

# TRINITY BAPTIST CHURCH BY-LAWS

## **SECTION A: AMENDING PROCESS TO THE CONSTITUTION OR THE BY-LAWS**

1. Members proposing an amendment shall submit it in writing with their signatures.
2. The proposed amendment shall be submitted to the Pastor and his staff, along with a written supporting statement.
3. Pastor and his staff shall diligently seek an opposing point of view.
4. Pastor and his staff shall see to the publication of the proposed amendment, including the supporting statement as well as an opposing point of view, if any is found. They shall also see that it is placed on the agenda for the next regular business meeting.
5. These publications shall be distributed to all members present at the business meeting and be made available through the church office prior to voting at the next regular business meeting.
6. The vote shall be taken by secret ballot.

## **SECTION B: OPPORTUNITIES FOR SERVICE**

1. Only Active and Watch care members can serve in the following positions:
  - a. Authoritative and leadership roles;
  - b. On Pastor's staff;
  - c. Any teaching position.
2. Youth members can serve in the following positions:
  - a. in a training capacity on all church committees, with the exception of the Nominating Committee;
  - b. in a training capacity with a teacher in Bible Study.
3. Any person may be appointed to a position on a temporary basis (not to exceed six (6) months) by the Pastor while he is working with that person through the membership process.
4. Pastor and his staff may invite individuals or groups to serve in a guest ministry status.

## **SECTION C: BUSINESS MEETINGS**

1. Twenty-five percent (25%) of the active church membership shall constitute a quorum for the conducting of all regular and special business meetings, except for the election of a pastor (Article IX, Section A, ELECTION).
2. All business meetings shall be conducted in the spirit of I Corinthians 13. Any disputes in procedure shall be settled according to Robert's Rules of Order.
3. Regular business meetings shall be held the first month of each calendar quarter. All meetings shall be held on the corporate grounds of the church, except as necessary.
4. Special business meetings may be called by the Church Council or the acting moderator.
5. A notice and an agenda of all business meetings shall be sent to the active membership at least ten (10) days prior to the date of the meeting in accordance with the laws of the State of California.

## **SECTION D: THE ELECTION OF DEACONS**

1. Pastor shall call for the nomination of Deacons the two (2) Sundays prior to the nomination. He will call for the body to be in prayer regarding the nominating of candidates and specifically for the men to prayerfully consider whether there is a call in their lives.
2. Nomination ballots shall be distributed to the active membership present along with a roster of men who are active members, prior to the Sunday morning service. These ballots shall be collected at the end of the service by the ushers.
3. Pastor and his staff shall have two (2) weeks within which to:
  - a. tally the ballots;
  - b. screen the nominations according to the qualifications listed in I Timothy 3:8-13;
  - c. communicate with the nominees, beginning with those receiving the greatest number of nominations, thus allowing these men the opportunity to accept or decline the nomination;
  - d. prepare the election ballot which should consist of thrice the number of Deacons needed.
4. Election ballots shall be distributed to the active membership present prior to the Sunday morning service. These shall be collected at the end of the service by the ushers. The count shall be conducted by the Church Clerk and an appointee of the moderator.
5. The new Deacon(s) shall be published in the following Sunday's bulletin and introduced by the Pastor.

## **SECTION E: THE ELECTION OF MINISTERING DIAKONOS**

1. Pastor shall call for the nomination of Ministering Diakonos the two (2) Sundays prior to the nomination. He will call for the body to be in prayer regarding the nominating of candidates and to prayerfully consider whether there is a call in their lives.
2. Nomination ballots shall be distributed to the active membership present along with a roster of active members, prior to the Sunday morning service. These ballots shall be collected at the end of the service by the ushers.
3. The Deacons shall have two (2) weeks within which to:
  - a. tally the ballots;
  - b. screen the nominations according to the qualifications listed in I Timothy 3:8-13;
  - c. communicate with the nominees, beginning with those receiving the greatest number of nominations, thus allowing these people the opportunity to accept or decline the nomination;
  - d. prepare the election ballot which should consist of thrice the number of Ministering Diakonos needed.
4. Election ballots shall be distributed to the active membership present prior to the Sunday morning service. These shall be collected at the end of the service by the ushers. The count shall be conducted by the Church Clerk and an appointee of the moderator.
5. The new Ministering Diakonos shall be published in the following Sunday's bulletin and introduced by the Pastor.

## **SECTION F: NEW MEMBER'S CANDIDATE CLASS**

1. The New Member's Candidate Class shall be held at least once a quarter or more often, if warranted.
2. The content of the class shall include:

- a. Teaching the Covenant and Statement of Faith;
- b. A clear explanation of membership;
- c. The goals and visions of Trinity Baptist Church.

## **SECTION G: NOMINATING COMMITTEE**

1. On the first and second Sundays in October, the pastor or his appointee shall announce that nominations for the Nominating Committee will be accepted on the third Sunday of that month. He will call for the body to be in prayer regarding the nomination of candidates and for the active membership to prayerfully consider whether there is a call in their lives should they be nominated.
2. Nomination ballots shall be distributed to the active membership present prior to the Sunday morning service(s). These ballots shall be collected at the end of the service(s) by the ushers.
3. The Pastor and his staff shall:
  - a. Tally the ballots;
  - b. Screen the nominations according to Romans 12:9-21;
  - c. Communicate with the nominees, beginning with those receiving the greatest number of nominations, thus allowing these people the opportunity to accept or decline the nomination.
4. The names of the new Nominating Committee members shall be published by the first Sunday in December.
5. The Nominating Committee shall be in place and ready to begin service by 1 January of each year and serve through 31 December of that year.
6. Bible Study teachers shall be in place and ready to serve 1 September through 31 August and church committees and officers shall be in position and ready to serve 1 January through 31 December.
7. It is the responsibility of the Nominating Committee to see that any potential nominee is contacted, given a job description and had the responsibilities of the job clearly explained to them. When appropriate, the actual contacting should be done through the person who will be supervising the new worker.
8. The active membership shall elect annually, upon nomination by the Nominating Committee, all teachers, a Trustee, Financial Secretary, Treasurer, Church Clerk as well as the members of the regular committees of the church and any other positions deemed necessary.
9. In the event that a vacancy should occur on the Nominating Committee during the year and should the list used in part 3c of this section be deemed insufficient by the Nominating Committee, then the general process outlined in points one (1) through three (3) of this section shall be followed in finding a replacement to fill the vacancy.

## **SECTION H: COMMITTEE PROCEDURES**

1. Each committee is responsible for keeping minutes of all its meetings. A copy of these is to be filed with the church office as part of the church records within two (2) weeks of the meeting, and be made available to any member of the church. Minutes for the Nominating Committee and other committees of a confidential nature need only include any final recommendations made by that committee.
2. These minutes shall be the basis of reports given to the Church Council and at the regular business meetings.

3. Committee chairmen are responsible for being at all meetings of the Church Council and regular business meetings. If for some reason a chairman is unable to attend, the chairman is responsible for finding a replacement from within the committee.
4. Nominating, Stewardship and Missions Committees should consist of at least five (5) members. The number of members for other committees will be set by the Nominating Committee but in no case will a committee consist of less than three (3) elected members. In no case will a committee conduct business with less than three (3) elected members present.
5. The minimum quorum for all committees will be a majority of the members, excluding ex-officio members. A higher quorum may be set at the discretion of the individual committees.
6. If at any time the Nominating, Stewardship or Missions Committees should have less than five (5) members, a minimum of three (3) "yes" votes shall be needed to pass any motion.

#### **SECTION I: REINSTATEMENT TO ACTIVE MEMBERSHIP**

1. Any inactive member can be reinstated to active membership by a public recommitment of himself to the body.
2. Any former member wishing to obtain active membership with Trinity Baptist Church may do so in one of two ways:
  - a. if the person has been absent from Trinity for less than three (3) years, they may become an active member by a public commitment of themselves to the body;
  - b. if the person has been absent from Trinity for more than three (3) years, they may become an active member by completing a New Member's Candidate Class and then making a public commitment of themselves to the body.

#### **SECTION J: GENERAL PROVISIONS**

#### **SECTION K: PULPIT COMMITTEE**

1. The Pulpit Committee shall consist of five (5) to seven (7) members.
2. The committee should consist of a majority of elders, along with a minority from the active membership -- to be elected by the body.
3. A new committee shall be formed each time the position of Pastor becomes vacant. It shall be the duty of this committee to seek out a suitable prospect for Pastor and present him to the church for approval. Only one prospect may be considered at a time. (Article IX, Section A, ELECTION)

#### **SECTION L: LICENSING AND ORDINATION**

1. A person may be licensed to preach if a recommendation has been brought to the church by the elders and the church approves the recommendation. Before the elders make such a recommendation, they shall first examine the candidate to be sure he has a call on his life, that he is willing to be trained, and to be sure he is qualified to perform the privileges entitled by this license.
2. At the request of Trinity Baptist Church or a church of like faith and practice for the ordination of an individual, an ordination council shall be called to examine the candidate as to his fitness according to I Timothy 3 and 5, Titus 1 and Acts 20. Upon the recommendation of the ordination council, the church will call for the council to lay hands on the candidate before the church body to set him apart to the gospel ministry.

## **SECTION M:**

### **MARRIAGE POLICY**

Marriages performed under the authority of Trinity Baptist Church, whether on the property of Trinity Baptist Church or at another site, shall be for the purpose of uniting one man and one woman in marriage.

#### **CLERGY**

1. Only duly ordained or licensed clergy shall officiate at marriage ceremonies conducted on church property.
2. Clergy employed by Trinity Baptist Church shall be subject to dismissal and/or loss of ordination for officiating at any marriage ceremony other than the union of one man and one woman.
3. Clergy officiating at marriage ceremonies on church premises, whether or not employed by Trinity Baptist Church, shall affirm their agreement with Trinity Baptist Church's Statement of Faith and shall conduct themselves in a manner that is consistent therewith.

#### **APPLICANTS**

1. Applicants wishing to have a ceremony performed by a member of the clergy employed by Trinity Baptist Church, or to use Trinity Baptist Church facilities, shall affirm their agreement with the portion of the Statement of Faith that pertains to marriage.
2. Applicants shall receive premarital counseling by clergy or counselors or other persons who in the opinion of the pastoral staff of Trinity Baptist Church, have appropriate training, experience, and spiritual understanding to provide such counseling.

#### **PREMISES**

1. Any marriage performed on church premises shall be officiated by a member of the clergy.
2. The clergy authorized by Trinity Baptist Church to implement the procedures contained in this Marriage Policy may decline to officiate at a ceremony when in his judgment there are significant concerns that one or both of the applicants may not be qualified to enter into the sacred bond of marriage for theological, doctrinal, moral or legal reasons. In that case, church facilities would not be made available.

## **AMENDMENTS TO THE BY-LAWS**

### **AMENDMENT 1**

Section A. Changed to read:

4. Pastor and his staff shall see to the publication of the proposed amendment, including the supporting statement as well as an opposing point of view, if any is found. They shall also see that it is placed on the agenda for the next business meeting.
5. These publications shall be distributed to all members present at the business meeting and be made available through the church office prior to voting at the next business meeting.

July 18, 1993

### **AMENDMENT 2**

Regular business meetings shall be held during the first and third quarters of each calendar year. All meetings shall be held on the corporate grounds of the church.

July 18, 1993

### **AMENDMENT 3**

Marriages performed under the authority of Trinity Baptist Church, whether on the property of Trinity Baptist Church or at another site, shall be for the purpose of uniting one man and one woman in marriage.

#### **CLERGY**

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2. Clergy employed by Trinity Baptist Church shall be subject to dismissal and/or loss of ordination for officiating at any marriage ceremony other than the union of one man and one woman.
3. Clergy officiating at marriage ceremonies on church premises, whether or not employed by Trinity Baptist Church, shall affirm their agreement with Trinity Baptist Church's Statement of Faith and shall conduct themselves in a manner that is consistent therewith.

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November 23, 2008