Ministry Director, will also require the approval of the Elder Board by a 2/3 majority vote.

2. Selecting a Candidate

Hiring of pastoral and ministry staff will usually be undertaken by the Senior Pastor, who may choose to create a search committee to assist in the process. Consideration will always be given to members and attendees of the church. The candidates will be interviewed by the Senior Pastor and/or the search committee. After interviewing the available candidates, the Senior Pastor will make a recommendation to the Elder Board.

3. Approval of the Candidate

The candidate must be approved by a 2/3 majority vote of the Elder Board.

4. Termination

A pastoral or ministry staff person may be terminated by the Senior Pastor, with the approval of the Elder Board. The person may also be terminated directly by the Elder Board by a 2/3 majority vote.

5. Exceptions

The Senior Pastor and the Elder Board can delegate hiring responsibility for budgeted positions to specific Ministry Leaders, at their discretion.

D. Other Paid Staff

1. Approval of the Position

All other paid staff positions, such as Financial Administrator or Janitor, must be budgeted for and approved by the Trustee Board. Additional positions may be added in the middle of a fiscal year subject to the approval of the Trustee Board. The approval shall be based on a written job description which includes the pay range.

2. Selecting a Candidate

Hiring consideration will always be given to members and attendees of the church. An open, approved position must be posted at the church for two weeks prior to beginning the selection process. The candidates will be interviewed by the pastor or supervising manager responsible for overseeing the activities of that position. After interviewing the available candidates, the supervising manager will make a recommendation to the Trustee Board.

3. Approval of the Candidate

The candidate must be approved by a 2/3 majority vote of the Trustee Board.

4. Termination

A paid staff person (other than pastoral or ministry staff) may be terminated by his/her supervising manager with the approval of either the Senior Pastor or the Trustee Board. The person may also be terminated directly by the Trustee Board by a 2/3 majority vote.

E. Ministry Directors and Ministry Leaders

1. Appointment

a. Nomination

Normally a Ministry Leader will be nominated by the Ministry Director or Staff person responsible for the area of ministry. Ministry Directors and Ministry Leaders may also be nominated by a member of the church and people may nominate themselves (volunteer).

b. Approval

Ministry Directors and Ministry Leaders must be approved by a 2/3 majority vote of the Elder Board.

2. Removal

Ministry Directors and Ministry Leaders can be removed from their positions by a 2/3 majority vote of the Elder Board. In addition, any leader or director of a Board or Team, for

example, the Missions Committee or Worship Team, may be removed by a 2/3 majority vote of that respective Board or Team and a majority vote of the Elder Board.

ARTICLE 5 FINANCES

Section 1: Budget

The Trustee Board shall establish and approve the July 1 to June 30 fiscal year budget by a 2/3 majority vote of its members.

Section 2: Support

This Church shall be supported primarily by the tithes and offerings of its members.

Section 3: Fund Raising

Ministries of the church may be permitted to raise money for special outreach and service projects. The project and manner of fund raising will be subject to the approval of the Trustee Board.

ARTICLE 6 GENERAL GUIDELINES

Section 1: Business Meetings

Business meetings of the church shall be called in one of the following ways:

- 19. The Elder Board must call an annual meeting at least 2 weeks prior to the end of the fiscal year.
- 20. The Elder Board can call additional meetings of the church as deemed necessary.
- 21. The members of the Church can call an official business meeting by presenting a petition signed by 1/3 of the regular membership.

The Elder Board shall post and communicate business meetings to the church at least two Sundays prior to the meeting.

The latest edition of Robert's Rules of Order shall be used to conduct all business meetings of the church.

Section 2: Amendments

Regular members can propose amendments to these By-Laws by submitting a written proposal to the Elders and calling a meeting in accordance with Article 6, Section 1.

Section 3: Additional Guiding Principles

- 22. A quorum at any Church business meeting shall be 1/3 of the regular membership.
- 23. All membership decisions shall require a 2/3 majority vote of the eligible voters present.

The membership shall vote for:

- The calling of a Senior Pastor
- The purchase or sale of Church property
- The amending of the By-Laws
- The election of Elders and Trustees

- 24. The Senior Pastor, Chairman of the Elders, Corporation Secretary, and Church Treasurer will be eligible to sign all official documents and legal papers, as required by circumstance or law. Checks will normally be signed by the Treasurer and contracts will normally be signed by the Senior Pastor or Finance Administrator. In cases requiring two or more signatures, the Trustee Board will determine which two signatures are appropriate.

25. All Pastors, Elders, Trustees, Ministry Directors, and Children's and Youth ministry volunteers shall be familiar with the Standard Operating Procedures of the Church and affirm the Child Protection Policy.
26. The Elders shall be responsible for the content of the Doctrinal Statement, Church Covenant, Church Handbook, By-Laws, and Ministry Platform. The Trustee Board shall be responsible for the Facilities Use Policy, Approved Designated Funds list, Standard Operating Procedures, and Child Protection Policy.

ARTICLE 7 DISSOLUTION OF THE CORPORATION

Section 1: Recommendation

It is the intent and commitment of the members of the Corporation to be a vital growing Community of Jesus Christ. If however, by at least 3/4 majority vote, the Elder Board and Trustee Board feel the Corporation can no longer be effective in accomplishing its mission, the Corporation may be dissolved in accordance with Section 2 of this article.

Section 2: Approval

Upon vote to dissolve the Corporation by the Elders and Trustees, the Elders shall call a Church meeting where the action will be put to a vote. By a 2/3 majority vote of members present the church can determine one of the following:

27. Agree with the Elders and Trustees and authorize them to dissolve the corporation, or
28. Express "no confidence" in the Elders and Trustees, dismiss them of their obligations, and elect new officers for the Corporation. Nominations for new officers shall be allowed from the floor in accordance with Robert's Rules of Order.

Section 3: Disposal of Assets

In the event that Trinity Baptist Church, Nashua, NH has to dissolve, the net proceeds of all sales and all remaining assets shall be distributed in line with the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, to a non-profit church(s) and/or religious missional group(s) that believes unequivocally in Trinity Baptist's stated doctrine.