

By-Laws  
Trinity Evangelical Congregational Church  
2012

Trinity E. C. Church  
250 Swinehart Road  
Boyertown, PA 19512

Approved January 29, 2012

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TRINITY EVANGELICAL CONGREGATIONAL CHURCH  
250 Swinehart Rd  
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**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 Leadership Team for review. The Leadership Team 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.

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### **SECTION III Vision, Mission and Passion**

#### **VISION: “A Place to Belong”**

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Trinity Church will be “*A Place to Belong*” for anyone who desires a place of spiritual nourishment or inquiry. We welcome people who haven’t yet decided about Jesus and desire to gather understanding about the Christian faith. We also cherish the opportunity to help those who are walking with Christ to grow deep, spiritual roots, and be built up in the faith.

#### **MISSION:**

As a congregation we recognize that God is challenging us to be *a people and a cause in motion!* Our mission is to be intentional about creating environments that help people to **Discover** a relationship with Jesus Christ, **Connect** with God’s people in meaningful ways, **Grow** deep in their personal faith in Christ, and **GO** into the world in Jesus’ name to winsomely draw others into this same spiritual life cycle.

#### **PASSION: Developing Faith — Strengthening Families — Making Friends**

Trinity will be a place where meaningful resources will be provided for the purpose of developing faith, strengthening the family unit, and cultivating meaningful friendships.

#### **CORE VALUES:**

1. Leading others to Discover a New or Renewed Relationship with Christ
2. Connecting God’s People Together in Meaningful Ways
3. Growing Deeper in Our Personal Faith in Christ
4. Going Into the World in Jesus’ Name to Draw Others to Christ

#### **OBJECTIVES:**

##### **1. Promote Biblical Truth**

The Bible is God’s truth and is the final measure of right belief and behavior.

##### **2. Strive for Excellence in Ministry**

- A. We will saturate and energize our lives with prayer, worship, and the Word as we are totally dependent on the presence and power of the Holy Spirit to accomplish anything for God’s Kingdom.
- B. All things done for the Lord should be done to the best of our abilities. Quality matters. Commitment counts.

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- C. Develop a strong leadership reserve through mentoring and “on the job” (apprentice) training.
- D. Strengthen and expand existing ministries to children and youth aimed at equipping the coming generation with a Christian worldview and the tools to explain and defend their faith in a skeptical culture.
- E. Develop a healthy network of servants which links individual spiritual gifts to real-time ministry needs.

**3. Emphasize Healthy Relationships**

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

**4. Honor our Heritage**

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.

**5. Demonstrate Biblical Unity**

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.

**6. Prioritize Discipleship**

- A. Jesus gives us the task of making disciples. A disciple seeks to think and act like Jesus, is intimate with God through prayer and scripture, faithful in giving and serving, ready to share their faith, and is accountable to others.
- B. Develop a logical and sequential Christian Education curriculum that is Bible based and moves learners toward spiritual maturity on a lifetime basis.
- C. Nurture the ability of people to relate intimately and honestly to God and others through the expectation that they will participate in small groups, Life-2-Life groups or accountability networks.

**7. Reach the Lost**

- A. The only way to God is through faith in Jesus Christ. 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 people are called and resources are available.

- B. Create opportunities for believers to make friends with pre-Christians and earn the right to share Jesus with them.
- C. Strengthen and 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.
- D. Serve as a training and resource center for the community and the denomination on a regional basis.

**8. Serve Unselfishly**

- A. The church exists to serve those outside, not be served by them. As our closeness to Jesus grows, personal rights diminish and group responsibility increases. Our facilities, money, and people are to be generously shared in ministry, not hoarded for their own sake.
- B. Every Christian is a “minister” called by Jesus to a life of service. The job of the church is to equip and empower people to do God’s work.

**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 Leadership Team. Letters of Transfer shall only be accepted from other E.C. congregations, and all applications for membership must be approved by the Leadership Team.

**SECTION III**

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 God’s Word.

#### **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 Leadership Team.

#### **SECTION V**

A member who has not been in good standing for a period of two years or more may become subject to the procedures for removal from membership as outlined in the 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. Any member that is deemed a member "*not in good standing*" for two years or more but does not desire to transfer/remove their membership will be placed on the inactive member list.

#### **SECTION VI**

The Official Membership Roll shall be reviewed and updated annually by the Grow Team. The Leadership Team shall take final action on Grow Team's 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 of 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 prior year, approve the operating budget, and hold elections for all necessary officers. This Annual Congregational Meeting shall also make recommendations to the Leadership Team and transact such other business as may come before it.

#### **SECTION II**

The Annual Congregational Meeting shall be scheduled and prepared by the Leadership Team. Notice of this meeting shall be publicly announced, at least two weeks immediately prior to the meeting, in Sunday services and through the various publications of the church.

### **SECTION III**

Special Meetings of the Congregation may be called by the Leadership Team and, except as otherwise provided for in the Discipline, upon the written request of ten percent of the members of the congregation in good standing. Notice of a Special Meeting shall be given in the same manner as the annual meeting. The announcement must contain a statement of the specific purpose of the special session and the special meeting agenda limited to only those items.

### **SECTION IV**

All members in good standing shall be entitled to vote at any regular or special meeting of the congregation. Members not in good standing and non-members may attend, but may not vote. On the following church property matters: building, rebuilding, remodeling, demolition, or relocating, and for the election of special offices, members must also be of legal age (18) to vote. Secret ballots shall be used for votes on the above matters.

### **SECTION V**

The Leadership Team President, or an officer appointed by the same, and the Lead Pastor will preside at the annual meeting, prepare the agenda in consultation with the Leadership Team, and appoint tellers for the elections.

### **SECTION VI**

The Secretary of the Leadership Team, or someone appointed by the Leadership Team President, shall be responsible for making and retaining an accurate record of the business transacted at each regular and special congregational meeting. The minutes of these sessions are to be approved by the Leadership Team and incorporated into the records of the same. These minutes shall be open to public inspection at all times. A hard copy will be kept in Trinity's front office.

### **SECTION VII**

An annual audit shall be performed by the Audit Committee as appointed by the Financial Advisor and approved by the Operations Team. This audit shall examine the accounts of the church treasuries. The Audit Committee shall provide a written report of the findings of their examination to the Leadership Team. *An audit by an external accounting firm shall be performed every fifth year.*

### **SECTION VIII**

Twenty percent of the voting members of the congregation (those listed as active) 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.

1. Devotions
2. Receipt of communications
3. Report of pastors
4. Report of church treasurer
5. Summary of written reports from church organizations
6. Questions about annual reports and opportunity to present reports not contained in the booklet
7. Approval of Leadership Team President
8. Approval of Discover, Connect, Grow & Go Team Leaders
9. Approval of Discover, Connect, Grow & Go Team members
10. Election of Property Committee members
11. Election of Leadership Team Members-at-large
12. Election of one Pastoral Relations Committee at-large-member
13. Election of Cornerstone Pre-school board members-at-large
14. Election of Church Historian when applicable
15. Unfinished or old business
16. New business/including approval of annual budget
17. Referral of minutes to Leadership Team for approval
18. 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 National 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 January Leadership Team/Operations Team combined meeting. The time and place of both regular and special meetings of the Local Conference shall be made known to the Conference Minister.

### SECTION II

**Membership:** The Local Conference consists of the members of the Leadership/Operations Team along with all itinerant and licensed preachers in the Evangelical Congregational Church who are members of Trinity, and the Conference Minister.

### SECTION III

**Duties:** The major duties of the Local Conference are to hear and process any charges brought against members of the congregation, approve the stationed pastor's salary statements, elect the Lay Delegate and the alternate lay delegate, 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.

## ARTICLE V - PASTORAL RELATIONS COMMITTEE

### SECTION I

**Purpose:**

Scripture and sensitivity to the relationship between pastor(s) and people will guide the PRC. The primary purpose of the PRC is to enhance the ministry of the Pastoral Staff to the congregation and their professional and spiritual growth as leaders. The PRC will:

1. Serve as a confidential consulting group
2. Conduct regular evaluations of full-time pastoral staff.
3. Develop and maintain accurate, dynamic job descriptions
4. Monitor their personal and relational health to their family and the congregation.
5. Provide opportunities for educational, personal and/or marital refreshment
6. Serve as a liaison between the pastors and the congregation
7. Serve as the liaison between the congregation and National Conference whenever a pastoral change is necessary (as detailed in the EC Discipline and special rules of National Conference.)
8. Evaluate pastoral salaries and make recommendations through the Finance Committee.

### SECTION II

**Membership:**

1. **Composition:** The Pastoral Relations Committee (PRC) shall include all full-time Pastoral Staff, Lay Delegate, Leadership Team President, and one Member-At-Large per each Pastoral Staff person represented on the committee. The PRC shall be composed of an odd number of people with at least five lay-members.
2. **At-Large Nominations:** The Pastoral Staff and the Lay Delegate will confer and present nominees to the combined Leadership Team/Operations Team meeting in January prior to the Annual Congregational Meeting. All members, both continuing and new shall be confirmed at the Local Conference.

### SECTION III

#### **Organization:**

The PRC Chair shall convene a meeting of the committee within thirty days of its appointment to elect a Chairperson, Vice Chair and Secretary, and to schedule its meetings for the year. Only lay members may serve as PRC officers.

### SECTION IV

**Meetings:** The PRC shall meet at least four times per year.

1. Additional meetings may be called by the Chairperson, Pastoral Staff member, Conference Minister, or Stationing Elder.
2. All PRC meetings should include every member of the committee. Secret meetings are forbidden.
3. The PRC may meet without the pastor(s) presence provided that the pastor(s) are informed of the meeting time, purpose, and agenda in advance, and minutes of the meeting are forwarded to the pastor(s).
4. Meetings for the purpose of discussing the dismissal of a pastor(s).
  - A. As soon as possible after the initial request to the PRC, a meeting of the PRC is to be held to determine if the request is warranted.
  - B. If the request is warranted it must be brought to the attention of the Leadership Team, the Conference Minister, and the Pastor(s).
  - C. All rules of the Denomination and the Discipline must be followed.
  - D. A meeting should be conducted with the PRC, the Conference Minister, and the Pastor(s) to determine what action / actions are required. *(As PRC meetings are confidential, only the above mentioned people will be present at these meetings.)*
    - i. If a warning only is required, action should be taken by the PRC with immediate notification to the Leadership Team.
    - ii. If dismissal is required, after notification to the Leadership Team, meetings must be conducted with the PRC, Pastor(s), and Conference Minister to hear from all parties involved. At the end of these meetings, and prior to the meeting where a vote is taken, there should be at least a one week time period. During this time period a meeting with the Leadership Team is required.
    - iii. A meeting must then be held by the PRC, along with the Conference Minister, to review all information from the parties involved and the Leadership Team's input. A vote is then taken. If requested and feasible, an extension in time may be allowed with approval of those mentioned above.

- iv. The results of the vote are to be written and sent to the Leadership Team, the Conference Minister, and the Pastor(s) over the signature of the PRC Chairperson. Verbal notifications are to be made as soon as possible by the PRC President or appointee.
- v. These By-Laws may be revised, per request of the PRC, Conference Minister, or Pastor(s), to meet any unique situation that may arise during the process with the approval of those mentioned above.
- vi. Congregational notification of the proceedings and the results are to be conducted by the decision of the Leadership Team.
- vii. Voting personnel are members of the PRC. The Conference Minister does not vote, and the pastors do not vote, but may be consulted.

**5. Meetings for the purpose of hiring a non-stationed pastor(s).**

- A. A committee is to be formed by a combination of the Leadership Team and PRC, with as many congregational members as is felt necessary.
- B. The Conference Minister is to be notified of the pending action and invited to be part of the committee.
- C. All rules of the Denomination and Discipline must be followed.
- D. The committee will elect a Chairperson and Secretary, keeping the Leadership Team and the PRC advised on their progress.
- E. Consultation with the Finance Committee must be held to determine the salary package and benefits.
- F. When the “final candidates” are identified, the committee is to include the PRC President, the Leadership Team President, the Parish Nurse, the Conference Minister, and all Pastors.
- G. When the final candidate is identified a report shall be submitted to the President of the PRC and the President of the Leadership Team. After the PRC and Leadership Team have met, the President of the Leadership Team shall send a letter to the President of the committee with the authorization to hire or reject the candidate.
- H. If the applicant accepts the position a letter shall be sent to the Conference Minister by the President of the Leadership Team.
- I. These By-Laws may be revised as needed to apply to the hiring of a non-denominational pastor(s) upon the approval of the PRC and Leadership Team.
- J. Congregational notification of the proceedings and the results are to be conducted by the decision of the Leadership Team.

## **SECTION V**

### **Reports:**

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

## **ARTICLE VI – THE LEADERSHIP TEAM**

### **SECTION I**

#### **Purpose:**

A Leadership Team shall be organized to conduct such temporal and spiritual affairs of the congregation as are not otherwise specifically reserved by the Discipline of the Evangelical Congregational Church to others. The Local Conference shall always have the right to review any action taken by the Leadership Team.

The Leadership Team is responsible for coordinating the activities of the Church through the Ministry Teams, and other standing and special committees that it may appoint. Through the Operations Team and Committees, the Leadership Team shall prepare an annual budget. It will also establish church policy and oversee the hiring and termination of non-stationed employees. The Leadership Team will develop the long range plan and develop and implement the Vision of the Church.

### **SECTION II**

#### **Membership:**

The membership of the Leadership Team shall consist of the full-time Pastoral Staff, Discover Team, Connect Team, Grow Team, Go Team and Operations Team leader, the Lay Delegate, and up to three At-Large-Members.

The congregation, at the annual meeting, will approve the Leadership Team members presented. Members shall be selected by the Leadership Team after training and apprenticeship. A biography of each new Leadership Team member will be presented to the congregation in written form a month prior to the annual meeting. All Leadership Team members are subject to annual renewal. After six consecutive years of serving, a sabbatical of at least one year will be mandatory, except for the Lay Delegate position. With the exception of staff members, couples may not serve on the Leadership Team together.

### **SECTION III**

#### **Organization:**

1. The pastoral staff will recommend a person to serve as the President of the Leadership Team.
2. A Vice President and a Secretary will be elected by the Leadership Team at the February meeting.
3. A Worship Assistant Chair will be appointed through Local Conference (to the Operations Team)
4. A Church Treasurer will be appointed to the Operations Team by the Leadership Team.

The President, Vice President, Secretary, Treasurer and Lay Delegate shall, for all purposes, constitute the officers of the incorporated congregation (When decisions pertain to church buildings/grounds the officers of the incorporated congregation will include the Operations Team Leader, Property Director and Property Committee representative will also be members of the executive board). Vacancies in these offices shall be filled by the Leadership Team.

#### **Voting Rights:**

Every duly selected full member of the Leadership Team shall be entitled to a single vote on all issues that require a ballot. If the situation arises, a spouse may not vote on a matter regarding the employment, salary, evaluation, or discipline of their partner. However, they shall be permitted to speak to such issues. An individual attending in place of the regular Leadership Team member can tender a written, signed proxy vote(s) from the team leader. The Leadership Team may conduct votes via e-mail if they deem it necessary for ministry to be carried out in a timely fashion. A quorum will consist of seven or more members present.

#### **Following are the respective duties of the officers:**

President - The President shall preside at all Leadership Team meetings and special or Annual Congregational Meetings. The President shall also enter into legal contractions at the request, and on behalf of, the Leadership Team. In case of a vacancy in the office of Church Treasurer, the President of the Leadership Team shall be authorized to assume the duties of the Church Treasurer until the vacancy is filled.

Vice-president - The Vice-President shall act as President of the Leadership Team in the absence of the President; and, in case of a vacancy in the office of President, shall assume those duties until Leadership Team action can be taken to fill the vacancy.

Secretary – The Secretary shall engage in any correspondence on behalf of the Leadership Team and the congregation as directed. The Secretary will also review and sign the official minutes of the Leadership Team meetings, Local Conference, and Annual Congregational Meeting once approved, and any other official documents as authorized by the Leadership Team. He or she will keep a copy of all minutes and supporting documents on file and make them available to the general congregation within thirty days of the meeting (requests for electronic copies can be made by congregants and a hard copy will be kept on file in the front office).

Executive Board - The aforementioned officers, along with the full-time Pastoral Staff, Treasurer and the Lay Delegate, form the Executive Committee of the Leadership Team (When decisions of the executive board pertain to church buildings/grounds the Operations Team Leader, Property Director and Property Committee representative will also be members of the executive board). The executive board shall be responsible for the appointing of Standing Committees annually following the organization of the Leadership Team. In case of an emergency, where it is not feasible to call a special Leadership Team meeting, the Executive Committee has the authority to act on behalf of the Leadership Team. Their action will be subject to ratification by the Leadership Team at their earliest convenience.

#### **SECTION IV**

##### **Meetings:**

The Leadership Team shall convene at least four regular meetings and two combined meetings with the Operations Team each calendar year. Special meetings may be convened with due notice by a member of the pastoral staff, the Leadership Team President, or at the request of three members of the Leadership Team. A quorum will consist of seven or more members present.

#### **SECTION V**

##### **Duties:**

The Leadership Team has the following responsibilities:

1. To carry out any directives of the Local Conference and of the congregation.
2. To guard the spiritual life of the congregation.
3. To approve and receive new members.
4. To approve or disapprove letters of transfer, pertaining to both the reception and dismissal of members.
5. To call and provide for regular and special meetings of the congregation.
6. To hire or discharge all church employees, with the exception of Conference Stationed Pastor(s), and determine to set salaries of said employees.

## **SECTION VI**

### **Working Groups:**

When necessary the Leadership Team shall create a Working Group to expedite the tasks of the Leadership Team. Members of the team, as well as other members of the congregation, are eligible for appointment to these committees. The Executive Committee shall have the authority to designate individuals, other than members of the Leadership Team, to chair the working group. The work of all committees shall be supervised by and subject to final approval by the Leadership Team. Every working group must have at least one member of the Leadership Team or Operations Team, who will serve as a liaison person from that committee to the Leadership Team.

## **SECTION VII**

### **Finances:**

1. Contributions - The congregation shall be supported by voluntary contributions from the members and friends of the congregation. Fundraising by any auxiliary organization must be approved by the Operations Team.
2. Fiscal Year - shall be the calendar year.
3. Church Budget - All organizations of the church, and persons responsible for expenditures of funds, shall submit to the Finance Committee a complete estimate of expenditures for their organization by the deadline set by the Finance Committee. Any organization failing to do so will be allotted an amount commensurate with their spending during the previous year.
4. The Ministry Teams, 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.

## **SECTION VIII**

### **Office Holding:**

No one shall be permitted to hold more than one of the following offices simultaneously: Leadership Team President, Church Treasurer, or Team Leader (Discover, Connect, Grow, Go, Operations).

## SECTION IX

### **Leadership Team Oversight of Ministry Teams:**

The Leadership Team may recommend policy changes to the Ministry Teams. Upon a 2/3 vote of those present, it may rescind a Ministry Team policy decision. The Leadership Team can assign specific duties to a Ministry Team and clarify its authority over particular areas. The Leadership Team clarifies budget categories for a particular Ministry Team, and reserves the right to direct a Ministry Team to delay or reduce their expenditures to insure the financial integrity of the church.

## ARTICLE VII – MINISTRY TEAMS

### SECTION I

#### **Purpose:**

The Ministry Team evaluates, plans, and executes its ministry according to its purpose statement to fulfill its portion of Trinity's Vision.

### SECTION II

#### **Organization:**

Ministry Teams will parallel the Vision of Trinity Church. These will include: Discover, Connect, Grow, Go and Operations.

1. Ministry Teams shall meet, as they determine, in consultation with the Leadership Team.
2. Team leaders must be members of Trinity E. C. Church in good standing, will be elected by the team within the team, will be approved by the Leadership Team, and presented to the congregation for approval at the annual meeting. Team Leaders serve a two year term. If a new Team Leader is elected, the current Team Leader will apprentice their replacement in a shared training ministry.
3. Team members are chosen by the team through common consent. All team members will be submitted to the congregation for approval at the annual meeting. All teams will have an odd number of people serving on them; and all teams will have at least five members, four of whom must be lay-persons.
4. In the event a new ministry is proposed under a Ministry Team it must be approved by the Leadership Team according to the prescribed procedures.
5. Special meetings may be convened by any full-time Pastoral Staff, the Team Leader, or at the request of four members of the Ministry Team. Due notice of special meetings shall be given to membership of the Ministry Team.

### **SECTION III**

#### **Membership:**

The members of each Ministry Team shall be appointed by the ministry that it represents.

1. Ministry Teams shall approve designated representatives. The representative need not be a member of the church.

### **SECTION IV**

#### **Duties:**

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

1. Ministry Teams must report their actions to the Leadership Team.
2. Ministry Teams may authorize the expenditure of funds allocated in the annual budget for the areas for which they are accountable.
3. Ministry Teams may not overspend their budget without Leadership Team approval.
4. Ministry Teams may appoint volunteer staff to implement programs they develop.

### **SECTION V**

#### **Oversight of Ministries:**

The ministry team shall have oversight of the activities of its ministries:

1. Ministry Teams shall advise ministries on planned activities and policy, maintain a policy manual for all ministries under its umbrella, and may rescind a planned activity or policy of a ministry upon consent of the team. The Ministry Team can create and disband committees as the focus and effectiveness of the ministry changes.
2. Ministry Teams shall exercise budgetary oversight of each committee. If a special request is made by a representative, the Ministry Team shall present the request to the Leadership Team.
3. Ministry Teams shall populate all ministries that are part of their vision.

## **ARTICLE VIII – DISCOVER TEAM**

### **SECTION I**

**Purpose:**

To help people discover a relationship with Jesus Christ and to create environments where that can happen, both inside and outside of the walls of Trinity Church.

### **SECTION II**

**Goals:**

1. Bringing others into environments which provide an open door for the Gospel.
2. Leading seekers to become fellow believers in the redemption of Christ.
3. Connecting fellow worshipers with others walking with Christ.

### **SECTION III**

**Current Ministry Areas:**

1. Hospitality / Foyer Management
  - A. Discover Center
  - B. Connect, Grow and Go Information Centers
  - C. Greeters
  - D. Coffee Bar
2. On-Site Events / Community Outreach
3. Decoration
4. Stage Management
5. Music
6. Sound and Projection
7. Worship Service Evaluation
8. Media / Web

## ARTICLE IX – CONNECT TEAM

### SECTION I

**Purpose:**

To provide environments of community where new believers, attendees, and members can begin to develop meaningful relationships through connection to fellowship and service.

### SECTION II

**Ministry Areas:**

Senior Fellowship	Men’s Ministry	Women’s Ministry
Young Adult Ministry	Youth Ministry	Children’s Ministry
Fellowship Groups	Sunshine Committee	Meals Ministry Coordinator
Prayer Chain Coordinator	Kitchen Committee Chairperson	
Pastoral Representative		
Pastoral Ministries –Visitation pastor, Parish Nurse, Friendship Connection Rep.		

### SECTION III

**Goals:**

1. Receive names of seekers and new believers from the Discover Team and plan ways to CONNECT them into the life of our fellowship, through existing groups, or the creation of new groups.
2. Encourage existing groups of connected believers to pursue Spiritual growth opportunities through connection with the GROW team.
3. Evaluate the movement of people from larger CONNECT groups to smaller growth groups.
4. Create and maintain pastoral ministries that heal disciples so they can move into growth.
5. Provide opportunities for connection through fellowship and service.
6. Creatively “market” connection opportunities.
7. Develop mentoring of newly connected believers by those currently involved in CONNECT ministries.
8. Recognize the service of individuals throughout the year.

## **ARTICLE X – GROW TEAM**

### **SECTION I**

**Purpose:**

The Grow Team shall assist people in becoming mature disciples of Jesus Christ.

### **SECTION II**

**Current Ministry areas of the Grow Team include:**

1. Adult Christian Education
2. Small Group Discipleship Ministry
3. Life-2-Life Discipleship Ministry
4. Discipleship Training Opportunities

### **SECTION III**

**Goals:**

1. Evaluate the spiritual maturity of the congregation based on the Three Core Relationships and practices.
  - A. Growing in intimacy with Jesus
  - B. Growing in community with a few other disciples.
  - C. Intentionally forming relationships with seekers (those still deciding about a relationship with Jesus).
2. Develop spiritual growth opportunities for connected disciples.
3. Oversee the recruiting, training and encouragement of Life-2-Life and Bible Study leaders.
4. Plan seminars and opportunities to strengthen identified spiritual growth needs.
5. Link with the Go Team to strategize ways to move reproducing disciples out of their comfort zone into a direct witness for Jesus Christ.
6. Welcome reproducing disciples, who are moving out of their comfort zones, into growing ministries.
7. The Grow Team shall be responsible to consider the application for reception into, and dismissal from, the membership of the congregation, and submit the recommendation of suitable action in each case to the Leadership Team.

## ARTICLE XI – GO TEAM

### SECTION I

**Purpose:**

The purpose of the Go Team is to lead reproducing disciples from their comfort zone to impact the lives of pre-Christians both locally and globally. We will be a people and a cause in motion; reaching for new people in new places.

**Missions Committee:**

The Missions Committee shall provide the leadership for carrying out the Great Commission, supporting missionaries at home and cross culturally and through Global Ministries of the Evangelical Congregational National Conference.

### SECTION II

**Membership**

The current Go Team includes the Go Team Leader, Missions Committee Chair, Missions Committee Treasurer, a pastoral staff representative and at least three others by common consent.

### SECTION III

**Goals:**

1. To educate, train, and equip Reproducing Disciples toward local, regional, national, and international evangelism, discipleship, and caring.
2. To promote intercessory prayer
3. To promote sacrificial giving to support missions
4. To educate, train, and equip disciples to respond biblically to contemporary, relevant issues
5. To encourage support for career missionaries
6. To support and assist congregants who have answered the call to enter the mission field.
7. To meet with current leaders in order to understand the challenges they face and build a strong, supportive, and cohesive relationship throughout the Go ministry.
8. To analyze current programs and efforts in order to streamline and simplify the Go Ministry
9. To prepare people through prayer, education, and all means necessary to be confident and empowered so they can boldly take the Gospel to a secular world.

10. To help people to discover their purpose in God's plan.
11. To motivate everyone to face the challenge of sharing their faith wherever they are.
12. To apply the aspects of Discover, Connect, Grow and Go as they pertain to the church body, our individual journey and our daily walk with Christ.

## **ARTICLE XII – OPERATIONS TEAM**

### **SECTION I**

**Purpose:**

To provide a supportive skeletal structure in which the “machine” of the church can run efficiently, and thus, set God's people free to fulfill the great commission of Christ. The Operations Team will be the “thumb” on the hand that makes up the five teams in our governance structure. The Discover, Connect, Grow, and Go Teams will all look to the Operations Team to help them accomplish their goals.

### **SECTION II**

**Membership:**

The Operations Team members include the Church Treasurer, Director of Property, Property Committee Representative, Worship Assistant Chair, Financial Advisor, President of the Pastoral Relations Committee, Informational Technology Representative, Administration Representative, and a Pastoral Representative.

1. A team Leader shall be elected from the Operation Team membership and approved by the Leadership Team and Congregation.
2. A Worship Assistants Chair presides over Recording Accountant(s), Ushers, Counters, and Communion attendants.
3. The Church Treasurer shall receive notice from the recording accountant of the money deposited in the church's account, and keep accurate records of the same. He or she shall make records available for inspection by the Leadership Team and the auditors. He or she shall pay all bills of the congregation by check as instructed by the Leadership Team. The Treasurer shall report to the Operations Team 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 National Conference and the local congregation.
4. The President of the Pastoral Relations Committee shall lead the PRC in providing care for the well-being of the pastoral staff.
5. The Financial Advisor shall provide leadership and counsel in all financial areas and chair the Finance Committee.

6. The Property Director gives leadership to the property committee and works together with the property committee representative to care for the buildings and grounds of the church.
7. The Information Technology Representative shall provide the Operations Team with advice in areas related to information technology.

### **SECTION III**

#### **Duties:**

1. Working through the Finance Committee, the Operations Team will be tasked with putting together a budget for the fiscal year and presenting it to the Leadership Team for final approval.
2. Working through the Property Committee, the Operations Team will also be responsible for the management, improvement, repair, and replacement of all church owned property and vehicles.
3. Working through the Worship Assistants, the Operations Team will provide the bread and unfermented wine for the celebration of Holy Communion. 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 Leadership Team. They shall also give the report of these offerings to the Church Treasurer each week.
4. Working through the Information Technology Team, the Operations Team will implement information technology that will advance the ministry of Trinity.

### **SECTION IV**

#### **Committees:**

##### **1. Finance Committee**

The Finance Committee 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.

##### **A. Membership:**

The membership of the Finance Committee shall consist of the Financial Advisor, Treasurer, Pastoral Relations Chair, Leadership Team President and a Pastoral Representative. Other members may be invited to participate as the committee deems necessary.

**B. Duties:**

The Finance Committee is responsible for the following through its various sub-committees:

- i. Developing and presenting the Annual Budget to the Leadership Team and Congregational Meeting. This includes the recommendations of the PRC for pastoral salaries and suggestions for salaries and wages of all other church employees and staff. The committee may also suggest changes in the budget format or process.
- ii. Evaluating the level of congregational giving and suggest ways in which to increase the commitment to biblical stewardship.
- iii. Conducting special fundraising appeals, or informing the congregation of specific major needs as authorized by the Leadership Team.
- iv. Recommending policies to insure the safe and accurate handling of funds and financial records, as well as overseeing the annual audit.
- v. Making recommendations to the Leadership Team regarding the employment or termination of the Church Treasurer / and Payroll Treasurer.
- vi. Providing the Leadership Team, through the Treasurer and Financial Advisor, accurate bi-monthly data on the spending for each ministry team and quarterly updates on budget performance.
- vii. Providing through the Worship Assistant Chair 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 committee is responsible for providing the envelopes and making suggestions pertaining to changes in the style or system used.
- viii. In consultation with the Leadership Team, the Finance Committee shall 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 Operations Team 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.
- ix. 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 Leadership Team regarding a stewardship program for Trinity Church.
- x. Review all contracts greater than one year and make a recommendation to the Leadership Team.

**C. Subcommittees:**

i. Audit Committee:

The Finance Committee shall form the Audit Committee which is chaired by the Financial Advisor for the annual review. Upon completion of the audit a report is presented to the Leadership Team and the Treasurer.

ii. Budget Committee:

The Budget Committee, chaired by the Financial Advisor and vice chaired by the Operations Team Leader, shall work with PRC and the Leadership Team to develop a budget for the Annual Congregational Meeting. The committee shall provide guidance on the financial future of the church. They will recommend target changes in spending and non-pastoral salaries for the up-coming budget. They will receive PRC recommendations for Pastoral Compensation, and present the PRC recommendation with their own recommendation to the Leadership Team. The Financial Advisor 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. If the Financial Advisor IS the Operations Team Leader a vice chair will be elected by the Budget Committee.

**2. Property Committee**

**A. Purpose:**

The Property Committee is responsible for the management, improvement, repair, and replacement of all church owned property and vehicles.

**B. Membership:**

The members of the Property Committee shall consist of the Property Director (a part-time paid staff position) and seven other individuals. The Property Committee shall be chaired by the Property Director and he will NOT be a voting member. The other Property Committee members will be elected by the congregation at the Annual Congregational Meeting and will serve two year terms. No member of the Property Committee, except the Property Director, will serve more than three consecutive terms (six years) and must be inactive at least one year before their name is included on the ballot again. The Property Committee will elect a Vice-Chair, and that individual will sit on the Operations Team with the Property Director as a property committee representative.

**C. Duties:**

Through its sub-committees, the following responsibilities are to be completed, along with others that may be assigned by the Leadership Team:

- i. To evaluate the insurance needs of the church and provide recommendations to the Operations Team which would maintain sufficient coverage.
- ii. To assist the Office Staff in developing policies for the use of church property and establish rental fees in conjunction with the church staff.
- iii. Scheduled maintenance items to insure reliable functioning of the church facility. An inspection of the church properties should be made on an annual basis.
- iv. To keep complete records on file of building prints and information of property and utility lines, etc., affecting the property.
- v. To see that our structure and vehicles are operated in compliance with current codes and laws.
- vi. To make recommendations to the Human Resource Committee with regard to the employment or termination of custodian and/or groundskeeper.
- vii. To give guidance to the Human Resources Committee in providing job descriptions for those positions mentioned above.
- viii. The committee will make a recommendation on salary and benefits for the custodian and groundskeepers to the Finance Committee.
- ix. To make recommendations and requests regarding maintenance and property needs to the Operations Team.
- x. To negotiate for the purchase, rental, lease, mortgage, or sale of property as authorized by the Leadership Team.

**3. Human Resource (HR) Committee**

The HR Committee exists to oversee the relationship between the non-pastoral staff and church.

**A. Membership:**

The membership of the HR Committee shall consist of the Lead Pastor, President of the Leadership Team, Operations Team Leader, and an at-large member appointed by the Leadership Team.

**B. Duties:**

The HR Committee responsible for:

- i. Recommending policies related to employment of non-pastoral staff to the Operations Team.
- ii. Evaluating non-pastoral staff.
- iii. Providing employees an opportunity to talk to leadership about employment matters.
- iv. Assessing current staffing needs, making recommendations on job responsibilities and staffing needs to Operations Team.

**4. Information Technology Team**

The Information Technology Team advises the Operations Team on matters related to information technology.

**A. Membership:**

The team consists of three members appointed by the Operations Team. The team shall provide a member to attend the Operations Team meetings.

**B. Duties:**

The IT Team is responsible for:

- i. Reviewing IT proposals presented to Ops by Teams, and making a recommendation to Operations Team.
- ii. Assessing current IT equipment and software.
- iii. Making recommendations on IT needs and upgrades.
- iv. Purchasing, assembling and disposing of IT equipment.

**ARTICLE XIII - ELECTED OFFICERS**

**SECTION I**

**Purpose:**

Our congregation is guided by the Discipline of 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: Property Committee members, Missions Committee Chair, Class Leaders, and Lay Delegate.

## SECTION II

### **Property Committee Members:**

With respect to building and grounds, the congregation operates through its Property Committee members, who are elected by the congregation. The PCM are subject to the will of the congregation as this is expressed in properly called congregational meetings; provided, however, that the PCM in carrying out the will of the congregation, and in performing the duties hereinafter required, shall at all times be amenable to the Leadership Team. In exercising its right of review over the transactions and business of the Property Committee, the Leadership Team 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.

1. Election: Seven persons shall be elected as Property Committee Members. 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 two years by members of the congregation, of legal age, and in good standing. Any vacancy occurring shall be filled by the Property Committee until the next annual meeting of the congregation, at which time the congregation shall elect a PCM to fill the unexpired term.
2. Meetings: The PCM shall conduct its business as a sub-committee of the Operations Team. The Committee's secretary will keep an accurate record of all the business transactions for the Property Committee, which shall at all times be open for inspection by the Local Conference, the Leadership Team, and the congregation.

## SECTION III

### **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 missions committee. The term of office shall be two years. In the event of a vacancy in the Missions Committee chair 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 Leadership Team.

## SECTION IV

### **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 Leadership Team, to 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.

1. Duties: 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 in 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 V

### **Lay Delegate:**

The Lay Delegate is the representative of the church to the National Conference of the E. C. Church, and thus he is the liaison between the church and the denomination. 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 National Conference for an appropriation. It is the Lay Delegate's responsibility to assist in welcoming the newly assigned Pastor into the fellowship of the congregation and Leadership Team. He shall also assist in representing the National Conference in reporting to the Leadership Team and/or the congregation concerning actions and recommendations of the National Conference.

1. 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.
2. Election: Nominations for Lay Delegate will be taken at the December's Leadership Team meeting and will be elected at the Local Conference during January's combined Leadership Team/Operation Team meeting. If desired, an Alternate Lay Delegate may also be elected to serve in accordance with the disciplinary procedure.

## **SECTION VI**

### **Leadership Team Members At-Large:**

The Leadership Team will have up to three at-large positions. Any member in good standing may choose to run for an At-large Leadership Team position which will be a two year term. A person may serve three consecutive terms and then must sit for at least one year.

## **SECTION VII**

### **Pastoral Relations Committee-At-Large:**

The Pastoral Relations Committee will have one at-large member per full-time pastoral staff member. One of these at-large positions will be appointed by the local conference when it convenes after the Annual Congregational Meeting. Any member in good standing may choose to submit their name for an at-large PRC position, which will be a three year term.