

## **BY-LAWS**

Of the Trinity Baptist Church  
Spokane, Washington

Adopted March 24, 1954  
Amended March 6, 1957  
Amended November 30, 1960  
Amended July 24, 1968  
Amended April 16, 1978  
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Amended August 18, 1985  
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Amended November 17, 1991  
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Amended January 6, 2008  
Amended February 19, 2012  
Amended April 13, 2014  
Amended August 21, 2016

## **PREAMBLE**

These by-laws are established for the Church's government and plan of worship and service.

## **ARTICLE I MEMBERSHIP**

### **SECTION A. Qualification and Reception of Members:**

1. Any person professing faith in the Lord Jesus Christ, having been baptized **by immersion**, and holding views of faith and practice in conformity with those of this church, may be received into its membership by letter or by statement of Christian experience.
2. All applications for membership shall be made through the Personnel Team to the Board of Deacons and may thereafter be acted upon at any business meeting of the Church.

### **SECTION B. Responsibilities of Members:**

1. Members shall strive to follow the principles of faith and practice set forth in the Church Constitution.
2. They shall be mindful that they are members of the Body of Christ, within which there is to be mutual love and esteem. They shall show in practical ways that they are concerned for the spiritual and material needs of other members.

3. They shall highly esteem their Pastor, guarding his reputation, praying daily for him and submitting to him in ways that the Scriptures define.
4. They shall support the church in its operational aspects by the giving of time, talent, and money to the extent that God has gifted them.

**SECTION C. Classification of Members:**

1. Active members are those who by their regular attendance and participation show their concern for the mission of the church.
2. Members who are absent for a period of six months and fail to communicate with the church shall be declared inactive by the Board of Deacons. Persons declared inactive shall not be counted as members and shall have no rights of membership. Such members may be restored to the active roll by action of the Board of Deacons when there is clear evidence of active status.
3. Voting members are active members, sixteen years of age or older.
4. Associate Members are those who are residing in the area on a temporary basis and wish to retain permanent membership in their home churches. Such persons must meet the same qualifications and be received into membership on the same basis as regular members. Associate membership shall be for a period of one year, requiring renewal each year.

**SECTION D. Discipline of Members:**

1. The Board of Deacons shall have the authority to initiate disciplinary procedure when a member is detrimentally opposed to the doctrines, practices, or mission of the church; or is found to be living in a manner dishonoring Christ, as described in the church Constitution, Declaration of Faith, Covenant and Bylaws (Matthew 18:15-17; 1 Cor. 5:1-13).
2. The Board of Deacons shall follow the procedure and abide by the spirit of discipline as found in the New Testament. (Matthew 18:15-20; Galatians 6:1-2; 1 Corinthians 5; 2 Thessalonians 3:14-15). The goal of disciplinary action shall be restoration to the Lord and the church.
3. A member shall be excluded by a majority vote of the church when all efforts toward restoration have failed.
4. When a disciplined member gives evidence of repentance and desires to be reinstated into membership, the Board of Deacons shall initiate action of reinstatement.

**SECTION E. Dismissal of Members:**

Members shall be dismissed:

1. by confirmation of membership in any other church.
2. by certificate of Christian standing to another evangelical church;
3. by exclusion because of discipline;
4. by erasure after one year as an inactive member;
5. by death.

**ARTICLE II LEADERSHIP**

**SECTION A. Number of Deacons:**

The Church shall have as many as eight Deacons for the first 200 active members. When the active membership exceeds 200, the number of Deacons may be increased to as many as 12 by adding one Deacon for each 100 additional active members.

**SECTION B. Qualifications of Leaders:**

1. Pastors shall be men who have been ordained or be qualified for ordination, shall have conscientiously accepted the Preamble, Declaration of Faith and Covenant of this church, and shall conform to the qualifications set forth in 1 Timothy 3:1-7, Titus 1: 6-9, and I Peter 5: 1-6.
2. Deacons shall be men of exemplary Christian character who conform to the qualifications for the office as set forth in 1 Timothy 3:8-13. They shall exhibit characteristics of consecration, dependability, initiative, and leadership.

**SECTION C. Election and Term of Office:**

1. Pastor, Associate and Youth Pastors.
  - a. They shall be called to their positions upon recommendation of the Pastor Search Team and the support of a 75% majority of the eligible voting members present at a business meeting called for the purpose of election. Voting shall be by secret ballot. The Senior Pastor, Associates and Youth Pastors shall be called for an indefinite period of time.
  - b. Their remuneration shall be fixed by the church at the time of election, upon recommendation of the Board of Deacons and concurrence of the Finance and Stewardship Team. Changes in remuneration may be made at any regular business meeting of the church.

## 2. Deacons

- a. Deacons shall be elected by secret ballot on the first Sunday of October each year. They shall be elected for a three year term, the number to be determined by the criteria in Article II, Section A. The Personnel Team will secure nominees for the election and will post the list of nominees by the first Sunday of September. Any member wishing to add names to the posted list must present them to the Personnel Team in writing by the second Sunday of September, but only after securing the approval and determining the Scriptural qualifications of those to be recommended. This procedure shall be announced on the first Sunday of September.
- b. To maintain continuity on the Board, approximately one-third of the deacon board will stand for election each year.
- c. All approved nominees shall be placed on the election ballot and presented to the membership for their vote. A majority vote is required for election. When more than the predetermined number receives a majority vote, the predetermined number receiving the highest percentage of votes shall be declared elected. Tie votes shall be decided by having the Church Clerk draw a name from a vessel containing the names of the tied candidates. At least two church members shall be witnesses.
- d. If a vacancy occurs during the year, the Board of Deacons shall appoint a new Deacon to fill the balance of the term. This appointment shall be presented to the Church for their approval at the next quarterly business meeting.

### **SECTION D. Duties:**

1. Senior Pastor
  - a. He shall perform all duties of his office in accordance with a written job description approved by the Board of Deacons at the time of hiring. He will be formally evaluated each year.
  - b. He shall preach the Word, administer the ordinances, tenderly care for the membership and the spiritual interest of the Church, and organize and develop its membership for the best possible service.
  - c. He shall be a non-voting member of the Board of Deacons and of all Ministry Teams. He shall attend Deacon Board meetings, except that he will not attend meetings where his performance or employment status is to be discussed. He shall give guidance to all staff members, officers, and Ministry Teams.
  - d. He shall have general supervision of all Associate and Youth Pastors and may delegate responsibilities to them. He will conduct performance evaluations as specified in his position description.

- e. He shall be responsible for the efficient operation of the church office.
  - f. He shall submit an annual report to the congregation (See Article IV, Section B-4, By-Laws).
2. Associate or Youth Pastor
- a. He shall perform all duties of his office in accordance with a written job description approved by the Board of Deacons at the time of hiring. He shall assist the Senior Pastor in the performance of general pastoral duties as deemed appropriate by the Pastor.
  - b. He shall be responsible directly to the Senior Pastor and through him to the Board of Deacons.
  - c. He shall be a non-voting member of the Board of Deacons and Ministry Teams in areas of his special competence.
  - d. He shall submit an annual report to the congregation (See Article IV, Section B-4, By-Laws).
3. Deacons
- a. The Board of Deacons shall be the Board of Directors of this Corporation. They shall be the legal trustees of the property. They shall hold regular monthly meetings for the purpose of prayer and business.
  - b. They shall organize within two weeks after their election, shall prayerfully elect the first three corporate officers listed below and shall appoint the Chairmen of all standing Ministry Teams from their own membership.
    - 1) The Chairman of the Board of Deacons shall be the President of this Corporation and shall preside at all meetings of the Board of Deacons.
    - 2) The Vice-Chairman of the Board of Deacons shall be the Vice-President of the Corporation and shall fulfill the duties of the Chairman during his absence.
    - 3) The Secretary of the Board of Deacons shall be the Secretary of the Corporation and shall maintain an accurate record of proceedings at all meetings of the Board of Deacons.

- c. This Board of Deacons shall formulate such policies as are needed to guide the operation of Church programs and activities. Policies are subject to congregational approval.
- d. The Board of Deacons shall delegate to the various Ministry Teams or Ministry Team Chairmen the responsibility of supervising all committees and auxiliary organizations.
- e. They shall receive regular reports from all standing Ministry Teams.
- f. The Finance Chairman or other designated individual, with input from the Deacon Board, shall administer the Fellowship Fund, created from member donations to assist church families in need.
- g. They shall assist the Pastor in administering the Lord's Supper and Baptism.
- h. They shall submit annual reports during the annual business meeting.

**SECTION E. Additional Officers:**

- 1. In addition to the Pastor(s) and Deacons, there shall be the following officers elected during the annual business meeting: Treasurer, Financial Secretary, Historian, Church Clerk, and Moderator. These officers shall be elected from the active membership of the Church and shall serve for one year. The term of these officers shall expire at the annual meeting. They shall submit annual reports at the annual meeting.
- 2. Duties of these additional officers are defined as follows:
  - a. Treasurer: The Treasurer deposits all monies received by the church in designated depositories. Accounts payables from these funds shall be made by the Treasurer, Financial Secretary, Church Secretary, any other member designated by the Board. The Treasurer and Financial Secretary shall serve on the Finance Ministry Team.
  - b. Financial Secretary: The Financial Secretary shall receive and count all monies, with the assistance of an additional financial team member. He shall maintain all records of individual giving, and issue receipts to individuals annually prior to January 31. Records of individual giving shall be strictly confidential. The Financial Secretary shall serve on the Finance Ministry Team.
  - c. Historian: The Historian shall collect and correlate information, records, clippings, letters, pictures, and other pertinent material relative to the history and progress of the Church. This material shall be kept in an orderly manner and made available to committees and others planning special programs.
  - d. Church Clerk:

The Church Clerk shall:

- 1) Keep a record of all proceedings of the business meetings of the church.
  - 2) Send for letters of transfer, issue letters of dismissal, and record all changes in membership.
  - 3) Keep and safeguard the official records of the Church.
  - 4) Keep a record of the tenure of office of all elected officers and Ministry Team members and advise the Personnel Ministry Team of all positions to be filled.
  - 5) Serve on the Personnel Ministry Team.
- e. Moderator: The Moderator shall be elected by the Church preferably from the Board of Deacons. If the Moderator is not a Deacon, he shall serve as a non-voting member of the Board of Deacons. He shall officiate at all business meetings of the Church, opening each meeting with a Scriptural meditation and prayer. The Board of Deacons shall appoint a substitute in his absence.

**SECTION F. Termination:**

1. Senior Pastor, Associate Pastors, and Youth Pastors:
  - a. If either the church or a pastor desire to terminate the ministerial relationship, written notice is requested at least 30 days prior to termination.
  - b. The Board of Deacons shall present a recommendation to the Church terminating a ministerial relationship, if after thorough investigation, it is determined that a pastor has failed to fulfill the Scriptural qualifications of the office, has deviated from the Declaration of Faith and Covenant of the Church, or has failed to perform the duties of his office. The congregation shall receive the Board's recommendation at least two weeks prior to a business meeting at which a vote shall be taken; a majority of the votes cast by secret ballot shall decide the issue.
2. Elected Officers: If it has been determined through investigation that any officer has failed to maintain the high conduct appropriate to his office, has deviated from the Declaration of Faith and covenant of the Church, or has failed to perform the duties of his office, the Board of Deacons shall recommend termination to the church. Any officer voluntarily absent from four Board meetings or four Ministry Team meetings within one year shall be declared delinquent. By decision of the Board of Deacons, the office may be declared vacant.

## ARTICLE III MINISTRY TEAMS

### **SECTION A. Election and Term of Office:**

1. All Ministry Team members shall be appointed annually by the Deacon Board and shall be presented to the congregation for approval at the specified time. (See Article IV, B-3)
2. Any Team member voluntarily absent from four Team meetings shall be declared delinquent. By decision of the Board of Deacons, the office may be declared vacant.
3. In the case of a vacancy, a new Team member shall be appointed by the Board of Deacons to fill the unexpired term.

### **SECTION B. General Responsibilities:**

1. Each Ministry Team is responsible to the Church through the Board of Deacons to prayerfully and diligently:
  - a. Administer its responsibilities as prescribed by the By-Laws. (See next section)
  - b. Carry out special assignments from the Board of Deacons.
  - c. Conduct its business and keep records in an orderly manner, choosing such officers, standing rules and committees as necessary.
  - d. Report monthly its activities to the Board of Deacons.
  - e. Present an estimate of its annual operating expenses to the Finance and Stewardship Team.

### **SECTION C. Number and Functions:**

Each Ministry Team shall consist of a Deacon acting as chairman and a minimum of three additional members.

1. The Standing Ministry Teams and their general duties are as follows:
  - a. The Adult and Children's Ministry Team shall be responsible for the organization, administration, and supervision of the Children's and Youth educational ministries of the Church as well as the children's nursery. The Children's Sunday School Director, the AWANA Commander and the Children's Church Director will be members of this Ministry Team. The Team also will be responsible for the organization, administration and supervision of the Adult Ministries of Trinity, including Adult Sunday School, Men's and Women's Ministries and Small Group Ministry.

- b. The Finance Team shall be responsible for the development and oversight of all financial policies and procedures, including the preparation of a proposed annual budget. Two members shall be the Treasurer and Financial Secretary.
- c. The Global Outreach Team shall develop and maintain a program of missionary education and promotion, and shall make recommendations to the Church regarding personnel and projects to be supported, including the proposed annual missions budget.
- d. The Local Outreach Team shall develop and promote the interest of the Church in the area of personal and group evangelism and local outreach. This Team will develop activities to touch our community with the Gospel message and will team with local para-church ministries and missions where appropriate to accomplish this goal.
- e. The Building and Grounds Team shall oversee all matters pertaining to the maintenance, repair, development and insurance of the church buildings and grounds.
- f. The Worship Service Team shall supervise all activities related to Worship Services, such as ushering, decorations, Communion, drama, audio/visual and music.
- g. The Personnel Team shall meet with all candidates for membership and recommend to the Deacon Board their acceptance or non-acceptance. They shall present to the congregation nominees for Deacon the first Sunday of October and nominees for officers elected at the annual meeting the third Sunday of November and for non-Deacon offices vacated throughout the year; and shall hire non-pastoral staff as needed. The Church Clerk shall serve on this Team.
- h. The Fellowship Team shall seek means to foster a climate of close Christian fellowship and shall oversee all church-wide social functions of the Church.
- i. The Congregational Care Team shall work with the Senior Pastor to minister to those in the Congregation in need of emotional and physical support. Activities include: visiting shut-ins, providing meals, hosting women's social and craft events, arranging communion services to those unable to attend church worship services and other events. The Team also arranges bridal and baby showers, oversees activities in the Church kitchens, administers the Prayer Chain and promotes activities associated with the Union Gospel Mission.

2. The Special Ministry Team: Pastor Search Team
  - a. When a pastoral vacancy occurs, a Pastor Search Team of seven members shall be formed. Three of these shall be selected by the Board of Deacons from its own ranks, subject to congregational approval. The four remaining members shall be elected from a list of nominees prepared by the Personnel Team. Nominations by church members will be received by the Personnel Team provided they are in writing and are presented at least one week before the business meeting when the Pastor Search Team is formed. No two members of the same immediate family shall serve on the Team. Within one week of their election, the Team members shall meet to elect a chairman and a corresponding secretary.
  - b. This Ministry Team shall take the necessary steps to secure a candidate for the vacant office. In the case of offices other than that of Senior Pastor, it shall be the privilege of the Senior Pastor to propose or approve candidates. The Team shall investigate the potential candidate's spiritual gifts, personal beliefs, education, ministerial experience and manner of life. All deliberations prior to recommending a candidate shall be completely confidential. When a suitable candidate has been found, he shall be invited to visit the Church for interaction with the congregation. At least two weeks before his arrival, the Pastor Search Team shall announce the date and other details of his visit.
  - c. Within one week after the candidate's visit, the Pastor Search Team shall call a special business meeting to present its written recommendation to the church. If it is unanimously positive, a vote of the church shall be taken by secret ballot; support of at least 75% of the congregation shall justify a call. If the Pastor Search Team's written recommendation is negative in any sense the congregation shall be so informed. Another candidate will then be sought by the Team.
  - d. Following the election of a Pastor, the Pastor Search Team shall send the candidate two copies of a letter of call in which terms of the call are defined clearly. The letter shall be signed by the Chairmen of both the Pastor Search Team and the Board of Deacons.
  - e. This Team shall be dissolved only after receiving the elected candidate's signature on one copy of the letter of call.

## **ARTICLE IV MEETINGS**

### **SECTION A. Religious Meetings:**

1. Services for worship, instruction and fellowship shall be conducted each Sunday. The congregation shall approve any change in the time or location of any such meeting.

2. The Ordinance of the Lord's Supper shall be observed monthly.
3. Special meetings for such purposes as evangelism, Bible Study, and missionary work may be held at any time. Meetings shall be planned and supervised by the Pastor and the Board of Deacons.

**SECTION B. Business Meetings:**

1. All the business of the Church shall be conducted at scheduled or specially called business meetings.
2. The annual election of Deacons shall occur on the first Sunday of October. (See Article II, Section C-2, By-Laws)
3. The election of other church officers and the approval of all Ministry Team members shall be held on the third Sunday of November during the annual meeting. All nominations for Ministry Team members and officers (except Deacons) shall be posted at least two weeks prior to the election. Any member wishing to add names to the posted list must present them in writing to the Personnel Team within one week after the list is posted, but only after securing the approval of those to be recommended. Terms shall begin upon election.
4. The annual business meeting shall be conducted on the third Sunday in November. All officers and Ministry Teams shall submit written reports of activities and accomplishments. The new budget shall be presented for adoption at this meeting.
5. Brief business meetings shall also occur on the third Sunday of February, May and August. All reports presented shall be oral except for the financial report.
6. Special meetings for the transaction of business may be called by the Pastor, Moderator, or any five active members, provided announcement of the meeting is made at least one week prior to the proposed meeting.
7. All elections for pastors and deacons shall be by secret ballot. All other voting shall be by voice unless otherwise requested from the floor. A majority of members present and voting shall be required for the transaction of business unless otherwise prescribed in these By-Laws.
8. A quorum for all business meetings shall generally consist of ten percent of the active membership sixteen years of age or older. However, a quorum of twenty percent must be present to:
  - a. Acquire or dispose of property.
  - b. Call or terminate a Pastor.

9. Robert's Rules of Order shall govern the format and procedures of all Congregational business meetings, except when they conflict with these By-Laws. All church employees who are active members may vote during Congregational Business meetings, except on issues regarding their financial and employment status.

## **ARTICLE V LICENSING AND ORDAINING**

### **SECTION A. Licensing:**

The Church shall have authority to license any of its members who give evidence of a divine call to the ministry. Such evidence shall include an exemplary Christian life and faith, a zeal and aptness to teach, and a demonstration of preaching skill in the hearing of the Church. Licensing shall initially be for one year and is contingent upon the concurrence of at least three-quarters of the members present and voting at any business meeting. At the discretion of the Board of Deacons and by a three-fourths vote of the Church, the license may be renewed annually or be made permanent.

### **SECTION B. Ordaining:**

The Church shall have authority to ordain any of its members who give evidence of a divine call to the ministry. Such members shall in most cases have been licensed for at least one year or have completed successfully a seminary education or its equivalent. The decision to begin the ordination process shall be made only after three-fourths of those members present at a church business meeting vote affirmatively. Aided by a CBA Pastor, the Board of Deacons shall then appoint a council of ministers and lay-members to examine the qualifications of the candidate. If the council recommends ordination, there shall be a second vote of the Church. A candidate receiving at least three-fourths of the second vote shall be considered ordained. The Board of Deacons shall then plan a time and place for the ordination service.

### **SECTION C.**

The procedures and forms for licensing and ordaining shall be obtained from the Conservative Baptist Association of America.

## **ARTICLE VI AUXILIARY ORGANIZATIONS AND APPOINTED COMMITTEES**

### **SECTION A. Auxiliary Organizations**

1. Such auxiliary organizations as may be needed to develop fully the programs of the church may be formed. They shall be responsible to whatever Ministry Team the Board of Deacons designates.

2. Each auxiliary group shall seek the Board of Deacons approval of its written operating procedures, as well as any proposal to affiliate with an organization outside the Church.
3. All officers of auxiliary organizations of the Church must be members of the Church.

**SECTION B.** Appointed Committees:

Members of Committees formed to carry out Ministry Team responsibilities shall be approved by the Board of Deacons.

**ARTICLE VII MISCELLANEOUS**

**SECTION A.** The financial year of this church shall be November 1st - October 31st. Written financial reports shall be made quarterly.

**SECTION B.** An annual audit of the Church's financial records shall be made by an Audit Committee appointed by the Board of Deacons. This committee shall render its report at the November annual meeting.

**SECTION C.** The Church's programs shall be supported through the voluntary offerings of members and friends. Specific projects or fund solicitations such as Youth and mission related projects may be permitted upon approval of the Board of Deacons.

**SECTION D.** Money may not be borrowed without first obtaining congregational approval, except when immediate action requiring a loan is necessary to protect church property.

**SECTION E.** The Church may elect messengers and representatives to attend state, regional, or national association meetings.

**SECTION F.** Should this Church be dissolved, its assets shall go to the Northwest Conservative Baptist Association and not distributed among the membership.

**SECTION G.** Amendments:

These By-Laws may be changed at any Church business meeting provided the changes do not conflict with any provision of the Church Constitution or Articles of Incorporation. The procedure to change is as follows:

1. Two written copies of the proposed change(s) shall be given to the Church Moderator at least three weeks before the meeting where the change(s) will be voted on;
2. At least two weeks before the meeting, one copy shall be posted on the Church bulletin board and the proposed change(s) read from the pulpit;
3. At least two-thirds of the members present and voting must support the change(s).