

**BYLAWS**

**OF**

**TRINITY PRESBYTERIAN CHURCH**

**SOUTHLAKE, TX**

**REVISED 2021**

# **BYLAWS OF TRINITY PRESBYTERIAN CHURCH**

## **I. MISSION**

Trinity Presbyterian Church is a member church of Grace Presbytery in the Synod of the Sun of the Presbyterian Church (U.S.A.), incorporated in the State of Texas. It is called by God and organized to proclaim the good news of Jesus Christ, and to make and grow disciples who give their lives to make a difference in the world.

## **II. MEMBERSHIP**

- A. Trinity Presbyterian Church (“Congregation”) welcomes all persons who respond in trust and obedience to God’s grace in Jesus Christ and desire to become part of the membership and ministry of His Church. No person shall be denied membership because of race, ethnic origin, worldly condition, or any other reason not related to profession of faith.
- B. The congregation includes
  - 1. Active members, persons who have made a profession of faith in Christ, who have been baptized, who have been received into membership, and who participate in the congregation’s ministry; and
  - 2. Active participants, persons who are not received into membership, but who participate in the congregation’s ministry.

Session is responsible for reviewing and establishing a congregant’s classification.

## **III. GOVERNANCE**

Trinity Presbyterian Church shall be governed in accordance with the Constitution of the Presbyterian Church (U.S.A.) (“Constitution”). Consistent with that Constitution, these Bylaws shall provide specific guidance for this congregation. Further guidance may be found in the Trinity Presbyterian Church Manual of Operations. The most recent edition of Roberts Rules of Order shall be used for parliamentary guidance.

## **IV. CONGREGATIONAL MEETINGS**

- A. Annual Meetings; Election of Officers; Notice; Voting
  - 1. In the first quarter of each year, the congregation shall meet to a) receive annual reports from Session, the Board of Deacons, and Ministry Teams, b) receive the financial report on the preceding year, c) receive the budget approved by Session for the current year, d) approve the terms of call for pastoral staff, e) elect members to serve on the Nominating Committee, and

conduct other business as determined by Session. The congregation may hold special meetings as necessary.

2. In the fourth quarter of each year, the congregation shall meet to a) elect elders to serve on Session, b) elect deacons to serve on the Board of Deacons, and conduct other business as determined by Session.
3. Notice of congregational meetings shall be given on two successive Sundays, and the meeting may be convened following the notice given on the second Sunday.
4. All active members of the congregation present, either in person or electronically, at either annual or special meetings, are entitled to vote. Voting by proxy is not allowed.

B. Presiding Officers; Quorum

1. The Pastor shall serve as Moderator of the congregational meeting. The Clerk of Session shall serve as Secretary.
2. The quorum of a congregational meeting shall be the Moderator, the Secretary, and not less than one-tenth of the active members of the congregation.

## V. NOMINATING COMMITTEE

A. Composition; Responsibilities

1. The Nominating Committee shall consist of a) two elders currently serving on Session, who shall be nominated by Session, one of whom shall serve as moderator of the Nominating Committee, b) one deacon, who shall be nominated by the Board of Deacons, and c) four members-at-large, none of whom shall currently be serving on Session, who shall be nominated by the outgoing Nominating Committee. The Pastor shall serve *ex officio* and without vote.
2. The Nominating Committee shall nominate active members of the congregation to serve as a) elders to fill upcoming vacancies on Session, b) deacons to fill upcoming vacancies on the Board of Deacons, c) members-at-large to fill upcoming vacancies on the Nominating Committee, as directed by Session. The Nominating Committee shall also nominate active members of the congregation for other positions of service, such as a Pastor Nominating Committee.

B. Election; Term of Office; Quorum

The Nominating Committee shall be elected by the congregation at its annual meeting, by a majority of all active members present and voting, either in person or electronically. Committee members shall serve for one year. No member of the Nominating Committee shall serve more than three consecutive terms. A quorum of the Nominating Committee shall be one-half of the members.

## **VI. OFFICERS**

### **A. Elders**

The office of Elder shall be held by an active member of the congregation. The primary duty of an Elder is to serve on Session and, together with the pastoral staff, exercise leadership, government, spiritual discernment, discipline, and responsibility for the life of the congregation. An elder shall serve for life or until such time he or she is released from the office by Session.

### **B. Deacons**

The office of Deacon shall be held by an active member of the congregation. The primary duty of a Deacon is to exercise compassion, witness, and service, sharing in the redeeming love of Jesus Christ for those in distress. A deacon shall serve for life or until such time he or she is released from the office by Session.

### **C. Clerk of Session**

The office of Clerk of Session shall be held by an elder of the congregation who may or may not currently be serving as an Elder on Session. The primary duties of the Clerk are to record the business of Session and the congregation, maintain those records, provide records to other councils of the church, and to serve as Secretary at congregational meetings. The Clerk of Session shall be elected by Session and serve until he or she is released from the office by Session.

### **D. Treasurer**

The office of Treasurer shall be held by an active member of the congregation who does not currently serve on Session. The primary duty of the Treasurer is to take responsibility for the proper receipt, accounting and disbursement of church funds within policies established by Session for adequate financial control. The Treasurer shall be elected by Session and shall serve until he or she is released from the office by Session.

## **VII. SESSION**

### **A. Composition; Presiding Officers; Responsibilities**

1. Session shall be composed of the pastoral staff and nine elders. The elders shall be divided into three equal classes, one of which shall be elected each year at a congregational meeting called by Session in the fourth quarter of the year. If the Clerk of Session does not currently serve on Session as an elected Elder, he or she shall serve *ex officio* and without vote.
2. The Pastor shall serve as Moderator of Session.
3. Session is responsible for those duties enumerated in the Constitution, and shall delegate those responsibilities and duties to the Ministry Teams and Board of Deacons.

B. Election; Term of Office; Meetings; Quorum

1. In the fourth quarter of each year, Session shall call a congregational meeting, at which the congregation shall elect elders from the slate of nominees presented by the Nominating Committee to fill upcoming vacancies on Session. Nominations from the floor shall be in order, and shall be added to the slate of nominees. A majority of all of the active members present and voting, either in person or electronically, shall be required to elect elders.
2. Elders on Session shall serve for a term of three years. An elder elected to fill an unexpired term on Session shall serve for the unexpired term of the vacated office. No elder shall serve for consecutive terms, either full or partial, aggregating more than six years. An elder, having served a total of six years, shall be ineligible for re-election to Session for a period of at least one year.
3. Session should hold monthly stated meetings, the time and date of which shall be determined by Session and be regularly publicized. Special meetings of Session may be called by the Moderator or through the procedure established by the Constitution. A quorum of Session shall be the Moderator and one-half of the elders, but no fewer than two elders.

## **VIII. BOARD OF DEACONS**

A. Composition; Presiding Officers; Responsibilities

1. The Board of Deacons shall be composed of the pastoral staff and twelve deacons. The deacons shall be divided into three equal classes, one of which shall be elected each year at a congregational meeting called by Session in the fourth quarter of the year.

2. In the first quarter of each year, the Board of Deacons shall elect a moderator and secretary from among its members. The Board of Deacons shall form such teams as necessary to carry out its ministry.
3. The Board of Deacons is responsible for the duties enumerated in the Constitution and defined by Session. Primarily, the Board is responsible for exhibiting within the church and before the world exemplary sympathy and compassion after the example of Jesus Christ, and executing the ministries of congregational care and hospitality.

**B. Election; Term of Office; Meetings**

1. In the fourth quarter of each year, Session shall call a congregational meeting, at which the congregation shall elect deacons from the slate of nominees presented by the Nominating Committee to fill upcoming vacancies on the Board of Deacons. Nominations from the floor shall be in order, and shall be added to the slate of nominees. A majority of all of the active members present and voting, either in person or electronically, shall be required to elect deacons.
2. Deacons on the Board shall serve for a term of three years. A deacon elected to fill an unexpired term on the Board shall serve for the unexpired term of the vacated office. No deacon shall serve for consecutive terms, either full or partial, aggregating more than six years. A deacon, having served a total of six years, shall be ineligible for re-election to the Board for a period of at least one year.
3. The Board should hold regular meetings that allow it to accomplish its ministry. The Board should submit minutes from meetings to Session, and any member of the Board may keep minutes. The Board shall set the quorum for its meetings.

## **IX. MINISTRY TEAMS**

**A. Purpose**

1. Session may designate Ministry Teams it deems necessary and helpful for the accomplishment of the ministry of the congregation. A Ministry Team is empowered to comprehensively administer its area of ministry. A list of Ministry Teams designated by Session may be found in the Trinity Presbyterian Church Manual of Operations.

2. Session may create additional teams to execute responsibilities that fall outside the duties of the standing Ministry Teams. Session should delegate supervision of the ministry of such teams to a standing Ministry Team, which shall provide support and review.

B. Composition; Reporting

Both active members and active participants of the congregation are eligible to serve on Ministry Teams, subject to the rules and exceptions found in the Trinity Presbyterian Church Manual of Operations. The Pastor shall serve *ex officio* on all Ministry Teams. In the first quarter of each year, each Ministry Team shall a) elect a moderator, to be confirmed by Session, and b) provide the Clerk of Session a full and accurate roster of membership.

C. Session Liaisons; Moderators

Elders serving on Session shall be assigned by the Pastor as Liaisons to the Ministry Teams, and should report on Ministry Team activity at Session meetings.

Moderators of Ministry Teams should be active members and shall serve for a term of one year. A moderator, having served for three consecutive terms, should be ineligible to serve as moderator for at least a year.

D. Meetings; Minutes; Quorum

Ministry Teams should hold regular meetings, the time and date of which shall be determined by the Ministry Team and regularly publicized. Ministry Teams should submit minutes from meetings to Session, and any member of the team may keep minutes. Quorum for meetings of Ministry Teams shall be three members of the Ministry Team.

## **X. INCORPORATION**

- A. In accordance with the laws of the State of Texas, Trinity Presbyterian Church has formed a corporation. The corporate actions of Trinity Presbyterian Church shall be executed by its Board of Trustees.
- B. The Board of Trustees shall be composed of three Trustees. The positions of Trustee shall be held by 1) the Clerk of Session, 2) the Treasurer and 3) one elder currently serving on Session. The procedure for electing the elder serving as Trustee may be found in the Trinity Presbyterian Church Manual of Operations.

- C. Guidance on issues such as conflicts of interest, affiliated transactions, prohibited acts, and other corporate matters not addressed in these Bylaws, may be found in the Trinity Presbyterian Church Manual of Operations.

## **XI. AMENDMENTS**

These bylaws may be amended, subject to the Trinity Presbyterian Church Articles of Incorporation, the Constitution, and the laws of the State of Texas, by a two-thirds vote of the voters present, either in person or electronically, at the congregational meeting called for that purpose. The proposed amendments shall be provided in written form and distributed at the same time as initial notice of the meeting is given.

Adopted October 10, 1999

Amended April 14, 2002

Amended October 16, 2005

Amended November 18, 2009

Amended November 14, 2010

Amended December 3, 2017

Revised November 14, 2021