

INTRODUCTION

Trinity Bible Church of Severna Park, Inc. (TBC) was legally created by its Articles of Incorporation executed on November 25, 1968. The Articles of Incorporation have nine parts, ranging from creating TBC as a religious corporation to what would happen should TBC be terminated. The Articles specify the Church shall be governed by the By-Laws as amended. The Articles are on file at TBC and copies are available.

There are five different prior sets of By-Laws in the TBC files as indicated below:

1. It is assumed that the seven page edition is the first set and was adopted in or near 1968 or 1969. It states that “The Church is a member of the Full Gospel Fellowship of Churches and Ministers International.”
2. A slightly longer set of By-Laws was approved on June 1, 1986.
3. A third undated set entitled Constitution and By-Laws for the first time includes “Tenets of Faith.”
4. A fourth edition, undated, includes a “Doctrinal Statement” (What We Believe) and on the cover states “Preaching the Whole Gospel to the Whole Man.”
5. The fifth and most recent edition of the By-Laws, adopted on January 28, 1998, no longer includes Elders within the decision-making framework of TBC and for the first time does not state that “The Church is a member of the Full Gospel Fellowship of Churches and Ministers International.”

What follows are the current By-Laws approved on October 10, 2015 that govern the functioning and activities of TBC. The By-Laws are preceded by our Doctrinal (We Believe That) Statement. The By-Laws begin with three most important pronouncements:

- **The government of this Church is vested in the body of believers who compose it, regardless of race or national origin.**
- **TBC is subject to control of no other ecclesiastical body.**
- **The Scriptures are Trinity Bible Church’s final authority in matters of faith and practice.**

This 2015 edition of TBC’s By-Laws was crafted by the Lord’s leading in reviewing TBC’s past and current activities and potential future activities. Additionally, guidance provided in response to the June 2015 United States Supreme Court decision regarding same-sex marriage was incorporated in these By-Laws.

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TRINITY BIBLE CHURCH
Severna Park, Maryland

DOCTRINAL STATEMENT
WE BELIEVE THAT

THE SCRIPTURES

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It has God for its author, truth without any mixture of error, and is the authoritative rule of faith and conduct.

TRIUNE GOD

God the Father, Son, and Holy Spirit. They are three distinct persons, eternally co-existent, but without division of nature or being.

GOD:

There is one living and true God. He is the creator, sustainer, and ruler of the universe. He reveals Himself to us as God the Father, Son, and Holy Spirit. They are three distinct persons, eternally co-existent, but without division of nature or being. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

CHRIST:

Jesus Christ is the eternal Son of God. The Scriptures declare His virgin birth, His sinless life, His miracles, His sacrificial death on the cross, His bodily resurrection from the dead, and His ascension to the right hand of God.

SPIRIT FILLED LIFE:

The Holy Spirit lives within the heart of every believer. His purpose is to baptize, seal, empower, convict, comfort, guide, and teach the believers, so that they may become Christ-like, displaying the fruits of the Spirit, and exercising the gifts of the Spirit.

SANCTITY OF HUMAN LIFE

All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

MAN

Man was created by the direct act of God, in His own image, and is the crowning work of His creation. In the beginning man was innocent of sin and given freedom of choice. Man chose to sin against God, thereby bringing not only physical death but also spiritual death, which is separation from God.

MARRIAGE AND SEXUALITY

God wonderfully and immutably creates each person as male or female. Because God has ordained marriage and defined it as a covenant relationship between a biological man and woman, and Himself, Trinity Bible Church will only recognize marriage between a biological man and a biological woman. These two distinct, complementary genders together reflect the image and nature of God. The term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as described in scripture. (Gen. 2:18-25). The Pastors and staff of Trinity Bible Church shall only participate in weddings and solemnize marriages between one man and one woman.

We believe that God intends sexual intimacy to occur only between a man and woman who are married to each other, God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.

SALVATION

Salvation is available to all who repent of their sin and place their faith and trust in Jesus Christ as their Lord and Savior. Christ alone provided eternal redemption by His sacrificial death on the cross and His resurrection from the dead. Regeneration is a process through which believers become a new creation by the Holy Spirit.

THE CHURCH

A New Testament Church of the Lord Jesus Christ is a local fellowship of believers who are united by their mutual faith in Jesus Christ and His teachings. This fellowship observes the two ordinances of Christ, the Lord’s Supper and Baptism, as well as allows for the exercising of all spiritual gifts.

BAPTISM

Christian baptism is the immersion of a believer in water in the name of the Father, Son, and Holy Spirit. It is a public act of obedience symbolizing the believer's death to sin and newness of life in Jesus Christ.

LORD'S SUPPER

The Lord's Supper is a somber and symbolic act of obedience whereby Christians, through partaking of the bread and wine, memorialize the death of the Redeemer and anticipate His second coming.

SECOND COMING

According to His promise, Jesus Christ will return personally and visibly in glory to the earth at the appointed time. The dead will be raised, and Christ will judge all in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected bodies will receive their reward and will live forever with the Lord.

Trinity Bible Church believes the Scriptures are its final authority in matters of faith and practice.

BY-LAWS OF TRINITY BIBLE CHURCH

SECTION I. STATEMENT OF FINAL AUTHORITY

The Doctrinal Statement of Trinity Bible Church does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with the final authority concerning truth, morality and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Trinity Bible Church's faith, doctrine, practice, policy, and discipline, our Senior Pastor in consultation with the Board of Deacons/Deaconesses and Board of Trustees is Trinity Bible Church's final interpretive authority on the Bible's meaning and application.

SECTION II. CHURCH GOVERNMENT

The name of this Church shall be Trinity Bible Church of Severna Park, Inc. The government of this Church is vested in the body of believers who compose it, regardless of race or national origin. It is subject to the control of no other ecclesiastical body.

ARTICLE I. MEMBERSHIP

1. QUALIFICATIONS:

The membership of this Church shall consist of such persons who have received Jesus Christ as their Savior and Lord, and accepted the Scriptures as the infallible Word of God. The Senior Pastor shall examine the Christian experience of prospective members, and if coming from other churches, review their letters of dismissal and recommendation or satisfactory substitutes thereof. Any person desiring to become a member of Trinity Bible Church shall be first counseled by the Senior Pastor and/or the Deacons and given a copy of our Doctrinal

Statement and the By-Laws and after understanding them and agreeing with them, then they will be extended the right hand of fellowship to this body of Christ.

2. DUTIES:

Members are expected, first of all, to be faithful in all the duties essential to the Christian life, and to attend faithfully the services of this Church, to give regularly for the support and its causes, and to share in its organized work.

3. RIGHTS-VOTING MEMBERS:

Members in good and sound standing, who have reached the age of eighteen, (or majority, if required by law), who do not hold letters of dismissal or termination, have participated in Church activities in the year prior to a vote and contributed to the financial support of the Church within the year prior to a vote may vote as stated throughout these By-Laws.

4. TERMINATION:

The continuance of membership shall be subject to the principles and usages of this Church, as follows:

- a. Any member in good and regular standing who desires a letter of dismissal and recommendation to another church is entitled to receive it upon his/her request. This letter shall be valid as a recommendation for only six months from its date, unless renewed, and this restriction shall be stated in the letter.
- b. If a member in good standing requests to be released from his/her covenant to this Church for reasons which the Church may finally deem satisfactory, after it shall have patiently and kindly endeavored to secure his/her continuance in its fellowship, and the member continues to want to be released, such request will be granted and his/her membership terminated.
- c. After counseling by the Senior Pastor in consultation with the Board of Deacons and a kindly effort has been made to make such action unnecessary, a member may be terminated who has not attended for a period of one year, has become a nonresident, or has not contributed to the support of the Church for a year.
- d. Should a member become an offense to the Church and/or its good name by reason of immoral or unchristian conduct or continue a persistent breach of his/her covenant vows, after counseling by the Senior Pastor in consultation with the Deacons, and after faithful efforts have been made to bring such member to repentance and change, such member's membership may be terminated.
- e. The membership of no person shall be terminated except by letter of recommendation from the Senior Pastor which shall be discussed at a Deacons meeting. There shall be at least a thirty (30) day waiting period after action is taken at a Board of Deacons meeting before the decision is final and a letter is sent.
- f. When there is a letter recommending termination of a member or a member has been terminated, he may appeal that action to the Church membership. A vote of seventy-

five percent (75%) of the voting membership present at the meeting where this matter is discussed shall be required to reverse a termination action.

5. RESTORATION:

Any person whose membership has been terminated for any offense may, after counseling by the Senior Pastor, who shall consult with the Board of Deacons, be restored upon evidence of his repentance and reformation, or, if on account of continued absence, upon satisfactory explanation. Pending restoration actions shall be brought to the attention of the congregation by the Senior Pastor at least two (2) weeks before they take effect. Any member prior to restoration must indicate his/her agreement with the qualifications for membership as stated in Section II, Article I, 1.

SECTION III. CHURCH CORPORATION

ARTICLE I. BOARD OF TRUSTEES:

1. QUALIFICATIONS:

Every Trustee before taking office must be a member of the Church in good standing having agreed with the qualifications for membership as stated in Section II, Article I,1. The Corporation is managed by the Trustees, elected by the membership of the Church and the Trustees shall report regularly and shall be under the control of the membership of the Church.

2. ELECTION:

The Board of Trustees will consist of a maximum of twelve (12) members. The members of the Board of Trustees shall be elected as specified in Section VI, Article VI. of these By-Laws.

3. TERM:

One-third of the members of the Board of Trustees shall be elected at each annual business meeting and shall serve for three (3) years. The Board members will serve staggered terms, that is, all Trustees shall not be subject to election at the same time. The Trustees may be eligible for reelection.

4. DUTIES:

The duties of the Board of Trustees follow:

- a. The Trustees shall be responsible for the care of Church property. They shall also be responsible for the financial affairs of the Church, including the counting of the offerings, the deposit of any funds in the bank account in the Church's name, and supervision of the Financial Secretary.
- b. The Trustees shall not, however, have any power to buy, sell, mortgage, lease, or transfer any real property or undertake any capital project in excess of twenty-five percent (25%) of the Annual Budget without a majority affirmative vote of the voting membership in attendance at a duly constituted meeting of the Church.
- c. The Board of Trustees is authorized to:

- 1) Make and present proposed amendments to the By-Laws to the congregation for approval by a two-thirds (2/3) vote of the voting members. The vote can be a combination of in-person and mail ballots.
 - 2) Fix the time and place for regular and special meetings of the Board of Trustees and the congregation of the Church.
 - 3) Create committees as it shall deem desirable and necessary.
 - 4) Fill any vacancies which may occur on the Board of Trustees for the unexpired term of which such vacancies occur.
 - 5) Do and perform all acts in connection with the control and management of the Corporation unless such powers are limited by the Articles of Incorporation or by the corporate laws of the State of Maryland or by the By-Laws as amended from time to time.
- d. The Finance Committee appointed by the Board of Trustees, in consultation with the Pastor and leaders of various departments, shall prepare and submit to the Church for approval at its annual business meeting (or at such other time as may be deemed best by the Board of Trustees) a yearly budget, indicating by items the amount needed to cover all yearly expenses and for other purposes or other approved causes.
 - e. All Church funds, except personal gifts, for any and all purposes, shall pass through the hands of the Treasurer and be properly recorded on the books of the Church. The expenses of all departments, as approved by the Church, shall be paid from the Church checking account as heretofore provided.

5. TERMINATION:

Upon noncompliance of duties, a simple majority of the Board of Trustees may terminate any Trustee of the Corporation.

SECTION IV. CHURCH CORPORATION OFFICERS

ARTICLE I. CHAIRMAN OF THE BOARD OF TRUSTEES

1. QUALIFICATIONS:

The Chairman of the Board of Trustees shall be a member of the Church in good standing having agreed with the qualifications for membership as stated in Section II, Article I,1.

2. ELECTION:

A Chairman of the Board of Trustees shall be elected by a majority vote of the Board of Trustees at the first meeting of the Board following each annual meeting.

3. TERM:

Term of the office shall be one year and may be eligible for reelection.

4. DUTIES:

The Chairman of the Board of Trustees shall preside at all meetings of the Board of Trustees or in his/her absence the Vice Chairman shall preside. He/she may sign and execute all contracts or other obligations in the name of the Corporation that have been approved by the Board of Trustees. The congregation (Church members) will be informed before any contract in the amount of \$5,000.00 or more is executed. The Chairman of the Board of Trustees in conjunction with the Senior Pastor will serve as moderator at the quarterly business meetings of the congregation (Church members).

ARTICLE II. VICE CHAIRMAN OF THE BOARD OF TRUSTEES

1. QUALIFICATIONS:

The Vice Chairman of the Board of Trustees shall be a member of the Church in good standing having agreed with the qualifications for membership as stated in Section II, Article I,1.

2. ELECTION:

A Vice Chairman of the Board of Trustees shall be elected by a majority vote of the Board of Trustees at the first meeting of the Board following each annual meeting.

3. TERM:

Term of office shall be one year and may be eligible for reelection.

4. DUTIES:

In the absence of the Chairman of the Board of Trustees, the Vice Chairman shall preside at the meetings of the Board of Trustees. In the absence of the Chairman, the Vice Chairman may sign and execute all contracts or other obligations in the name of the Corporation as provided for by Section IV, Article I, 4. In the absence of the Senior Pastor and the Chairman, the Vice Chairman shall serve as moderator at the quarterly business meetings of the congregation (Church members).

ARTICLE III. TREASURER OF THE CHURCH

1. QUALIFICATIONS:

The Treasurer of the Church shall be a member of the Church in good standing having agreed with the qualifications for membership as stated in Section II, Article I. 1.

2. ELECTION:

The Treasurer of the Church shall be a member of the Board of Trustees and shall be elected by a majority vote of the Board of Trustees at the first meeting of the Board following each annual meeting.

3. TERM:

Term of office shall be one year and may be eligible for reelection.

4. DUTIES:

It shall be the duty of the Treasurer to:

- a. Receive, preserve, and payout all money or things of value paid or given to the Church, keeping at all times an itemized account of all receipts and disbursements.
- b. Pay bills for all work and expenses promptly by check with the approval of the Board of Trustees. The Treasurer and one (1) authorized Trustee shall sign every check and where necessary review the invoice and the amount of the check.
- c. The Treasurer and three (3) other authorized Trustees shall be on the bank account signature cards in the Church's name.
- d. Render to the Trustees at each regular meeting an itemized report of receipts and disbursements for the preceding period, and this report shall be provided to the Church at its regular business meetings.
- e. Render within thirty (30) days after the end of each fiscal year, to the Trustees and to the Church, an annual report showing the total amount of receipts and an itemized statement of all disbursements.
- f. All books, records, and accounts kept by the Treasurer shall be considered the property of the Church. The books shall be open to inspection at all times to any member of the Church.
- g. Upon preparing the annual report at the end of each fiscal year, and its approval by the Church, the same shall be delivered by the Treasurer to the Church Clerk, who shall keep and preserve it as part of the permanent records of the Church.
- h. The Treasurer shall, upon the election of his/her successor, at the completion of his/her fiscal report, promptly deliver to the Chairman of the Trustees all books, records, and accounts in his/her hands pertaining to or relating to any matter of the duties of the office he/she is relinquishing.
- i. He/she shall consider it a part of his/her responsibilities to promote in every proper way scriptural giving on the part of the entire membership of the Church.
- j. The Church will have the responsibility of obtaining a security bond for the Treasurer at the discretion of The Board of Trustees.
- k. The Board of Trustees shall be responsible to make provision to conduct an annual audit of the Treasurer's books and records as needed and the results shall be reported to the membership at the annual business meeting.

ARTICLE IV. SECRETARY OF THE BOARD OF TRUSTEES

1. QUALIFICATIONS:

The Secretary of the Board of Trustees shall be a member of the Church in good standing having agreed with the qualifications for membership as stated in Section II, Article I. 1.

2. ELECTION:

The Secretary of the Board of Trustees shall be elected by a majority vote of the Board of Trustees at the first meeting of the Board following each annual meeting.

3. TERM:

Term of office shall be one year and may be eligible for reelection.

4. DUTIES:

The Secretary of the Board of Trustees shall keep written records of all the actions of the Board of Trustees.

SECTION V. DISSOLUTION

In the event of dissolution of the Corporation and termination of the congregation as a religious body under the Laws of the State of Maryland, whatever property, real, personal, or mixed, as shall remain, shall not in any way inure to the benefit of any person but shall be distributed to a fund, foundation, or corporation organized and operated for religious, charitable, or educational purposes as shall be determined by a majority vote of the remaining members of the congregation over the age of twenty-one (21) years (as stated in the Articles of Incorporation).

SECTION VI. OFFICES OF MINISTRY

ARTICLE I. SENIOR PASTOR

1. QUALIFICATIONS:

A Senior Pastor shall be chosen who believes and accepts the Doctrinal Statement and the By-Laws of the Church and meets the following standards as stated in I Timothy 3:1-7 (NKJV):

- a. (1) This *is* a faithful saying: If a man desires the position of a bishop, he desires good work.
- b. (2) A bishop then must be blameless, the husband of one wife, temperate, sober-minded, of good behavior, hospitable, able to teach;
- c. (3) not given to wine, not violent, not greedy for money, but gentle, not quarrelsome, not covetous;
- d. (4) one who rules his own house well, having *his* children in submission with all reverence;
- e. (5) (for if a man does not know how to rule his own house, how will he take care of the church of God?);
- f. (6) not a novice, lest being puffed up with pride he fall into the *same* condemnation as the devil.
- g. (7) Moreover he must have a good testimony among those who are outside, lest he fall into reproach and the snare of the devil.

2. ELECTION:

- a. The Senior Pastor shall be selected by the Church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one

week's public notice shall be given. The Senior Pastor of the Church shall be male only.

- b. A Pulpit Committee shall be appointed by the Church to seek out a suitable Senior Pastor, and their recommendation will constitute a nomination. The committee shall bring to the consideration of the Church only one nominee at a time. Election shall be by a combined in-person and mail ballot; an affirmative vote of seventy-five percent (75%) of the voting membership in good standing of the Church is necessary for approval of the nomination. Upon election the new Senior Pastor automatically becomes a member of the Church.

3. PULPIT COMMITTEE:

- a. The composition of the Pulpit Committee shall be a representative cross-section of the Church membership including members from the Boards of Trustees and Deacons, other leadership positions and from the general membership of the Church.
- b. The duties of the Pulpit Committee include:
 - 1) Review and possible revision of the Senior Pastor's job description and qualifications.
 - 2) Advertising for candidates.
 - 3) Screening and interviewing candidates.
 - 4) Having background checks performed on potential nominees.
 - 5) Informing the Church membership of its progress.
 - 6) Recommending a nominee to the Church membership.
 - 7) Conducting the Senior Pastor election.

4. TERM:

The Senior Pastor, thus elected, shall serve until he resigns or the relationship is terminated. A Senior Pastor can only be terminated by an affirmative vote of seventy-five percent (75%) of the voting membership in good standing by a combined in-person and mail ballot. Prior to any termination vote, the reasons for such termination must be made public and discussed in a Church membership meeting.

5. DUTIES:

The Senior Pastor shall have charge of the spiritual welfare and administrative oversight and be the overall leader of the Church. He shall preside at all meetings of the Church, except as hereinafter provided. The moderator of meetings shall be the Senior Pastor, except as herein provided.

ARTICLE II. ASSOCIATE/ASSISTANT PASTOR

1. QUALIFICATIONS:

The qualifications of an Associate or Assistant Pastor shall be those as stated in Section VI, Article 1, 1 and any added qualifications as established by the Senior Pastor. Associate/Assistant Pastors shall be male only.

2. APPOINTMENT:

- a. An Associate/Assistant Pastor may be selected whenever a vacancy or need occurs. A Pulpit Committee shall be appointed by the Church to seek out suitable Associate/Assistant Pastor candidates, and the Committee shall make recommendations to the Church membership. A prospective Associate/Assistant Pastor shall be presented to the membership of the Church. Any concerns or questions pertaining to a prospective Associate/Assistant Pastor must be conveyed to the Senior Pastor within two weeks of such meeting and will be considered by the Senior Pastor in consultation with the Boards of Deacons/Deaconesses and Trustees prior to the appointment by the Senior Pastor of a new Associate/Assistant Pastor. Upon request of ten (10) or more of the voting members, a meeting of the Church membership will be held and in such case a combined in-person and mail ballot will be held to select an Associate/Assistant Pastor. An affirmative vote of seventy-five percent (75%) of the voting membership of the Church is necessary for approval. Upon appointment of a new Assistant/Associate Pastor he shall automatically become a member of the Church.
- b. A Pulpit Committee shall be appointed to recommend prospective Associate/Assistant Pastor(s). Composition and duties of the Committee are those as contained in Section VI, Article 1,3,b.

3. TERM:

An Associate/Assistant Pastor, thus appointed shall serve until he resigns or the relationship is terminated. An Associate/Assistant Pastor can be terminated by the Senior Pastor after counseling and consultation with the Boards of Trustees and Deacons. An Associate/Assistant Pastor being considered for termination may request a meeting with the Church membership to discuss such termination. Discussions that take place at the meeting shall be considered by the Senior Pastor in consultation with the Deacons and Trustees and other Church leaders before a final termination decision is rendered.

4. DUTIES:

Duties of an Associate/Assistant Pastor shall be as determined by the Senior Pastor in consultation with the Boards of Deacons and Trustees and other Church leaders.

ARTICLE III. STAFF PASTOR

1. QUALIFICATIONS:

The qualifications of a Staff Pastor shall be those as stated in Section VI, Article 1,1 and any added qualifications as established by the Senior Pastor. Staff Pastors may be male or female.

2. APPOINTMENT:

- a. A Staff Pastor may be selected whenever a vacancy or need occurs. A Pulpit Committee shall be appointed by the Church to seek out suitable Staff Pastor candidates, and the Committee shall make recommendations to the Church membership. A prospective Staff Pastor shall be presented to the membership of the Church. Any concerns or questions pertaining to a prospective Staff Pastor must be conveyed to the Senior Pastor within two weeks of such meeting and will be considered by the Senior Pastor in consultation with the Boards of Deacons/Deaconesses and Trustees prior to the appointment by the Senior Pastor of a new Staff Pastor. Upon request of ten (10) or more of the voting members, a meeting of the Church membership will be held and in such case a combined in-person and mail ballot will be held to select a Staff Pastor. An affirmative vote of seventy-five percent (75%) of the voting membership of the Church is necessary for approval. Upon appointment of a new Staff Pastor he or she shall automatically become a member of the Church.
- b. A Pulpit Committee shall be appointed to recommend prospective Staff Pastor(s). Composition and duties of the Committee are those as contained in Section VI, Article 1,3,b.

3. TERM:

A Staff Pastor, thus appointed shall serve until he or she resigns or the relationship is terminated. A Staff Pastor can be terminated by the Senior Pastor after counseling and consultation with the Boards of Trustees and Deacons/Deaconesses. A Staff Pastor being considered for termination may request a meeting with the Church membership to discuss such termination. Discussions that take place at the meeting shall be considered by the Senior Pastor in consultation with the Deacons/Deaconesses and Trustees and other Church leaders before a final termination decision is rendered.

4. DUTIES:

Duties of a Staff Pastor shall be as determined by the Senior Pastor in consultation with the Boards of Deacons/Deaconesses and Trustees and other Church leaders. For example, a Staff Pastor could be appointed to be responsible for youth, seniors or children's ministries.

ARTICLE IV. BOARD OF DEACONS/DEACONESSSES

1. QUALIFICATIONS:

The Senior Pastor and Deacons/Deaconesses shall select after examination men or women to serve as Deacons/Deaconesses who are spiritually qualified according to the Scriptures, and have exhibited spiritual maturity in their daily walk and are well-grounded and founded in the Word.

1 Timothy 3:8-13 (NKJV):

- a. (8) Likewise deacons must be reverent, not double-tongued, not given to much wine, not greedy for money,
- b. (9) holding the mystery of the faith with a pure conscience.
- c. (10) But let these also first be tested; then let them serve as deacons, being found blameless.
- d. (11) Likewise, their wives must be reverent, not slanderers, temperate, faithful in all things.
- e. (12) Let deacons be the husbands of one wife, ruling their children and their own houses well.
- f. (13) For those who have served well as deacons obtain for themselves a good standing and great boldness in the faith which is in Christ Jesus.

Deacons/Deaconesses shall meet the following standards as stated in 1 Timothy 3:1-7 (NKJV):

- a. (1) This is a faithful saying: If a man desires the position of a bishop, he desires good work.
- b. (2) A bishop then must be blameless, the husband of one wife, temperate, sober-minded, of good behavior, hospitable, able to teach;
- c. (3) not given to wine, not violent, not greedy for money, but gentle, not quarrelsome, not covetous;
- d. (4) one who rules his own house well, having his children in submission with all reverence;
- e. (5) (for if a man does not know how to rule his own house, how will he take care of the church of God?)
- f. (6) not a novice, lest being puffed up with pride he fall into the same condemnation as the devil.
- g. (7) Moreover, he must have a good testimony among those who are outside, lest he fall into reproach and the snare of the devil.

Acts 14:23 (NKJV):

So when they had appointed elders in every church, and prayed with fasting, they commended them to the Lord in whom they had believed.

Titus 1:1-5 (NKJV):

- a. (1) Paul, a bondservant of God and an apostle of Jesus Christ, according to the faith of God's elect and the acknowledgment of the truth which accords with godliness,
- b. (2) in hope of eternal life which God, who cannot lie, promised before,
- c. (3) but has in due time manifested His word through preaching, which was committed to me according to the commandment of God our Savior;
- d. (4) To Titus, a true son in our common faith: Grace, mercy, and peace from God the Father and the Lord Jesus Christ[a] our Savior.

- e. (5) For this reason I left you in Crete, that you should set in order the things that are lacking, and appoint elders in every city as I commanded you—

2. APPOINTMENT:

After successful service as an Associate Deacon/Deaconess including successful completion of the Training Program and with the approval of the Senior Pastor and the Board of Deacons/Deaconesses, a prospective Deacon/Deaconess shall be presented to the membership of the Church. Any concerns or questions pertaining to a prospective Deacon/Deaconess must be conveyed to the Senior Pastor within two weeks and will be considered by the Senior Pastor and the Board of Deacons/Deaconesses prior to the appointment of a new member of the Board. A Deacon/Deaconess who comes to the Church from another Church where he/she has served as a Deacon/Deaconess must go through the same appointment process as any other prospective Deacon/Deaconess including successful service as an Associate Deacon/Deaconess.

3. TERM:

- a. The Deacons/Deaconesses shall serve with no term in that they have been called to serve by the Lord. They shall be anointed and consecrated in that office. They shall serve until such time as there is incapacity to serve, removal or resignation.
- b. A Deacon/Deaconess can voluntarily take temporary leave from the Board and at his/her discretion request reinstatement. After reviewing the request for reinstatement and discussing the circumstances with the person requesting reinstatement, the Senior Pastor and the Board of Deacons/Deaconesses will decide if the request will be granted. When granted the reinstatement will take effect not less than 30 days from the date of the decision.
- c. A Deacon/Deaconess can be removed from the Board if he/she no longer meets the qualifications of a Deacon/Deaconess or is unable to perform the following duties for a period of at least one year. Removal must be a unanimous decision of the Senior Pastor and the Board of Deacons/Deaconesses. Such action must be reported to the Church membership. If ten (10) or more voting members or the Deacon/Deaconess being proposed for removal requests, the proposed removal must be discussed at a meeting of the Church membership. The congregation must be given at least two (2) weeks notice of the meeting. At least seventy-five percent (75%) of the voting membership must approve removal of a Board member by an in-person and mail ballot.

4. DUTIES:

The Deacons/Deaconesses shall serve under the anointed guidance and direction of the Senior Pastor, assisting him as a Council of Advisors on all matters pertaining to the spiritual welfare of the Church. They are to be zealous in guarding the unity of the Spirit within the Church in bonds of peace. The Deacons/Deaconesses shall assist the Pastor(s) in ministry, serving the Lord's Supper, praying for those at the altar, and at such other times and places as needed and requested in accord with James 5:13-18 (NKJV):

- a. (13) Is anyone among you suffering? Let him pray. Is anyone cheerful? Let him sing psalms.
- b. (14) Is anyone among you sick? Let him call for the elders of the church, and let them pray over him, anointing him with oil in the name of the Lord.
- c. (15) And the prayer of faith will save the sick, and the Lord will raise him up. And if he has committed sins, he will be forgiven.
- d. (16) Confess your trespasses to one another, and pray for one another, that you may be healed. The effective, fervent prayer of a righteous man avails much.
- e. (17) Elijah was a man with a nature like ours, and he prayed earnestly that it would not rain; and it did not rain on the land for three years and six months.
- f. (18) And he prayed again, and the heaven gave rain, and the earth produced its fruit.

In case of absence or inability of the Pastor(s), subject to the advice and guidance from and in conference with the Pastor(s), the Board of Deacons will arrange for temporary ministry. They are to consider and formulate plans for the constant effort and progress of the Church. By proper organization and method among themselves, the Board of Deacons is to establish and maintain personal fraternal relations with all the membership of the Church. They should especially seek out and know the physical needs and the moral and spiritual struggles of the brothers and sisters and to serve the whole Church in relieving, encouraging, and developing all who are in need. Each Deacon/Deaconess shall freely confer with the Senior Pastor about all matters and cases of discipline which in his/her judgment would be most wisely and spiritually handled in private.

ARTICLE V. ASSOCIATE DEACONS/DEACONESSSES

1. QUALIFICATIONS:

Requirements shall include membership at Trinity Bible Church, adherence to the Doctrinal Statement and Church By-Laws, demonstration of maturity and a strong walk in following Jesus Christ. Prospective Associate Deacons/Deaconesses shall be identified by the Senior Pastor and Board of Deacons/Deaconesses from among the Church membership. They shall be offered the opportunity to become an Associate Deacon/Deaconess and after counseling if there is mutual interest in continuing they shall begin the training program. Associate Deacons/Deaconesses shall be selected after prayer and examination by the Senior Pastor and Deacons/Deaconesses for a minimum one-year training period to qualify for the office of Deacon/Deaconess.

2. TRAINING:

There is a training program of at least one year for persons qualified as Associate Deacons/Deaconesses to prepare them to assume the deeper spiritual responsibilities of a Deacon/Deaconess. The training program shall be designed and administered by the Senior Pastor in consultation with the Board of Deacons/Deaconesses and up-dated periodically as appropriate.

3. TERM:

Term of office of an Associate Deacon/Deaconess shall be at least one year. The term can be extended by the mutual agreement of the Senior Pastor, who shall consult with the Board of Deacons/Deaconesses, and the respective Associate Deacon/Deaconess. If mutual agreement regarding an extension of the training period does not exist, the person’s term as an Associate Deacon/Deaconess shall end and he/she will not be considered to become a Deacon/Deaconess. Associate Deacons/Deaconesses shall be anointed and consecrated while serving in that capacity. Once they have successfully completed the training program they will be eligible to become a Deacon/Deaconess in accord with the procedure in Section VI, Article IV, 2., Appointment.

4. DUTIES:

There are various ministries at the Church that come under the spiritual covering of the Deacons/Deaconesses. The role of Associate Deacons/Deaconesses is to assist the Senior Pastor and the Deacons/Deaconesses and others involved in these ministries and to recognize and learn about the work being done by many individuals and leaders throughout the Church. Also, Associate Deacons/Deaconesses are to draw out others in the congregation to work in various areas of the Lord's ministries and to meet and greet visitors and acquaint them with the Church. These activities are all part of the training program.

ARTICLE VI. NOMINATIONS COMMITTEE-ANNUAL ELECTION

The Senior Pastor shall appoint a Nominations Committee consisting of the Senior Pastor and at least three (3) other members. The Committee shall request from the members of the Church three (3) months before the election their suggestions of candidates to hold the offices up for election. This will allow the Nominations Committee time to review each candidate as to qualifications and desire to fill an office. The Nominations Committee shall present to the members at the annual business meeting one candidate for each office open for election. Each office will be voted on individually requiring a majority of affirmative votes by the voting members in attendance at the meeting to be elected. Should a candidate not receive the required number of affirmative votes, the Nominations Committee will arrange a special election for that office. The Senior Pastor can appoint a person to fill a vacant office until a successful special election takes place and the elected person takes office. The offices open for election each year are as follows:

Board of Trustees	4 (up to 4)	3-year term	4 candidates (up to)
Church Clerk	1	1-year term	1 candidate
Financial Secretary	1	1-year term	1 candidate
Chairman, Ushers	1	1-year term	1 candidate
Chairman, Missions	1	1-year term	1 candidate

Sunday School Superintendent (Children)	1	1-year term	1 candidate
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ARTICLE VII. CHURCH CLERK

1. QUALIFICATIONS:

The Church Clerk shall be a member of the Church in good standing having agreed with the qualifications for membership as stated in Section II, Article I, 1.

2. ELECTION:

The Church Clerk shall be elected as specified in Section VI, Article VI. of these By-Laws.

3. TERM:

Term of office shall be one year and may be eligible for reelection.

4. DUTIES:

The Church Clerk shall keep suitable records of the actions of the Church, except as otherwise herein provided. He/she shall keep a register of the names of members, with dates of admission, dismissal, termination or death, together with a record of baptisms. He/she shall also notify all officers, and members of committees of their election or appointment. He/she shall issue letters of dismissal or termination voted by the Church. The Church Clerk shall preserve on file all major communications and written official reports, and give required notice of all meetings where such notice is necessary, as indicated in these By-Laws. The Church Clerk shall consider it a part of his/her responsibilities to promote loyalty and efficiency in Church life.

ARTICLE VIII. FINANCIAL SECRETARY

1. QUALIFICATIONS:

The Financial Secretary shall be a member of the Church in good standing having agreed with the qualifications for membership as stated in Section II, Article I, 1.

2. ELECTION:

The Financial Secretary shall be elected as specified in Section VI, Article VI. of these By-Laws.

3. TERM:

Term of office shall be one year and may be eligible for reelection.

4. DUTIES:

The Financial Secretary shall receive the empty collection envelopes after the money has been removed and counted. From these envelopes he/she shall give each donor, with a tithing number, individual credit for his/her offering. The Financial Secretary shall keep the envelopes for reference for the required IRS seven-year (7) period. He/she shall also be responsible for preparing and distributing end of calendar year statements to all members with a tithing number for tax purposes. The Financial Secretary has no responsibility for keeping money of the Church.

ARTICLE IX. CHAIRMAN OF USHERS

1. QUALIFICATIONS:

The Chairman of Ushers shall be a member of the Church in good standing having agreed with the qualifications for membership as stated in Section II, Article I. 1.

2. ELECTION:

The Chairman of Ushers shall be elected as specified in Section VI, Article VI. of these By-Laws.

3. TERM:

Term of office shall be one year and may be eligible for reelection.

4. DUTIES:

The Chairman of Ushers shall recruit from the congregation a reasonable number of ushers for the seating and comfort of the congregation, the greeting and introduction of visitors, the prevention and addressing of interruptions and distractions and similar needed services. The ushers will take the offering.

ARTICLE X. MUSIC DIRECTOR

1. QUALIFICATIONS:

The Music Director shall agree to and accept the Doctrinal Statement and By-Laws of the Church before taking office. The Music Director shall be gifted in and have training, background and experience in Christian praise and worship music.

2. APPOINTMENT:

The Music Director shall be appointed by the Senior Pastor after consultation with the Board of Deacons/Deaconesses, the Board of Trustees, other Church leaders and members. He/she will become a member of the Church within one year of taking office.

3. TERM:

The Music Director's term of office shall be indefinite, until he/she resigns or is removed from office. The Music Director's performance shall be reviewed annually by the Senior Pastor

in consultation with the Board of Deacons/Deaconesses, the Board of Trustees, other Church leaders and members. He/she can be removed from office if found to be inconsistent with the Doctrinal Statement and/or By-Laws of the Church and for reasons of inadequate performance. The Senior Pastor can remove the Music Director, having given at least thirty (30) days notice, after discussion and counseling and after consulting with the Board of Deacons/Deaconesses, the Board of Trustees, other Church leaders and members.

4. DUTIES:

The Music Director shall be charged with responsibility to provide worshipful music for all services and departments of the Church and shall have general oversight and direction of the music. He/she is to direct the worship team and choir or choirs in practice and public singing. He/she is to cooperate with the Pastor(s) and other leaders in the selection of suitable music and planning of appropriate programs for all occasions where such services are needed. The Music Director will encourage Church members to participate in the praise and worship and other musical events. He/she shall teach and encourage members of the congregation to get involved in the music activities of the Church.

ARTICLE XI. CHAIRMAN OF THE BOARD OF MISSIONS

1. QUALIFICATIONS:

The Chairman of the Board of Missions shall be a member of the Church in good standing having agreed with the qualifications for membership as stated in Section II, Article I, 1.

2. ELECTION:

The Chairman of the Board of Missions shall be elected as specified in Section VI, Article VI. of these By-Laws.

3. TERM:

Term of office shall be one year and may be eligible for reelection.

4. DUTIES:

- a. The Board of Missions shall consist of not less than four (4) members, either male or female. The Chairman in consultation with the Senior Pastor shall appoint the remaining members of the Board. The Chairman shall make reports to the Church at the quarterly and annual business meetings. The Chairman will encourage Church members to become members of and involved in the work of the Board.
- b. If the minimum number of members is not available, the Board of Deacons/Deaconesses will oversee the Board of Missions until such time as the minimum number of members is acquired.
- c. It shall be the duty of the Board to oversee the missions work to be undertaken and conducted by the Church. The Board will frequently review each recipient of mission's funds to determine if they continue to merit receiving funds and ascertain if new needs should be addressed.

- d. Further, it shall be the duty of the Board of Missions to provide ways and means of instructing and enlisting the full membership of the Church in the moral and financial support of the whole missionary interest of the Kingdom.
- e. It shall be the duty of the Board of Missions, after consulting with the Pastor(s) and the Deacons/Deaconesses, to recommend to the Board of Trustees the percentage of Church funds to be devoted to missions.
- f. After careful consideration of fixed expenses and according to the giving by the members, the Board of Trustees shall annually set, in consultation with the congregation, the percentage of Church income to be spent on missions and inform the Church members thereof.

ARTICLE XII. SUNDAY SCHOOL SUPERINTENDENT (CHILDREN)

1. QUALIFICATIONS:

The Sunday School Superintendent (also any Associates) shall be a member of the Church in good standing having agreed with the qualifications for membership as stated in Section II, Article I, 1.

2. ELECTION:

The children's Sunday School Superintendent shall be elected as specified in Section VI, Article VI of these By-Laws.

3. TERM:

Term of office shall be one year and may be eligible for reelection.

4. DUTIES:

- a. The Sunday School Superintendent shall be charged with the responsibility to provide overall spiritual studies approved by the Pastor(s) and the Board of Deacons/Deaconesses for lessons and Sunday School activities. These duties include planning for and conducting the annual Vacation Bible School activities.
- b. He/she shall recruit only members of the Church as teachers and supervise and guide them.
- c. No unsupervised minor shall be allowed to care for children in the nursery. The State of Maryland, Department of Human Resources, Child Care Administration and the Church insurance company state that to meet Infant-Toddler requirements, the age of the provider shall be 18 years old or older. Providers should have also successfully completed three (3) hours of approved training on child development and supervision appropriate to age and activities of the child.
- d. Background checks will be obtained as appropriate.
- e. Children's Church shall be available to children under the age of eleven (11). All others are expected to attend the Church Worship Service.

ARTICLE XIII. OFFICES OF MINISTRY

1. COMMITTEES AND DEPARTMENTS OF THE CHURCH

All Committees and Departments of the Church and elected officers shall be under control of and serve the membership of the Church, and are expected to report regularly to the Church membership. It is understood that the Senior Pastor is ex-officio head of all the Committees and Departments, and his leadership is to be recognized throughout.

2. EMPLOYEES AND STAFF MEMBERS

Persons employed by the Church shall be recommended by the Senior Pastor, Deacons/Deaconesses, and Trustees for employment by the Church. Staff members, such as Church Secretary, Business Administrator, etc. shall be recommended to the Church by the Senior Pastor, after consultation with the Deacons/Deaconesses, and Trustees and confirmed by the Church membership. Employees and staff members shall be under the general direction of the Pastor(s), aided by the Deacons/Deaconesses, Trustees and other Church leaders.

3. EQUAL OPPORTUNITY - FAIR EMPLOYMENT

It is the policy of Trinity Bible Church, Inc. to provide equal opportunity for employment and to ensure that employees are treated during employment without regard to their race, color, gender, handicap status, age, or national origin in all matters of employment, upgrading, demotion, layoff, or termination, rates of pay, or other forms of compensation and selection for training.

4. PERSONNEL CORPORATION POLICY

The Pastor(s), Deacons/Deaconesses, and Trustees of Trinity Bible Church are earnest and sincere being fair and frank in all their dealings with every employee. To this end, the Church states the following guiding principles:

- a. To pay all employees fairly for services rendered.
- b. To maintain reasonable hours of work and safe working conditions.
- c. To provide continuous employment insofar as conditions will permit.
- d. To encourage thrift and stewardship of Church financial and other resources.
- e. To discuss willingly and frankly any complaints or questions on employment practices or Church policy.
- f. To carry on the daily work in a spirit of fairness and friendliness.

Every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the Doctrinal Statement of Trinity Bible Church.

5. ABSENCE

If an employee is unable to report to work because of illness, he/she, or a member of his/her family should contact the Church as early as possible to explain the circumstances of his/her absence and the approximate date of return to work. If an employee is out over an extended

period of time because of illness, it is important that his/her supervisor be given a progress report at least once a week. When employees, or members of his/her family, do not initially report the reason for the absence within three (3) working days, he/she is considered to have terminated their service with the Church and accordingly will be removed from the payroll.

6. CLOTHING

Employees are expected to be clean and neat in their appearance and habits, and to wear clothes that are suitable for working in a Christian church and also for their personal safety.

7. CONFIDENTIAL INFORMATION

All confidential materials and information relevant to Trinity Bible Church are to be treated with strict confidence. One should never disclose any confidential information unless authorized by his/her supervisor to do so.

8. DISCIPLINE AND DISCHARGE

An employee may be immediately dismissed without notice, severance pay, or any other benefits for the following reasons:

- a. Fighting, threatening, or attempting bodily injury to another person.
- b. Stealing.
- c. Malicious mischief resulting in the injury or destruction of property of others or of the Church.
- d. Disorderly or immoral conduct.
- e. Flagrant violations of safety rules.
- f. Insubordination to supervisor, failure to perform properly assigned work, or profane or abusive language.
- g. Falsifying statements on employment application or Church records.
- h. The use of illegal substances/drugs.

Clemency granted in any particular case involving any of the above does not imply the cancellation of the rules outlined above.

ARTICLE XIV. MEETINGS

1. WORSHIP

- a. Public services shall be held on the Lord's Day and on some regular evening or evenings of each week.
- b. The Lord's Supper shall be celebrated on the first Sunday of each month, or at such other time(s) as the Church may determine.
- c. Other Church meetings may be designated by the Senior Pastor or Church leadership at their discretion.

2. BUSINESS

- a. At any of the regular worship meetings the Church may, without special notice, recognize new members or the dismissal of members to other churches, but may not take up any other business.
- b. The Senior Pastor shall, when requested by the Deacons/Deaconesses, Trustees, or other church leaders, call from the pulpit for a special business meeting, the particular purpose of the meeting being clearly stated in the announcement. Special meetings of the Church shall also be called by the Church Clerk upon the written application of any five (5) voting members specifying the purpose thereof, which announcement shall be read at the public service on the two Sundays preceding the day fixed for such meeting.
- c. The annual business meeting of the Church shall be held during the last week of January of each year, at which time the annual reports shall be presented, officers elected, and such other business transacted as may be specified in the announcement or authorized in the By-Laws.
- d. Quarterly business meetings shall be held for the purpose of keeping all interested persons informed as to the state of the Church. Verbal or written reports shall be given by the Pastors, Deacons/Deaconesses, Trustees, Church Clerk, Financial Secretary, Chairman of Ushers, Chairman of Missions, Sunday School Superintendent, Music Director, and other leaders. Such quarterly meetings shall be held during the last week of the month following the end of each quarter.
- e. At all business meetings and/or on all ballots, only voting members of Trinity Bible Church shall be eligible to vote. Non-members may attend and participate in the meeting but may not vote.

ARTICLE XV. QUORUM

1. QUORUM

Fifteen (15) percent of the voting membership shall constitute a quorum for conducting business at any duly constituted meeting.

ARTICLE XVI. AMENDMENTS

1. BY-LAWS

These By-Laws may be amended by two-thirds (2/3) affirmative vote of the total voting membership of the Church. Proposed amendments to the By-Laws shall be presented and discussed either at the annual meeting or at a meeting specially called for that purpose. The proposed amendment(s) shall be available at least two weeks prior to the meeting. The vote will take place at least two weeks after the meeting by an in-person and mail ballot.

2. DOCTRINAL STATEMENT

No change shall be made in the Doctrinal Statement except by seventy-five percent (75%) affirmative votes of the total voting membership of the Church:

- a. A summary of the proposed changes to the Doctrinal Statement along with an explanation of why they are being considered will be presented from the pulpit at a Sunday service at least three weeks prior to a meeting when they will be discussed, see b. below. Written copies of the proposed changes to the Doctrinal Statement will be made available to the congregation at the close of the Sunday service at which the summary is presented including a schedule for when steps b. & c. below will take place.
- b. The proposed changes to the Doctrinal Statement shall be presented and discussed either at the annual meeting or at a meeting specially called for that purpose.
- c. The vote on the changes will take place no sooner than four weeks after the meeting at which they are discussed, see b. above. The vote will be by an in-person and mail ballot.