

Trinity Church, Congregational

By-laws

as amended at the Congregational Meeting
May 22, 2006

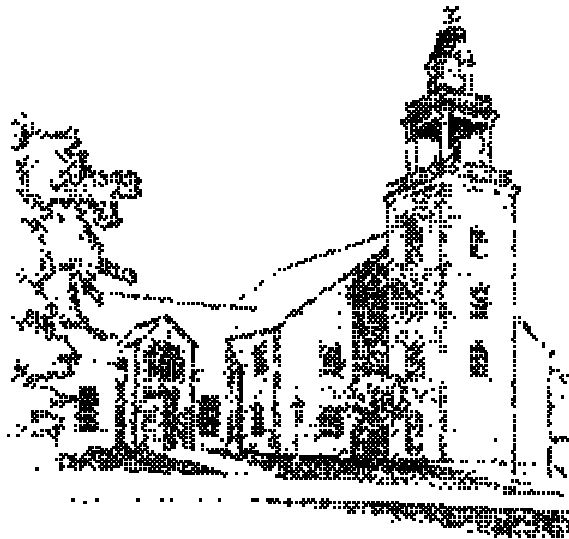


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Trinity Church, Congregational Bolton, Massachusetts

Purpose

The purpose of this Church is to glorify God. To this end we shall bind together as followers of Jesus Christ in the worship of God and in making His will dominant in our lives, to further the religious and moral interests of our community, and to advance in the world the Kingdom of God in fellowship with all Christian churches.

Statement of Faith

We affirm that the Scriptures are the inspired inerrant Word of God, our final authority in matters of faith and conduct. We affirm the Apostles' Creed as a clear statement of the historic Christian faith:

I believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ, His only Son our Lord, who was conceived by the Holy Ghost, born of the virgin Mary, suffered under Pontius Pilate, was crucified, dead and buried; He descended into Hell; the third day He rose again from the dead; He ascended into heaven, and sitteth on the right hand of God the Father Almighty; from thence He shall come to judge the quick and the dead. I believe in the Holy Ghost, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

The Church Covenant

We covenant with the Lord and with one another, and do bind ourselves in the presence of God to walk together in His holy ways. We will strive to be doers of the Word and not hearers only, to be firm in faith, quickened in hope and constant in love. And we will consecrate our time, talent, substance and influence as heirs of God and joint-heirs with Christ.

Principles of Government

This Church is Congregational in its form of government. Being independent of all other ecclesiastical bodies, we adhere to these by-laws. All authority not specifically assigned in these By-laws is hereby reserved to the Congregation.

ARTICLE I: MEMBERSHIP

Section 1 - Qualifications

The Members of the Church shall be the Members at the time of the adoption of these By-laws, and those persons who hereafter become Members by being received into the Church according to the procedure below. Candidates accepted into membership shall have demonstrated a personal and vital relationship with Jesus Christ, a consensual knowledge of the Purpose, Statement of Faith, Covenant and By-laws of Trinity Church, and a willing submission to the spiritual authority of the Elders as constituted in the By-laws.

Section 2 - Procedure

Anyone desiring to become a Member of this Church shall confer with the Pastor, or with another Elder, in the case of the Pastor's absence. The names of prospective members will then be submitted to the Board of Elders for approval. Candidates approved by vote of the Elders shall be received and welcomed into membership in a Church service after having their names announced to the Congregation, and publicly confessing the Christian faith and re-affirming the qualifications listed above.

Section 3 - Rights of Members

Active Members shall be eligible to hold all the offices and when present shall be entitled to vote upon all matters presented to the Meetings, except that only Members twenty-one years of age or over shall be entitled to vote upon financial matters or the calling or dismissing of a member of the Pastoral Staff.

Section 4 - Obligations of Members

a) To remain an Active Member of this Church, a resident Member must endeavor to grow in the Christian life, attend the services of the Church regularly, give systematically of his time, talents, and possessions, and seek diligently the spiritual welfare of his fellow members.

b) A Member who has moved away from the vicinity of Bolton is urged to affiliate with a church in his new community, in keeping with our belief that church membership is primarily union with the universal church of Jesus Christ. However, if for adequate reason a non-resident Member desires to have his name continued on the rolls of the Church, it shall be required that such Member shall so notify the Clerk by letter annually.

Section 5 - Inactive Members

The Elders shall encourage Members to maintain a high level of participation in the activities of the Church and a high standard of conduct consistent with the Purpose, Statement of Faith and Covenant of the Church. In cases of gross neglect or repudiation of membership responsibilities, and subsequent lack of satisfactory response to appropriate reconciliatory ministrations on the part of the Elders, the name of such a delinquent Member shall, upon recommendation of the Board of Elders, be transferred to a list of Inactive Members to be maintained by the Clerk. Such names shall not be included in the statistical reports of the Church. Those listed on this inactive list shall be ineligible to vote or hold office in the Church.

Section 6 - Termination of Membership

Membership may be terminated by the Elders for:

a) Receipt from another church of a request for a letter of transfer to that church. General letters of transfer addressed to no specific church shall not be granted.

b) Receipt of a letter from a Member requesting that his name be dropped from the membership list.

c) Failure of an inactive Member to fulfill membership requirements during a twelve month period after being placed on the list of inactive members. During this period, the Elders shall attempt to restore the Member to active status.

Section 7 - Review of Membership Roll

At the beginning of the last quarter of each church year, the Board of Elders shall review the membership list and shall take any proper action as provided in these articles and shall keep the Clerk informed of such action.

ARTICLE II: THE BOARD OF ELDERS

Section 1 - Membership

The Board of Elders shall comprise at least six Members of the Congregation, plus all ordained full-time members of the Pastoral Staff. Every Elder except a Pastor shall be elected for a three-year term and shall serve no more than six consecutive years. After serving six consecutive years, an Elder shall be ineligible for re-election as an Elder for a period of one year. The terms of the Elders shall be arranged such that approximately one-third are elected each year. The number of lay Elders for a given term shall be set by vote of the Congregation. Any Elder except a Pastor may be removed from office by a simple majority vote of all Active Members of the Church, not just of those present to vote at any Meeting. If the Elder in question is the Moderator, then a Moderator Pro-tempore shall be chosen by the Congregation to preside at the Meeting.

Section 2 - Selection

Qualifications - An Elder must be a man in full communion with the Church, of mature judgment, of unquestioned exemplary Christian character, loyal to the Word of God, able to teach sound doctrine, and devoted to the Lord Jesus Christ and the spiritual welfare of this Church. An Elder shall have demonstrated the qualifications given in Scripture, (I Timothy 3:1-7, Titus 1:6-9, James 5:14 and I Peter 5:1-4) and pastoral concern for the spiritual welfare of the Church. Except under extraordinary conditions, any Elder except a Pastor should have been proven as an Active Member of Trinity Church for at least three years.

Procedure - A candidate for the office of Elder may not be nominated from the floor and approved in the same Congregational Meeting. Members of the Church shall work through the Nominating Committee to identify Elders whose lifestyle and ministry have been affirmed by the Holy Spirit in the hearts of the Congregation. At least six weeks must be allowed for considering and examining prospective Elders prior to any final Congregational vote of approval by three-quarters of the Members present and voting by secret ballot.

Section 3 - Responsibilities

The Board of Elders shall be the overall governing organization of Trinity Church, responsible for direction of all Officers, Committees and organizations between Congregational Meetings of the Church. It is the duly constituted agent to act upon all business of the Church, with the assurance that all business shall be transacted in the knowledge and interest of the Church. The Board of Elders is specifically responsible for:

1. Determining the mission and ministry of the Church.
2. Assisting the Church to take action consistent with its Statement of Purpose.
3. Supporting the Standing Committees.
4. Encouraging members to utilize their spiritual gifts to the fullest measure.
5. Developing and articulating the Church's vision.
6. Providing counsel that reflects accurately the principles of Scripture.
7. Establishing and modeling prayer as indispensable to the Church's spiritual vitality.

8. Examining and approving candidates for baptism and prospective members as to their faith in Jesus Christ as Savior.
9. Examining and approving candidates for ministry and ordination.
10. Accepting by at least a three-quarters vote of all members of the Board of Elders any candidate for any position on the Pastoral Staff. (In the event a decision is not unanimous on this question, both the majority and the minority will submit a written report to the Congregation.)
11. Assisting in the administration of Communion and Baptism.
12. Providing for the supply of the pulpit during the absence or disability of the Pastor. Whenever the position of Pastor is vacant, the Board of Elders shall appoint an Interim Pastor until the Congregation shall call a new Pastor.
13. Insuring that each new ministry has a board or committee from which it can gain encouragement and to which it can be responsible.
14. Providing an annual review of the Church membership roll and certifying the list of those Members eligible to vote to the Clerk prior to each Congregational Meeting.
15. Providing an annual evaluation of the Pastoral Staff and submitting proposed salaries to the Finance Committee prior to March 15 each year.
16. Administering church discipline as outlined in Matthew 18:15-17.
17. Reviewing the spiritual qualifications of all candidates proposed by the Nominating Committee. If the Board of Elders decides that a given candidate does not possess the required spiritual qualifications, it will notify the Nominating Committee of such finding. If the Nominating Committee disagrees with this finding, it may submit its list of candidates to the Congregation, but it must note the finding of the Board of Elders to the Congregation.
18. Recommending to the Congregation candidates for the Nominating Committee.
19. Appointing such ad hoc committees as required to carry out the Purposes of the Church.
20. Preparing a budget for the Board of Elders for the following year and submitting it to the Finance Committee prior to March 15 of each year.
21. Exercising diligence in spending funds appropriated to its use by the Congregation at its Annual Meeting or other Congregational Meetings.
22. Providing for a Prospective Members Class for all interested people.
23. Calling Special Congregational Meetings.
24. Making interim appointments from a list of candidates presented by the Nominating Committee to fill vacant positions on Committees, the Board of Elders or Officers between Annual Meetings of the Congregation. All such interim appointments shall only be valid until the next Annual Meeting.
25. Providing for an annual review of the Treasurer's records and submitting this review to the Congregation as part of the Annual Report.
26. Gathering annual reports from each Committee and organization within the Church and publishing an Annual Report to the Congregation at least one week prior to its Annual Meeting.
27. Approving all employment and termination of all members of the Ministry Support Staff.
28. Developing a comprehensive position description for each member of the Pastoral Staff.

Section 4 - Organization

At the first meeting of the Board of Elders after the Annual Meeting of the Congregation, the Elders shall elect a Chairman and a Vice-Chairman from among their midst, neither of whom may be the Pastor. The Board of Elders shall appoint at least one Elder to oversee each Standing Committee of the Church.

Section 5 - Meetings

A Member of the Church may attend the open portion of any regularly convened meeting of the Board of Elders simply by calling an Elder in advance. A Member of the Church wishing to bring a particular issue to the Board of Elders should make a written request, addressed to any Elder, to have such issue posted to the agenda. The Board of Elders may hold additional closed meetings that are not open to attendance by others for the purpose of discussing matters which should not be public such as personal counseling problems, personnel issues and evaluation of, and salary recommendations for, the Pastoral Staff. A quorum for conducting business at any meeting of the Board of Elders shall consist of at least half of the Elders. The Chairman shall preside at all meetings of the Board of Elders. Whenever the Chairman is absent, the Vice-Chairman of the Board of Elders shall preside.

ARTICLE III: OFFICERS

Section 1 - General

The Officers of the Church shall consist of the Chairman and Vice-Chairman of the Board of Elders, the Clerk and the Treasurer all of whom must be Active Members.

Section 2 - Chairman of the Board of Elders

The Chairman of the Board of Elders shall act as the Chief Executive Officer of the Church. He shall also provide oversight on behalf of the Pastor in the Pastor's absence or incapacitation.

Section 3 - Vice-Chairman of the Board of Elders

In the absence or incapacitation of the Chairman of the Board of Elders, the Vice-Chairman of the Board of Elders shall assume all of the duties of the Chairman.

Section 4 - Clerk

The Clerk shall attend all meetings of the Church, the Church Council, and all public meetings of the board of Elders, keep accurate records thereof, and perform all other duties incidental to this function. The Clerk shall also keep a register of all Active Members and Inactive Members of the Church, of the dates of their becoming Members and the termination of membership, and shall attend to the correspondence relating thereto. The Clerk shall maintain a Church Policy and Procedure Manual as approved by the Board of Elders. The Clerk shall be accountable to the Chairman of the Board of Elders in the performance of assigned duties. The Clerk shall be elected to a three-year term by the Congregation at its Annual Meeting. After serving as Clerk for six consecutive years, a person will be ineligible for re-election as Clerk for a period of one year.

Section 5 - Treasurer

The Treasurer shall oversee the receipt and payment of all moneys of the Church and shall have signature authority on all accounts of the Church. The Treasurer shall be authorized to make

payments for the Church, to give receipt for moneys due the Church, to have custody of the funds of the Church, and to have custody of all securities, deeds, notes, insurance policies, and valuable papers. The Treasurer shall give bond in such amount and with surety as shall be satisfactory to the Board of Elders. The Treasurer shall be accountable to the Chairman of the Board of Elders in the performance of assigned duties. The Treasurer shall submit monthly reports to the Board of Elders and an annual report to the Congregation on the status of all accounts together with any recommendations. The Treasurer shall be elected to a three-year term by the Congregation at its Annual Meeting. After serving six consecutive years as Treasurer, a person will be ineligible for re-election as Treasurer for a period of one year.

ARTICLE IV: STANDING COMMITTEES

Section 1 - General

The major work of the Church shall be performed by its standing Committees, namely:

- The Diaconate
- The Education Committee
- The Finance Committee
- The House Committee
- The Missions Committee
- The Nominating Committee
- The Outreach Committee
- The Worship Committee
- The Technology Committee

Standing Committee work shall be coordinated by the Church Council composed of all Standing Committee chairpersons plus one Elder.

Responsibility of the Church Council - The Council shall act as a Board of Trustees to administer the resources of the Church. An Elder other than the Pastor shall preside at all meetings of the Council. Whenever the Clerk is absent, the Council shall appoint one of its members to keep accurate written record of all proceedings that shall be submitted to the Clerk within one week of each meeting.

Responsibilities of all Committees - Each of these committees with exception of the Diaconate and the Worship Committee shall have as its Chairman a Member appointed as such by the Congregation at its Annual Meeting. Each committee shall:

1. Appoint one of its members to keep accurate records of the proceedings of all meetings and to submit a written report thereof to the Board of Elders and to the Clerk within one week of each meeting.
2. Hold at least one public meeting per calendar quarter, the time and date thereof to be approved by the Board of Elders and announced in the Church Bulletin, which shall be open to all Members of the Church.
3. Exercise diligence in spending funds appropriated to its use by the Congregation at its Annual Meeting or other Congregational Meetings. The Treasurer shall pay bills authorized by each Committee provided the funds for the bill were authorized by the Congregation in its Annual Budget and submitted to the Treasurer on a suitable form as provided by the Treasurer and signed by the Committee Chairman. However, the Church Council has the authority to re-allocate budgeted line items and may direct an

- increase or reduction of expenditures by any Committee in order to match the funds actually available to the Church.
4. Prepare a budget for its use for the following year and submit it to the Finance Committee prior to March 15 of each year.
 5. Submit to the Board of Elders policies and procedures for inclusion in the Church Policy and Procedures Manual.
 6. Appoint such subordinate committees as it believes necessary and as approved by the Board of Elders to carry out one of its responsibilities. These committees may be of either a permanent or temporary nature. These subordinate committees will report to the Committee that appointed it. One member of the appointing committee shall be assigned to monitor and manage the work of the subordinate committee. The appointment of any such subordinate committee will not relieve the Committee that appointed it of any of its responsibilities. Committees are encouraged to utilize such subordinate committees as a way of involving as many Members as possible in the work of the Church.

Elder oversight - Each Committee will have at least one Elder assigned to it to oversee the spiritual aspects of the ministry within the Church. This Elder may attend meetings and will have all the rights as a member of the Committee. However, the Elder will not be assigned to specific tasks by the Committee.

Election procedures - The members of these Committees elected by the Congregation shall serve a three-year term and will serve no more than six consecutive years. After serving six consecutive years, a member of a specific Committee will be ineligible for re-election to that same Committee for a period of one year. The terms of the members shall be arranged such that approximately one-third are elected each year. The number of members for the following year shall be set by vote of the Congregation at its Annual Meeting. Resignations from committee members shall be submitted to the Chairman of the Board of Elders.

Section 2 - Diaconate

Membership - The Diaconate shall consist of at least twelve Members of the Congregation approximately evenly divided between Deacons and Deaconesses.

Qualifications of a Deacon or Deaconess - A Deacon or Deaconess must be a Member of the Congregation of unquestioned Christian character, loyal to the Word of God, devoted to the Lord Jesus Christ and able to minister to the needs of people with compassion. A Deacon or Deaconess must meet the requirements of Scripture, (Acts 6:3 and I Timothy 3:8-16 as appropriate).

Responsibilities - The Diaconate is charged with ministering to the human needs of the Members of the Church and, (as they are able) to non-members that come to their attention. Diaconate is specifically responsible for:

1. An active visitation ministry to Members and the reporting of any compelling needs to the Board of Elders.
2. Administering the Special Needs Fund giving precedence to Members. An accurate record of all disbursements from this fund will be kept for review only by the Board of Elders. (Due to the sometimes embarrassing nature of problems solved by this fund, these records will never be made public.)
3. Overseeing the ministry of hospitality. This will include supervising all social events involving the entire Church, but not those events planned by a single organization. The Diaconate is encouraged to recruit and use others for the actual work involved in

- planning and preparing Church luncheons, suppers, coffee, etc.
4. Overseeing the preparation of the Communion elements and caring for the communion table appointments. Deacons will assist the Elders in serving communion.
 5. Providing for Greeters at every Worship Service.
 6. Cooperating with the Elders in pastoral work whenever possible, especially ministering to those in need, the sick, the aged and infirm, the sorrowing, the friendless and to any in distress.
 7. Encouraging fellowship among Members and non-members with the goal of developing within the Congregation the love of Christ.
 8. Arranging for flowers in the Worship Service and their distribution.
 9. Encouraging home Bible studies for the purpose of fellowship, individual learning, mutual accountability and outreach.

Organization - At the first joint meeting of Deacons and Deaconesses after the Annual Meeting of the Congregation, the Diaconate shall elect a Chairman and a Vice-Chairman from among the Deacons. The Chairman of the Diaconate shall preside at all joint meetings of the Deacons and Deaconesses and shall be responsible to see that the entire Diaconate performs their responsibilities. In the absence of the Chairman, the Vice-Chairman shall assume the duties of the Chairman.

Meetings - The Diaconate shall hold at least one public meeting per calendar quarter, the time and date thereof to be announced in the Church Bulletin, which shall be open to all Members of the Church. The Deacons and Deaconesses may hold private meetings, jointly or separately, in addition to the quarterly public meeting as they deem necessary in order to discuss and handle sensitive personal needs within the Congregation.

Section 3 - The Nominating Committee

Membership - The Education Committee shall consist of at least three members, the Sunday School Superintendent, the Adult Education Coordinator and the Trinity Youth Coordinator.

Responsibilities - The Nominating Committee shall be responsible for:

1. Preparing a slate of candidates for all Officers and Committee Members outlined in these by-laws for the Annual Meeting of the Congregation. The Nominating Committee shall submit this slate of candidates to the Board of Elders prior to April 15 in each year for the Elders review of each candidate's spiritual qualifications.
2. Submitting the name(s) of candidates to the Board of Elders for each position that becomes vacant during the year for appointment to an interim position.

The Nominating Committee is encouraged to solicit recommendations from the Committees regarding possible candidates. However, the Nominating Committee is under no obligation to honor recommendations from Committees.

Section 4 - The Education Committee

Membership - The Education Committee shall consist of at least three members elected by the Congregation, the Sunday School Superintendent, the Adult Education Coordinator and the Trinity Youth Coordinator.

Purpose - The purpose of the Education Committee shall be to conduct a vigorous education program that spans all ages within the Church in order to:

1. Pass the Gospel of Jesus Christ to the next generation.
2. Nurture new believers and immature Christians of all ages into mature Christians who

are able to give an account of the faith that dwells within.

3. Develop a knowledge and a love of the Scriptures in all believers.
4. Develop teachers who will be capable of expounding the truths of the Scripture in Sunday School and Adult Education Classes.

Responsibilities - The Education Committee shall be responsible for determining the objectives of the education ministry for children, youth and adults, submitting these to the Board of Elders for ratification, and interpreting them to the Congregation. The Education Committee shall develop policies and procedures for:

1. The Sunday School. (The primary education program for High School age and below.)
2. The Adult Education Program. (The primary education program for post High School.)
3. The Youth Ministry whose primary purpose shall be the training of Junior and Senior High School students to live and function in the modern world as Christians without compromising the Christian Faith.
4. The Church Library.
5. Such other educational programs as they deem appropriate.

These policies and procedures shall be submitted to the Board of Elders for approval. The Education Committee shall also develop written job descriptions for the Sunday School Superintendent, the Adult Education Coordinator and in coordination with the Pastor a specific list of duties for such Associate Pastors as are assigned to the Committee by the Pastor.

Sunday School Superintendent - The Sunday School Superintendent shall be elected to a three-year term by the Congregation and will serve no more than six consecutive years. After serving six years, a Member will be ineligible for re-election as Sunday School Superintendent for one year. The Sunday School Superintendent will be responsible to the Education Committee for the day to day operation of the Sunday School and will be the executive agent of the Education Committee in carrying out its responsibilities in the Sunday School.

Adult Education Coordinator - The Adult Education Coordinator shall be elected to a three-year term by the Congregation and will serve no more than six consecutive years. After serving six years, a Member will be ineligible for re-election as Adult Education Coordinator for one year. The Adult Education Coordinator will be responsible to the Education Committee for the day to day operation of the Adult Education Program and will be the executive agent of the Education Committee in carrying out its responsibilities in the Adult Education Program.

Trinity Youth Coordinator - Normally the Pastor will assign a member of the Pastoral Staff as Trinity Youth Coordinator on the Education Committee. In such cases where the Pastor does not assign a member of the Pastoral Staff, then the Elders shall appoint a Trinity Youth Coordinator to serve no more than three consecutive years. After serving three years, an appointee will be ineligible to serve as Trinity Youth Coordinator for one year. The Trinity Youth Coordinator will be responsible to the Elders for the day to day operation of the Youth Ministry and will be the executive agent of the Elders in carrying out the purpose of the Youth Ministry.

The Church Librarian - The Education Committee shall appoint a Church Librarian and such Assistant Librarians as it deems necessary.

Section 5 - The Missions Committee

Membership - The Missions Committee shall consist of at least three members elected by the Congregation. In addition to the Chairman, one member shall be designated as Missions Treasurer by the Nominating Committee.

Purpose - The purpose of the Missions Committee shall be to conduct a vigorous program of evangelism outside the local area of Trinity Church.

Responsibilities - The Missions Committee shall be responsible for determining the objectives of the mission program, submitting these to the Board of Elders for ratification, and interpreting the approved objectives to the Congregation. The Missions Committee shall develop the policies and the procedures for attaining these missionary objectives. In developing a missionary program, the Committee shall:

- a. Conduct educational programs designed to keep the Congregation informed concerning the Biblical injunction to spread the Gospel, the opportunities available for members in carrying out the great commission, and the people presently serving as missionaries of the Church.
- b. Screen all candidates seeking support from the Church and make recommendations for support to the Board of Elders.
- c. Maintain an active correspondence with approved Trinity Church Missionaries with the goal of encouraging the missionaries and keeping the Congregation informed of opportunities and needs in the field.

Section 6 - The Outreach Committee

Membership - The Outreach Committee shall consist of at least three members elected by the Congregation at its Annual Meeting.

Purpose - The purpose of the Outreach Committee is to ensure an active ministry of spreading the Gospel within the Town of Bolton and the surrounding communities of Central and Eastern Massachusetts. A primary goal of the Outreach Committee shall be to educate the Members in their obligation stated in Matthew 28:16 - 20.

Responsibilities - The Outreach Committee shall be responsible for:

1. Keeping the need of, and the urgency of, Christian Evangelism before the Congregation.
2. Developing and encouraging new programs designed to spread the Gospel in the local area.

Section 7 - The Finance Committee

Membership - The Finance Committee shall consist of the Treasurer as Chairman and at least four members elected by the Congregation who shall be designated the Assistant Treasurer for Receipts, the Assistant Treasurer for Disbursements, the Missions Treasurer and the Financial Secretary. Additional members, if elected, may include the Bond Officer and the Building Fund Officer.

Purpose - The purpose of the Finance Committee shall be to control under the direction of the Board of Elders the finances of the Church.

Responsibilities - The Finance Committee shall be responsible for:

1. Reviewing all financial policy decisions of the Church and making appropriate recommendations to the Board of Elders.
2. Establishing and maintaining uniform accounting practices for all accounts and funds.
3. Monitoring the operation and status of all funds.
4. Coordinating an annual review of all funds.
5. Preparing an annual statement and financial condition.
6. Preparing such other reports as may be desired by the Board of Elders.
7. Preparing an Annual Budget for the Church for submission to the Board of Elders prior to April 15.

Assistant Treasurer for Receipts - The Assistant Treasurer for receipts shall assist the

Treasurer in the performance of the Treasurer's duties with regard to the receipt of funds.

Assistant Treasurer for Disbursements - The Assistant Treasurer for disbursements shall assist the Treasurer in the performance of the Treasurer's duties with regard to the disbursement of funds. The Assistant Treasurer for disbursements shall assume the duties of the Treasurer in the absence of the Treasurer. The Assistant Treasurers shall give bond in such amount and with surety as shall be satisfactory to the Board of Elders.

Financial Secretary - The Financial Secretary shall maintain current records of contributions.

Section 8 - The House Committee

Membership - The House Committee shall consist of at least three members elected by the Congregation.

Purpose - The purpose of the House Committee shall be to provide for the maintenance of the Church's Real Property.

Responsibilities - The House Committee shall be responsible for the maintenance of the Church's Real Property. They shall:

1. Care for all of the Church's Real Property and regulate the use of all of the Church's buildings, grounds and vehicles subject to the approval of the Church Council.
2. Act with the Church Council's approval upon the acceptance of any proposed gift of such property or of the purchase of any such property from any gift or gifts of money, with authority to delegate any part of such authority to experts in case any need thereof is expressed by any member.
3. Maintain a master calendar of building use with the help of the Church's office staff.
4. Develop policies for use of the Church's buildings, grounds and vehicles.

Section 9 - The Worship Committee

Membership - The Worship Committee shall comprise at least three members elected by the Congregation, and shall be chaired by the Pastor.

Purpose - The purpose of the Worship Committee shall be to develop a worship environment that glorifies God. The Worship Committee shall oversee all aspects of worship within the Church.

Responsibilities - The Worship Committee shall be responsible for:

1. Helping attendees (both children and adults) understand the history, nature and purpose of worship.
2. Assisting the Pastor in planning the worship services, both regular and special or seasonal, including the selection of hymns and special music.
3. Appointing a Head Usher, a Choir Director, an Organist and/or Pianist, and a Head Sound Technician. The Worship Committee shall develop written guidelines for these positions.
4. Providing for the procurement and care of such musical instruments as may belong to the Church.
5. Developing and overseeing the media ministry, including radio broadcasts and audio tapes.

Section 10 - The Technology Committee

Membership - The Technology Committee shall consist of at least four members elected by the Congregation.

Purpose - The purpose of the Technology Committee shall be to provide oversight support for the electronic capabilities of the Church.

Responsibilities - The Technology Committee shall be responsible for the oversight of the Church's electronic equipment and capabilities. They shall:

1. Oversee the Purchase of all electronic equipment for the Church to meet new or existing ministries, including, but not limited too, audio-visual projectors, digital cameras, sound equipment, computers, servers, scanners, wireless communications and telephones.
2. Oversee the supervision all system integration.
3. Work with the Elders and/or appropriate Standing Committees and/or technical experts for approval or rejection of any designate gifts or property relating to the responsibilities of this committee.
4. Oversee the maintenance and upgrade all electronic equipment or systems as needed.
5. Submit a yearly budget to the Budget Committee.
6. Annually develop a long-range plan in conjunction with other committees on how technology can support their ministries.

ARTICLE V: PERSONNEL STAFF

Section 1 - Composition

The staff of the Church shall include all individuals compensated by the Church and shall consist of the Pastoral Staff and the Ministry Support Staff. The Pastoral Staff shall consist of the Pastor and such Associate Pastors as are called by the Congregation. The Ministry Support Staff shall consist of those individuals hired by the Board of Elders. The Pastor is the Head of Staff and all Pastoral Staff and Ministry Support Staff shall be accountable to the Pastor in the Performance of their duties.

Section 2 - The Pastoral Staff

Qualifications - The Pastoral Staff shall be men of mature judgment, of unquestioned Christian character, loyal to the Word of God, able to teach sound doctrine, and devoted to the Lord Jesus Christ and the spiritual welfare of this Church. All members of the Pastoral Staff shall meet the qualifications given in Scripture, (I Timothy 3:1-7, Titus 1:6-9, James 5:14 and I Peter 5:1-4). Except under extraordinary conditions they shall be ordained or licensed to the ministry of the Word and Sacrament by a recognized evangelical organization. A member of the Pastoral Staff becomes a Member of Trinity Church upon his acceptance of the Congregation's call.

Responsibilities - The Pastor - The Pastor shall be the Lord's shepherd for the Church. He shall diligently study the Scriptures as he serves the Members and friends of the Church, exhorting, encouraging and admonishing them with pastoral care. He shall be responsible for developing the Worship Service in conjunction with the Worship Committee and shall ensure that the Word of God is presented accurately and with integrity. He shall work together with all Standing Committees (and shall have the right to vote when in attendance at a Committee meeting) to ensure that Church Staff are carrying out the objectives, policy and procedures of the Committees.

Responsibilities - Associate Pastors - Associate Pastors when called by the Congregation shall carry out the duties assigned by the Pastor and approved by the Board of Elders.

The Call - Whenever there shall be a vacancy in the Pastoral Staff, the Board of Elders shall appoint a Search Committee which shall consist of at least five Members. This Search Committee

shall recommend a candidate or candidates for the position except that an Associate Pastor currently serving may not be called as Pastor. The Search Committee shall keep the Board of Elders advised and informed of their progress. After approval by at least three-quarters of the Board of Elders the candidate(s) selected by the Search Committee shall be presented at a Congregational Meeting, called for the purpose, where one candidate shall be elected to the position open by a three-quarters vote of the Members present and voting. Members of the Pastoral Staff shall serve without limitation of term.

The Change - A member of the Pastoral Staff may submit a written resignation to the Chairman of the Board of Elders, giving no less than three months notice, unless a shorter notice is accepted by the Board of Elders. The resignation of a member of the Pastoral Staff may be called for, upon a vote of three-quarters of the Members present and voting at a Congregational Meeting called for the express purpose of considering such request after not less than thirty days notice to him that such meeting is to be called, and with payment of three months salary from the date of such vote or until he accepts another position, whichever occurs first.

Section 3 - The Ministry Support Staff

The Ministry Support Staff shall be individuals of Christian character, devoted to the Lord Jesus Christ and to the overall welfare of the Church. The appropriate Committee as determined by the Board of Elders shall recommend to the Board of Elders persons to be considered as members of the Ministry Support Staff.

ARTICLE VI: CONGREGATIONAL MEETINGS

Section 1 - Annual

The Annual Meeting of the Members of the Church shall be held on or about the third Tuesday of May in each year at such time and place as shall be designated in the notice of the meeting. Notices shall be sent by the Clerk to all Active Members at least seven days prior to the date of the meeting. The purposes of the Annual Meeting shall be to elect Officers, Elders and chairmen and members of the Standing Committees, to hear reports of the various activities of the Church, and take action thereon and to act on the Church Budget and upon any business brought before the meeting.

Section 2 - Quorum

Fifty percent of the Members entitled to vote shall constitute a Quorum at all Meetings. Any voting Member unable to attend a Meeting may issue a written proxy that either represents his or her will on specific items of business to be considered in a Meeting or empowers another voting Member to act for him or her. A written proxy issued by any Member entitled to vote shall be accepted as representation for determining the presence of a Quorum for consideration of either specific or all items of business in a Meeting, depending on the type of proxy granted.

Section 3 - Elections

The nominations for Officers and Committees made by the Nominating Committee shall be considered. Additional nominations except for the office of Elder may be made from the floor.

The Congregation shall choose a Moderator of the Church to preside at all Congregational Meetings. The Moderator may be any Member of the Congregation in good standing, shall be

elected for a three-year term and shall serve no more than six consecutive years. After serving six consecutive years, the Moderator shall be ineligible for re-election as Moderator for a period of one year.

Section 4 - Reports

Written reports of the work for the current year shall be presented by the Pastor, the Board of Elders and by the Chairmen of all standing Committees. In addition the Board of Elders may require other temporary committees to present a written report to the Congregation.

Section 5 - Special Meetings

Special Meetings of the Members may be called by the Pastor, a majority of the Elders or by seven voting Members, setting forth the purposes for which a meeting is desired. Notices of Special Meetings containing a statement of the purpose thereof shall be posted by the Clerk and mailed to all Members entitled to vote at least seven days before the date of the Meeting.

Section 6 - Fiscal Year

The Fiscal Year shall be July 1 to June 30.

ARTICLE VII: DELEGATES

Section 1 - Appointment

Delegates to ecclesiastical councils and other bodies sent as representatives of this Church shall be appointed by the Board of Elders and shall make reports to it following their return.

Section 2 - Expenses

Whenever the Pastor or other Members of the Church are sent as delegates to ecclesiastical gatherings as representatives of this Church, the Board of Elders may authorize payment of their expenses.

ARTICLE VIII: ADOPTION OF BY-LAWS

As soon as possible after the Church Meeting when these By-laws shall be adopted, newly required Officers and Committee Members shall be elected by the Church, elections thereafter being provided for in other articles of these By-laws.

ARTICLE IX: AMENDMENT OF BY-LAWS

These By-laws may be amended by vote of two-thirds of the Members present and voting at any Annual or Special Church Meeting, provided a written copy of the proposed amendment is included with the notice of the meeting.

ARTICLE X: DISSOLUTION OF CORPORATION

In the case of the dissolution of Trinity Church, all funds established as endowments for specific purposes shall be transferred to the jurisdiction of Trinitarian Congregational Church, Wayland, Massachusetts, or its successor, to be administered in a manner which fulfills as nearly as possible the stated purpose of the endowed funds. All other assets of Trinity Church remaining after the payment of just debts shall be transferred to the trusteeship of Trinitarian Congregational Church, Wayland, Massachusetts, or its successor, for the establishment of a Missions Fund. If no valid successor organization exists at the time of the dissolution of Trinity Church, the Board of Elders shall select a successor organization which shall be exempt under Section 501 (c) (3) of the Internal Revenue Code of 1954 as amended or under such successor provisions of the Code as may be in effect at the time of the Church's dissolution.