



BY - LAWS

Article I. Name

The name of this church shall be Trinity Community Church (hereinafter “Church”), located in Hockessin, Delaware.

Article II. Purpose

The Church Corporation is organized and shall be operated exclusively for religious, charitable and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986, as amended. More specifically, the purposes of this corporation are:

- 1) To worship God, obey His word and serve His people.
- 2) To share the gospel wherever with whomever whenever possible.
- 3) To employ ministers to accomplish the purposes of the Corporation.
- 4) To disciple the Body of Christ through any and all means deemed appropriate.
- 5) To educate the Body of Christ through any and all means deemed appropriate.

Article III. Affiliation

Trinity Community Church shall have perpetual existence and is a sovereign assembly. As such, Trinity Community Church maintains the right to govern its own affairs. Recognizing, however, the benefits of cooperation with other like-minded churches, this church voluntarily affiliates with the Assemblies of God in its national and district expressions. Trinity Community Church also reserves the right to network with other organizations of “like precious faith” as it deems beneficial. All matters of affiliation shall be decided as prescribed in these bylaws.

Article IV. Condensed Statement of Faith

We believe in one God who is the Creator of all things. He is all-knowing and all-powerful. He is unconditionally loving, relentlessly merciful, and absolutely just. He has revealed himself as Father, Son, and Holy Spirit. We believe that Jesus Christ was fully human and fully God. He lived a sinless life. He died a substitutionary death on the cross. He was raised from the dead on the third day. We believe that humankind is created in the image of God. We believe that all have sinned and fallen short of the glory of God. We believe that unconditional love, unlimited forgiveness, and undying hope are found in Jesus Christ—the one and only mediator between God and man. We believe that God is beyond human reason and imagination, but He has revealed himself through His word. The Bible is our source of divine inspiration and timeless wisdom. We believe the Bible is inspired, authoritative, and infallible.

We believe the Spirit of God indwells every believer. The fruit of the Spirit are the by-product of a spirit-filled life and evidence of spiritual maturity. The gifts of the Spirit should be earnestly sought and used to serve others and glorify God. We affirm the Statement of Fundamental Truths approved by the General Council of the Assemblies of God. A complete statement of faith is available at www.ag.org.

Article V. Church Membership Covenant

All members of Trinity Community Church will commit to the following covenant:

- 1) I will seek a closer relationship with Christ and protect Trinity Community Church by striving for personal integrity.
- 2) I will protect and promote the unity of Trinity Community Church
- 3) I will support the mission of Trinity Community Church
- 4) I will share the responsibility and work of Trinity Community Church

Article VI. Church Management

Section 6.1 Government

This Church will have the right to govern itself according to the principles of the Bible. The Church recognizes the biblical authority, divine calling, and unique training of the Lead Pastor and pastoral staff. As such, the Lead Pastor and pastoral staff, with appropriate input from the Lay Leadership, will be responsible for the vision and planning of the church. The Board of Directors shall serve as the Board of Directors of the Corporation and exercise all corporate powers. They will hold the Pastor and staff accountable for church financial decisions. They, along with the Pastor, will be responsible for the church budget and all capital purchases. Stewardship teams will assist the Board of Directors in weekly counting and recording of tithes and offerings. Additionally, all ministry areas will involve team leadership principals. Decisions will be made after prayer, consultation, and if necessary, compromise. All of the leadership will be equipped and empowered to do the work of the ministry.

Section 6.2 Lead Pastor

6.2.1 Qualifications

The Lead Pastor shall be at a minimum Licensed and in the process of seeking Ordination with the General Council of the Assemblies of God.

6.2.2 Duties

The Lead Pastor is uniquely called to be the primary visionary and leader of the church. His duties include, but are not limited to:

- 1) Spiritual oversight of the congregation
- 2) Oversight of the Pastoral and Administrative staff including, but not limited to:
 - a. All employment decisions
 - b. Delegation of responsibilities to all staff
 - c. Day-to-day operations
- 3) Chairman of the Board of Directors
- 4) Official spokesperson for the church
- 5) Ex Officio member of all committees, teams, groups, and ministries

6.2.3 Vacancies and Appointments

The Lead Pastor shall serve for an indefinite period of time. When a vacancy occurs for any reason, the Board of Directors will appoint a five-member pastoral search committee consisting of at least three Board Members and leaders who are not paid staff. No one who wishes to be considered for the position of Lead Pastor may serve on the pastoral search committee. It is recommended that the pastoral search committee seek the assistance of the Pennsylvania-Delaware District Council of the Assemblies of God in finding suitable candidates.

After a thorough search and due diligence, the pastoral search committee will present one candidate for consideration to the congregation. The candidate shall preach to the entire congregation during a regularly scheduled service and meet with the Membership of the church, as defined in Article VI Section 6.5, at a duly called meeting. The Members shall vote by secret ballot. A three-fourth majority is required to constitute an election of the Lead Pastor.

6.2.4 Discipline of Lead Pastor

The Lead Pastor is morally, theologically, and ethically accountable to the Pennsylvania-Delaware District Council of the Assemblies of God. The ultimate responsibility for any discipline of the Lead Pastor lies with the Pennsylvania-Delaware District Council who will conduct a thorough investigation in any matter that would affect the Lead Pastor's credentials and be the final arbiters in any discipline of the Lead Pastor. He is also accountable to the Board of Directors for all matters of stewardship and integrity.

Section 6.3 Board of Directors (Board of Directors)

6.3.1 Description and Appointment

The Board of Directors shall serve as the Board of Directors of the Corporation and shall consist of the Lead Pastor and no less than six and no more than nine additional members. Board members are suggested by the members, nominated by the Lead Pastor, ratified by the Board of Directors, and approved by a majority vote of active membership.

6.3.2 Qualifications

Members of the Board of Directors may not be paid staff but laity, except for the Lead Pastor. The qualifications include:

- 1) Theological agreement with the core beliefs of Trinity Community Church
- 2) Philosophical agreement with the vision of the Lead Pastor
- 3) A proven track record, established by a minimum of one year of membership at Trinity Community Church
- 4) An individual with strong leadership qualities and characteristics
- 5) Attendance (faithful)

6.3.3 Powers

The Lead Pastor shall serve as a voting member and Chairman of the Board of Directors, and shall be present and preside at all Committee meetings unless the position of Lead Pastor is vacant. Unless otherwise specified in these bylaws, meetings of the Board of Directors shall be called at the discretion of the Lead Pastor and other members. All corporate powers shall be exercised by or under the direction of the Board of Directors. The Board of Directors shall have the following powers:

- 1) Manage the affairs, funds, and property of the corporation.
- 2) Buy, sell, mortgage, pledge or encumber any church property and incur related indebtedness as outlined in the bylaws.
- 3) Appoint advisors or teams of advisors and delegate responsibilities to them. The Board of Directors may remove or replace advisors as outlined in the bylaws.
- 4) Adopt procedural rules from time to time as necessary for the proper functioning of the Church.

The Board of Directors (Lead Pastor and Board of Directors) shall fulfill their spiritual and temporal duties in a spirit of servant hood to the Lord, the Church, and one another. The Pastor and the Board of Directors is not to exercise dictatorial leadership over one another or the Church; but shall cooperatively work together as a model of Christian unity and leadership, each submitting to one another as the Spirit, need, or circumstance may require. If disunity becomes present between the Board of Directors and pastor, it shall be the responsibility of each to attempt to solve the difficulty between them. If failing to do so, it shall be the responsibility of each to seek the mediating efforts of the District Superintendent or his designee in order that the conflict may not be carried into the Church, but resolved within the circle of leadership.

6.3.4 Terms and Conditions

All members of the Board of Directors shall serve one year terms with the exception of the Lead Pastor in perpetuity until resignation, death or vacancy. Members of the Board of Directors shall serve a limit of 5 terms (5 years). A minimum one year waiting period following this limit will be required before being

eligible for nomination again. One-year terms will follow the calendar year. Members of the Board of Directors will serve from January 1 through December 31. Members appointed at any point during a calendar year will serve their first year term through December 31 of the calendar year they were appointed. Members can suggest Board members who will be nominated by the Pastor, ratified by the Board of Directors and voted on by 2/3 of the membership in the last quarter of every calendar year.

6.3.5 Removal

Any Board of Directors member, with the exception of the Lead Pastor, may be removed from the Leadership Team by a majority vote of the Board of Directors. In the case of any moral, theological, or financial deviance from biblical standards, the process to be followed is prescribed in Matthew 18:15-20:

- 1) Privately talk with the Board of Directors member
- 2) Bring the matter to the attention of the Lead Pastor
- 3) The Board of Directors will conduct a thorough investigation before voting for the removal of a member

6.3.6 Nomination

The Board of Directors members can be suggested by the membership, nominated by the pastor approved by the existing Board and ratified by a majority vote of the active membership before the end of the year.

6.3.7 No Compensation For Being Board of Directors Members

Whether or not employed by the Church for other purposes, Board of Directors members shall for their duties be regarded as volunteers and serve without compensation for those duties, but shall be entitled to reimbursement for any reasonable expenses incurred on behalf of the Church.

6.3.8 Full Disclosure of Conflicts of Interest

A contract or other transaction between the Church and one or more members or family members thereof (hereinafter "Interested Party"), or between the Church and any other entity, of which entity one or more Board of Directors are also Interested Parties, or in which entity an Interested Party has a financial interest, shall be voidable at the sole election of the Church unless all of the following provisions are satisfied:

- 1) The Church entered into the transaction for its own benefit or for the benefit of another supported organization;
- 2) The transaction was fair and reasonable as to the Church, or was in furtherance of its religious, charitable, or educational purposes at the time the Church entered into the transaction;
- 3) Prior to consummating the transaction, or any part, the Board of Directors authorized or approved the transaction in good faith, by a vote of a majority of the Board of Directors then in office where the party with any connections would recuse him or herself from the vote.

6.3.9 Actions

The Board of Directors shall always try to act by consensus. However, a majority vote of the Board of Directors members present and voting at a meeting shall be sufficient to constitute the act of the Board of Directors unless the act of a greater number is required by law or the bylaws. At least 2/3 of the members of the Board of Directors in attendance at any given meeting shall constitute a quorum. In the case of a deadlock where the Board of Directors is unable to reach a conclusive vote, the Lead Pastor shall cast a ballot, which shall break any ties within the Board. For Board Member voting privileges votes by absentia will be permitted by approved members.

6.3.10 Minutes

The purpose of minutes is to keep an official record of actions taken by the Board of Directors of the corporation. The minutes will keep track of all decisions made by the Board of Directors.

6.3.11 Indemnification

To the fullest extent permitted by Delaware law, as now in effect or as may hereafter be amended, no Board of Directors member of the Corporation shall be personally liable for damages in any proceeding brought by or in the right of the Corporation, or in connection with any claim, action, suit or proceeding to which he or she may be or is made a party by reason of being or having been a Board of Directors member of the Corporation, provided, however, that such relief from liability shall not apply in any instance where such relief is inconsistent with any provision applicable to corporations described in Section 501(c)(3) of the Internal Revenue Code or Delaware law for indemnification by non-profit corporations.

The church will provide liability insurance and indemnification for the Board of Directors to protect individual Board of Directors members from the financial hardship of potential legal expenses.

Section 6.4 Other Pastors, Church Employees, Secretary and Treasurer

6.4.1 Appointments

All church employees shall be hired and managed by the Lead Pastor. The Pastor will solicit input on candidates from the Board of Directors and other ministry leaders.

6.4.2 Secretary

The Secretary position will be a rotating role within the Board of Directors. They will be identified for one year assignments under the Board of Directors role. They will keep the minutes of the official meetings of the Board of Directors and specially called meetings of the Membership. They shall work with the church Administrative Assistant to keep a record of the Membership, and shall be the custodian of all legal documents of the Church and its corporate seal (if applicable). They shall file such annual corporation reports with the secretary of state as may be required by state law (if applicable). It is recommended that the Board of Directors appoint its own secretary from within the Board of Directors to record and keep all minutes of Board of Directors meetings. The Lead Pastor, Treasurer, and Secretary will have the authority to authorize checks for the church. A minimum of 2 signatures is required.

6.4.3 Treasurer

The Treasurer of the Church shall assist in managing all the finances of the Church, as a member of the Board of Directors, and shall make sure that all funds are deposited in federally insured accounts, or approved Assemblies of God investment accounts, in the name of the Church, and shall disburse such funds by check as authorized by the Board of Directors. The treasurer shall make sure a sound receipt and disbursements process is being adhered to. They shall, along with the rest of the Board of Directors, present an annual financial report to the Church. The treasurer shall assist the Church in acquiring and maintaining available tax exemptions under state and local law. The treasurer shall ensure that the church has access at all times to a record of all identified giving of each donor. They will also at least annually provide it to the member. The records shall be available at all times for audit under the direction of the Board of Directors. Sound policies and procedures for accounting and tabulating offerings will be reviewed annually. The position will be nominated by the Lead Pastor and approved by the Board of Directors and ratified by the congregation.

Section 6.5 Membership

6.5.1 Qualifications

The minimum qualifications for Membership are as follows:

- 1) Anyone 18 years of age or older having made a personal commitment to follow Jesus Christ as their savior.
- 2) Completion of Connections Class or transfer from other AG affiliated church as determined by the Pastor and Leadership teams.
- 3) Commitment to abide by the Church Membership covenant as evidenced by signature.

6.5.2 Procedure

Individuals interested in becoming members must:

- 1) Attend a required Connections Class.
- 2) Complete a membership interview with the pastor, Board of Directors and/or staff.
- 3) Sign and submit the Membership Covenant with the church.

Candidates for membership will be presented to and added to the congregation. The Board of Directors shall have the right and authority to determine the eligibility and acceptability of all membership applicants. They shall try to act by consensus, but a two-thirds majority vote shall constitute acceptance into membership. Those approved for membership will be presented to the church Board of Directors and added to the official church membership roll.

6.5.3 Rights and Responsibilities

Upon ratification, new members shall have all the rights, privileges and responsibilities of a member of the church. Plenary power to manage and govern the Church shall be vested in the Board of Directors as set forth in these bylaws. As such, members do not function in a legislative role. But members shall have limited voting privileges on the following matters:

- 1) Selection of a new Lead Pastor as outlined in these bylaws
- 2) The purchase of real property more than 20% of budget
- 3) Other major decisions, such as amendments to bylaws

6.5.4 Meetings

Membership meetings, summits, and retreats shall be scheduled at the discretion of the Lead Pastor and agreed upon by the Board of Directors. Attendance is a reflection of priority. Members are expected to make a good faith effort to attend all scheduled Membership meetings.

6.5.5 Categories of Membership

The church shall have two categories of Membership but only one category of Members shall have voting privileges:

1. Active Membership shall be open to anyone eighteen years old or older who meets the qualifications for Membership as stated in these bylaws. Active Membership shall consist of all Members who are actively serving in a Members capacity. Active Members shall have full voting rights and privileges.

2. Inactive Membership shall consist of Members who cease to function in a Membership role for the purposes of a personal sabbatical or limited leave of absence. Inactive Members may still attend Membership meetings, summits, and retreats but will have no voting privileges until they resume active Membership.

Decisions regarding category of Membership shall be made by majority vote of the Board of Directors

6.5.6 Leadership Appointments

The Lead Pastor along with the Board of Directors has the ability to appoint people to leadership roles. In keeping with the spirit of Exodus 18:13-26, the Lead Pastor may appoint Members to serve as spiritual advisors to assist the Lead Pastor, other leadership teams and/or staff with the discipleship and care for needs within the church. In keeping with Acts 6:1-7, the Lead Pastor may delegate administrative duties and responsibilities to Members as deemed necessary or beneficial to the church.

6.5.7 Removal and Resignation

Members shall be removed from Membership for the following reasons:

- 1) The written request of the Member
- 2) Transfer to another church
- 3) Inconsistent attendance,
- 4) Termination of the Membership by a majority vote of the Board of Directors for violation of the Membership Covenant. (see 6.5.8 Discipline of Membership)
- 5) Death

6.5.8 Discipline of Membership

Any Member may be removed from Membership if they violate the Membership Covenant. In such instances, the Board of Directors and/or designated staff or Members shall strive for reconciliation and restoration via the process outlined in Matthew 18:15-20:

The purpose of discipline is to protect the church-at-large and promote repentance in the person involved. Discipline is redemptive, corrective, and protective in nature. Trinity Community Church reserves the right to exert discipline in matters of theological or ethical/moral indiscretion as it relates to every official church function, event, or activity endorsed by the corporation, including but not limited to small group meetings, retreats, missions trips, weekend gatherings, or any other duly recognized church function.

6.5.9 Procedure for Discipline

The Church will follow the disciplinary procedure set forth in Matthew 18:15-20 and any Church Discipline and Restoration Policy adopted by the Church. This procedure consists generally of the following steps:

- 1) The Pastor or a designated Board of Directors member discusses the charges with the Member in an effort to resolve the matter privately. If the first step does not resolve the matter, proceed.
- 2) The Member shall meet with the Pastor, Board of Directors or with a designated ministry team in an effort to resolve the matter. Again, if not resolved, proceed.
- 3) The Board of Directors has the right and power to terminate the Membership.

Written notice of the charges and opportunity to defend the charges shall be given to the Member to be disciplined at least ten (10) days prior to the meeting with the Board of Directors. The decision of a majority of the voting members of the present at such a meeting shall be final and thus, the Member found to be unrepentant and continuing in sin may be dismissed from Membership in the church (Matthew 18:17). However, lesser disciplinary sanctions may be imposed as appropriate, depending on the circumstances of each case.

Dismissed Members may be restored to the Membership according to the spirit of 2 Corinthians 2:7-8 and Galatians 6:1-2. Restoration of Membership shall require a two-thirds majority vote by the Board of Directors.

Article VII. Biblical Resolution of Disputes

Any claim or dispute arising between or among Members, pastors or staff, and the church and its leadership shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules is available at www.HisPeace.org). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. Members, pastors and staff shall understand that these methods shall be the sole remedy for any controversy or claim arising within the church or against the church and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the state laws.

Article VIII. Dissolution

Upon the dissolution of the Church, none of its funds or assets shall be distributed to any Board of Directors member or any other individual. The Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Church, dispose of all of the funds and assets of the Church by conveying the same to the Pennsylvania-Delaware District Council of the Assemblies of God, for the purposes of the Church, and provided that said District Council at the time qualifies as an exempt

organization under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law). Any such funds or assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, to such organization as said Court shall determine which is organized and operated exclusively for religious purposes.

Article IX: Teams and Committees

This Church, through its Board of Directors, may create and maintain such teams or committees as may be necessary and advisable for the extension of its work. All such departments and organizations shall be subordinate to the Church and shall contribute to the harmony and development of the whole. They shall be under the general supervision of the Lead Pastor and the Board of the Directors. The Lead Pastor shall be an ex officio member of all teams, committees or departments.

Article X. Fiscal

Section 10.1 General

This Church, through its Board of Directors, shall create and maintain such departments and sub-organizations as may be necessary and advisable for the extension of its financial work. All such departments and organizations shall be subordinate to the Church and shall contribute to the harmony and development of the whole. They shall be under the general supervision of the Lead Pastor and the Board of the Directors, and consistent with the financial Guidelines contained in the Church's Financial Policy Manual. All significant contracts should be reviewed by a competent attorney and the Board of Directors prior to signing.

Section 10.2 Budget and Audits

The Pastor and staff and Board of Directors shall prepare a unified and balanced budget for the church annually to present to the Church Membership. Said unified and balanced budget shall include all monies received or expended by or for any and all departments of the Church. The Board of Directors shall conduct or arrange for an annual review or audit of a type and nature they deem appropriate. In addition, an audit by an outside auditor will be conducted every three years.

Section 10.3 Benevolence Fund and Team

The Church, in the exercise of its religious purposes and mission, will establish a benevolence fund to assist persons in financial need according to the Church Benevolence Policy and controlled by the Board of Directors. The Church welcomes contributions to the fund. Donors may feel free to suggest beneficiaries of the fund or of their contributions of the fund. However, the administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the Board of Directors. The Board of Directors may consider suggested designations, but in no event is it bound to honor them.

Checks need to be made payable to the Church, with a notation that the funds are to be placed in the benevolence fund.

Section 10.4 Robert's Rules of Order

Where not in conflict with other provisions of these bylaws, Robert's Rules of Order, latest edition, shall control the procedure for all business meetings of the Church, the meetings of the Board of Directors, and committees established by or pursuant to the Articles of Incorporation and/or the Bylaws of this Church.

Article XI. Church Policy and Operations Manual

The development of a church policy and operations manual shall be overseen by the Board of Directors and church administrator with professional consultation and review. This manual shall include all church policies, procedures, job descriptions and organization charts depicting lines of responsibility in the administration of the church. The manual shall be kept in the church office and made available for use by any Member of the church upon reasonable request. The church Administrative Coordinator shall maintain the manual. The annual budget shall be kept and maintained by the Board of Directors and be made available to any Member of the church upon request.

Article XII. Amendments

Amendments to Articles I through IV of these bylaws, with the exception of the statement of fundamental truths that can only be amended by the General Council, shall be proposed by the Board of Directors and passed with three quarters (3/4) affirmative vote of the Board of Directors members present at a duly called meeting and three quarters (3/4) affirmative vote of the voting Membership, after giving two weeks written notice for each meeting including the proposed amendment. All other Amendments to these bylaws may be made by the two-thirds affirmative vote of the Board of Directors and Membership. At least 2/3 of the Executive Leadership Team and active Membership in attendance at a meeting shall constitute a quorum.