

**BYLAWS  
OF  
TRINITY BAPTIST CHURCH OF RALEIGH**

**ARTICLE I  
ORGANIZATION AND OFFICES**

Section 1. Name.

This North Carolina nonprofit corporation shall be known as Trinity Baptist Church of Raleigh.

Section 2. Purposes.

The purposes of this corporation shall be those described in the Articles of Incorporation.

Section 3. Principal Office.

The principal office of the corporation shall be located at 4815 Six Forks Road, Raleigh, North Carolina.

Section 4. Registered Office.

The registered office of the corporation (hereinafter referred to as the "church") required by law to be maintained in the State of North Carolina may be, but need not be, identical to the principal office. The address of the registered office may be changed from time to time by the trustees.

**ARTICLE II  
CHURCH MEMBERSHIP**

Section 1. General.

This is a sovereign and democratic Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2. Candidacy.

Any person seeking membership in this church by any of the following ways and having publicly made known this desire will be admitted by the vote of two-thirds of the members present and voting at any worship service or regular business meeting of the members:

- (a) By profession of faith in Jesus Christ as Savior and Lord, giving witness to regeneration, and adopting the faith and practice of this church by immersion baptism.
- (b) A member of a Baptist church of the same faith and practice with a letter, or with a promise of a letter, of transfer

- (c) A member of a Baptist church of the same faith and practice, without a regular letter of transfer, who comes by statement of membership and Christian faith
- (d) A professing believer in Jesus Christ as Savior and Lord, who is a member of another Christian denomination, agreeing to abide by the faith and practice of this church and by Statement of Christian Faith. However, if this person has not been baptized by immersion, the individual is expected to receive immersion baptism as a symbol of continuing belief
- (e) If the physical condition of an individual, or other valid reasons merit such, immersion baptism may be postponed as a requirement for church membership. The validity of these reasons must be approved by the senior pastor and the deacons.

Section 3. Rights of Members.

- (a) Every member of this church is entitled to vote at all elections and on all questions submitted to the church in a business meeting.
- (b) Every member of this church, except ministerial staff, is eligible for elective offices.

Section 4. Release of Members

- (a) A letter shall be granted upon a written request from the individual member, or from another church, and upon a majority vote in a regular business meeting.
- (b) The name of deceased members shall be removed from the active church roll and placed on a memorial roll.

Section 5. Counsel and Guidance.

The practice of this church is to emphasize to its members that every reasonable measure will be taken to assist any troubled member. Any minister, other members of the church staff and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than for punishment.

**ARTICLE III  
CHURCH ORDINANCES**

Section 1. Baptism. This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

- (a) Baptism shall be by immersion in water.

- (b) Any minister, or whoever the church shall authorize, shall administer baptism.
- (c) Baptism shall be administered as an act of worship during any regular worship service of the church.
- (d) A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the senior pastor, ministerial staff, or deacons. If negative interest is ascertained on the part of the candidate, the candidate shall be deleted from church membership upon a majority vote in a regular business meeting of the members.

Section 2. The Lord's Supper.

The Lord's Supper shall be observed at least once each calendar quarter at times specified by the senior pastor and the deacons..

**ARTICLE IV  
OFFICERS**

The officers of this church shall be the senior pastor, chair of the trustees, chair of the deacons, secretary, assistant secretary, treasurer, assistant treasurer, moderator, and assistant moderator.

Section 1. Senior Pastor.

The senior pastor, by virtue of his office, is the leader and teacher of the church. His duties shall be to preach the word of God, to administer the ordinances of the church, and to perform the various other duties incumbent on his office.

The senior pastor is the chief of staff and shall supervise ministerial and support personnel.

The term of office of the senior pastor shall be indefinite and may be terminated at the request of the senior pastor or the church in a regular or special business meeting. The terms of termination shall be determined by the senior pastor, the chair of the trustees, the chair of the deacons, and the chair of the Personnel Committee.

- (a) The senior pastor (or a ministerial staff member designated by him) shall be a member ex-officio of all committees of the church.
- (b) As soon as possible after the resignation or other termination of the work of the senior pastor, the church shall proceed to elect a Pastor Search Committee. Nominations will be made from the floor at a regular or special business meeting of the members and an election conducted by written ballot. The three men and two women having the highest number of votes will constitute the Pastor Search Committee. There shall be only one member of the committee from the same immediate family. The committee shall elect its own chair.

- (1) This committee shall seek out and nominate to the church an ordained Baptist whose Christian character and qualifications fit such nominee for the office of senior pastor of this church, with both the committee and the church praying for God's leadership in the matter.
- (2) The committee shall bring only one name at a time for consideration of the church. Notice of the pending election shall be given from the pulpit and by mail at least two weeks prior to the meeting at which the election is to take place.
- (3) Election shall be by written ballot and shall require an affirmative vote of at least three-fourths of the members present and voting.
- (4) The person elected as senior pastor shall apply for membership in this church subsequent to his election.

#### Section 2. Chair of the Trustees.

The chair of the trustees shall preside at all meetings of the trustees. The chair shall have such other powers and perform such other duties as are provided in these Bylaws and shall execute all contracts on behalf of the church. The trustees may authorize any other officer or officers, or agent or agents, to execute contracts on behalf of the church in the absence of the chair of the trustees.

#### Section 3. Chair of the Deacons.

The chair of the deacons shall preside at all meetings of the deacons. The chair shall have such other powers and perform such other duties as are provided in these Bylaws.

#### Section 4. Secretary.

The secretary shall keep accurate minutes of all proceedings of the church at its business meetings, keep accurate minutes of all meetings of the trustees, assist the senior pastor at worship services in welcoming and enrolling individuals wishing to join the church, write for church letters of those individuals joining by transfer of church letter, send church letters to other churches requesting letters, and make a report of losses and gains in membership of the church and any other important matters in the business meetings of members of the church. An assistant secretary will be elected annually and will serve in the absence of the secretary.

#### Section 5. Treasurer.

The treasurer shall receive, preserve, and pay out upon proper authority, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render an accurate and full report to the church at a regular business meeting. This report shall be preserved by the secretary as a part of the permanent record of the church. The treasurer shall study the best methods of keeping the financial records of the church and shall make such recommendations to the church at a regular business meeting, and shall render an

annual report to the church. Prior to the rendition of this annual report, and upon its completion, the report shall be audited by the audit committee before it shall be accepted by the church. 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 any and all times by any member of the church. Upon the rendition of the annual report by the treasurer and its acceptance by the church, it shall be delivered to the secretary who shall keep and preserve the same as a permanent record of the church. The treasurer shall be an ex-officio member of the finance committee. The treasurer shall serve a term of one year beginning January 1. An assistant treasurer also shall be elected to serve in the absence of the treasurer.

Section 6. Moderator.

The moderator shall preside at business meetings in accordance with procedures described in Robert's Rules of Order. When it is impossible for the moderator to be present at the meeting, the assistant moderator shall fulfill the duties of moderator. In the event that neither the moderator or assistant moderator are present, the senior pastor or the chair of the deacons shall preside.

**ARTICLE V  
OTHER LEADERSHIP POSITIONS**

Section 1. Deacons.

The deacons shall counsel with the senior pastor concerning the spiritual interest of the church. Deacons shall be expected to be in sympathy with and give conscientious support to the worship, teaching, training, stewardship, missions, and evangelistic activities of the church and to its total ministry in every area of its program. They shall seek to discover and visit the sick and those in distress. Under the supervision of the senior pastor, they shall distribute the elements of the Lord's Supper. They shall be available to offer consultation, guidance and assistance to the committees of the church as noted in Article VI-Committees. With the senior pastor, they shall constitute the Discipline Committee of the church. They shall meet monthly and may meet in special session at the call of the chair, or senior pastor, or one-fourth of the members of the deacons. They shall serve with the senior pastor as a committee on pulpit supply in the absence of or in case of illness of the senior pastor. They shall elect annually from among the members of the deacons a chair and a secretary. The secretary is to keep complete records of their actions and report the same to the church as the church may require. The chair shall have the privilege of naming a vice-chair to serve during the chair's term of office.

Section 2. Trustees.

All corporate powers shall be exercised by, or under the authority of, the trustees. Also, the business affairs of the church shall be managed under the direction of the trustees. However, the church membership at a business meeting, may modify or rescind any decision of the trustees and may make such other decisions with respect to the business affairs of the church as the membership may deem appropriate. In addition to, but not in limitation of, the foregoing general responsibilities, the trustees shall also be available to offer consultation, guidance and assistance to the committees of the church as

noted in Article VI- Committees and ensure the church and its properties are adequately insured against property damage and other potential liabilities and risks as determined to be prudent by the trustees. The trustees shall elect a chair. The term of chair shall be for one year and shall run from January 1 through December 31 of each calendar year. The trustees may elect a vice-chair from among its members to serve during the chair's term of office. They shall meet at least quarterly and shall hold meetings at such time and at such place as shall be designated by the chair or by four or more members of the trustees. Attendance records and minutes of all meetings shall be maintained and transmitted to the staff member responsible for maintaining such minutes. A majority of the members of the trustees shall constitute a quorum for conducting business. The act of a majority of the trustees present at any meeting, at which there is a quorum, shall be the act of the trustees, except as may be otherwise specifically provided by statute, by the Articles of Incorporation, or by these Bylaws. Any action required or permitted to be taken at any meeting of the trustees may be taken without a meeting if all members of the trustees consent thereto in writing, and the writing or writings are filed with the minutes of proceedings of the trustees, whether done before or after the action so taken.

#### Section 3. Church Council.

- (a) The Church Council shall be comprised of the chair of the deacons, chair of the trustees, Sunday School director, Discipleship Training director, Baptist Women's Ministries director, Baptist Men's Ministries director, Evangelism Committee chair, senior adult coordinator, church librarian, and one representative from the Student Ministry committee, Recreation/Activities committee, Children's Ministry committee, and Singles Ministry committee.
- (b) The Church Council, chaired by the senior-pastor designee on the ministerial staff of the church, shall meet periodically with the ministerial staff to plan and to coordinate the activities and functions of church ministries. The Church Council will coordinate the overall church calendar in regards to worship services, programs, and ministries. The annual church calendar will be presented to the monthly business meeting in January..
- (c) The Church Council shall keep itself advised and informed on the best methods for improving the entire church programs and activities and shall make such recommendations to the church membership with respect to such programs and activities as the Church Council may deem wise.

#### Section 4. Senior Pastor Advisory Council.

The Senior Pastor Advisory Council shall serve in a support and advisory capacity to the senior pastor. The council will informally review the pastor's ministry on an ongoing basis through open but confidential dialogue and will give feedback to the Personnel Committee annually. The council will consist of seven persons. The chair of the deacons, personnel, and trustees will serve on the council in addition to four elected members. For the first year, the Pastor Search Committee will serve as the additional members of this Senior Pastor Advisory Council. Beginning with the second year of the

pastor's tenure, each elected member will be elected for one, two, three, and four year terms respectively. One member will rotate off each year and will be replaced by election for a four-year term. The nominations will be made by the Nominations Committee who will nominate at least two nominees for each position. The nominees will be presented to the church membership at a regular business meeting. Other nominations from the floor will be allowed, provided that each person nominated from the floor shall have already been approached and expressed willingness to serve if elected.

When the nominations are completed, ballots shall be prepared for use in voting by the church membership on the second Sunday before Thanksgiving at the morning worship service. The names and pictures of candidates shall be placed in a church newsletter at least two weeks prior to the scheduled vote. Absentee ballots shall be available upon request and shall be returned to the church office prior to the scheduled vote.

In the event a tie occurs in the vote for members of the Senior Pastor Advisory Council, then the one who has been a member of the church longer shall be chosen.

Those elected will be notified. The names of the others on the ballot will be kept, in order of votes received, to become replacements for any vacancies that might occur during the year.

If a vacancy arises in the Senior Pastor Advisory Council, then that member receiving the highest vote at the past annual election but not then elected shall serve for the unexpired term. Notice will be given to the church of any change in the Senior Pastor Advisory Council. However, if the unexpired term is less than six months, the office shall remain vacant until the next election.

#### Section 5.

This section previously entitled "Fund Trustees" has been intentionally deleted.

#### Section 6. Director of the Sunday School.

The director of Sunday School shall, with the assistance of the designated member of the ministerial staff, administer Sunday School affairs using the plans, methods, and materials of Lifeway or other approved material. The director shall become familiar with the best methods of religious education, and adapt them for use wherever possible. The director shall make, annually, to the church a written report and at other appropriate times, orally or in writing, and shall inform the church of objectives, programs, and achievements of the Sunday School.

#### Section 7. Director of Discipleship Training.

The director of Discipleship Training shall, with the assistance of the designated member of the ministerial staff, have general oversight of Discipleship Training activities. The director shall become familiar with the current plans and methods for discipleship to all adult age groups, and shall endeavor to adopt such plans in this church subject to the approval of the church. The director shall become familiar with the best methods of religious education and adopt them for use wherever possible. The director shall make, annually, to the church a written report and at other appropriate times, orally

or in writing, and shall inform the church of objectives, programs, and achievements of the Discipleship Training program.

#### Section 8. Baptist Women's Ministries Director

The Baptist Women's Ministries Director shall seek to enlist all the women and girls of the church in a program of missions education / activity / stewardship and spiritual formation. The director will be familiar with the missions materials and methods of the Women's Missionary Union and the church's other mission partners.

#### Section 9. Baptist Men's Ministries Director.

The Baptist Men's Ministries director shall seek to enlist all men and boys of the church in a program of missions education / activity / stewardship and spiritual formation. The director will be familiar with the missions material and methods of the Baptist Men's Department of the Baptist State Convention of NC and the church's other mission partners.

#### Section 10. Senior Adult Coordinator.

The Senior Adult coordinator shall work closely with the minister responsible for senior adults and shall serve as the chair of the Senior Adult Ministry Committee. Together they shall determine needs and interests of senior adults in the church and recommend to the church the direction of the Senior Adult Ministry of the church. Specific duties of the coordinator shall include but are not limited to:

- (a) Work closely with the Senior Adult Ministry Committee in planning and conducting various programs for senior adults;
- (b) Act as liaison between senior adults and the church, serving on the church council;
- (c) Act as liaison between all church programs serving senior adults;
- (d) Maintain relationships with community organizations serving senior adults;
- (e) Correlate and coordinate all activities of senior adults in the church through an annual calendar of activities developed by the Senior Adult Committee; and
- (f) Report all senior adult activities to the church through regular church procedures.

#### Section 11. Single Adult Coordinator.

The Single Adult coordinator shall work closely with the minister responsible for single adults and shall serve as the chair of the Single Adult Ministry Committee. Together they shall coordinate and give overall guidance to the ministry to single adults in the church and community, and in particular, coordinate the programs and activities planned and implemented by the various ministry teams through an annual calendar of activities. The coordinator shall act as a liaison between all church programs serving single adults and shall serve on the Church Council.

Section 12. Historian.

The historian shall keep and preserve a true history of the church.

**ARTICLE VI  
COMMITTEES**

To facilitate the work of the church, standing committees set forth below shall be elected in accordance with Article VIII. In addition to standing committees, the members of the church at a regular or special business meeting may authorize or elect, in whatever manner it may deem advisable, special committees with clearly defined duties, to serve for whatever period of time may be required for the completion of these duties. Special committees shall be limited in term to no longer than three years and shall report to the church membership at least annually or more often as may be directed by the church membership.

In addition to reporting to the church membership, all standing committees may have the Chair or a delegate of the committee meet with the Chair of Deacons if needed, as described in Article V of these bylaws.

In addition to reporting to the church membership, all standing committees may have the Chair or a delegate of the committee meet with trustees if needed, as described in Article V of these bylaws.

Section 1. Audit Committee.

The Audit Committee shall make an audit of the financial records of the corporation as soon as possible after the close of the business on December 31 each year. The trustees and the Finance Committee should be provided with the report before it is provided to the church during a regular business meeting.

Section 2. Baptism Committee.

The Baptism Committee shall be responsible for preparing and assisting in administering the ordinance of baptism.

Section 3. Benevolence Committee.

The Benevolence Committee is charged with the responsibility of responding to requests for emergency aid from any person or family attending Trinity Baptist Church, any immediate family member of a person or family attending Trinity Baptist Church, or a friend of a person or family attending Trinity Baptist Church. All other requests for emergency aid will be referred to the North Hills Crisis Center. "Emergency aid" may be defined as food, rent, mortgage, and utilities.

Section 4. Building and Grounds Committee.

The Building and Grounds Committee shall perform any and all duties incident to the upkeep and maintenance of the church property. This committee shall annually advise the budget committee on anticipated needs for the coming year, render a report to the church membership of the condition of the church properties at a regular business meeting of the members, and make recommendations relative to needed improvements.

#### Section 5. Bylaws and Policy Review Committee.

The Bylaws and Policy Review Committee shall ensure that complete and up-to-date copies of the Trinity Baptist Church Articles of Incorporation, Bylaws, standing rules, and any other general policies are maintained in the church office and are readily available at all times. The Committee shall review all proposed amendments, rules, and policies for proper form and completeness before they are presented to the church membership at a business meeting. This review shall in no way address the content of the proposal. The Bylaws and Policy Review Committee shall have responsibility for ensuring that all revisions to the bylaws are entered into an amended copy of the Trinity Baptist Church bylaws after they are approved at a business meeting. The committee shall report at least annually at a regular business meeting of the members as to how well the Articles of Incorporation, Bylaws, standing rules, and policies meet current church goals and programs. The report may include recommendations regarding amendments and changes.

#### Section 6. Children's Ministry Committee.

The Children's Ministry Committee shall work closely with the staff in planning programs for the children of the church and shall report to the church the needs for organizations, equipment, facilities, or other support. The Committee shall emphasize in its planning such activities as will assist children to grow in their knowledge of, and in their commitment to, the cause of Christ. They shall be composed of the adult directors of each of the children's programs of the church and representatives from among the parents of children who are younger than middle-school age.

#### Section 7. Committee on Committees.

The Committee on Committees shall nominate all standing committee members, with the exception of the members of the Committee on Committees. The Committee on Committees shall consist of persons familiar with the various church organizations, committees, and offices. The Nominations Committee shall select nominees for the Committee on Committees and shall submit their names for election at a regular business meeting.

#### Section 8. Extended Session Committee.

The Extended Session Committee shall be responsible for maintaining volunteers to staff the preschool departments during worship services. These services include the Sunday morning, Sunday evening, revival, special music, and Wednesday evening worship services. This Committee may also need to coordinate the use of paid workers for the aforementioned church-wide services. This Committee shall also be responsible for maintaining child care as necessary for other church-wide activities or events. The committee shall consist of a minimum of 14 lay members serving a two-year term, with half rotating off each year. The minister to preschool/children will serve as an ex-officio member of this Committee. The Committee shall provide, during the Sunday morning worship service, an extension of the Sunday School hour for children aged birth through four years.

#### Section 9. Evangelism Committee.

The Evangelism Committee shall work with and assist the senior pastor in developing an aggressive evangelism program. The program shall be submitted to the deacons for review prior to being presented to the church during the October business meeting.

Section 10. Finance Committee.

The Finance Committee shall:

- (a) Keep the trustees and the church membership informed about the financial status of the church and make recommendations as it deems wise.
- (b) Prepare a proposed budget each year for the church's financial year, which shall run from January 1 to December 31. The annual budget shall be adopted as follows:
  - (1) The Finance Committee shall present the proposed annual budget for the next succeeding calendar year to the trustees prior to October 1 of the current year. The trustees shall review the proposed annual budget and shall make such recommendations to the Finance Committee as they deem appropriate.
  - (2) During the first week of October a copy of the proposed budget with a letter shall be mailed to all resident church families. The letter will advise that the proposed budget will be discussed at the October business meeting and will advise of the time, date, and place of a special business meeting for a final review.
  - (3) At the regular October business meeting, the proposed budget shall be presented with discussion only.
  - (4) On the Sunday following the regular October business meeting, there shall be a special business meeting for final discussion with revisions considered.
  - (5) The proposed budget, with any modifications approved during the special business meeting, shall be presented to the congregation for vote without discussion at the conclusion of the morning worship service on the next Sunday following the special October business meeting.
- (c) Review the church's financial report on at least a quarterly basis and issue a report at the next regular business meeting following issuance of the treasurer's report for March, June, September, and December.
- (d) Review any motions to amend the annual budget. Such motions shall automatically be referred for review by the Finance Committee which shall comment on the availability of funds at the next regular business

meeting of the members. Review of a proposed motion by the Finance Committee prior to the regular business meeting can be requested.

Section 11. Flowers Committee.

The Flowers Committee shall arrange for flowers in the church sanctuary at the Sunday worship services and at such other services as may be appropriate. The committee shall coordinate the contributions to the flower fund by church families for this purpose. This Committee shall, in the name of the church, send a plant to the family in the event of death of a church member, the spouse of a church member, or to the child of a church member living at home.

Section 12. Food Service Committee.

The Food Service Committee shall be responsible for initiating and for administering general policies for use and maintenance of the kitchen and kitchen equipment. In the event church-sponsored meals are served on a regular basis, the committee shall make provision for the preparation, serving, and financing of such meals. The Committee shall cooperate with the Furnishings and Equipment Committee in determining need for additional equipment and for disposing of equipment not needed.

Section 13. Furnishings and Equipment Committee.

The Furnishings and Equipment Committee shall, at least once a year, inventory the type, quantity, and condition of furnishings and equipment within the church buildings (exclusive of the heating and cooling systems) and determine the requirements for repair or replacement. Recommendations for securing new furnishings and equipment (exclusive of office equipment and building/grounds equipment) will be established. Priority and estimated cost for coming year will be presented to the Finance Committee each year at the appropriate time. The Committee shall review special requests and administer special gift funds for furnishings as required. The Committee shall dispose of any furnishings or equipment after consulting with the trustees. The committee shall also review special requests with respect to other needs for furnishings and equipment and make recommendations to the Finance Committee and/or the church.

Section 14. Homebound Committee.

The Homebound Committee shall endeavor to visit the sick and shut-ins of the church, including those in nursing and convalescent homes. Under the direction of the senior pastor, this Committee shall visit persons recently released from the hospital, those in nursing and convalescent homes, as well as older members who are unable to participate actively in church programs.

Section 15. Lord's Supper Committee.

The Lord's Supper Committee shall be responsible for preparing the Lord's Supper, cleaning the cloths, obtaining needed supplies, and cleaning after the Lord's Supper is served.

Section 16. Media Center Committee.

The Media Center Committee is a working ministry whose primary responsibility is to support and enhance other ministries of this church by providing audio-visual

materials, Internet and equipment. The Committee shall set procedures for the purchase, care, inventory, and distribution of books, tapes, projectors, sound systems (excluding music committee equipment), and other audio-visual materials and equipment. The Committee shall be composed of at least nine members. These members shall work, in conjunction with the church librarian, assistant librarian, and children's librarian, to ensure that all audio-visual items are available during regular church activities. The Committee shall promote these resources as aids to enhance the total ministry of the church.

#### Section 17. Missions Steering Committee.

The Missions Steering Committee shall:

- (a) Aggressively promote and sponsor programs, activities, and projects that directly benefit local residents who are not members of the church. The derived benefit can be monetary, physical, or social. The sole purpose of all sponsored activities shall be to use derived benefits to promote the spiritual welfare of the recipient(s) and to spread the Gospel of Jesus Christ, our Lord and Savior.
- (b) Promote and encourage participation of members in all matters supporting sanctioned projects and events whenever it is appropriate for the church membership to be actively involved.
- (c) Serve to inform and educate the church body on the function and purpose of Baptist international, national, and state, and local missions.
- (d) Inform the church body and clergy of the missions needs of the local community, evaluate these missions needs, make recommendations to the church on programs, projects, and activities designed to meet these needs. The Committee shall keep the church informed on the status and progress of sanctioned activities.
- (e) Receive requests and recommendations from representatives of the local community and within the church for the use of church resources to support and promote events, activities, and programs considered appropriate for meeting local missions objectives.
- (f) Be responsible for determining whether church-owned resources can be allocated for the support and promotion of these events, activities, and programs. Fund raising activities designed to supplement mission projects conducted by organized groups of the church must be approved by the Committee, who will inform the deacons.

The Missions Steering Committee shall consist of at least nine members, including the Baptist Women's Ministries director or representative and the Baptist Men's Ministries director or representative, the various current Mission Lead Team Coordinators, and six at-large members elected by the church – two per year on a rotating basis.

#### Section 18. Music Committee.

The Music Committee shall be responsible for the promotion of the best music, consistent with the means and talent at its disposal. The Committee shall work closely with the minister responsible for music in making recommendations directly to the church concerning persons to serve on a volunteer basis as choir directors or instrumentalists. They shall also assist the minister responsible for music in the planning of each year's music budget. One-third of the members of this Committee should not be directly involved in the music program.

#### Section 19. Nominations Committee.

The Nominations Committee shall work with the existing directors of Sunday School, Discipleship Training, WMU, Baptist Men, and ministers associated with these programs, to seek qualified persons to fill offices or positions of leadership in their organizations, and shall nominate these persons for election by the church. The Nominations Committee will seek to nominate persons to fill the offices of directors of Sunday School, Discipleship Training, WMU, and Baptist Men as early in the nominations process as possible. The Committee shall also nominate the trustees, Committee on Committees, corporate secretary, assistant secretary, treasurer, assistant treasurer, moderator, assistant moderator, senior adult coordinator, historian, and other officers of the church for whom nomination is not otherwise provided. In the event a vacancy occurs in any church office, the Committee shall be responsible for nominating a person for that office at the earliest possible regular business meeting.

#### Section 20. Office Equipment/Automation Committee.

The Office Equipment/Automation Committee shall work with the office manager to analyze the needs of the church in the area of office equipment, including but not limited to, computer hardware and software, printers, and copiers. The Committee will be responsible for assessing immediate and long-range needs of office equipment, service contracts, upgrades, maintenance, and purchases of all office equipment.

#### Section 21. Personnel Committee.

The Personnel Committee shall counsel with all employees of the church at least once a year, concerning the clear definition of their duties, facilities for their work, salaries and other forms of compensation, vacation, sick leave, and other absences, bringing to the church or the appropriate committee(s) of the church any matters that need attention. The Committee shall be responsible for leading the church in maintaining descriptions of duties for all staff positions, making periodic studies of the personnel needs of the church, bringing to the church recommendations concerning the creation of new staff positions and resulting redistribution of duties. Whenever a new staff position is created, or a vacancy occurs among the employees of the church, with the exception of the senior pastor, the Committee shall be responsible for seeking out a qualified person to fill the vacancy. Furthermore, in seeking staff members in specific areas of ministry or other church activities, this Committee shall consult with the chairs of the standing committee, or committees serving that area of ministry or service, in filling those vacancies.

#### Section 22. Publicity Committee.

The Publicity Committee shall assist the senior pastor and other staff members in publicizing the activities and programs of the church.

#### Section 23. Recreation Committee.

The Recreation Ministry Committee will consist of a minimum of six church members nominated by Committee on Committees to serve three years on a rotation system, plus the Upward Basketball Director, and one representative from the Student Ministry Committee, the Children's Ministry Committee, and the Senior Adult Ministry Committee. Representatives will be selected by the individual committees each year. The Minister of Recreation/Activities will be an ex-officio member of the Committee.

The Recreation Ministry Committee will:

- (a) Develop and protect the purpose, philosophy, and policies of the Recreation Ministry. These attributes shall be approved by the Church Council and by the church in conference.
- (b) Enlist and help develop coordinators who will then develop the major areas of involvement and programming.
- (c) Receive and consolidate calendar dates and coordinate with the other church programs through the Church Council.
- (d) Enlist leaders for each program of the Recreation Ministry.
- (e) Receive and consolidate budget recommendations; annually present a proposed budget to the Finance Committee.
- (f) Develop long-range plans and serve as a sounding board for new ideas.
- (g) Plan and conduct recreation events as evangelism to the unsaved, as an outreach to prospects, and as a ministry to inactive church members.
- (h) Ensure that every aspect of church recreation honors God, harmonizes with the church's purpose, and channels people into church programs and church membership.
- (i) Ensure that the Committee and the recreation programs and events serve as a Christian ministry.
- (j) Provide a balance calendar to ensure that the Recreation Ministry is well rounded and functional and that the calendar is not dominated by one person, by one age group, or by one program area.
- (k) Provide an atmosphere within the facility and within personnel that is conducive to a Christian ministry.
- (l) Maintain facilities, maximize their use, and project needed improvements.

- (m) Report annually to the Board of Deacons and at a church conference of the Recreation Ministry's activities for the past year.

Section 24. Safety and Risk Management Committee.

The Safety and Risk Management Committee shall be responsible for monitoring the church property and facilities for safe conditions. The Committee is responsible for developing policies to reduce and to manage risks. The Committee shall report at least annually at a regular meeting of the members.

Section 25. Security Committee.

The Security Committee shall be responsible for the security of church real property. All keys to the church real property shall be under the control of the Committee. The Committee shall advise and assist the trustees on all matters dealing with the security of church real property.

Section 26. Senior Adult Ministry Committee.

The Senior Adult Ministry Committee shall work closely with the staff member responsible for senior adults in planning and executing programs and activities for senior adults and in reporting to the church its needs for organization, equipment, facilities, and other support. The Committee shall emphasize in its planning such activities as will assist senior adults (church members 62 and above) to grow in their knowledge of, and in their commitment to, the cause of Christ. The Committee shall be composed of the senior adult coordinator, the Departments 4 and 5 directors, the Departments 4 and 5 outreach directors, one representative from each of the Sunday School classes of Departments 4 and 5, a representative from the Homebound Committee, a representative from the Recreation Committee, and at least two senior adult members at large.

Section 27. Single Adult Ministry Committee.

The Single Adult Ministry Committee shall work closely with the staff member responsible for single adults in planning and coordinating the single adult ministry, and in reporting to the church any needs for organizations, equipment, facilities, and other support. The purpose of the Single Adult Ministry of the church is to encourage and to lead single adults to grow in their knowledge of and in their commitment to Jesus Christ. The Committee shall be composed of the single adult coordinator, teachers of single adults Sunday School classes, and at least 3 at-large church members on a 3-year rotating term with 1 rotating off each church year. Two of these at-large members should be single adults.

Section 28. Stewardship Committee.

The Stewardship Committee shall assist the senior pastor in educating the congregation in matters of stewardship development. It shall be responsible for promoting the church budget and will take necessary steps to keep the congregation informed on stewardship challenges to help the church meet its needs through consistent sacrificial giving. The chair of this Committee shall be an ex-officio member of the Finance Committee.

Section 29. Tellers Committee.

The Tellers Committee shall be responsible for counting all monies received by the church, cause the same to be deposited to the church's account, and certify by written report the amounts received through the various channels. The said report shall be prepared in duplicate and signed by at least two members of the committee. The signed copies shall be transmitted to the treasurer and the staff member responsible for the financial records of the church and shall become a part of the records of these officers.

Section 30. Transportation Committee.

The Transportation Committee shall make recommendations to the church concerning ways of meeting transportation needs and shall establish policies for the use of available transportation. The Committee shall be responsible for the care and maintenance of church-owned vehicles and shall coordinate their use.

Section 31. The Trinity Baptist Arabic Mission Church Nurturing Committee.

The Trinity Baptist Arabic Mission Church Nurturing Committee shall be responsible for maintaining a nurturing relationship between the sponsoring church and the mission church and for helping provide leadership to both church bodies in planning and implementing the growth and development of the mission church. This nurturing will be done for the sole purpose of glorifying God and for spreading the Gospel of Jesus Christ, our Lord and Savior.

- (a) From Trinity the Committee shall be comprised of: chair of the deacons, chair of the trustees, chair of the Missions Steering Committee, two at-large members of Trinity Baptist who will serve alternate two year terms, and senior pastor (ex-officio); and from the Arabic Mission, five members of the Arabic Church and pastor (ex-officio).

Section 32. Ushering and Hospitality Committee.

The Ushering and Hospitality Committee shall endeavor to maintain an atmosphere of Christian hospitality for all persons participating in the worship services of the church. The Committee shall endeavor to secure from all visitors such information that will enhance the visitation ministry of this church. Through welcome, ushering, personal assistance, and every other service rendered, this Committee shall seek the highest possible worship experience for every person present. To this end, committee members are encouraged to serve consecutive terms.

Section 33. Weekday Preschool Committee.

The Weekday Preschool Committee shall be responsible for ensuring a close liaison between the Weekday Preschool and the church. In conjunction with the minister responsible for children's activities, the committee shall provide guidance for the Weekday Preschool program to ensure a wholesome Christian environment for the children to assist them in developmental skills and spiritual growth.

Section 34. Student Ministry Committee(s)

Student Ministry Committee shall be divided into two groups as follows:

- (a) Middle School Student Ministry Committee shall advise and assist the minister to students in planning, coordinating, promoting, and evaluating a comprehensive Christian ministry to the middle school students of the church. It shall be composed of the adult leaders of each of the middle school programs and parent representatives from among the parents of students.
- (b) High School Student Ministry Committee shall advise and assist the minister to students in planning, coordinating, promoting, and evaluating a comprehensive Christian ministry to the high school students of the church. It shall be composed of the adult leaders of each of the high school programs and parent representatives from among the parents of students.

Section 35. Bereavement Ministry.

The Bereavement Ministry Committee shall minister immediately to families of Trinity Baptist Church resident members upon the death of such members. In the event the funeral of a non-resident Trinity member is held in Raleigh, North Carolina, the Committee will minister to this family also. The Committee shall provide follow-up support for a reasonable time to this family in the form of visits, telephone calls, and a gift of relevant reading material as deemed appropriate and welcomed. The Committee shall seek support from other church members in fulfilling the functions of this ministry, especially from members of the Sunday School class to which the deceased member belonged.

Details for this ministry are provided in Trinity's Guidelines and Procedures manual under "Bereavement Ministry Committee."

The Committee shall be composed of 12 church members representing Departments 1 through 5. Department representatives on the Committee shall be: one from Department 1, one from Department 2, two from Department 3, three from Department 4, three from Department 5, plus two at-large members. The at-large members will be selected by the Committee on Committees from any department.

## **ARTICLE VII ELECTION AND TERM OF OFFICE**

Section 1. Eligibility.

Only members of the church, other than ministerial staff, shall be elected to positions of leadership. Ministerial staff members and other paid employees of the church and their spouses shall not be eligible to serve as trustees or as deacons of the church.

No church member may serve as an active trustee and an active deacon at the same time. A member may not be nominated for election as a deacon and trustee simultaneously.

Section 2. Officers.

All officers of the church and its organizations with the exception of the ministerial staff shall:

- (a) Serve a term of one year beginning September 1, unless otherwise provided.
- (b) Be nominated by the Nominations Committee unless otherwise provided those nominated shall be approached by the committee, obtaining their willingness to serve if elected.
- (c) The names of those nominated shall be presented for election at a regular business meeting. Other nominations shall be called for at this time.

### Section 3. Trustees

The trustees shall consist of nine persons. They shall be elected from church members 21 years of age and over. No person may serve within one year from the end of the previous term, and no person shall serve at the same time as a spouse. The term of office shall be three years beginning January 1. If it should become necessary to maintain consistency in the number of trustees being retired from the trustee board annually, the term of a trustee may be less than three years.

- (a) The Nominating Committee shall seek out persons who are spiritually qualified, faithful in attendance, liberal in their stewardship, examples in Christian home life, and who exhibit great boldness in the faith which is in Christ Jesus.
- (b) The Nominating Committee shall nominate approximately twice the number of trustees to be elected. Those to be nominated will be approached by the Committee, obtaining their willingness to serve if elected. When the report is presented to the church membership at the October business meeting, other nominations from the floor will be allowed, provided each person nominated from the floor has been approached and expressed willingness to serve if elected.
- (c) When the nominations are completed, ballots shall be prepared for use in voting by the church membership on the second Sunday before Thanksgiving at the morning worship service. The names and pictures of candidates shall be placed in a church newsletter at least two weeks prior to the scheduled vote. Absentee ballots shall be available upon request and shall be returned to the church office prior to the scheduled vote.
- (d) In the event a tie occurs in the vote for members of the trustees, the one who has been a member of the church longer shall be chosen.
- (e) Those elected will be notified. The names of the others on the ballot will be kept, in order of votes received, to become replacements for any vacancies that might occur during the year.
- (f) If a vacancy arises in the trustees, the member who received the highest vote at the past annual election but not elected shall serve the unexpired term. Notice will be given to the church of any change in the trustees. However, if the unexpired term is fewer than six months, the slot shall remain vacant until the next election.

#### Section 4. Deacons.

- (a) The deacons shall consist of 60 persons who have been church members for at least 12 months.
- (b) Deacons shall be elected from church members 21 years of age and over. No person may serve within one year from the end of the previous term, and no person shall serve at the same time as a spouse. The term of office shall be three years beginning January 1. If it should become necessary to maintain consistency in the number of deacons being retired from the deacon board annually, the term of a deacon may be less than three years.
- (c) The Church Council, no later than August 31 of each year, shall appoint a committee representing a cross section of the church membership that shall be the Deacon Nominating Committee.
- (d) The Deacon Nominating Committee shall seek out persons who are spiritually qualified, faithful in attendance, liberal in their stewardship, examples in Christian home life, and exhibit great boldness in the faith which is in Christ Jesus.
- (e) The Deacon Nominating Committee shall nominate approximately twice the number of deacons to be elected. Those to be nominated will be approached by the committee, obtaining their willingness to serve if elected. When the report is presented to the church membership at the October business meeting, other nominations from the floor will be allowed, provided that each person nominated from the floor shall have already been approached and expressed willingness to serve if elected.
- (f) When the nominations are completed, ballots shall be prepared for use in voting by the church membership on the second Sunday before Thanksgiving at the morning worship service. The names and pictures of candidates shall be placed in a church newsletter at least two weeks prior to the scheduled vote. Absentee ballots shall be available upon request and shall be returned to the church office prior to the scheduled vote.
- (g) In the event a tie occurs in the vote for members of the deacons, then the one who has been a member of the church longer shall be chosen.
- (h) Those elected will be notified, and the names of the others on the ballot will be kept, in order of votes received, to become replacements for any vacancies that might occur during the year.
- (i) If a vacancy arises in the deacons, the member who received the highest vote at the past annual election but not elected shall serve for unexpired term. Notice will be given to the church of any change in the deacons. However, if the unexpired term is fewer than six months, the slot shall remain vacant until the next election.

Section 5.

This section previously entitled “Fund Trustees” has been intentionally deleted.

Section 6. Standing Committees.

All standing committees shall:

- (a) Have a minimum of three members. However, the size of the committee may be larger as agreed to by the Committee on Committees and the committee involved.
- (b) Be nominated by the Committee on Committees with the exception of the Committee on Committees.
- (c) Those nominated shall be approached by the Committee, obtaining their willingness to serve if elected.
- (d) The names of those nominated shall be presented for election at a regular business meeting. Other nominations shall be called for at this time.
- (e) With the exception of the Trinity Baptist Arabic Mission Church Nurturing Committee, Nominations Committee, Extended Session Committee, Security Committee, Single Adult Ministry Committee, Senior Adult Ministry Committee, Food Service Committee, Tellers Committee, Transportation Committee, Evangelism Committee and Ushering and Hospitality Committee terms of committee members shall be three years, with one third rotating off each year. The terms of the Extended Session Committee and Nominations Committee and Trinity Baptist Arabic Mission Church Nurturing Committee shall be two years, with half rotating off each year. The Security Committee, Single Adult Ministry Committee, Senior Adult Ministry Committee, Food Service Committee, Tellers Committee, Transportation Committee and the youth member of the Evangelism Committee, and the Ushering and Hospitality Committee shall be elected annually, and the chair of these committees shall not serve more than three consecutive years as chair with the exception of the Ushering and Hospitality Committee, Single Adult Coordinator and Senior Adult Coordinator in accordance with Article VI, Sections 26, 27, and 32. Shall have the Bereavement Committee added to the list of committees elected annually.

If a situation arises that would be best for the church for a person not to rotate off a committee as scheduled, that person's name must be approved individually by the church at church conference, with the exception of one-year term committees.

- (f) Terms of office shall begin on January 1 for all committees, except: (1) the Weekday Preschool Committee, which shall serve from June 1, and (2) Children's Ministry Committee, Single Adult Ministry Committee, Student

Ministry Committee, and Senior Adult Ministry Committee, which shall serve from September 1.

## **ARTICLE VIII MEETINGS OF MEMBERS**

### Section 1. Worship Services.

The regular worship services of the church shall be held every Sunday morning for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The senior pastor shall oversee direction of all services for members and others who may attend. Sunday evening and Wednesday evening worship services, programs, and ministries will be planned and coordinated through the work of the Church Council. The annual church calendar will be presented to the monthly business meeting in January.

- (a) The Lord's Supper shall be observed at least once each calendar quarter at times specified by the senior pastor and the deacons.
- (b) The Covenant shall be read by the congregation at least once each calendar quarter at times specified by the senior pastor and the deacons.

### Section 2. Special Services.

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

### Section 3. Regular and annual business meetings.

The church shall hold regular business meetings monthly on the third Sunday night of the month, unless otherwise designated by the Church Council and presented at a business meeting. The January business meeting shall be the annual meeting of the members.

### Section 4. Special Business Meetings.

The church may conduct called business meetings to consider matters of special nature and significance. Special business meeting may be called by the senior pastor, by the chair of the deacons, or by the chair of the trustees. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and time, and place. The special business notice must be given in such a manner that all resident members have opportunity to know of the meeting.

### Section 5. Cancellation and Postponement of Meetings.

In unusual circumstances, the chair of the deacons and the senior pastor in agreement may cancel or postpone a worship service, and the chair of the trustees and the moderator in agreement may postpone a business meeting. In the event of a postponement, a new meeting date shall be set and announced as soon as possible.

## **ARTICLE IX LICENSING AND ORDAINING**

### Section 1. Ministry.

When a member of the church announces to the church the belief that God is leading him or her into the Christian ministry, and upon recommendation of the senior pastor and the deacons, the church may, by vote of at least three-fourths of the members present and voting, license that member as an acknowledgment of the call and as an encouragement to make preparation for it. The secretary may furnish the member with a copy of the minutes or with a certificate of license. The member shall understand that performance of civil duties shall be governed by civil laws.

### Section 2. Deacons.

All persons who serve as deacons of the church shall be publicly acknowledged as persons qualified for spiritual leadership by the work of the Holy Spirit within their lives and this public acknowledgment shall be in the form of a service of ordination. Those members who are elected by the church to serve as deacons, who have been previously ordained as deacons by this church or another Baptist church, shall not be ordained again.

### Section 3. Ministry Procedure.

In the event the church should be requested to ordain a person to the Christian ministry, for work as a pastor or in some other field for which ordination would be appropriate, the following procedure shall be followed:

- (a) The candidate will be referred to the Committee on Ordination of the Raleigh Baptist Association.
- (b) After this Committee has examined the candidate and has made its recommendations to the church, the church shall consider the qualifications of the candidate, and if the church expresses its approval by a vote of at least three-fourths of the members present and voting at any regular business meeting, or special business meeting, the church may then proceed to plan for a service of ordination through which public acknowledgment shall be made that the candidate is qualified for the work to which called by the presence of the Holy Spirit within the candidate.
- (c) No public announcement of plans for a service of ordination shall be made until after a favorable vote of the church.

## **ARTICLE X QUORUM OF THE MEMBERS**

The members present at a regular business meeting or a special business meeting shall constitute a quorum in dealing with routine matters. Ten percent of the resident church members eligible to vote under Article II, Section 3(a) of these Bylaws shall constitute a quorum in dealing with matters of major significance, which involve the church either spiritually, physically, or financially, as defined by the trustees or by a majority of the members present at a regular or special business meeting. The 10 percent quorum requirement described in the preceding sentence shall not apply to the discussion

or to the approval of the proposed annual budget at the business meetings as described in Article VI, sections 10(b)(3), (4), and (5) of these Bylaws.

## **ARTICLE XI STAFF MEMBERS**

### Section 1. Ministerial Staff Members.

In addition to the senior pastor, the church may employ such other ministerial staff members as it deems advisable. Such staff positions shall be created, their duties defined, and persons elected to fill them, in keeping with the definition of duties of the Personnel Committee. The term of office of staff positions shall be indefinite unless otherwise mutually agreed upon at the time of election.

The ministerial staff members shall be expected to apply for reception as a candidate for membership in this church subsequent to their election.

### Section 2. Election.

Election of other ministerial staff members shall be by written ballot and shall require an affirmative vote of two-thirds of the members present and voting at a meeting of the members, with notice given from the pulpit and in writing to church members at least two weeks in advance of the election.

### Section 3. Termination.

The relationship of ministerial staff members, other than the senior pastor, may be terminated at the request of the staff member or the church. The terms of the termination shall be determined by the staff member and the Personnel Committee.

### Section 4. Other Employees.

All other employees shall be employed by the church at the discretion of the Personnel Committee with the concurrence of the senior pastor. The supervision of these employees shall be the responsibility of the senior pastor.

## **ARTICLE XII RULES OF ORDER**

Robert's Rules of Order shall be followed in all matters of parliamentary practice not otherwise treated in these Bylaws.

## **ARTICLE XIII CHURCH OPERATION MANUAL**

### Section 1. Operational Guidelines.

To carry on the administration of the church not covered by these Bylaws, the church may adopt written policies for the operation of various activities, programs or facilities of the church (hereinafter referred to as "operational guidelines").

### Section 2. Maintenance.

All operational guidelines will be maintained in the church office and made available for use by members of the church. The Bylaws and Policy Review Committee shall maintain the manual.

**Section 3. Expiration.**

All operational guidelines will terminate five years after being adopted by the church membership. At least annually the Bylaws and Policy Review Committee will bring to the attention of the church membership the operational guidelines that will expire during the calendar year.

**Section 4. Revision.**

Operational guidelines may be added, revised, or deleted by recommendation of any church member or the church organization to whose areas of assignment the policy relates.

**Section 5. Adoption.**

Operational guidelines may be adopted, revised, or deleted by the church membership during a regular business meeting of the members provided that such operational guidelines shall be presented in writing at a previous regular business meeting. The operational guidelines shall be brought to the attention of the church membership by written communication at least 10 days before it will be considered by the church. A vote of two-thirds of those present and voting is required for the adoption, revision, or deletion.

**Section 6. Review.**

All proposed additions, revisions, or deletions of operational guidelines will be submitted to the Bylaws and Policy Review Committee for editorial review before they are submitted to the church membership.

**ARTICLE XIV  
AMENDMENTS**

**Section 1. Procedure for Amendment.**

Amendment of these Bylaws may be made at any regular business meeting, provided that such amendments shall have been presented in writing at a previous regular business meeting. The amendment shall be brought to the attention of the church membership by written communication at least 10 days before it will be considered by the church. A vote of two-thirds of those present and voting is required for the adoption of any amendment. Only those members present at such business meeting shall be entitled to cast votes on the proposed amendment.

**Section 2. Review.**

All proposed amendments to these Bylaws will be submitted to the Bylaws and Policy Review Committee for editorial review before they are submitted to the church membership for the first time at a business meeting.

Original Bylaws approved at members' business meeting on January 18, 1995.  
This revised edition includes amendments approved on or prior to November 30, 2010.

**LAST REVISED: November 30, 2010**