

BY-LAWS
TRINITY EVANGELICAL CONGREGATIONAL CHURCH
250 Swinehart 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.

Proposed amendments to these By-Laws shall be given in writing to the Ministry Council for review. The Ministry Council shall in turn share the proposed alterations with the congregation in written form, at least two weeks prior to the congregational meeting at which they are to be acted upon. Approval of any by-law changes, other than those of an editorial nature, shall require a two thirds vote of the members present at that particular congregational meeting.

These by-laws shall supersede any by-laws that may have been in force prior to the time they were adopted.

ARTICLE I - NAME AND PURPOSE

SECTION I The Name of this church shall be Trinity Evangelical Congregational Church of Boyertown, Pennsylvania.

SECTION II 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 and evangelism. The belief and practice of this church are to be governed by the teachings of the Bible and the Doctrine of the Evangelical Congregational Church.

SECTION III MISSION STATEMENT RE-VISIONING DOCUMENT

VISION: “Growing God’s Family.”

The best way to change the world is to change people.
People change through a relationship with Jesus and others.

MISSION: “To serve its community the people of Trinity Church will live like the Family of God and love others into the Family of God.”

PASSION: “To bring joy to the Lord by living to please Him. To put the ‘functional’ back into family by setting people free to pursue spiritual maturity.”

CORE VALUES:

Biblical Truth

1. The Bible is true and the final measure of right belief and behavior.

Prayer & Worship

2. We will saturate and energize our lives with prayer, worship, and the Word as we’re totally dependent on the presence & power of the Holy Spirit to accomplish anything for God’s Kingdom.

Healthy Relationships

3. All people must be treated as Jesus would treat them; with honesty, integrity, transparency, and respect. People are more important than programs.

Reaching the lost

4. The only way to God is through Jesus. We’re in this world to invite others to join God’s family and will actively share Jesus, regarding each lost person as “pre-christian,” seeking the Lord. Global missions will be enthusiastically supported along with the dream of planting daughter churches as soon and often as possible.

Discipleship

5. Jesus gives us the task of making disciples. A disciple seeks to think and act like Jesus, is intimate with God through prayer & scripture, faithful in giving & serving, ready to share their faith, and is accountable to others.

Quality

6. All things done for the Lord should be done to the best of our abilities. Quality matters. Commitment counts.

Unselfish Service

7. The church exists to serve those outside, not be served by them. As our closeness to Jesus grows personal rights diminish & group responsibility increases. Our facilities, money, and people are to be generously shared in ministry not hoarded for their own sake.

Ministry

8. Every Christian is a “minister” called by Jesus to a life of service. The job of the church is to equip & empower people to do God’s work.

Heritage

9. Our church belongs to a family of churches. We partner readily with the Evangelical Congregational Denomination and our sister congregations, cherishing the accountability and opportunity that identity provides.

Unity

10. No congregation or denomination alone represents all there is to the Church. We partner willingly with other community and regional fellowships that glorify Jesus and His word.

OBJECTIVES

1. Develop a logical & sequential Christian Education curriculum that is Bible based and moves learners toward spiritual maturity on a lifetime basis.
2. Offer life-changing experiences of worship & prayer including a variety of styles that touch all.
3. Nurture the ability of people to relate intimately & honestly to God and others through the expectation that they will participate in small groups and/or accountability networks.
4. Create opportunities for believers to make friends with non-Christians and earn the right to share Jesus with them.
5. Develop a strong leadership reserve through mentoring and “on the job” (apprentice) training.
6. Strengthen & expand existing ministries to children & youth aimed at equipping the coming generation with a Christian worldview and the tools to explain & defend their faith in a skeptical culture.
7. Develop a healthy network of servants which links individual spiritual gifts to realtime ministry needs.
8. Strengthen expand support group style ministries to segments of the community with special needs. These efforts would be coordinated with what other local ministries are accomplishing.
9. Serve as a training & resource center for the community and the denomination on a regional basis.

ARTICLE II - MEMBERSHIP

SECTION I The membership of this church consists of the persons whose names are found in the Membership Roll listed in the Official Church Record Book.

SECTION II Any person is eligible for church membership who personally professes Jesus Christ as his or her Savior and Lord and meets the qualifications for membership as established by the DISCIPLINE of the Evangelical Congregational Church and membership policies adopted by the Ministry Council. Letters of Transfer shall only be accepted from other E.C. congregations and all applications for membership must be brought before the Ministry Council for approval.

SECTION III A member is in good standing (active) 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 is living in harmony with the E.C. DISCIPLINE.

SECTION IV A Certificate of Membership in Good Standing (letter of transfer) shall be given upon request to any member desiring to withdraw from the church providing that they have complied with SECTION III of this article. A member not in good standing at the time of withdrawal will be granted a certificate of dismissal. Neither of these certificates will be issued without the approval of the Ministry Council.

SECTION V A member who has not been in good standing (inactive) for a period of two years or more may become subject to the procedures for removal from membership as outlined in the E.C. DISCIPLINE. 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 VI The Official Membership Roll shall be reviewed and updated by the Membership Committee. The Ministry Council shall receive their report and take final action on its recommendations prior to the printed publication of the roll, including a listing of active and inactive members, as part of the Annual Report to the congregation. A copy the current roll shall also be made available each year to the National Conference of the E.C. Church.

ARTICLE III – CONGREGATIONAL MEETINGS

SECTION I An Annual Congregational Meeting shall be held during the month of January to review the work of the year, consider ministry needs and opportunities, and hold election for such officers as required by the DISCIPLINE and by-laws. This Annual Congregational Meeting shall also approve the annual budget, receive reports concerning the work, discuss the present status and future vision of the ministry, make recommendations to the Ministry Council and Commissions, and transact such other business as may come before it.

SECTION II The Annual Congregational Meeting shall be provided for and called by the Ministry Council. Notice of such meeting shall be given by announcing the time and date of the session on at least two Sundays in the regular services of the congregation conducted within thirty days immediately prior to the meeting. Adequate notice of the meeting shall be given where possible through the publications of the church as well.

SECTION III Special Meetings of the Congregation may be called by the Ministry Council and, except as otherwise provided for in the Discipline, upon the written request of ten percent of the members of the congregation in good standing. Notice of a special meeting shall be given in the same manner as the annual meeting; with the additional requirement that the announcements contain a statement of the specific purpose of the special session. Only the business item(s) announced in advance shall be considered at a special meeting.

SECTION IV 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 are invited to attend the meetings but may not vote. On the following church property matters: building, rebuilding, remodeling, demolition, or relocating and for the election of Trustees members must also be of legal age (18) to vote. The procedure of secret ballots shall be used for votes taken on the above matters.

SECTION V The Corporation President (Ministry Council President) or an officer appointed by the same will preside at the meeting, prepare the agenda in consultation with the pastoral staff, and appoint tellers for the elections.

SECTION VI The Secretary of the Ministry Council 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 Ministry Council and incorporated into the records of the same. These minutes shall be open to public inspection at all times. If the Council Secretary is absent, the Council President shall appoint a secretary pro-tem.

SECTION VII An annual audit shall be performed by a responsible financial professional as appointed by the Council. This audit shall examine the accounts of the church treasuries. The Auditor(s) shall provide a written report of the findings of their examination to the Council.

SECTION VIII Twenty per cent of the voting members of the congregation (those in good standing) shall constitute a quorum for the transaction of business.

SECTION IX The following constitutes the items of business to be considered at the Annual Congregational meeting. The chairperson has the liberty to rearrange the order in which they are considered so as to expedite the wise use of time.

- a. devotions
- b. reading of last years minutes for information only
- c. receipt of communications
- d. report of pastors
- e. report of church treasurer
- f. summary of written reports from church organizations
- g. questions about annual reports and opportunity to present reports not contained in the booklet
- h. election of Trustees
- i. election of Commission and Pre-school Members at Large
- j. election of Missions Chairperson when applicable
- k. election of Church Historian when applicable
- l. election of Council Members at large
- m. ratification of Class Leader election
- n. unfinished business
- o. new business/including approval of annual budget
- p. referral of minutes to Council for approval
- q. adjournment & prayer

ARTICLE IV – LOCAL CONFERENCE

SECTION I Purpose: The Local Conference is established by the Discipline as the highest executive, judicial, and legislative body with immediate jurisdiction over the congregation. It exists to serve as a connecting link between the local congregation and Annual Conference of the denomination by conducting the tasks assigned to it by the DISCIPLINE and the special rules of Annual Conference. The Local Conference shall meet at least once during each conference year, normally in conjunction with the November or January meetings of the Council. The time and place of both regular and special meetings of the Local Conference shall be made known to the Conference Minister.

SECTION III Membership: The Local Conference consists of the members of the Ministry Council along with all itinerant and licensed preachers in the Evangelical Congregational Church who are members of Trinity and the Conference Minister.

SECTION IV Duties: The major duties of the Local Conference are to hear and process any charges brought against members of the congregation, approve the official pastor's salary statement for the year, elect the Lay Delegate and Stewards, and make appointments to the Pastoral Relations Committee as required. Other duties of the Local Conference and the business procedure thereof are described in SECTION 400, Chapter 1 of the Discipline.

SECTION V Pastoral Relations Committee:

- a. **Membership:** There shall be a committee on Pastoral Relations appointed by the Local Conference at its March meeting. Nominations for the at large member(s) will be taken at the January Ministry Council meeting. It shall consist of the Pastor(s), Lay Delegate, Council President, CE Commission Chairperson, and one member-at-large for each pastoral staff person represented on the committee. At no time shall the committee be composed of less than five people.
- b. **Organization:** The Pastoral Staff shall convene the committee within thirty days of its appointment to elect a chairperson and secretary and schedule its meetings for the year. A pastor may not serve as an officer of this committee.
- c. **Meetings:** The PRC shall meet at least once a year and as often as deemed necessary. Meetings may be called by the Chairperson, pastoral staff member, or Conference Minister. Secret meetings are forbidden. The PRC may meet without the pastor(s) presence provided that the Conference Minister or someone appointed by him is in attendance and the pastor(s) are informed of the meeting prior to its occurrence. In such situations the

Conference Minister shall consult with the pastor(s) as soon as possible after the session.

- d. Purpose: The primary function of the PRC is to assist the pastoral staff in effectively serving the needs of the local church and in their personal spiritual development as leaders. It shall be a conferring and counseling body available for consulting with pastoral staff members on the conditions of the local ministry and their performance in the pastoral role. This committee must be sensitive to the relationship between pastor and people and the scripture guidelines which govern the same. The PRC shall seek to enhance the pastor/church team by helping each to understand the others needs and responsibilities.
- e. Reports: The PRC shall report to the Ministry Council on its organization and inform them when meetings are held and of the results. A summary of PRC activities shall also be submitted for inclusion in the Annual Report booklet. The committee shall also conduct or assist with staff evaluations as directed by the Ministry Council or Annual Conference. Whenever a pastoral change is considered the PRC shall perform the tasks assigned to it by the DISCIPLINE, special rules of Annual Conference, and Ministry Council. The PRC will serve as liaison between the congregation and Conference Stationing Committee in the pastoral search process.

ARTICLE V – THE MINISTRY COUNCIL

SECTION I Purpose: A Ministry Council 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. The Local Conference shall always have the right to review any action taken by the Ministry Council.

The Council is responsible for coordinating the activities of the Church through the Ministry Commissions, and other standing and special committees that it may appoint. Through the Commissions and Committees the Council shall prepare an annual budget, establish church policy, develop the long range plan, and oversee the hiring and termination of employees.

SECTION II Membership: The membership of the Ministry Council shall consist of the Sr. Pastor, Associate Pastor, Youth Pastor, Children's Pastor, Visitation Pastor, Mission Committee Chairperson, Outreach Commission Chairperson, Worship Commission Chairperson, Christian Education Commission Chairperson, Family Life Commission Chairperson, Property Commission Chairperson, Finance Commission Chairperson, Church Treasurer, Lay Delegate, Head Class Leader and two At-Large members. The council may designate additional non-voting advisory members as needed. Their appointment is subject to annual renewal by the Executive Committee.

The congregation at the annual meeting may elect two At-Large members. Such members shall be elected from a ballot prepared by the Nominating committee, and presented to the annual congregational meeting. (Additional nominations for At-Large members may be made from the floor.) The term of office for such members-at-large shall be two years. *At-large members may serve two consecutive two-year terms. Only one At-Large member shall be elected in any one year.

SECTION III - Organization: The Ministry Council shall annually, at the March meeting, elect the Stewards at the Local Conference, and elect from the membership of the Council, a President, Vice President, and Secretary and such other officers as may be deemed necessary. Nominations for officers will be taken at the January meeting with additional nominations taken from the floor at the March meeting. The Pastoral staff will oversee the nomination process. The Ministry Council shall also elect the Church Treasurer either from its members or from the congregation. The President, Vice President, Secretary and Treasurer shall serve for a period of one year or until their successors are elected and shall for all purposes constitute the officers of the incorporated congregation. Vacancies in these offices shall be filled by the Ministry Council for the unexpired term.

Voting Rights: Every duly selected full member of Council shall be entitled to single vote on all issues that require a ballot. On certain issues a particular member may be asked to abstain from casting a vote due to the existence of a conflict of interest. Immediate family members are permitted to serve on the Council at the same time. If the situation arises, one spouse may not vote on a matter regarding the employment, salary, evaluation, or discipline of their partner. They shall be permitted to speak to such issues. Advisory members or observers are not entitled to a vote at Council Sessions. An individual attending in place of the regular Council member, (e.g. a Commission Vice Chairperson sitting in for a Chairperson) does have full voting privileges.

Following are the respective duties of the officers:

- a. President - The President shall preside at all Ministry Council meetings and special or annual congregational meetings. The President shall also enter into legal contractions at the request and on behalf of the Ministry Council. In case of a vacancy in the office of Church Treasurer, the President of the Ministry Council shall be authorized to assume the duties of the Church Treasurer until the vacancy is filled.
- b. Vice-President - The Vice-President shall act as President of the Ministry Council in the absence of the President, and in case of a vacancy in the office of President shall assume the duties of the President until Ministry Council action can be taken to fill the vacancy.
- c. Secretary – The secretary shall engage in any correspondence on behalf of the Ministry Council and the congregation as directed. The secretary will also review and sign the official minutes of the Council Meetings, Local Conference, & Congregational Meeting once approved and any other official documents as authorized by the Council. He or she will keep a copy of all minutes & supporting documents on file.
- d. Church Treasurer - The Church Treasurer shall receive notice from the Stewards the money deposited in the church's account, and keep accurate records of the same. He shall at any time make the records available for inspection by the Ministry Council and the Auditors. He shall pay all bills of the congregation by check as instructed by the Ministry Council. The Treasurer shall report to the Ministry Council at its regular meetings the condition of the funds in his charge and, immediately following the close of the church year, shall present an Annual Report for use in preparing the Statistical Report for Annual Conference and the local congregation.
- e. Executive Board - The aforementioned officers, along with the Pastors, form the Executive Board of the Council. They shall be responsible for the appointing of Standing Committees annually following the organization of the Ministry Council. In case of an emergency, where it is not feasible to call a special Ministry Council Meeting, the Executive Board has the authority to act on behalf of the Ministry Council. Their action will be subject to ratification by the Ministry Council at their earliest convenience.

- f. Stenographer (Recording Secretary) – The Council may appoint a volunteer from the congregation, who is not a Member of the Council, to record & produce the minutes of their meetings. This individual will provide the Council President with timely copies of the minutes to be submitted to the Council for approval & the signature of the Council Secretary. Note: The elected Council Secretary may choose to perform & fulfill the role of Council Stenographer, in which case, no separate appointment is necessary.

SECTION IV - Meetings: The Ministry Council shall convene at least six regular meetings a calendar year. Regular meetings will normally be held in the odd numbered months on the date and time selected and announced no less than four weeks in advance. Special meetings may be convened by the Pastor, the President of the Ministry Council or at the request of four members of the Ministry Council. Due notice of the meeting shall be given to the members of the Council either through the mail or from the pulpit.

SECTION V - Duties: The Ministry Council has the following responsibilities:

- a. To carry out any directives of the Local Conference and of the congregation.
- b. To conduct the business affairs of the congregation. The Ministry Council or its committees shall not undertake any unbudgeted project costing more than 2% of the annual projected budget for the current fiscal year without the approval of the congregation.
- c. To guard the spiritual life of the congregation.
- d. To approve and receive new members.
- e. To approve or disapprove letters of transfer, pertaining to both the reception and dismissal of members.
- f. To determine the use of the church building and other property belonging to the congregation, subject always to the authority and direction of the Local Conference.
- g. To call and provide for regular and special meetings of the congregation.
- h. To be responsible for investing special gifts or bequests given to the congregation in accordance with the terms of the gifts or bequests. When no directives are given the Ministry Council shall use gifts or bequests up to an amount equal to 2% of the annual projected budget for the current fiscal year as they so determine. Gifts or bequests exceeding that amount shall be used at the direction of the congregation.
- i. To hire or discharge all church employees with the exception of Conference Stationed Pastor(s) or Assistant(s) and determine to set salaries of said employees.

SECTION VI - Standing Committees: Standing committees shall be appointed annually following the organization of the Ministry Council, by the Executive Board in order to expedite the work of the Ministry Council. Members of the Board as well as other members of the congregation are eligible for appointment

to these committees. The executive committee shall have the authority to designate individuals other than members of the Ministry Council to chair the standing committees. This shall not apply in cases where the By-Laws stipulate that a particular church officer shall act as chairperson. Every standing committee must have at least one Ministry Council member appointed to it, who will serve as liaison person from that committee to the Ministry Council. When the Senior Pastor is not a regular member of a Committee, he shall be an ex-officio member or be permitted to assign a pastoral staff member in his place. The work of all committees shall be supervised by the Ministry Council and is subject to final approval by the Ministry Council. All committee appointees shall serve until their successors are named by the Executive Committee.

- a. Membership - This committee shall be responsible to consider the application for reception into and dismissal from the membership of the congregation, and the recommendation of suitable action in each case to the Ministry Council. This committee shall also serve as the Nominating Committee. The Nomination Committee nominates candidates and prepares the ballots for each office of the church to be filled by election at the annual congregational meeting. This Committee shall be chaired by the Pastor. Other members shall be as follows: financial Secretary of the Steward Board, Head Class Leader, President of the Ministry Council, and General Sunday School Superintendent.
- b. Other Standing Committees - may be appointed or disbanded by the Ministry Council as deemed necessary.

SECTION VII - Finances

- a. Contributions - The congregation shall be supported by voluntary contributions from the members of the congregation, and other interested persons, who may desire to contribute. Fund raising by any auxiliary organizations must be approved by the Ministry Council.
- b. Fiscal Year - shall be the calendar year.
- c. Church Budget - All organizations of the church and persons responsible for expenditures of funds shall submit to the Finance Commission a complete estimate of expenditures for their organization by the deadline set by the Finance Commission in the Annual Church Calendar. Any organization failing to do so will be allotted an amount commensurate with their spending during the previous year.

SECTION VIII - Office Holding: No one shall be permitted to hold more than one of the following offices simultaneously: Church Treasurer, Adult Missionary Fellowship Chairperson, Steward, or Trustee. Furthermore, no one individual shall be permitted to chair more than one commission or occupy more than one of the council officer's positions at the same time.

SECTION IX - Council Oversight of Commissions: The council may recommend policy changes to the commissions. The council may upon a 2/3 vote of those present rescind a commission decision in the area of policy. The council can assign specific duties to a commission for implementation as well as clarify which commission has authority over a particular area should questions arise. The council makes the determination of which budget categories are under the governance of a particular commission. The council reserves the right to direct the commissions to delay or reduce their expenditures should such action be needed to insure the financial integrity of the church as a whole.

ARTICLE VII – COMMISSIONS

SECTION I Purpose: The Commission oversees areas of ministry within the church, and, establish and implement policy in their area of responsibility.

SECTION II Organization: The commissions oversee the following ministry areas: Christian Education, Family Life, Finance, Property, Outreach, and Worship. The commissions shall meet at least bimonthly with the Christian Education Commission, Outreach, Property, and Worship meeting on the even months, and the Family Life and Finance meeting on the odd months. If the chairperson deems that there is insufficient business to conduct, upon consultation of the offices, may cancel the regularly schedule meeting. Nominations for Chairperson, Vice Chairperson, and Secretary shall be taken at the dates given below:

Christian Education	December
Family Life	January
Finance	January
Property	December
Outreach	December
Worship	December

At the following meeting, additional nominations will be taken from the floor, followed by the vote for the officers. The officers must be members of the church in good standing. The Chairperson of a particular commission is limited to three two-year terms in the office and shall become a member of the Ministry Council.

The individual elected to the chair has the option of relinquishing the ministry position which originally placed them on the commission. They may continue in the office as Commission Chairperson until they have either resigned, finished their term in office, or voted out of office. The commission will make an appointment to fill the position vacated by the chairperson.

Special meetings may be convened by the Pastor, the Chairperson of the Commission, or at the request of four members of the Commission. Due notice of special meetings shall be given to membership of the Commissions either through mail or from the pulpit.

SECTION III- Membership: The membership of each commission is given under the Articles describing the commission. The non-elected members of the commission shall be appointed by the ministry that it represents. At the first meeting of each year the commission shall approve the designated representative. The representative need not be a member of the church. In the event a new ministry is established under a commission, a representative may sit on the commission in an advisory capacity for at least one year. Upon which time the commission deems ready to establish a new voting member, the

commission will send their recommendation to the Ministry Council for approval, followed by the necessary by-law changes with congregational approval.

There shall be two Members-At-Large on each commission in addition to designated representatives. One Member-At-Large shall be elected at the congregational meeting on a ballot submitted by the Nominating Committee and one Member-At-Large shall be appointed by the Commission. Members-At-Large shall sit for a two year term and start their term in alternating years. There is no limit to the number of successive terms a Commission at large member may serve.

SECTION IV Duties: The commissions are activity involved in the ministry of the church and are assigned the following general responsibilities:

- a. The Commission must report their actions to the council.
- b. The Commissions may authorize the expenditure of funds allocated in the annual budget for the areas for which they are accountable.
- c. The Commissions may not overspend their budgetary allotments without council approval.
- d. The Commission may appoint volunteer staff to implement the programs they have developed under their area of responsibility.
- e. The Commission shall accomplish as much of their work as possible through its committees or designated individuals to whom a particular task is assigned.

SECTION V: Oversight of Ministries: The commissions shall have oversight of the activities of the ministries under its responsibilities:

- a. The Commission shall advise ministries on planned activities and policy. The Commission may upon a 2/3 vote of those present to rescind a planned activity or policy of a ministry. The Commission shall also maintain a policy manual for those ministries under its responsibilities.
- b. The Commission shall exercise budgetary oversight of each committee. When a special request is made by a representative, the Commission shall bring the request before Ministry Council.
- c. At the last meeting of each year, the Commission shall review the personnel needs of each ministry. If laborers are needed, the Commission shall form a committee to assist the ministries in their personnel needs. At this time the ministries shall also be notified that they must select their new representative for the following year.

SECTION VI - Working Groups: Working Groups may be formed to accomplish a task of the Commission in which no groups has oversight. Once the task has been accomplished, the group will be dissolved.

ARTICLE VIII – CHRISTIAN EDUCATION COMMISSION

SECTION I - Purpose: The Christian Education Commission shall be organized to structure, coordinate, plan, implement, promote, evaluate, and oversee the Christian Education ministries and programs of Trinity Evangelical Congregational Church.

SECTION II - Membership: The membership of the Christian Education Commission shall consist of the Pastors, General Sunday School Superintendent, Assistant General Sunday School Superintendent, Youth Pastor, Children's Pastor, Daily Vacation Bible School Superintendent(s) for the following year, all Sunday School Departmental Superintendents, (in cases where the Superintendent is unable to attend a scheduled meeting of the Christian Education Commission, the Assistant Departmental Superintendent shall attend), the GAK (or mid-week Children's Program) Director, Two Members-at-Large, and the Pre-school advisory member (appointed by the pre-school board).

SECTION III - Duties: The Christian Education Commission has the following duties:

- a. Coordinate personnel and their duties, oversee programming so as to eliminate schedule conflicts, and achieve a unified Christian Education ministry.
- b. Establish operational policies pursuant to its administrative functions and responsibilities.
- c. Encourage thorough planning and prayer in the formulation of the educational programs of the various agencies and organizations involved in Christian education.
- d. Establish an ongoing program of leadership and teacher training.
- e. Annually review and approve teachers, leaders, and curriculum materials for each educational agency. The Commission shall have the responsibility to review teacher's performance during his/her term. In cases where a teacher fails to discharge his/her duties as prescribed by the Christian Education Commission's approved teaching standards, the Commission shall have the authority to terminate his/her teaching position, if a satisfactory resolution of the problem can not be achieved.
- f. Assist the PRC in its evaluation of the Youth Pastor and Children's Pastor if requested by the PRC to do so.
- g. Prepare ballots as required by policy.
- h. Establish promotional procedures, grading divisions, classroom assignments, and class sizes for the educational ministries of the church.
- i. Submit to the Budget Committee budgetary requests for the upcoming fiscal year to fund general educational programs.
- j. Make the congregation as a whole aware of the needs, opportunities and successes of the total program of Christian Education.

SECTION IV - Standing Committees: At the reorganization meeting the Chairperson shall name commission personnel to the following standing committees:

- a. **Personnel Committee:** This committee is responsible to formulate teacher standards and also maintain a current listing of potential teachers and their positions.
- b. **Leadership Committee:** This committee is responsible to develop an ongoing program of teacher education.
- c. **Curriculum Committee:** This committee is responsible to review curriculum to be used in educational programs of the church and make recommendations concerning curriculum to the Christian Education Commission.

ARTICLE IX – FAMILY LIFE COMMISSION

SECTION I - Purpose: The goal of the Family Life ministry is to develop a sense of community among the people whose lives we touch. This Ministry will recommend ways to create networks of caring and sharing which makes it easier to build relationships. The intent is to foster an atmosphere in which personal needs can be known and met, and in which people are served as they serve. The small group (cell group) is the heart of this discipling process. The Small Group Ministry is responsible for seeing that a variety of small group opportunities are available to the people of Trinity Church and that the small groups are effective in their ministry.

SECTION II - Membership: The membership of the Family Life Commission shall include the Sunshine Committee Chairperson (s), Social Committee Chairperson (s), Recreation/Athletic Committee Chairperson, Planning Committee Chairperson, Prayer Chain Coordinator, Senior Fellowship Representative, Singles Fellowship Representative, Youth Fellowship Representative, Young Adult Fellowship Representative, Kitchen Committee Chairperson, Support Group Representative, Women's Ministry Representative, Men's Ministry Representative, Fellowship Group Coordinator, Associate Pastor and at least two Members-At-Large.

SECTION III - Duties: The Family Life Commission has the following objectives:

- a. **ATTRACTION:** What is being done to generate a desire on the part of the unchurched person to get involved here? Numerous "points of entry" must be provided through which newcomers can make friends.
- b. **ASSIMILATION:** How can we enable those who are coming to feel they really belong? Those on the fringes of church life must not be forgotten. Ways to help "outsiders" become "insiders" should be sought.
- c. **PARTICIPATION:** How can we help people help each other? Activities and strategies that transform "bench warmers" into team players are needed.
- d. **SELECT STRATEGIES** to insure the formation of new small groups on a regular basis and to see that existing groups are multiplying themselves.
- e. **SUPPLY GUIDELINES** to be followed in choosing group leaders and curriculum to maintain a consistent level of quality among the groups.
- f. **PROVIDE FOR ONGOING TRAINING** of small group leaders, based on the model that qualified leaders will eventually assist as lay shepherds within the congregation.
- g. **OVERSEE RECRUITMENT** into the small groups with the aim that as many of our people as possible be involved in some form of small group ministry and that several evangelistic groups designed to reach the unsaved are always available.

The Family Life Ministry will coordinate the groups and activities assigned to it. They should also evaluate our present performance in these areas as well as suggest ways for other ministries to enhance the fellowship dimension of our church family.

SECTION IV - Committees: The specific goals responsibilities of the individual Family Life Commission committees are given below:

- a. **Sunshine Committee-** This committee shall be concerned with the needy of our church. They shall serve through the gifts of hospitality, encouragement, and service.
- b. **Social Committee -** This committee shall plan for the recreational and social activities of the church.
- c. **Planning -** This committee shall annually prepare a calendar of events for the church. If possible, they shall include all activities of the church's organizations. This committee shall work with the pastoral staff and Worship Commission to select and schedule special service and holiday events. (Committee personnel are as follows: Pastor, Missionary Committee chairperson, Youth Advisor, General Sunday School Superintendent, Senior Choir Director, Adult Bell Choir Director, C.E. Commission Chairperson, and Social Committee Chairperson.)
- d. **Prayer Chain Ministry -** The Prayer Chain Ministry shall seek to keep special needs of the church before the Lord in pray.
- e. **Senior Fellowship Ministry -** The Senior Fellowship Ministry helps organize and sponsor fellowship opportunities for senior members of the fellowship.
- f. **Singles Fellowship Ministry -** the Singles Fellowship Ministry seeks to meet the special spiritual and physical needs of singles which includes the need of single parents.
- g. **Young Adult Ministry -** The Young Adult Ministry seeks to help young adults in their spiritual walk and to help them assimilate into the church family.
- h. **Recreation/Athletic Ministry -** The Ministry provides opportunities for church members to participate in organized recreation and/or athletic activities.
- i. **Support Group -** The Support Group Committee shall minister to those individuals who are struggling with addictions. Through the ministry of the word and accountability relationships, the support group seeks to help each individual break free from there long-term trials and to walk in the newness of Christ.
- j. **Women's Ministry Group -** The Women's Ministry Group seeks to meet the spiritual needs of women through bible studies, retreats, and various nurturing activities.
- k. **Men's Ministry Group -** The Men's Ministry Group seeks to meet the spiritual needs of men through Bible studies, retreats, and various activities.
- l. **Fellowship Groups -** The Fellowship Group seeks to bring those into closer fellowship with the Lord and with each other through praying for one another, studying scripture, and meeting the physical needs of one another.

ARTICLE X – FINANCE COMMISSION

SECTION I - Purpose: The Finance Commission exists to enable the church to operate according to principles of biblical stewardship and practices of responsible accounting in its handling of funds. Since the "bottom line" is not finances but faithfulness, it is essential that the resource of money be utilized so as to glorify God.

SECTION II - Membership: The membership of the Finance Commission shall consist of Stewardship Chairperson, Audit Committee Chairperson, Treasurer, Stewards (one of who is recording secretary), Memorial Committee Chairperson, Senior Pastor, and two Members-At-Large.

SECTION III - Duties: The commission is responsible for the following through its various sub-committees:

- a. Developing and presenting the Annual Budget to the Ministry Council and Congregational Meeting. This includes the formulation of suggestions for salaries and wages of church employees and staff. The commission may also suggest changes in the budget format or process.
- b. Evaluating the level of congregational giving and suggest ways in which to increase the commitment to biblical stewardship.
- c. Conducting special fund raising appeals or informing the congregation of specific major needs as authorized by the Ministry Council.
- d. Recommending policies to insure the safe and accurate handling of funds and financial records, as well as overseeing the annual audit.
- e. Making recommendations to the Ministry Council regarding the employment or termination of the church treasurer / and Payroll Treasurer.
- f. Providing the Ministry Council, through the Treasurer and Finance Commission Chairperson, accurate monthly data on the finances and quarterly updates on budget performance.
- g. Providing through the Stewards for the appointment of a financial secretary and the necessary assistants to keep accurate and confidential records of personal giving through the church envelope system. The commission is responsible for providing the envelopes and making suggestions pertaining to changes in the style or system used.

SECTION IV - Committees: The specific goals responsibilities of the individual Finance Commission committees are given below:

- a. Stewardship - This committee is charged with responsibility to inform and educate our constituents regarding the need for stewardship of life by all believers, which involves the believer's time, talent, and treasure. This committee shall also make recommendations to the Ministry Council regarding a stewardship program for Trinity Church.
- b. Audit – To assist the Audit Chairperson in the annual review.

ARTICLE XI – OUTREACH COMMISSION

SECTION I - Purpose: The purpose of this commission is two fold:

1. To enable our church to do its part in carrying out the great commission
2. To empower our church to be salt and light in the world.

SECTION II - Membership: The membership of the Outreach Commission shall include the Missions Committee Chairperson, Missions Committee Treasurer, Salt & Light Committee Coordinator, Associate Pastor, two At-Large Members, and Community Outreach Team Coordinator.

The Missions Chairperson shall have a seat on the Council. In the event that the Missions chairperson is selected to chair the Outreach commission, the commission will select a second representative to sit on the council.

SECTION III - Duties: The Outreach Commission will accomplish the Great Commission by:

- a. Educating, training, and equipping our people to do local, regional, national, and international evangelism, discipleship, and caring;
- b. Promoting prayer support;
- c. Promoting sacrificial giving to support missions;
- d. Recruit and train personnel to staff the special missions programs targeting our youth;

And enable members to be salt and light by:

- a. Educating, training, and equipping our people to respond biblically to contemporary, relevant issues;
- b. Providing leadership and training for an ongoing program of systematic evangelism and follow up (such as GRADE);
- c. Promoting the systematic visitation of active, inactive, and new people at our church.

SECTION IV - Committees: The specific goals responsibilities of the individual Outreach Commission committees are given below:

- a. Missions Committee - The Missions Committee shall provide the leadership and direction for carrying out the great commission in support of gospel missionaries, both at home and in foreign lands and lend support to the general missionary effort of the denomination.
- b. Salt and Light Committee - The Salt and Light Committee seeks to help individuals be salt and light to the local community.

ARTICLE XII – PROPERTY COMMISSION

SECTION I - Purpose: The Property Commission is responsible for the management, improvement, repair, and replacement of all church owned property and vehicles.

SECTION II - Membership: The members of the Property Commission shall consist of Vehicle Committee Chairperson, Furniture Set Up Committee Chairperson, Building Committee Chairperson (when active), the Trustees, Four Members at Large, one elected and three appointed, and one of the pastoral staff.

SECTION III - Duties: Through its sub-committees, the following responsibilities are to be completed along with others that may be assigned by the Ministry Council:

- a. To evaluate the insurance needs of the church and provide recommendations to the Ministry Council which would maintain sufficient coverage.
- b. To assist the Office Staff in developing policies for the use of church property and establish rental fees in conjunction with the church staff.
- c. Scheduled maintenance items to insure reliable functioning of the church facility. An inspection of the church properties should be made on an annual basis.
- d. To keep complete records on file of building prints and information of property and utility lines, etc., affecting the property.
- e. To see that our structure and vehicles are operated in compliance with current codes and laws.
- f. To make recommendations to the Ministry Council with regard to the employment or termination of persons as custodian and/or groundskeeper.
- g. The commission will provide job descriptions for those positions mentioned in (f) and will meet at least annually with such personnel to evaluate their performance and the job requirements and needs.
- h. The commission will make a recommendation on salary and benefits for the janitor and groundskeeper to the finance commission
- i. To make recommendations and requests regarding maintenance and property needs to the Ministry Council
- j. The property commission through the Trustees shall negotiate for the purchase, rental, lease, mortgage, or sale of property as authorized by the Ministry Council and specified in the Discipline.

SECTION IV - Committees: The specific goals and responsibilities of the individual Property Commission committees are given below:

- a. Furniture Committee- This committee shall be responsible to remove and replace pulpit and other furnishings for special services and activities when necessary.
- b. Vehicle Committee - This committee shall oversee the care, repair, and maintenance of our church vehicles and the designation of drivers and its use.
- c. Trustees - The Trustees are responsible for all matters pertaining to the use of and repair of all church owned property.
- d. Building Committee - This committee oversees all building projects that have been approved by the Property Commission and Ministry Council.

ARTICLE XIII – WORSHIP COMMISSION

SECTION I - Purpose: The purpose of the Worship Commission is to oversee the total worship experience of the church, that is to coordinate, plan, make suggestions, and evaluate special services and to look at possible needs to make more lasting changes in format to our regular worship services.

The church is guided by its Statement of Worship:

It is the goal at Trinity E.C. to involve each person in the Worship service in glorifying God through music, prayer, and the study of His Word. (Colossians 3:16,17) Although we seek to worship our Lord Jesus Christ with a balance of diversity in styles for all generations, we remain commanded by our God to worship Him in Spirit and in Truth using both heart and mind. (John 4:24)

SECTION II - Membership: The membership of the Worship Commission are, Usher Coordinator, Media Committee Chairperson, Information Desk Coordinator (or Representative), Decoration Committee Chairperson, Greeter Coordinator, Senior Pastor, a minimum of two Members-At-Large, and Drama Team Coordinator. A maximum of two more at-large members may be added to provide that all of the different worship services in our schedule are represented.

SECTION III - Duties: The Worship Commission has the following goals: to make sure our services are

- a. a meaningful worship experience;
- b. a coordinated effort between those ministering;
- c. meeting people at different levels of growth and interest;
- d. providing input and assistance to the pastoral staff as they plan for both regular and special services.

SECTION IV - Committees: The specific goals responsibilities of the individual Worship Commission committees are given below:

- a. Ushers - This committee shall be responsible for the ushering ministries for all regular and special services of the church.
- b. Flower/Decorations Committee – This committee shall provide flowers for the church program, funerals, etc. as approved by the Ministry Council. This committee is responsible to provide seasonal decorations and banners for special occasions in the church.
- c. Sound & Light Committee – This committee shall have the sole authority over the use, operation and repair of the amplification system and all other audio visual amplification systems. It shall also be this committee's responsibility to provide for the operation of our church's sound system during all regularly scheduled church services and the recording of such services at the discretion of the Pastor

ARTICLE XIV – ELECTED OFFICERS

SECTION I - Purpose: Our Congregation is guided by the DISCIPLINE - the Evangelical Congregational Church statement of faith and governance. As a congregational church, the DISCIPLINE calls for the election of certain officers by the congregation or by local conference. In accordance with the DISCIPLINE, the following offices shall be elected by congregation or local conference: Trustees, Stewards, Missionary Fellowship Chairperson, Class Leaders, and Lay Delegate.

SECTION II - Trustees: With respect to property, the congregation operates through Trustees, who are elected by the congregation as provided in the DISCIPLINE. The Trustees are subject to the will of the congregation as this is expressed in properly called congregational meetings; provided, however, that the Trustees in carrying out the will of the congregation and in performing the duties hereinafter required, shall at all times be amenable to the Ministry Council. In exercising its right of review over the transactions and business of the trustees, the Ministry Council shall not have power to overrule or countermand the provisions of the DISCIPLINE or the will of the congregation, but shall, on the contrary, require strict adherence thereto.

- a. **Election:** Five or more persons shall be elected as Trustees. They shall be members of the congregation, of legal age and in good standing. They shall be elected at the annual congregational meeting for a term of three years by members of the congregation, of legal age and in good standing. Any vacancy occurring shall be filled by the Trustees until the next annual meeting of the congregation, at which time the congregation shall elect a Trustee to fill the unexpired term. The Trustees shall be assigned to the Property Commission.
- b. **Meetings:** The Trustees shall conduct its business within the Property Commission. The Commission's secretary will keep an accurate record of all the business transactions for the Trustees, which shall at all times be open for inspection by the Local Conference, the Ministry Council, the Trustees and the congregation.

SECTION III Stewards: The Stewards shall oversee several areas of church ministry: (1) They will meet with the Ministry Council concerning the pastor's salary and other benefits recommended by Conference for the well being of the pastors and their families for ensuing fiscal year. Upon consultation with the Ministry Council, the Stewards shall present a salary proposal to the Finance Commission prior to the deadline set by the commission. The Stewards shall also be responsible for making the formal salary and benefit recommendation to the Local Conference session held after Annual Conference prior to the beginning of the new fiscal year. (2) They shall provide the bread and unfermented wine for the Holy Communion. (3) They shall be responsible for counting the offerings received in the worship services of Trinity Evangelical Congregational Church and make deposit of these funds in the church's

depository bank as designated by the Ministry Council. (4) They shall also give the report of these offerings to the Church Treasurer each week.

- a. Election: The Local Conference shall elect Stewards prior to the annual congregational meeting. Stewards shall be elected for a term of three years with one third of the number elected each year. The Stewards term shall begin with the Conference Year following their election. They shall be persons of accredited piety, who are familiar with the DISCIPLINE of the Evangelical Congregational Church and who possess the necessary ability to transact temporal business. The Pastor shall nominate the persons for the office of Steward, but in all cases at least twice the number to be elected shall be nominated. Election shall be made from the persons so nominated. The Local Conference shall be empowered to fill vacancies in the office of Steward. The Stewards are assigned to the Finance Commission.
- b. Organization: Within thirty (30) days following their election the Stewards shall meet and elect a Chairman, Vice-Chairman, a Recording Secretary and a Financial Secretary. The Chairman shall convene and preside at all meetings of the Stewards. The Recording Secretary shall keep a record of all transactions of the Stewards. The Financial Secretary shall keep an accurate record of the contributions of the individual members, as received through the church envelopes or individually identified contributions, and shall provide annual statements of their personal contributions to each member of the congregation.

SECTION IV – Missions Committee: The chairperson of this Committee shall be elected by the congregation from a list of nominees submitted to the Annual Congregational Meeting by the Nomination Committee. The term of office shall be (2) years. The duties and the responsibilities of the Adult Missionary Fellowship are included above in the Outreach Commission description. In the event of a vacancy in the Missions Committee chairmanship before the regular term of office has expired, the Committee has the authority to appoint a replacement to complete that term. Should the committee be unable to name a successor the vacancy may be filled by the Outreach Commission assisted by the nominating committee.

SECTION V - Class Leaders: Nominations for the Office of Class Leader shall be received at the regular midweek prayer meeting held on the first or second Wednesday of December. This list of nominees shall be passed on to the nominating committee, which will be considered for Class Leader on the ballot which will be ratified at the annual Congregational Meeting. Their term of office shall begin at the time of their approval by the congregation at the annual meeting and shall cease when a successor has been approved. *Their term of office shall be two years. The Class Leaders shall meet with the Pastor within thirty days after their approval by the congregation to elect a Head Class Leader. Head Class Leader shall sit on the Ministry Council.

- a. **Duties of Class Leaders:** The Class Leaders shall meet at least quarterly to plan for prayer meetings and to give prayerful consideration to the benevolent needs of the congregation. They shall be responsible for other duties as assigned to them on the policy manual and may be asked to serve as representatives on certain commissions in an advisory capacity. They are to be diligent students of the Word, to be an example of Christ-likeness, to lead and teach as the Lord directs for the edification of the church, to assist the pastors in giving spiritual oversight, and to be familiar with the scriptural basis of the Evangelical Congregational Church's doctrinal positions.

SECTION VI - Lay Delegate: The Lay Delegate is the representative of the church to the Annual Conference, and thus he is the liaison between the church and the conference. He shall share with other members of the Pastoral Relations Committee in providing the Conference Minister 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 charge to Annual 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 Official Board. He shall also assist in representing the Annual Conference in reporting to the Ministry Council and/or the congregation concerning actions and recommendations of the Annual Conference.

- a. **Eligibility:** The Lay Delegate must be of legal age, a member in good standing of Trinity Evangelical Congregational Church of Boyertown at least two years, a member of good judgment and able to make fair and honest decisions.
- b. **Election:** Nominations for Lay Delegate will be taken at the November's Ministry Council Meeting and will be elected at the Local Conference during January's meeting. If desired, an Alternate Lay Delegate may also be elected to serve in accordance with the disciplinary procedure.

- *Amendments to the By-Laws approved 1/25/98.
- *Amendments to the By-Laws approved 1/31/99.
- *Amendments to the By-Laws approved 2/06/00.
- *Amendments to the By-Laws approved 1/28/01.
- *Amendments to the By-Laws approved 1/21/04.
- *Amendments to the By-Laws approved 1/30/05.
- *Amendments to the By-Laws revised 1/2006.
- *Amendments to the By-Laws approved 01/28/07.
- *Amendments to the By-Laws approved 01/27/08.