BYLAWS

OF

TRINITY BAPTIST CHURCH OF RALEIGH

Revised February 2025

Bylaws of Trinity Baptist Church of Raleigh

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BYLAWS
OF
TRINITY BAPTIST CHURCH OF RALEIGH

Article One
ORGANIZATION AND OFFICES

Section 1.01 Name

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

Section 1.02 Purposes

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

Section 1.03 Principal Office

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

Section 1.04 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 Two
CHURCH MEMBERSHIP

Section 2.01 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 2.02 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 2.03 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 2.04 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 2.05 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 Three
CHURCH ORDINANCES

Section 3.01 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 3.02 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 Four
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 4.01 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) Upon the known or pending vacancy in the position of senior pastor, the church shall proceed to elect a Senior Pastor Search Committee (referred to hereafter in this Section 4.01 as the Committee).The Senior Pastor Advisory Council shall recommend he membership of the Committee to the Church. The Senior Pastor Advisory council shall solicit names of potential Committee members from the church membership for a period of at least 30 days. The Senior Pastor Advisory Council also shall consult with the deacons, trustees, Sunday School leadership and Personnel Committee in making its selections. The

nominees to the Committee must be approved by the church in a regular or special business meeting, and no other nominations to the Committee from the floor shall be allowed at such meeting. The Committee shall consist of nine to eleven church members, with approximately an equal number of male and female members but may not include any member of the church's ministerial staff or any spouse of any member of the ministerial staff. Representatives of all adult age groups in the church shall be included on the Committee. The Committee shall elect its own chair. No two members on the Committee shall be from the same or extended family.

(1) The committee shall seek out and recommend to the church an ordained Baptist pastor, whose Christian character, qualifications, and theology match that of the church that is expressed in the church's purpose and identity. Prior to beginning the search, the Committee shall develop a set of guidelines and priorities that shall guide the search. Listening sessions are encouraged to help develop these guidelines and priorities. The Committee is encouraged to consult with and utilize all available denominational organizations and relevant resources as it begins and conducts the search.

(2) The committee shall present one name at a time for consideration by the church. Notice shall be given to the church at least two weeks in advance of having a vote on the candidate at a regular or special business meeting. This announcement shall be from the pulpit, by email and by regular mail.

(3) Election shall be by written ballot and shall require a positive vote of 80 percent of all members present and voting.

(4) The Committee shall work with the Personnel Committee to determine the salary and benefits package for the senior pastor.

Section 4.02 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 4.03 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 4.04 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 4.05 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 4.06 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 Five
OTHER LEADERSHIP POSITIONS

Section 5.01 Deacons

(a) 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 Six - 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.

(b) Upon the known or pending vacancy in the position of senior pastor, the deacons shall elect from among their members, an Interim Senior Pastor Search Committee (referred to hereafter in this Section 5.01(b) as the Committee). The purpose of this Committee is to find an interim senior pastor to fill the pulpit and guide the church staff until the new senior pastor is elected and available to commence service. The Committee shall consist of six to seven members, approximately the same number of male and female members, representing all adult age groups in the church. The Committee shall elect its own chair. The chair of the deacons shall be an ex officio member of the Committee. No two members of the Committee shall be from the same or extended family. The Committee shall be approved by the church in a regular or special business meeting.

(1) The term of the interim senior pastor shall terminate upon the commencement of the term of the new senior pastor.

(2) The interim senior pastor or a member of the ministerial staff shall be an ex officio member of all committees of the church except for the Senior Pastor Search Committee and the Interim Senior Pastor Search Committee.

(3) The Committee shall seek out and recommend to the church an ordained Baptist pastor, whose Christian character, qualifications, and theology match that of the church that is expressed in the church's purpose and identity. The Committee shall develop a set of guidelines and priorities to guide the search. The Committee shall utilize denominational organizations and other relevant resources as it proceeds in the search.

(4) The Committee shall present one name at a time for consideration by the church. Notice shall be given to the church at least two weeks in advance of having a vote on the candidate at a regular or special business meeting. This announcement shall be made from the pulpit and by email.

(5) Election shall be by written ballot and shall require a positive vote of two-thirds of all members present and voting.

(6) The Committee shall work with the Personnel Committee to determine the salary and any benefits for the interim senior pastor.

(c) As provided in Section 7.01 below, ministerial staff members and other paid employees of the church and their spouses are not eligible to serve as deacons.

Section 5.02 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 Six - 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 5.03 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, Evangelistic Outreach Committee chair, Senior Adult Committee chair, Missions Steering Committee chair, church librarian, and one representative from the Student Ministry Committee, Recreation Ministry Committee, and Children's 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 5.04 Senior Pastor Advisory Council

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

senior pastor's tenure, the Pastor Search Committee shall serve as the additional members of this Senior Pastor Advisory Council. Beginning with the second year of the senior pastor's tenure, each elected member shall be elected for one, two, three, and four year terms respectively. One member shall rotate off each year and shall be replaced by election for a four-year term. The nominations shall be made by the Nominations Committee which shall nominate at least two nominees for each position. The nominations shall be presented to the church membership at a regular business meeting. Other nominations from the floor shall be allowed, provided that each person nominated from the floor shall have already been approached and expressed willingness to serve if elected.

Ballots shall be mailed out to the church membership following the October business meeting. Ballots should be returned to the church via mail or in person prior to the end of the morning worship by the second Sunday before Thanksgiving. The nominees for deacons, trustees and the Senior Pastor Advisory Council shall be included on the ballots.

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.

All nominees shall be notified of the congregation's choice. The names of the nominees who were not elected shall be kept, in order of votes received, to become replacements for any vacancies that 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. However, if the unexpired term is less than six months, the office shall remain vacant until the next election.

Notice shall be given to the church of any change in the Senior Pastor Advisory Council.

Section 5.05 [Reserved]

Section 5.06 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 5.07 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 5.08 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 5.09 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 5.10 [Reserved for future use.]

Section 5.11 [Reserved for future use.]

Section 5.12 Historian

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

Article Six
COMMITTEES

To facilitate the work of the church, standing committees set forth below shall be elected in accordance with Article Seven. 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 Five of these Bylaws.

Section 6.01 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 6.02 Baptism Committee

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

Section 6.03 Benevolence Committee

The Benevolence Committee is charged with the responsibility of responding to requests for temporary emergency aid for those with membership at Trinity Baptist Church. The member needing emergency assistance will provide a detailed written application and documentation for the Committee to consider. Exceptions to these guidelines can be made upon request by the church staff to the Committee for its discretion and decision. "Emergency aid" means payments for food, rent, mortgage, utilities, medications, safe shelter, transportation, or other items determined by the Committee to be of critical importance to the recipient or his or her family.

Section 6.04 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 6.05 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 6.06 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 6.07 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 6.07 (7A) Endowment Committee

The Endowment Committee shall consist of nine (9) members. The Endowment Committee shall:

(a) Establish procedures for creating one or more funds or segregated accounts (collectively referred to as the "Endowment Fund") and receiving undesignated gifts and designated gifts to be maintained as a permanent fund to enhance and support the church and its ministries;

(b) Develop procedures for and oversee management of gifts received, which may include selection of a custodian or other advisors(s) to manage the funds in accordance with the guidelines established by the Endowment Committee;

(c) Educate the congregation and membership in estate planning, estate stewardship, and methods of making deferred and planned gifts;

(d) Encourage tithing of estates, outright gifts, memorial gifts, bequests in wills, and the creation of charitable remainder or lead trusts and charitable gift annuities that will pour over into the Endowment Fund; encourage naming the Endowment Fund as beneficiary of life insurance policies; and provide a method for receiving gifts of stocks, bonds, real estate, and other property to the Endowment Fund in a manner most advantageous to the donor;

(e) Approve and authorize execution of any agreements related to the foregoing that may be necessary or desirable to benefit the church or its ministries; and

(f) Report annually to the trustees and to the church regarding this Committee's activities during the past year.

Section 6.08 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 childcare 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 6.09 Evangelistic Outreach Committee

The Evangelistic Outreach Committee shall work with and assist the senior pastor and staff liaison in developing an intentional evangelistic outreach process.

Section 6.10 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 if required.

(3) At the regular October business meeting, the proposed budget shall be presented for discussion with any amendments proposed and tabled.

(4) If any amendments were proposed at the regular October business meeting, then on the following Sunday there shall be a special business meeting for final discussion and decisions on the amendments tabled at the regular October business meeting.

(5) The final proposed budget shall be presented to the congregation for vote without discussion at the conclusion of the morning worship service on the next Sunday following either the regular October business meeting or special business meeting as applicable.

(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 6.11 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 6.12 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 6.13 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 6.14 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 6.15 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 6.16 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 6.17 Missions Steering Committee

The Missions Steering Committee shall:

(a) sanction, promote and sponsor partnerships, programs, activities, and projects that directly benefit all people. 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 to use their God-given gifts, talents, and resources 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, state, and local missions, including the promotion of the Global, National, and State Mission Offerings, including setting the goal for each.

(d) inform the church body and clergy of missions needs, evaluate these missions needs, and engage in partnerships, programs, projects, and activities designed to meet these needs. The Committee shall keep the church informed on the status and progress on 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, partnerships and programs. Fund raising activities designed to supplement mission projects conducted by organized groups of the church must be approved by the Committee.

(g) be responsible for the Campbell University Divinity School Scholarship (includes recommending the recipient of the Baptist Heritage Award).

(h) be stewards of the Shaw Mission Fund.

The Missions Steering Committee shall consist of nine members elected from the church - three per year on a rotating basis.

Section 6.18 Music Committee

The Music Committee shall consist of nine (9) members. The Music Committee shall be responsible for:

(a) finding opportunities to witness through music within the church, to the local community, and to the outside world;

(b) emphasizing the importance of music in strengthening faith development;

(c) nurturing the spiritual development of music ministry participants and the greater church membership;

(d) encouraging active participation in the church's music ministry by church members/prospects of all ages;

(e) partnering with other church ministries to align music with, and integrating plans for, worship, spiritual development, and ministering inside and outside the church;

(f) cultivating community within and across the church's musical groups; and

(g) supporting the minister responsible for music in the planning of each year's music budget.

At least two-thirds of the members of this Committee should be directly involved in the music program, with such involvement being in the church's music program as a vocal or instrumental performer, accompanist, leader of a musical group or program, or parent or guardian of another person so involved in the music program.

Section 6.19 Nominations Committee

The Nominations Committee shall work with the existing directors of Sunday School, Discipleship Training, Baptist Women's Ministries, and Baptist Men's Ministries, 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, Baptist Women's Ministries, and Baptist Men's Ministries 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, 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 6.20 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 6.21 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 6.22 Publicity Committee

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

Section 6.23 Recreation Ministry Committee

The Recreation Ministry Committee shall consist of a minimum of six church members nominated by the Committee on Committees to serve three years on a rotation system. These members should, but are not required to, include a representative on behalf of each of the children's ministry, student ministry, and senior adult ministry who is a participant in the respective ministry of the church, with the remainder of the Recreation Ministry Committee to be at-large members. The director of the church's recreation ministry shall be an ex-officio member of the Committee. The Recreation Ministry Committee shall:

(a) Develop and protect the purpose, philosophy, and policies of the church's 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 and 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 balanced 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.

(1) Maintain facilities, maximize their use, and project needed improvements.

(m) Report annually to the deacons and at a church conference of the recreation ministry's activities for the past year.

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 6.24 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 6.25 Senior Adult Ministry Committee

The Senior Adult Ministry Committee shall work closely with the ministerial 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, resources, 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 Sunday School Adult 1 and 2 Departments directors, one representative from each of the Sunday School classes of the Adult 1 and 2 Departments, a representative from the Homebound Committee, a representative from the Recreation Ministry Committee, a representative from the Prime Timers Choir, and at least three senior adult members at large nominated by the Committee on Committees to serve three years on a rotation system.

Section 6.26 [Reserved for future use.]

Section 6.27 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 6.28 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 6.29 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 6.30 The Trinity Baptist Church Arabic Church Nurturing Committee

The Arabic Church Nurturing Committee shall be responsible for maintaining a nurturing relationship between Trinity Baptist Church and the Raleigh Arabic Baptist 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.

The Committee shall be comprised of a representative from the Trustees, Deacons, Mission Steering Committee and Ministerial Staff (ex-officio) to be appointed yearly and two members elected from the church for two-year terms – one elected per year on a rotating basis.

Section 6.31 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 6.32 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 6.33 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 6.34 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 21 church members representing Sunday School Adult Departments 1 through 6. Department representatives on the Committee shall be: one from Department 1, one from Department 2, one from Department 3, one from Department 4, one from Department 5, one from Department 6, plus fifteen at-large members. The Bereavement Committee chairperson should recruit the department representatives each year. The at-large members from any department will serve three years on a rotation system and will be selected by the Committee on Committees.

Section 6.35 Columbarium Committee

The Columbarium Committee will manage the Trinity Columbarium and Garden. The Columbarium Committee will consist of six members of Trinity Baptist Church to be nominated by the Committee on Committees and elected by the Church. The term of each member shall be three years and shall be coincident with the Church's operational year. The pastor, a representative from Building and Grounds Committee, a representative from Finance Committee (appointed by respective committee's chairperson) and the minister liaison will serve as ex officio, nonvoting members of the Columbarium Committee. The Columbarium Committee will manage the upkeep and use of the TBC Columbarium and Memorial Garden in accordance with the Columbarium Policies.

Article Seven
ELECTION AND TERM OF OFFICE

Section 7.01 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 7.02 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 7.03 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 Nominations Committee shall seek out persons who are spiritually qualified, faithful in attendance, liberal in their stewardship, positive examples in Christian home life, and exhibit great boldness in the faith which is in Christ Jesus.

(b) The Nominations Committee shall nominate approximately twice the number of trustees to be elected. Those to be nominated shall be approached by the Nominations Committee to obtain their willingness to serve if elected. When the nominations are presented to the church membership at the October business meeting, other nominations from the floor shall be allowed, provided each person nominated from the floor has been approached and expressed willingness to serve if elected.

(c) Ballots shall be mailed out to the church membership following the October business meeting. Ballots should be returned to the church via

mail or in person prior to the end of the morning worship by the second Sunday before Thanksgiving. The nominees for deacons, trustees and the Senior Pastor Advisory Council shall be included on the ballot.

(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) All nominees shall be notified of the congregation's choice. The names of the nominees who were not elected shall be kept, in order of votes received, to become replacements for any vacancies that 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 for the unexpired term. However, if the unexpired term is fewer than six months, the position shall remain vacant until the next election.

(g) Notice will be given to the church of any change in the trustees.

Section 7.04 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. The number to be elected shall be assessed annually and be based upon the Sunday School Department enrollment. They should strive to nominate approximately twice the number of deacons to be elected for each Sunday School Department.

(f) The Deacon Nominating Committee shall contact those to be nominated to obtain their willingness to serve if elected. When the nominations are presented to the church membership at the October business meeting, other nominations from the floor shall be allowed, provided that each person nominated from the floor shall have already been approached and expressed willingness to serve if elected. Nominees from the floor shall be included in the ballot in the appropriate Sunday School Department.

When nominees are presented at the October business meeting, the names and number of nominees to be elected from each Sunday School Department shall be listed.

(g) When the nominations are completed, ballots shall be prepared with nominees listed by the Sunday School Department and instructions stating the number to be elected for each Sunday School Department.

(h) Ballots shall be mailed out to the church membership following the October business meeting. Ballots should be returned to the church via mail or in person prior to the end of morning worship by the second Sunday before Thanksgiving. The nominees for deacons, trustees and the Senior Pastor Advisory Council shall be included on the ballots.

(i) In the event a tie occurs in the vote for members for deacons, then the one who has been a member of the church longer shall be chosen.

(j) All nominees shall be notified of the congregation's choice. The name of the nominees who were not elected shall be kept, in order of votes received, to become replacements for any vacancies that occur during the year.

(k) If a vacancy arises in the deacons, the member who received the highest vote at the past annual election for that Sunday School Department but not elected shall serve for unexpired term. However, if the unexpired term is fewer than six months, the position shall remain vacant until the next election.

(l) Notice shall be given to the church of any change in the deacons.

Section 7.05 [Reserved]

Section 7.06 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 Nominations Committee, Extended Session Committee, Security Committee, Arabic Church Nurturing Committee, members of the Senior Adult Ministry Committee or Bereavement Ministry Committee who are not at-large members, Food Service Committee, Tellers

Committee, Transportation 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, Nominations Committee, and at-large members of the Arabic Church Nurturing Committee shall be two years, with half rotating off each year. The Security Committee, members of the Senior Adult Ministry Committee or Bereavement Ministry Committee who are not at-large members, Food Service Committee, Tellers Committee, Transportation 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 in accordance with Article Six, Section 6.32. The Arabic Church Nurturing Committee who are not at-large members will be appointed yearly as described in Article Six, Section 6.31.

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- 8year 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, Student Ministry committee, and Senior Adult Ministry Committee, which shall serve from September 1.

Article Eight
MEETINGS OF MEMBERS

Section 8.01 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 8.02 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 8.03 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 8.04 Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance. Special business meetings 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 8.05 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 Nine
LICENSING AND ORDAINING

Section 9.01 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 9.02 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 9.03 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 Ten
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 Two, Section 2.03(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 Six, Section 6.10(b)(3), Section 6.10(b)(4), and Section 6.10(b)(5) of these Bylaws.

Article Eleven
STAFF MEMBERS

Section 11.01 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 11.02 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 11.03 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 11.04 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 Twelve
RULES OF ORDER

Section 12.01 Robert's Rules of Order

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

Section 12.02 Electronic Meetings

Any meeting may be conducted by one or more means of remote communication through which all attendees may participate with each other during the meeting. Except for the electronic format, such meeting shall be conducted in the same manner as an in-person meeting.

Article Thirteen
CHURCH OPERATION MANUAL

Section 13.01 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 13.02 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 13.03 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 13.04 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 13.05 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 13.06 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 Fourteen
AMENDMENTS

Section 14.01 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 14.02 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.

END OF BYLAWS

Original Bylaws approved at members' business meeting on January 18, 1995. This revised edition includes formatting and amendments approved through October 15, 2023.