

**MANUAL OF CHURCH PRACTICES  
OF TRINITY BAPTIST**  
Adopted June 14, 2004, and amended March 8, 2007

Article I  
Name

Section 1.1 Name. This church will be known as Trinity Baptist Church (to be referred to in this document as “Trinity”).

Article II  
Purpose

Section 2.1 Purpose. The purpose of this church is to fulfill and execute the vows set forth in its Covenant, worship God, obey the commands of our divine Lord and Savior, Jesus Christ, and preach Him crucified, buried, risen and coming again (see Attachment A).

Article III  
Membership

Section 3.1 Admission. Admission to membership shall be granted given the applicant satisfies the following.

3.1.1 Process. The process for admission shall consist of the following:

- 3.1.1.1 An invitation to membership at Trinity shall be offered at regular worship services.
- 3.1.1.2 Any person inquiring of membership shall initiate the process by making inquiry of the Trinity church office.
- 3.1.1.3 An Elder and the Deacon overseeing Membership shall instruct and advise the potential member of Trinity’s Statement of Faith (attachment B), the core values upheld in Trinity’s Mission Statement (attachment C), and related convictions and church policies.
- 3.1.1.4 Upon a showing of further interest in proceeding with membership, the candidate shall be assigned to a member of the Membership Team (as described in part three of this Section), who will, with at least one other member of the Team, conduct a prospective member interview.
- 3.1.1.5 The interview process provides opportunity for the Membership Team members to hear the testimony of each candidate concerning such candidate’s faith in Jesus Christ as Lord and Savior, conversion, baptism and desire to uphold the beliefs of Trinity. Both the Membership Team members and prospective candidate shall be given the opportunity to ask any questions of each other pertinent to this request for membership.
- 3.1.1.6 Upon completion of the interview, the Membership Team (see Section 3.3 below) shall review the qualifications of each candidate as set forth in part two of this Section, and make a recommendation to the Elders to either approve or disapprove membership.
- 3.1.1.7 Upon Elder approval, the candidate shall be presented to the congregation of Trinity as a new member at any worship service of the church.
- 3.1.1.8 In order to facilitate new member assimilation into the life of the church, each new member will be assigned a Trinity Connection Partner (described in Attachment D) for the first six (6) months of membership at Trinity.

3.1.2 Qualifications. A successful candidate for membership shall meet the following qualifications:

- 3.1.2.1 **Testimony**. A successful candidate for membership shall have professed faith in the Lord Jesus Christ, giving evidence of regeneration.
- 3.1.2.2 **Believer’s Baptism**. Trinity upholds believer’s baptism by immersion as the most visible form of identification with Christ and his Body. Therefore, a successful candidate, upon his or her profession of faith in the Lord Jesus Christ, shall represent that he or she has been so baptized. Recognizing other traditions, an exception to baptism by immersion may be permitted by the Elders on a case-by-case basis.

3.1.2.3 **Willing to be connected.** A successful candidate will agree to partner with a member, designated by the Deacons, whose purpose is to encourage new members toward spiritual maturity and participation in the life of the church according to the convictions, values and policies of this church.

3.1.3 The Membership Team. Shall be a team of Trinity members, designated by the Membership Deacon(s), whose purpose is to oversee the interview and recommendation portion of the church membership process.

### Section 3.2 Responsibilities

3.2.1 Covenant. Members shall strive with God's help to fulfill their obligations as set forth in the Covenant.

3.2.2 Uphold Leadership. Members shall hold their Pastor(s) and church leadership in esteem, thus praying for them, and assisting them in properly carrying out the ministry of the church.

3.2.3 Participate. Every member of Trinity is encouraged to attend its meetings, to work for its growth, to represent well Jesus Christ and His church, and to contribute sacrificially such member's time, finances, and abilities toward Trinity's ministry.

3.2.4 Preserve Church Unity. Every member shall endeavor to preserve the unity of the church. If at any time a member finds themselves opposed to the fundamental doctrine of this church and/or its practices (as set forth in Trinity's Statement of Faith, Mission Statement, Covenant and these Bylaws, collectively, the "Policies" of Trinity), s/he shall not seek to disrupt its fellowship by either loud discourse or quiet grumbling but shall state such opposition in accordance with Section 3.6 of this Article.

### Section 3.3 Status.

3.3.1 A "Member" shall be defined as one admitted to membership under article III, Section 3.1, hereof, whose faith and life continue to honor the purpose of the church as set forth in the Policies.

3.3.2 A "Non-Resident Member" shall be defined as a member who is unable to attend Trinity regularly, but who wishes to maintain contact with the church. This status shall be conferred on a case-by-case basis by the Membership Deacon(s).

### Section 3.4 Dismissal of Members. A member will be dismissed from

membership at Trinity upon decision of the Elders for the following reasons:

3.4.1 By letter of resignation. The desire of any member to resign his or her membership from Trinity shall be made in writing to the Elders.

3.4.2 By membership with another church. Any member who establishes membership with another church in New York City shall be withdrawn from Trinity's membership roll upon confirmation by the Elders.

3.4.3 By absenteeism. Any member absenting themselves from services of the church for a period of one year, without reasonable explanation, may be withdrawn from Trinity's membership roll once efforts by the Elders have been made to contact and restore the member.

3.4.4 By improper conduct. Any member who persists in conduct antithetical to the Christian faith and who declines to turn from that conduct after scriptural restorative steps have been taken by the Elders.

### Section 3.5 Submission to Authority. The ultimate human authority of Trinity shall

reside with the Elders (in accordance with Article IV, Section 4.2) in concert with the Board of Trustees and will be understood as collective rather than individual. Members of the church will recognize that God has charged the Elders to keep watch over the church and will thus submit to the authority of the Elders in church and spiritual matters. (*See* Hebrews 13:17: "Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you." [NIV])

### Section 3.6 Grievances. In all cases of grievances between or against members (including the leadership).

3.6.1 The members shall be approached in accordance with Matthew 18:15-16 (the "Grievance Procedure"): "If another believer sins against you, go privately and point out the fault. If the other person listens and confesses it, you have won that person back. But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses" (NLT). The motivation for the Grievance Procedure shall therefore always be reconciliation and restoration. No formal public complaint or charge shall be made until this Grievance Procedure is accomplished.

3.6.2 Matthew 15:17a states that "If that person still refuses to listen, take your case to the church." Therefore, once the Grievance Procedure is exhausted without resolution, the issue shall be brought to the Elders for consideration (again with reconciliation and restoration the goal).

Any church action shall only be conducted upon the Elders' recommendation. Final disposition of such matters are subject to Section 3.5 (Submission to Authority).

Section 3.7 Doctrinal Disputes. Members in disagreement with church doctrine shall present their grievances in writing to the Elders for consideration. Final disposition of such matters are subject to the authority of the Elders in accordance with Section 3.5 of this Article (Submission to Authority).

## Article IV Organizational Structure Of The Church

### Section 4.1 Pastors.

- 4.1.1 Qualifications. Any successful Pastoral candidate shall be cooperative with the Baptist General Conference (the "BGC") and in agreement with Trinity's Statement of Faith. Qualifications to be examined shall include educational background and graduation from a Bible School or Seminary is to be preferred. Nevertheless, the primary consideration shall be whether such candidate is taught of Christ with a life that gives evidence thereof. All pastors shall meet the qualifications set forth in 1 Timothy as described in Section 4.3.1 of Article IV.
- 4.1.2 Selection Process. The process of selecting pastors shall be as follows.
  - 4.1.2.1 When Trinity shall call a Pastor, a Pastoral Search Committee shall be challenged and designated by the Elders consisting of at least four (4) members, no more than two of who shall be Elders.
  - 4.1.2.2 This Committee, in consultation with the Elders, shall first establish a job description for the pastoral position in question.
  - 4.1.2.3 The Committee shall then seek a suitable person for such pastoral role. In seeking a suitable person, the Committee shall consult available resources, including but not limited to the leaders of the BGC and suggestions from the membership. It shall investigate the merits of each candidate, giving consideration to his/her personal character, education, ministerial record and abilities in order to determine whether such qualities are consistent with the established job description.
  - 4.1.2.4 The Committee, in consultation with the Board of Trustees, shall then formulate the terms of the call, which shall include salary and benefits.
  - 4.1.2.5 The recommendation of the Pastoral Search Committee concerning the call of a Pastor and the terms of such call shall be presented to the Elders.
  - 4.1.2.6 Upon approval by the Elders and receipt of a written statement from the candidate that s/he (i) is in agreement with the faith and doctrinal beliefs of this church and (ii) will support and defend this faith and purpose, the Elders shall recommend the candidate to the church membership at a congregational meeting held for the express purpose of discussing the candidate. Only one candidate shall be presented to the church at a time.
  - 4.1.2.7 During this time of presentation, arrangements shall be made by the Committee for the church to become acquainted with the candidate.
  - 4.1.2.8 The congregation shall be given four (4) weeks to voice their opinion to the Elders. At the end of the four-week period the Elders shall decide whether to extend the call.
  - 4.1.2.9 The candidate's written acceptance of the call shall establish the pastoral relationship as of the date agreed upon by the church and the candidate.
- 4.1.3 Responsibilities. Pastors shall fulfill the scriptural duties of their office and the agreed upon job descriptions. Only the Senior Pastor shall be automatically recognized as an Elder and will be in submission to decisions of the Elders.
- 4.1.4 Terms of Office. Pastors shall serve for an indeterminate term unless agreed otherwise under the terms of the call.
- 4.1.5 Removal from Office. The pastoral relationship may be terminated upon sixty (60) days notification in writing on the part of the Pastor or the Elders. If removal is initiated by the Pastor in question, the Pastor shall first give her/his resignation to the Elders in writing and the Elders shall then accept as is for presentation to the church or make recommendation otherwise.

### Section 4.2 Elders.

- 4.2.1 Qualifications. Elders shall be men who are members and who meet the qualifications set forth in 1 Timothy 3:1-7 and Titus 1:6-9. In general, these men must be above reproach, i.e. men who will not bring shame upon the name of the Lord or the church. Specifically, a qualified candidate shall

be: the husband of one wife<sup>1</sup>, whose children in his household are believers and are not wild or disobedient; not a recent convert; not self-serving (having no agenda of his own); not quick tempered; responsibly temperate in his use of alcoholic beverages; not violent; not pursuing dishonest gain; hospitable; loving what is good; sensible (that is, having common sense, wisdom and discernment); just (righteous); holy (having a godly attitude); holding firm to sound doctrine; tested in character and ability by service at Trinity; able to teach; and having a good reputation with outsiders.

- 4.2.1.1 **Conflict Resolution.** Given that the Elders must act in unanimity (in accordance with 4.2.3.2. above), in the event that a unanimous decision cannot be reached within a 90 day period, or if any Elder should declare an impasse at any time, the Elders shall convene an ad hoc “Resolution Committee”, consisting of two (2) Trustees, two (2) Deacons, and one (1) Member from the congregation. Each member of the “Resolution Committee” shall be chosen by a draw of names, and shall be given no prior knowledge of the issue to be resolved. Once the “Resolution Committee” is convened, the Elders shall present the issue. The “Resolution Committee” will have up the one (1) week to prayerfully consider the issue. The “Resolution Committee” will then decide the issue by majority vote. The Elders will then accept the decision of the committee and will act thereupon.
- 4.2.2 **Selection Process.** Elders shall be selected as follows:
  - 4.2.2.1 Upon the determination by the Elders that additional Elder(s) are needed, the congregation shall be notified, instructed as to the selection process and given a four (4) week period to make written nomination to the Elders, of those perceived to be qualified.
  - 4.2.2.2 After the four-week period, the Elders shall prayerfully consider the nominations, decide upon each man individually and conduct interviews, within the church and with outsiders, as deemed necessary, to ensure that each successful candidate is qualified according to 1 Timothy 3:1-7.
  - 4.2.2.3 Upon consensus of the Elders, the name of each potential candidate will be placed before the membership. The membership will then have four (4) weeks to prayerfully consider each candidate.
  - 4.2.2.4 If a member has concern about a candidate, such member shall submit the concern confidentially in writing to the Elders. The Elders will then review the concern to determine if additional action should be taken or if the man’s name should be removed from candidacy.
  - 4.2.2.5 If after the four-week period no substantive issue has been raised to disqualify a man from candidacy, such candidate shall be brought before the church to be ordained as an Elder.
- 4.2.3 **Responsibilities.** The responsibilities of the Elders shall be as follows:
  - 4.2.3.1 The Elders shall be the Shepherds of the Church, which responsibility includes but is not limited to being guardians of the truth (a theological role) and directional overseers (a missiological role). *See* Acts 20:28-31, 1 Tim 5:17-20 and 1 Peter 5:2-4.
    - 4.2.3.1.1 **Theological Role.** As guardians of the truth, Elders shall have responsibility for directing the spiritual life of the church, ensuring that teaching content is consistent with doctrinal position, that evangelistic and discipling efforts are in concert with overall values and mission of the church, and that church discipline is biblically administered when necessary in accordance with Article III.
    - 4.2.3.1.2 **Missiological Role.** As directional overseers, Elders will formulate and cast the vision the Lord has given them for Trinity. They will have oversight of the Deacons, the membership process and the overall direction of the church. They will also recommend to the church all people to fill ministerial positions (including Elders, Deacons, and ministerial staff).
    - 4.2.3.1.3 **Shepherding Role.** As shepherds of the church, Elders shall have the responsibility to ensure loving, compassionate care of the church, gently and graciously leading the church and her members toward maturity in Christ. (See Isaiah 40:10-11.)
  - 4.2.3.2 The Elders shall be understood by the membership to be the God-ordained servants with authority over the church and will thus act in unanimity, over all decisions, in response to the leading of the Holy Spirit.
  - 4.2.3.3 The Elders shall be in reasonable and consistent consultation with both the Board of Trustees and the Deacons.

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<sup>1</sup> Paul was referring to the issue of sexual purity (which would include concerns with polygamy); singleness and divorce are not necessarily disqualifiers.

- 4.2.3.4 The Elders shall on an annual basis choose from amongst themselves one Elder to serve as their Chairman. This role shall not be assumed by any staff member of the church.
- 4.2.3.5 The Elders shall meet a minimum of fifteen (15) times a year.
- 4.2.3.6 The Elders shall appoint a church member, who may or may not be an Elder, to serve as Secretary of the Elders.
- 4.2.3.7 Elders may also serve, if elected, on the Board of Trustees.
- 4.2.4 Terms of Office. Elders shall be appointed to serve for life with a sabbatical year coming every seventh (7<sup>th</sup>) year. Resignation by any Elder shall be made in writing to the Elders who will either accept as is or make recommendation otherwise.
- 4.2.5 Accountability. The Elders are ultimately accountable to God, yet with practical accountability to each other, and to the Trinity congregation.
  - 4.2.5.1 **To each other.** Each year the Elders will assess and re-affirm the on-going fitness of each Elder.
  - 4.2.5.2 **To the Trinity congregation.** One month prior to the Elder review there will be a four-week period for the congregation to re-affirm the fitness of the Elders  
If at any time a member has concern about the fitness of an Elder, such member shall state the concern in writing to the Senior Pastor. If the concern regards the Senior Pastor, the letter shall be submitted to the Chairman of the Elders. The Elders will then review the concern to determine if additional action should be taken or if the man should be removed from office.
- 4.2.6 Removal from office. An Elder shall be presumed to have vacated his office if he ceases to be a Member, disqualifies himself from office, or if he moves from the community. An Elder may also be removed from office for failure to attend, without reasonable cause, regular meetings of the Elders or for conduct impairing his efficiency. Removal shall be by unanimous affirmation of the other Elders.

#### Section 4.3 Deacons.

- 4.3.1 Qualifications. Deacons shall be women and men who are Members and who meet the qualifications as set forth in 1 Timothy 3:8-13. They will individually be known as “Deacons”, regardless of gender. As with Elders, these women and men must be above reproach; be the husband of one wife or the wife of one husband<sup>2</sup>; must manage children and household well; must have integrity (be sincere); must be responsibly temperate in their use of alcoholic beverages; must not pursue dishonest gain; must hold to deep truths of the faith; and must be tested in character and ability by service at Trinity.
- 4.3.2 Selection Process.
  - 4.3.2.1 As the Elders are made aware that Deacons are needed for specific ministry oversight, the Elders shall make the need known to the congregation. Candidates may be nominated by the Elders or by the congregation over a two-week period (you may nominate yourself for a particular ministry).
  - 4.3.2.2 After the two-week period, the Elders shall prayerfully consider the nominations, decide upon each candidate and conduct interviews, within the church and with outsiders, as deemed necessary, to ensure that each successful candidate is qualified according to 1 Timothy 3:8-13.
  - 4.3.2.3 After ascertaining the candidates’ fitness and willingness to serve, a list of approved candidates shall be presented to the membership for its consideration.
  - 4.3.2.4 The membership will then have two (2) weeks to prayerfully consider the candidate(s). If a member has concern about a candidate that person shall submit the concern confidentially in writing to the Elders.
  - 4.3.2.5 Upon review of a submitted concern, the Elders shall determine if the candidate should be removed from candidacy.
  - 4.3.2.6 If after the two-week period no substantive issue has been raised to disqualify the candidate, such candidate shall be brought before the church to be ordained as a Deacon.
- 4.3.3 Responsibilities. The Deacons shall be the servants of the church, advising and assisting the Elders in any service that shall support and promote the ministry of the Word, new and existing ministries of the Church, and the care of the congregation. Their responsibilities may include, but are not limited to: membership, service, fellowship, worship, missions, and discipleship. The Deacons shall meet together with the Elders a minimum of four (4) times a year.
- 4.3.4 Terms of Office. A Deacon shall be appointed to serve terms of two (2) years and may, at such Deacon’s initiative, continue to serve for 3 consecutive terms, with a mandatory sabbatical year

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<sup>2</sup> Same as with Elders

coming after the third term (*i.e.*, the seventh year). Resignation of any Deacon shall be made in writing to the Elders who will either accept as is or make recommendation otherwise.

- 4.3.5 Removal from office. A Deacon shall be presumed to have vacated such office if s/he ceases to be a Member or if s/he moves from the community. A Deacon may also be removed from office for failure to attend, without reasonable cause, regular meetings with the Elders or for conduct impairing their efficiency. Removal shall be by unanimous affirmation of the Elders.

#### Section 4.4 Board of Trustees.

- 4.4.1 Qualifications. The Board of Trustees shall be women and men who are Members and who exhibit spiritual maturity in combination with business acumen. The Board of Trustees will consist of at least 6, but no more than 12, members.

4.4.2 Selection Process.

- 4.4.2.1 The Board of Trustees shall be elected by ballot. Such election shall take place each year at the Annual Meeting. Trustees shall be elected by a simple majority of a quorum of members.
- 4.4.2.2 The process of nomination shall be overseen by the Nominating Committee consisting of six (6) members, two (2) of whom shall be Elders, two (2) shall be members of the Board of Trustees, and two (2) shall be Members at-large. One shall be designated as Chairperson. This committee shall be chosen annually by the Board of Trustees at its organization meeting.
- 4.4.2.3 Candidates for the Board of Trustees may be nominated by the Elders or by the congregation over a four-week period, two months prior to the Annual Meeting.
- 4.4.2.4 After the four-week period, the Elders shall prayerfully consider the nominations and conduct interviews, within the church and with outsiders, as deemed necessary, to ensure that each candidate is qualified.
- 4.4.2.5 After ascertaining the candidates' fitness and willingness to serve, a slate of approved candidates shall be presented to the membership for vote at the Annual Meeting in a non-competitive election.

4.4.3 Responsibilities.

- 4.4.3.1 They shall act as the custodians of all the real and personal property belonging to the church, administering the same in accordance with this Manual of Church Practices.
- 4.4.3.2 The Trustees shall serve as the managing officers of the Corporation.
- 4.4.3.3 They shall represent the church in all legal matters and employ church attorneys.
- 4.4.3.4 The Trustees shall exercise supervision over all matters of financial policy and practice.
- 4.4.3.4.1 The Board of Trustees will each year form a Missions Committee to determine allocations from the annual missions budget, review support requests and execute any changes to support throughout the year. The Missions Committee will be comprised of two Elders, two Trustees, and the Deacon of Missionary Care, and will be chaired by a member of the Board of Trustees. If for any reason the Elders or Trustees cannot provide two members to this committee, a representative or representatives, shall be chosen from the membership to fill the position (Elder representative chosen by Elders, Trustee representative chosen by Trustees). In the event that a Missionary Care Deacon is not in place, the Elders and Trustees will mutually decide on a representative to fill that position. The Missions Committee will have delegated authority from the Board of Trustees to carry out the Mission's Committee Mandate (as defined below). Each member of this committee must be an "Independent Member" as defined below.

The Missions Committee will be mandated (the "Mission Committee Mandate") to:

- Evaluate quarterly line item expenditures to missions activity;
- Review needs, uses and new requests for missions funds;
- Adopt, revise and/or maintain a missions support policy which specifies process, organization and policy for missions support;
- Annually submit a detailed Missions budget request to the BOT as part of the annual budget process;
- From time-to-time, carry out any other activity related to the fiscal matters of the missions' activity within Trinity.

The Missions Committee will meet, at least once a quarter to carry out its regular activity, at which meeting any deacon, BOT member, BOE member or member at large may present recommendations with respect to missions support, current missions expenditures or future potential expenditures.

The BOE will determine the spiritual direction and broad, strategic priorities that will guide the Missions Committee as it executes the Missions Committee Mandate. However, for purposes of clarification, the Missions Committee itself, by 80% vote, will be responsible and accountable for whether support is granted or refused, whether appropriations are allowed and for determining the annual Missions budget request.

The Missions Committee will be a body governed by 4/5th's rule in all instances not otherwise prescribed by the BOT. In the event of unresolved conflict, unusual conflict of interest or other general disagreement, all such matters will be taken before the BOT for resolution.

The definition of an "Independent Member" may exclude, for example, any individual or relative of individual receiving funds from the church, whether as a "missionary" or "employee" of the church, as such terms shall also be defined by the BOT.

- 4.4.3.5 Prior to the Annual Meeting they shall present in writing to the Elders a proposed consolidated budget for the coming fiscal year. Upon approval by the Elders, the Trustees shall present the budget to the congregation.
  - 4.4.3.6 They shall be responsible for reviewing the financials on at least a quarterly basis and shall ensure that an annual internal audit be made of all accounts of the church, including all auxiliary church organizations. They shall also oversee an audit by an independent auditor of the books of the church once every three years and at such other times as may be necessary.
  - 4.4.3.7 They shall submit a detailed report at the Annual meeting or at such other times as requested by the church.
  - 4.4.4 Terms of Office. One-third of the whole number of trustees shall be elected from the qualified voters by ballot at each annual corporate meeting, each for a term of three years, each to succeed a trustee whose term of office then expires, and to continue in office until his or her successor shall have been elected, or until his or her death, resignation or removal as hereinafter provided. The nomination and election of trustees shall be conducted giving attention to a fair representation of the constituency of the corporation with respect to age, sex and race. No trustee shall serve for consecutive terms, either full or partial, aggregating more than six (6) years, and shall be ineligible to serve for a further term until at least one year has elapsed from the expiration of the last term for which he or she was elected.
  - 4.4.5 Organization. As soon as is practical after the Annual Meeting, the trustees shall meet and organize their board for the ensuing year, selecting from their group each of the following officers: Chairperson (who shall serve as Chair of the church), Vice-Chairperson, Secretary, and Church Treasurer. The General Manager of the church shall be an ex-officio member of the Board of Trustees. No other staff member shall be allowed to serve on the Board of Trustees.
  - 4.4.6 Removal from Office. A Trustee shall be presumed to have vacated such office if s/he ceases to be a Member or if s/he moves from the community. A Trustee may also be removed from office for failure to attend, without reasonable cause, regular meetings of the Board of Trustees or for conduct impairing their efficiency. Removal shall be by unanimous affirmation of the Elders.
- Section 4.5. Organizational Charts. The organizational, governance, functional and reporting relationships between Trinity's leaders shall be in accordance with the Bylaws, Manual and further clarification of roles provided by Attachment E hereto.

## Article V MEETINGS

### Section 5.1 Public Meetings

- 5.1.1 The church shall meet every Sunday for worship and may schedule other meetings as deemed necessary.
- 5.1.2 The observance of the Lord's Supper shall be monthly and at such times as the Pastors or Elders shall advise.
- 5.1.3 General information meetings (Town Hall) shall be conducted at least twice a year.

### Section 5.2 Business Meetings

- 5.2.1 The Annual Meeting of the church shall be held in April.

- 5.2.2 Special business meetings of the church may be held at any time by order of the Elders and/or the Board of Trustees (“A special corporate meeting of the church may be called by the Board of Trustees thereof, on its own motion, and shall be called on the written request of at least ten [Members].” Quoted from Religious Corporate Law, Article 7, Paragraph 133.). All items to be voted at such meetings (i.e. the election of Trustees) shall be deemed major business and thus shall require a quorum of 20% of the membership.

Section 5.3 Notifications

- 5.3.1 The Senior Pastor shall be notified in advance of any proposed meeting of the Elders or any committee to discuss major church business.
- 5.3.2 The church membership shall be notified in advance of any major church business to be presented at a business meeting. Notification of said meeting shall be announced two successive Sundays previous to the meeting.

Article VI  
Disposition Of Church Property

Section 6.1 If at any time Trinity shall be dissolved, the church property shall be transferred to the Baptist General Conference. The formal and legal statement of this agreement is on file in the office of the church.

Article VII  
Ordaining And Licensing

Section 7.1 Ordination. It is the privilege of the church to ordain persons to the Christian Ministry. Ordination shall be granted by affirmation of the Elders and public commissioning shall follow the recognized procedure of the Baptist General Conference to include a statement of the individual's call to the ministry, formal education and doctrinal beliefs. Elders, under the direction of the Holy Spirit, will examine candidates to recognize and validate their call and gifts of God which demonstrate their qualifications to pastor.

7.1.1 Ordination Standards

- 7.1.1.1 **Spiritual:** An experience of conversion; a strong clear call from God to the Gospel ministry supported by evidence of appropriate spiritual gifts; strong ethical standards and a mature, consistent Christian walk; a vital concern for the conversion of men and up-building of the church at home and abroad – these are essential elements in the candidate’s experience. The Code of Ministerial Ethics as stated in the “Licensing, Commissioning & Ordination Procedures of the Northeast Baptist Conference” will serve as a guide in these matters.
- 7.1.1.2 **Doctrinal:** All prospective pastors should affirm their unequivocal adherence to an evangelical doctrinal position based on the Scriptures as the word of God. The Affirmation of Faith adopted by the Baptist General Conference and stated in the “Licensing, Commissioning & Ordination Procedures of the Northeast Baptist Conference” will serve as a guide in these matters.
- 7.1.1.3 **Educational:** In view of the growing demands placed on pastors, chaplains and missionaries, it is advisable that graduation from a four-year college course followed by a standard Master of Divinity course in seminary, or its equivalent, be recommended. The ministerial calling requires the best training, comparable in quality and intensity to that of other professions.

Section 7.2 Licensing. A license to preach should be issued to qualified persons who desire to prepare for the Gospel ministry. This should be done only after affirmation of the Elders and public commissioning after satisfactorily assessing the person’s calling to and fitness for ministry. Similarly, a pastor can be licensed as a preliminary step to ordination at a later date.

A license is to be considered a preliminary step to ordination at a later date. Since it is a preliminary step, the license will be issued for a specific length of time with the understanding that the Elders will keep close contact and oversight of the candidate until such time as the candidate is ready for ordination.

Licensure usually recognizes a person’s call to preach and serves as a letter of recommendation. Licensure to perform marriages and other functions of a pastor may be conferred upon theological students who will become student pastors.

Section 7.3 Commissioning. Commissioning of missionaries and other occupational ministers shall be granted to persons by affirmation of the Elders and public commissioning after satisfactorily assessing the person’s calling to and fitness for ministry.

Article VIII  
Amendments

Section 8.1 Amendments to this Manual of Church Practices may be made from time to time upon unanimous agreement of the Elders and the Board of Trustees after consultation with the Deacons and other ministry leaders.

**COVENANT**

Having been led, as we believe by the Holy Spirit of God, to accept as our Savior, the Lord Jesus Christ, in whose blood and righteousness alone we trust as the ground of our redemption; and having been buried with Him in baptism into the likeness of His resurrection, to walk in newness of life; and having thus been united to His visible church, we do now most solemnly and joyfully enter into covenant with God and with one another as one body in Christ.

We solemnly promise and engage that, by the aid of the Holy Spirit, we will love one another as brethren in the Lord; that we will exercise Christian care and watchfulness one for another, bearing one-another's burdens and thus fulfilling the law of Christ.

We engage to maintain secret and family devotion, to search the Scriptures with all diligence, and to train up our children in the nurture and admonition of the Lord.

We covenant that we will not forsake the assembling of ourselves together in the house of the Lord, but will regularly attend its services unless providentially hindered; that we will pray and labor for its prosperity through its doctrines, its ordinances and its discipline; that we will earnestly and actively endeavor to win souls to our Savior, realizing that apart from Him there is no hope and that He has left us in the world as His "ambassadors," in His Name to "seek" and to save the lost.

We covenant that we will regularly and systematically give of our substance, as the Lord prospers us, for the support of an evangelical ministry amongst us, for the relief of the poor, and the spread of the gospel in the whole world; that we will endeavor to walk circumspectly in the world; to be just in our dealings, faithful in our engagements and exemplary in our deportment; to remember each other in prayer; to comfort each other in sickness and distress; to cultivate Christian sympathy and courtesy; to be slow to take offense, ready for reconciliation, and mindful of the teaching of our Savior to secure it without delay.

Desiring the triumph of Christ above all earthly good, and joyfully hoping for His coming again in heavenly glory, we covenant that, by the help of His enabling Spirit, we will seek first the Kingdom of God and His righteousness, trusting Him to add unto us all temporal necessities and the fullness of Heavenly grace.

(Adopted May 18, 1931)

Statement of Faith

Adopted by Trinity Baptist Church and  
Affirmed by BGC  
in 2004

**We believe that the Bible is the living Word of God.**

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, and that the entire Bible was written under the inspiration of the Holy Spirit and thus has supreme authority in our lives. We believe that God reveals himself to us through the Scriptures of the Old and New Testaments, and that the Scriptures are the standard and basis upon which we build our faith and live our lives.

**We believe in the Triune God.**

We believe that there is one living and true God, eternally existing in three persons (the Father, the Son, and the Holy Spirit); that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence and redemption.

**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. We believe that God is loving and compassionate, just and kind, and that His deepest desire is to live in an intimate relationship with all people.

**God the Son**

We believe that because of His desire to live in relationship with us, God became a human being in the person of Jesus Christ. Thus, we believe that Jesus Christ is God in the flesh, born of a virgin, fully God and fully man. Through his sacrificial, substitutionary, atoning death and victorious bodily resurrection Jesus made it possible for all people to live in a relationship with God. We believe that Jesus Christ is the Way, the Truth and the Life. Through him and him alone can people enter into a relationship with God. We believe that Jesus is presently interceding perpetually for His people, and that one day he will return, personally and visibly, to earth to establish his eternal kingdom.

**God the Holy Spirit**

We believe that the Holy Spirit is the presence of God among us. We believe that Holy Spirit came forth from the Father and the 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. We believe that the Holy Spirit gives gifts to every believer to enable him or her to share in the ministry of God's purposes in the world. We believe in all the biblical gifts of the Spirit and encourage people to discover and use their gifts properly for the benefit of God's Kingdom.

**We believe in and practice the Ordinances of Baptism and Lord's Supper.**

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 and that through baptism we identify ourselves with the death and resurrection of Jesus. We believe that the Lord's Supper was instituted by Christ to both remind us of His atoning death and to serve as a proclamation of what Christ's death has accomplished. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

**We believe we are given new life by grace.**

We believe that because all human beings are created in God's image, every person has dignity and their worth is dependent, not on accomplishments, but on God's love. Because God sees humanity as worth dying for, we affirm and acknowledge the dignity of all. At the same time we acknowledge that all human beings are sinners by nature and by choice and are, therefore, relationally separated from God because of sin and under condemnation.

However, we joyfully proclaim and receive the Good News that because of Jesus Christ forgiveness is possible and salvation comes to the repentant sinner only by grace through faith in what God has done, not through good works or even good religion.

**We believe in the universal church.**

We believe the church of Jesus Christ is a living spiritual body of which Christ is the head and all who have believed in the atoning work of the cross and received the forgiveness offered by Christ are members of His church, regardless of denominational affiliation.

**We believe in the local church.**

We believe that the local church is a community of faith, believers in Jesus Christ, associated for worship, work and fellowship. We believe that in and through the local church God will continue to advance His kingdom, perform wonders and miraculous signs, and fulfill the Great Commission as we live and minister in obedience to the Great Commandment (Jesus teaches us to go and make disciples and commands us to love the Lord with all our heart and to love our neighbor as we love ourselves). Thus, we will continually seek relevant and creative ways to create an inviting climate of warmth and hospitality that welcomes all to come and hear about the love Jesus.

**We believe in religious freedom.**

We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith. We also believe that each church is independent and must be free from interference by any ecclesiastical or political authority. Therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

**We believe that a Christian should live for the glory of God.**

We believe that empowered followers of Jesus Christ should continually seek to glorify God in all they do, bearing witness of His presence in their lives. To do so we believe it is imperative that followers of Jesus embrace these characteristics of a vital faith:

- Regular participation in worship and corporate prayer.
- Daily devotion and personal prayer.
- Personal growth through Bible study and group learning activities.
- Obedience to Christ and the Scriptures in personal behavior.
- Commitment to others in the Body of Christ through caring for one another.
- Stewardship of God's blessings, sacrificially and generously giving of our time, talents and treasures.
- Sharing God's love in mission and service to others outside the church.

**We believe in heaven and hell.**

We believe that every person has an eternal destiny and that destiny is determined by whether or not they believed in Jesus Christ as their Lord and Savior. We believe that all believers will spend eternity with their loving creator in a place void of sorrow, pain or difficulty. We believe that all who do not believe will spend eternity separated from God, the source of love and goodness, in a place devoid of anything that is good, a place of endless suffering

Mission Statement  
adopted December, 1998

**Taking people to deeper intimacy with the Savior**

Trinity Connection Partners

The Goal:

An initiative wherein we connect every new member into the body via a “Partner” and at the same time give current Trinity members opportunity to grow spiritually as they invest in these new members.

The Assumption:

The Trinity Connection Partners (TCP) will ensure each new member of at least one immediate personal link into our church family, and will serve as a relational connection to the church for at least the first 6 months of the new member’s commitment to Trinity. These TCP will endeavor to take the new members to deeper intimacy with the savior through proactive relational investment and spiritual gift assessment and evaluation, after which the TCP will guide the new member toward service involvement in the church.

The Methodology:

- The Deacons overseeing membership will attend the Pastor’s dessert wherein they will have opportunity to meet and become acquainted with prospective new members. During the course of the evening, the Deacon(s) will introduce the idea of TCP to the prospective new members as one of the benefits of membership.
- After the prospective new members have been interviewed for membership and their spiritual maturity has been assessed, this information will be communicated to Deacon(s). The Deacon(s) will then assign a TCP to each new member, giving a copy of the new member’s application to the TCP to allow the TCP a glimpse into the new member.
- The TCP will contact the new member to arrange for a first meeting within the first few weeks after the new member has been voted into membership.
- The TCP will:
  - Pray regularly for the new member,
  - Look for them at worship services on Sundays and make a point to introduce them to others in the fellowship; if not seen on Sunday, will follow-up just to check in,
  - Over the course of the 6 months of the commitment to each other, the TCP will be very intentional in helping the new member to understand their spiritual gifts and how those gifts fit with their passions and abilities, and will help the new member get connected to an arena of service as well as a community group.



