



# TRINITY BIBLE CHURCH

A California Nonprofit Religious Corporation

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## BYLAWS

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## **PREAMBLE**

Recognizing the present day need of witnessing to the true Word of God, we therefore band ourselves together as a body of baptized believers in Jesus Christ and adopt and subscribe to the following Articles, rescinding all previous action contrary thereto.

## **ARTICLE I**

### **NAME AND INCORPORATION**

#### **Section 1: Name**

The name of this organization is Trinity Bible Church. It is a California nonprofit religious corporation with principle offices in Gilroy, California.

#### **Section 2: Incorporation**

Trinity Bible Church was duly incorporated in accordance with the laws of the State of California on March 6, 1989.

## **ARTICLE II**

### **PURPOSE**

The purpose of this church is to worship and serve the true and living God, to proclaim the Word of God, to care for the saints, to administer the ordinances of the New Testament (i.e., Baptism and the Lord's Supper), and to be active in the propagation of Christianity throughout the world (Matthew 28:18-20).

## **ARTICLE III**

### **STATEMENT OF FAITH**

#### **Section 1: The Word of God**

We believe that the Bible is the fully inspired Word of God, both the Old and New Testaments, and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct (John 17:17; Romans 15:4; II Timothy 3:16-17; II Peter 1:19-21).

#### **Section 2: The Trinity**

We believe there is one living and true God, eternally existing in three persons – God the Father, God the Son, and God the Holy Spirit; that they are equal in every divine perfection; and that they execute distinct, but harmonious offices in the work of creation, providence, and redemption (Matthew 28:19; John 1:1-4; II Corinthians 13:14; Hebrews 9:14; Genesis 1:26).

### **Section 3: God the Father**

We believe in God, the Father, an infinite personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, that He saves from sin and spiritual death all who come to Him through Jesus Christ (John 3:16-17; John 4:24; John 17:5).

### **Section 4: Jesus Christ**

We believe in Jesus Christ, God's only begotten Son, who was conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, future return for His Church, and personal visible return to earth as King of Kings and Lord of Lords (Isaiah 7:14; John 1:14; Philippians 2:5-11; Hebrews 1:2-3; I John 1:7; I Thessalonians 4:16-17; Revelation 19:11-16).

### **Section 5: The Holy Spirit**

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment; and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide (John 14:26; 16:7-15; Romans 8:14-17; Ephesians 1:13-14).

### **Section 6: Salvation**

We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior and Lord are saved from the penalty of sin, born again unto eternal life by the regenerating work of the Holy Spirit, and brought into personal fellowship with God. We believe that this salvation is a free gift from God, effected upon the ground of the shed blood of Jesus Christ alone, that it is given by grace and received by faith, and that apart from Jesus Christ salvation is impossible (John 1:12-13; 3:3, 16-17; Acts 4:12; 20:21; Ephesians 2:1-9; Titus 3:5).

### **Section 7: The Church**

We believe in the universal church, a living spiritual body of which Christ is the Head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, who have been baptized by immersion subsequent to profession of their faith in Christ, and who are associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the gospel of Jesus Christ to a lost world (Matthew 16:16-18; Acts 2:38-41; Ephesians 2:19-22; 5:25-27; Matthew 28:18-20).

### **Section 8: Christian Conduct**

We believe that a Christian should live for the glory of God and the well-being of his fellow men, that his conduct should be blameless before the world, that he should be a faithful steward of his possessions, and that he should seek to realize for himself and others the full stature of maturity in Christ (Matthew 5:16; II Corinthians 9:6-8; Ephesians 4:11-16; Philippians 2:14-16; Colossians 3:17-23; I Thessalonians 5:17-18).

## **Section 9: The Ordinances**

We believe that the Lord Jesus Christ has committed two ordinances to the local church, baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the Name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that the two ordinances should be observed and administered until the return of the Lord Jesus Christ (Matthew 28:18-20; Acts 2:41; 8:38-39; I Corinthians 11:23-32).

## **Section 10: Religious Liberty**

We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by an ecclesiastical or political authority; that, therefore, Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other (Matthew 22:21; Acts 4:18-19, 29; Romans 13:7; I Peter 2:9).

## **Section 11: The Last Things**

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal blessedness of the saved, and the endless suffering of the lost (Matthew 25:31-46; John 5:28-29; II Corinthians 5:10; Revelation 20:1-15).

## **Section 12: Theological Perspective**

The teaching and practice of Trinity Bible Church shall be that which is consistent with our belief in 1) the premillennial return of Christ, 2) the pretribulational rapture of the church, and 3) the "noncharismatic" understanding of the existence and practice of spiritual gifts, (Zechariah 14; Revelation 20:1-6; I Thessalonians 4:16-18; Revelation 3:10; I Corinthians 13:8-12; I Peter 4:10,11).

## **Section 13: Marriage and Sexuality**

We believe that the term "marriage" has only one meaning and that is a union sanctioned by God which joins one man and one woman in a single, exclusive covenant, as delineated in Scripture.

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.

## **ARTICLE IV**

### **AUTHORITY AND GOVERNMENT**

The Government of the church is vested in the body of believers who compose it. It is subject to the control of no other church body. The final earthly authority is the congregation, to whom the Elders are responsible. All other groups, councils, committees and staff shall be responsible to the Elders.

#### **Section 1: Biblical Authority**

The Trinity Bible Church Statement of Faith does not exhaust the extent of our faith. The Bible or Scripture itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

We believe that the supreme rule for the interpretation of Scripture is the Scripture itself. Therefore, whenever there is a question about the true and full sense of any portion of Scripture, it must be searched by other passages which speak more clearly. We believe that all Scripture must be interpreted exegetically; that is, according to carefully derived conclusions from Scripture through a literary historical-grammatical hermeneutic, not by the intuition or mere consensus of people.

We believe that the practical meaning of Scripture is objectively discernable and is therefore not open to individualistic and contradictory interpretations.

We believe that God, as indicated in Scripture, appoints the responsibility of teaching (1 Tim 1:3; 3:2; 4:11; 6:2), correcting those who contradict (Titus 1:9; 2:1; 2 Tim 1:13), and guarding (1 Tim 6:20; 2 Tim 1:14) the proper meaning and application of Scripture to the elders of the local church (Acts 20:28-30; 1 Tim 5:17; 2 Tim 2:2; Titus 1:5; 2:15; 1 Peter 5:1-3). We believe, therefore, that the deciding authority on interpretation is given to the plurality of Elders. Therefore, if ever a disagreement over the proper interpretation of a given passage arises in the church, particularly in the areas of church doctrine, practice, policy, and discipline, it is the appointed responsibility of the Elders to arbitrate the Scripture's exegetical meaning and proper application.

## **ARTICLE V**

### **CHURCH MEMBERSHIP**

#### **Section 1: Qualifications for Membership**

Membership in Trinity Bible Church shall be open to all persons 18 years of age and older who confess Jesus Christ as Savior and Lord, who give evidence of seeking to follow Him in all areas of their lives, who have been baptized by immersion subsequent to profession of their faith in Christ, and who are in agreement with the statement of faith set forth in Article III of these Bylaws.



## **Section 2: Application for Membership**

Each person requesting membership shall complete an application, subscribe to the statement of faith, and give satisfactory testimony of their personal conversion and baptism to at least one Elder, who will in turn sign and date the testimony and present it to the Elders for final action. If approved by vote of the Elders, the new membership shall begin immediately, and the new member's name and date of approval shall be recorded in the minutes of the meeting.

## **Section 3: Denial of Membership**

The Elders shall deny membership to anyone not qualifying for membership according to Section 1.

## **Section 4: Discipline of Members**

Members of this church who shall willfully err in doctrine or conduct shall be subject to dismissal according the Matthew 18:15-18. Before such dismissal, however, it shall be the duty of any member of this church who has knowledge of the erring member's heresy or misconduct to warn and correct such erring member in private. If said erring member does not heed this warning, then the warning member shall again go to the erring member accompanied by one or two witnesses to warn and correct such erring member. All warnings shall be for the purpose of correction and restoration, and shall be conducted in the spirit of Galatians 6:1.

If, after the second warning, said erring member still refuses to heed correction, the matter shall be brought to the attention of the Elders, who shall evaluate the situation in the light of relevant Scriptures (e.g., Matthew 18:15-18; Romans 16:17; I Corinthians 5:1-11; II Thessalonians 3:6, 14-15; I Timothy 1:20, Titus 3:10; II John 7-11; et al), and take appropriate action.

If the offender continues to be unrepentant, the Elders shall inform the congregation, according to Matthew 18:18, and if said erring member still refuses to heed the warning and correction of the Elders and the church, he or she shall be publicly dismissed from the church. There shall be no appeal to any court from that decision.

## **Section 5: Removal from Roll**

Any member of this church who shall willfully, without plausible reason or excuse, absent himself from the services of this church for a period of six (6) months shall be removable from membership at the discretion of the Elders, after reasonable attempts to contact the member.

## **Section 6: Rescinding Membership**

Any member of this church who shall willfully choose to rescind his/her membership may do so by notifying the Elders in writing of their decision. The date of receipt shall be the effective date of membership termination.

## **Section 7: Voting Rights**

Only church members on the day of any congregational meeting and not undergoing formal church discipline shall be entitled to vote at such a meeting. Every church member age eighteen (18) and over shall be entitled to one vote. A member who is unable to attend a congregational meeting may request an absentee ballot. Such ballot will be provided unless the Elders have determined that significant discussion of the issue will occur at said meeting.

## **Section 8: Annual Meeting**

The annual meeting of the church members shall be held at the principle meeting place of the church in January of each year. At such annual meeting the members shall consider reports of the affairs of the church, approve the budget for the coming year, carry out the elections required by these Bylaws, and transact such other business as the Elders determine shall be brought before the meeting.

Notice of the annual meeting shall be given from the pulpit during regular church services for two successive Sundays prior to the meeting. In addition thereto, notice shall be published for two successive Sundays prior to such meeting.

## **Section 9: Special Meetings**

Special meetings of the members may be called at any time by order of the Pastor; the Chairman or Vice Chairman of the Elders; by a quorum of the members of the Elders; or by twenty (20) voting members or ten percent (10%) of the voting membership of the church, whichever is greater.

Notice of special meetings shall be mailed to members, announced from the pulpit during regular church services at least seven (7) days prior to the meeting, and shall be published in the regular church bulletin on the Sunday immediately preceding the meeting.

## **Section 10: Quorum**

At all meetings of the members, whether annual, special, or adjourned, twenty percent (20%) of the voting membership shall constitute a quorum for the transaction of business.

## **Section 11: Agenda**

All discussion and action taken at congregational meetings will be limited to the published agenda.

# **ARTICLE VI**

## **ELDERS**

### **Section 1: Authority**

Subject to the final authority of the congregation, the governing body of Trinity Bible Church shall be the Elders, who are charged with the responsibility for shepherding and having oversight of the flock. Unless a vacancy exists, the Elders shall consist of a plurality of Biblically qualified men. All pastors shall also serve as Elders. All pastors, officers, committees, staff, and employees shall be responsible to the Elders, who in turn shall be responsible to the congregation.

The Senior Pastor shall be responsible for the direction and supervision of the pastoral and office staff, but remain accountable to the Elders and the congregation.

### **Section 2: Qualifications**

Each Elder must be an active member of this church and possess the qualifications described in I Timothy 3:1-7 and Titus 1:6-9. He shall be:

- A. Blameless (above reproach) as a steward of God; I Timothy 3:2, Titus 1:6,7;

- B. Husband of one wife (a one-woman man); I Timothy 3:2, Titus 1:6;
- C. Temperate (sober, vigilant); I Timothy 3:2;
- D. Sober-minded (prudent);
- E. Of good behavior (orderly, respectable); I Timothy 3:2;
- F. Given to hospitality; I Timothy 3:2, Titus 1:8;
- G. Apt to teach (able to teach); I Timothy 3:2, Titus 1:9 (able to exhort believers and refute false teaching if necessary);
- H. Not given to wine; I Timothy 3:3, Titus 1:7;
- I. Not violent (pugnacious); I Timothy 3:3, Titus 1:7;
- J. Patient (moderate, forbearing, gentle); I Timothy 3:3;
- K. Not a brawler (uncontentious); I Timothy 3:3, Titus 1:7 (not soon angry or quick tempered);
- L. Not covetous (not a lover of money); I Timothy 3:3, Titus 1:7 (not greedy of base gain);
- M. Rules well his own house; I Timothy 3:4, Titus 1:6 (his children are faithful, not accused of rebellion to God);
- N. Not a novice (not a new convert); I Timothy 3:6;
- O. Has a good report or reputation with outsiders; I Timothy 3:7;
- P. Not self-willed; Titus 1:7;
- Q. A lover of good (men and things); Titus 1:8;
- R. Just (fair); Titus 1:8;
- S. Holy (devout); Titus 1:8;
- T. Self-controlled; Titus 1:8.

### **Section 3: Nomination, Selection, and Tenure of Office**

Recommendations to fill the office of Elder shall be requested once a year from all church members. A nominating committee consisting of church members shall be appointed by the Elders, who will also designate a chairman of the committee. Any or all of the Elders may sit on this committee, according to the decision of the Elders. This committee shall review all nominations and determine each nominee's qualifications. Members of the nominating committee may be nominees, but no committee member shall nominate himself. A proposed slate of nominees prepared by the nominating committee shall then be submitted to the Elders along with any relevant comments. The Elders shall then approve, disapprove, or add to the list of nominees. The secretary shall publicly post the nominees approved by the Elders at least three weeks prior to the annual meeting of the church members. At this meeting the nominees shall be presented to the congregation to affirm the decision of the Elders. Each nominee must be affirmed by seventy-five percent (75%) of the voting members present. The newly elected Elders shall assume office immediately. Each Elder shall serve until the next annual meeting of the members.

If the congregation rejects one or more of the nominees, the Elders may appoint someone other than the rejected nominee(s) to fill the position for not more than three (3) months. During that time the election process will be repeated until the desired number of Elders has been chosen.

#### **Section 4: Duties**

The duties of the Elders shall be as follows:

- A. To set the spiritual tone of the church by being godly examples to the flock and by exercising true spiritual leadership as under-shepherds of the Chief Shepherd according to I Peter 5:1-5. This would include prayerful consideration, in the light of all relevant Scriptures and in a spirit of humility, of all decisions brought before the Elders, with each Elder regarding one another before himself.
- B. To elect a chairman, vice chairman, secretary and treasurer, and to organize so as to efficiently carry on the administration of the affairs of the church.
- C. To hear, consider, and act on all reports, and to decide upon all programs submitted by pastors, committees, staff, and members.
- D. To assist the Pastor in the administration of all ordinances and programs.
- E. To establish policies and practices for the church consistent with the purposes of the Corporation.
- F. To select and remove all officers, agents, associate and assistant pastors, staff, and employees of the church, prescribe such duties for them as may not be inconsistent with law or with these Bylaws, and fix the terms of their offices and their compensation.
- G. To exercise general oversight of all financial and property matters of the church.
- H. To determine the manner in which the financial records shall be reported and audited, and to oversee the annual financial report which, after approval, shall be made available to the congregation.
- I. To review annually the membership roll in light of Article V, Section 6.
- J. To exercise oversight over all teaching ministries of the church.

#### **Section 5: Limitations**

The Elders shall be subject to the limitations of these Bylaws and of all pertinent restrictions of the Corporations Code of the State of California. In addition, the Elders shall not have the authority to borrow money, to buy or sell real property, or to incur indebtedness in the corporate name (such as notes, bonds, debentures, deeds to trust, mortgages, and the like) without congregational approval.

#### **Section 6: Vacancies**

Subject to the provision of Section 9226 of the California Nonprofit Religious Corporation Law, any Elder may resign effective upon giving written notice to the Chairman or the Secretary, unless the notice specifies a later time for the effectiveness of such resignation.

If the resignation is to take effect at some future time, a successor may be selected before that time.

A vacancy or vacancies in the Elders shall be deemed to exist in case of the death, resignation or removal of any Elder, or if the Elders decide to increase the number of Elders currently serving. Such vacancies shall be filled by appointment of the Elders, subject to confirmation at a congregational meeting.

### **Section 7: Removal of Elders**

Any Elder may be removed from office by the remaining Elders if he becomes physically incapacitated, spiritually unqualified, or his inability to serve is established in the minds of the remaining Elders.

For the same reasons, any Elder may also be removed at any annual or special meeting of the congregation by a seventy-five percent (75%) vote of the members present, providing notification of the proposed vote to remove an Elder has been sent by mail to every member of the congregation at least three (3) weeks prior to the meeting in which the vote will be taken.

### **Section 8: Regular Meetings**

Regular meetings of the Elders shall be held monthly. Regular meetings shall be open to church members, except for discussions pertaining to items of 1) discipline, 2) staffing, 3) shepherding, 4) counseling, and 5) closed sessions.

### **Section 9: Special Meetings**

Special meetings of the Elders may be called at any time at the request of the Pastor, the Chairman or Vice Chairman or the Secretary, or by a quorum of the members of the Elders.

### **Section 10: Notice of Special Meetings**

Special meetings of the Elders shall require reasonable advance notice.

### **Section 11: Quorum**

Except as otherwise stated herein, a majority of the Elders currently serving shall constitute a quorum. A quorum may adjourn any meeting to another time and place. Any act or decision done or made by the Elders present at a meeting duly held at which a quorum is present shall be the act of the Elders.

## **ARTICLE VII**

### **COUNCILS AND COMMITTEES**

To promote efficiency, the Elders may appoint various councils and committees from within its membership, the staff, and from the church at large. These councils and committees shall perform tasks solely in accordance with the duties and with the powers specifically delegated by the Elders. All councils and committees shall exist for the period specified by the Elders.

## **ARTICLE VIII**

### **DEACONS**

#### **Section 1: Deacons: Male and Female**

The Deacons shall be members of this church and shall be elected at the annual congregational meeting for a term of one (1) year. They shall possess the qualifications described in I Timothy 3:8-13 and Acts 6:1-7.

They shall assist the Elders in the shepherding of the saints, assist the Pastor at the communion and baptismal services, aid in the general spiritual care of the church, prepare the communion elements, assist in the care of the sick and the needy, and shall perform such other duties as may be assigned by the Elders.

### **Section 2: Number**

The number of Deacons shall be determined by the Elders according to need and subject to the availability of qualified candidates.

### **Section 3: Nomination and Selection**

Recommendations to fill the office of Deacon shall be requested once a year from all church members. A nominating committee consisting of church members shall be appointed by the Elders, who will also designate a chairman of the committee. Any or all of the Elders may sit on this committee, according to the decision of the Elders. This committee shall review all nominations and determine each nominee's qualifications. Members of the nominating committee may be nominees, but no committee member shall nominate himself. A proposed slate of nominees prepared by the nominating committee shall then be submitted to the Elders along with any relevant comments. The Elders shall then approve, disapprove, or add to the list of nominees. The secretary shall publicly post the nominees approved by the Elders at least three weeks prior to the annual meeting of the church members. At this meeting the nominees shall be presented to the congregation to affirm the decision of the Elders. Each nominee must be affirmed by seventy-five percent (75%) of the voting members present. The newly elected Deacons shall assume office immediately. Each Deacon shall serve until the next annual meeting of the members.

### **Section 4: Vacancies**

In the event one or more of the above offices becomes vacant during the period between annual elections, the Elders may fill such vacant office(s) by appointment for the unexpired term(s).

## **ARTICLE IX**

### **OFFICERS**

### **Section 1: Officers**

The officers of the Eldership shall be the officers of the Corporation, and the remaining members of the Eldership shall be the Directors of the Corporation. The officers shall consist of a Chairman, a Vice Chairman, a Secretary, and a Treasurer. The Corporation may also have, at the discretion of the Elders, other officers as may be appointed in accordance with the provisions of Section 3 of this Article.

### **Section 2: Election**

The officers of the Corporation, except such officers as may be appointed in accordance with the provisions of Section 3 or Section 5 of this Article, shall be chosen annually by, and shall serve at the pleasure of, the Elders. Each officer shall hold his office until he shall resign, be removed, or become otherwise disqualified to serve, or until his successor shall be elected and qualified.

### **Section 3: Subordinate Officers**

The Elders may appoint, and may empower the Chairman to appoint, such other officers as the business of the Corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in the Bylaws or as the Elders may from time to time determine.

### **Section 4: Removal and Resignation**

Any officer may be removed, either with or without cause, by the remainder of the Elders at any time, at any regular or special meeting of the Elders, or by any officer upon whom such power of removal may be conferred by the Elders.

Any officer may resign at any time without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party, by giving written notice to the Elders, or to the Chairman, or to the Secretary of the Corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

### **Section 5: Vacancies**

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in the Bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

### **Section 6: Inability to Act**

In the case of the absence or inability to act of any officer of the Corporation and of any person herein authorized to act in his place, the Elders may from time to time delegate the powers or duties of such officer to any other officer or other person whom the Elders may select.

### **Section 7: The Chairman**

The Chairman shall be the Chief Executive Officer of the Corporation and shall, subject to the control of the Elders, have general supervision, direction and control of the activities and officers of the Corporation. He shall preside at all meetings of the Elders and all business meetings of the congregation, which are to be conducted according to scriptural principles such as set forth in Philippians 2:2-8, and *Robert's Rules of Order*. He shall be an ex-officio member of any and all committees, and shall have such powers and duties as may be prescribed by the Elders or the Bylaws. In the absence of the Pastor, the Chairman shall be responsible for the leadership of the church service.

### **Section 8: Vice Chairman**

In the absence or disability of the Chairman, the Vice Chairman shall perform all the duties of the Chairman, and when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chairman. The Vice Chairman shall have such other powers and perform such other duties as from time to time may be prescribed for him by the Elders or the Bylaws.

### **Section 9: Secretary**

The Secretary shall keep, or cause to be kept, minutes of all meetings of the members, the Elders and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at the meetings

(excluding congregational meetings) and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principle office in the State of California, the original and a copy of the Corporation's Articles of Incorporation and Bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Elders and any committees thereof required by these Bylaws or by law to be given, and he shall have such other powers and perform such other duties as prescribed by the Elders.

The Secretary shall keep, or cause to be kept, at the principle office of the Corporation, a church membership register, or a duplicated membership register, showing the names and addresses of the members.

### **Section 10: Treasurer**

The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Corporation. The books of account shall at all reasonable times be open to inspection by an Elder or member, with the exception of individual tithes, gifts, and offerings.

The Treasurer shall cause all cash contributions to be counted in double custody. He shall deposit all monies in the name and to the credit of the Corporation with such depositories as may be designated by the Elders. He shall oversee the disbursal of the funds of the Corporation as ordered by the Elders, shall render to the Chairman and the Elders, whenever they request it, an account of all his transactions, and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as may be prescribed by the Elders. He shall make the financial reports at each regular Elder meeting and at the annual meeting of members.

## **ARTICLE X**

### **LICENSING AND ORDINATION**

#### **Section 1: Licensing**

The license, as recognized by the State, is issued by the Elders and is given in recognition of a man's call to that ministry. Its aim is to allow a man to perform all of the ecclesiastical duties and functions of the church and indicates that he meets the qualifications of being a "clergyman" in the eyes of the State.

#### **Section 2: Ordination**

Ordination refers to the mutual recognition by the Elders and the congregation of a man's call to the ministry, preparation as a shepherd, and qualification to serve. Ordination shall be conferred for life, so long as the man continues to manifest the qualifications of the office.



# **ARTICLE XI**

## **THE SENIOR PASTOR**

### **Section 1: Selection**

The Senior Pastor of the church shall be selected by the Elders and confirmed by the members of the church at a business meeting called in accordance with the provisions of Article V, and such confirmation shall require an eighty percent (80%) majority of all votes cast. He shall remain in office for an indefinite period of time.

### **Section 2: Qualifications**

The Senior Pastor shall be an ordained minister or a man who can qualify for ordination by proper examination. He shall meet the qualifications for Elder, outlined in Article VI, Section 2 of these Bylaws.

### **Section 3: Duties**

The Senior Pastor shall be an ex-officio member of all councils and committees, and he shall both sit as a member of the Elders and be responsible to the Elders. The Senior Pastor shall be charged with preaching and teaching the Word of God, administering the ordinances, arranging for and/or conducting all public and regular services of the church, and maintaining the general oversight of the spiritual welfare of the church.

### **Section 4: Termination**

- A. **Resignation:** The Senior Pastor may resign his office upon thirty (30) days notification in writing. He shall first give his resignation to the Elders before it is presented to the church. The thirty days may be shortened by mutual consent between the Pastor and the Elders.
- B. **Dismissal By The Elders:** The Elders may request the Senior Pastor's resignation upon giving him thirty (30) days notification in writing. The Elders shall have the authority to require the Senior Pastor to step down immediately, in which case the church would continue normal remuneration for a period of thirty (30) days following dismissal.
- C. **Right of Appeal of Eldership Dismissal:** The Senior Pastor shall have the right to appeal this decision of the Elders at a special congregational meeting called according to Article V, Section 9. He may request a vote of confidence at that time, which shall be by written ballot. If at least two-thirds (2/3) of those voting are against dismissal, the Senior Pastor shall not be dismissed. Each Elder who voted for dismissal shall submit to a vote of confidence by the congregation at this time. Each Elder not receiving a majority vote shall resign from the Elders immediately. A provisional Eldership shall then be elected immediately by the congregation to fill the terms of the offices vacated.
- D. **Dismissal by the Congregation:** The congregation may request the Senior Pastor's resignation by following the procedure for congregational removal of an Elder, described in Article VI, Section 7 of these Bylaws.

## **ARTICLE XII**

### **SETTLEMENT OF DISPUTES**

In any dispute arising between church members, pastors, or staff, pertaining to any matters of spiritual teaching or practice, such dispute shall be resolved by the Elders.

## **ARTICLE XIII**

### **INSTRUMENTS IN WRITING**

All checks, drafts, demands for money, and notes of the Corporation, and all written contracts of the Corporation shall be signed by such officer(s) or agent(s), as the Elders may designate, excluding all pastors. Unless so authorized by the Elders, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or agreement, or to pledge its credit, or to render it liable for any purpose or to any amount.

## **ARTICLE XIV**

### **RECEIPT AND DISBURSEMENT OF FUNDS**

#### **Section 1: Receipt of Funds**

The necessary finances for conducting the affairs of the church, its program, and its missionary outreach, shall be obtained through the voluntary contributions of its members and friends, as the Lord prospers, and as He directs. This shall be done through the receiving of regular offerings and through such additional commitments and free-will offerings as may be deemed advisable by the Elders. Any fund-raising projects must be approved by the Elders.

#### **Section 2: Disbursement of Funds**

The Corporation shall hold, manage, and disburse any funds or properties received by it from any source in a manner that is consistent with the expressed purposes of the organization as set forth in Article II.

## **ARTICLE XV**

### **DISSOLUTION**

In the event a decision is made to dissolve the Corporation, provision shall be made by vote of the congregation to assign all assets, both real and personal, to one or more like-believing institutions or missions which are qualified under 501(c)(3) of the Internal Revenue Service Code or the corresponding provision of any future Internal Revenue Code.

## **ARTICLE XVI**

### **AMENDMENTS**

These Bylaws may be amended only at annual or special meetings of the congregation by a two-thirds (2/3) vote. Notice of such proposed action shall be given from the pulpit during regular church services on two successive Sundays in advance. Copies of the proposed changes shall be made available to the members at least four weeks prior to the meeting.

## **ARTICLE XVII**

### **LIABILITY**

No officer or member appointed by this church shall be personally or individually liable for any error or mistake, act, or omission, for or on behalf of this church, occurring within the scope of his official authority or in line of his duty as such officer or committee member excepting only for his own willful misconduct or violation of law.

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**We, the undersigned**, being the Corporation officers of record of TRINITY BIBLE CHURCH, do hereby certify that the above Bylaws were adopted as the Bylaws of Trinity Bible Church by the congregation of the church in a special congregational meeting on March 12, 1989.

**Signed:** William L. Spacher, Chairman; C. Dan Wilkinson, Vice Chairman; Edward Ellsworth, Secretary; James O. Brock, Treasurer. (Signatures are on file in the church office.)

**Amended:** November 28, 2000  
**Amended:** January 30, 2011  
**Amended:** January 26, 2014