

TRINITY REFORMED BAPTIST CHURCH
CONSTITUTION AND BYLAWS

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TRINITY REFORMED BAPTIST CHURCH CONSTITUTION AND BYLAWS

*Adopted by the Members of Trinity Reformed Baptist Church on
September 21, 2025*

Revised by the members of Trinity Reformed Baptist Church on

The members of Trinity Reformed Baptist Church do solemnly and joyfully establish this Constitution and these Bylaws as a declaration of our commitment to glorify the Triune God in all things and to order the life of this local body according to His holy Word.

The Constitution and Bylaws are intended to provide a framework by which this church may function in an orderly, God-honoring manner. They serve to preserve doctrinal integrity, protect the unity of the body, establish clear lines of spiritual leadership and accountability, and promote faithful witness to the gospel of Jesus Christ in the world.

With gratitude for the grace of God in calling us together as a covenant body, and in humble dependence on the Holy Spirit, we adopt this Constitution and these Bylaws for the glory of God, the edification of the saints, and the advancement of the kingdom of Christ.

Soli Deo Gloria

Trinity Reformed Baptist Church Constitution

Article 1: Ministry Name and Incorporation

The name of this organization is Trinity Reformed Baptist Church, a domestic nonprofit corporation organized under the laws of the State of Arkansas, herein referred to as “TRBC.” This organization is recognized under filing number 811458252 with the Arkansas Secretary of State, filed on September 20, 2023.

Article 2: Principal Office and Registered Agent(s)

The principal office of TRBC shall be located at 61 Colt Loop, Greenbrier, Arkansas 72058. The registered office of TRBC shall be located at 3283 Dodd Mountain Road, Shirley, Arkansas 72153, and the name of the registered agent of TRBC at such address is Perry McChesney. TRBC may change the location of the principal or registered office, or the designated registered agent, by consent of the TRBC elders in accordance with the provisions of the Arkansas Secretary of State. TRBC may also have offices at such other locations within or outside of the State of Arkansas as the elders of TRBC may determine are required for the ministry of the church.

Article 3: Purpose of TRBC Constitution and Bylaws

Good stewardship of the spiritual, human, and financial resources that the Lord has given to TRBC is necessary to ensure the well-being of the church and to glorify the Lord in the church's existence and operation. This manual establishes the specific policies and procedures regarding the financial and operational affairs of Trinity Reformed Baptist Church.

Article 4: Church Doctrine

Trinity Reformed Baptist Church is a nonprofit religious organization composed of a community of believers who have joined together to glorify God and edify the body of Christ. TRBC promotes behavior consistent with the Holy Scriptures. Consequently, all members, employees, officers, and representatives of TRBC must freely and willingly agree to the *Statement of Faith* outlined below. The *Statement of Faith* is a summary of key doctrines that guide the beliefs and conduct that TRBC understands to be in accordance with biblical standards. As members, employees, officers, and representatives of TRBC, it is imperative that our actions are above reproach in all things. Consequently, the following *Statement of Faith* shall apply to all members, employees, officers, and representatives of TRBC. Violations of the *Statement of Faith* are regarded as a serious breach of integrity and could result in discipline, up to and including removal from church membership in accordance with Article 4 of the *TRBC Bylaws*.

Section 1: Statement of Faith

The Statement of Faith of Trinity Reformed Baptist church is the Second London Baptist Confession of Faith (1689), which we believe to be an accurate expression of biblical truths subordinate to the authority of and duly aligned with the teachings of Scripture. The following are some of the key biblical doctrines believed and practiced by TRBC. For the full doctrinal statement, refer to the Second London Baptist Confession of Faith (1689).

1. THE HOLY SCRIPTURE

Holy Scripture is the written revelation of God (2 Timothy 3:16; Hebrews 1:1–2), verbally inspired of the Holy Spirit through the instrument of holy men (2 Peter 1:20–21; 1 Corinthians 2:13), self-testifying (John 5:39; Luke 24:27; 1 John 5:9–10), infallible and authoritative in all that it says (Psalm 19:7–9; Matthew 5:18; John 17:17), forming the complete canon of the Old and New Testaments (Luke 24:44; Revelation 22:18–19), which is necessary and sufficient for a proper knowledge of God, self, and salvation (2 Timothy 3:15–17; James 1:18, 21; 1 Peter 1:23).

2. GOD

God, who in one essence subsists in three coequal and coeternal persons—namely, the Father, the Son, and the Holy Spirit (Matthew 28:19; 2 Corinthians 13:14; John 1:1; Acts 5:3–4)—is without mixture and without division (Deuteronomy 6:4; John 10:30), a holy (Isaiah 6:3; Revelation 4:8), absolute (Exodus 3:14), infinite (1 Kings 8:27; Psalm 145:3), immutable (Malachi 3:6; James 1:17), personal (Jeremiah 9:23–24; Psalm 139:1–4), spiritual (John 4:24), omnipotent (Genesis 17:1; Revelation 19:6), omniscient (Psalm 147:5; Hebrews 4:13), and righteous being (Deuteronomy 32:4; Psalm 11:7), who, in His own eternal and independent counsel, ordained all that transpires in time (Isaiah 46:9–10; Ephesians 1:11; Acts 2:23), created all that exists and will exist in space (Genesis 1:1; John 1:3; Colossians 1:16), and sovereignly governs them

providentially to their final, predestinated purposes and destinations (Romans 8:28–30; Proverbs 16:4; Psalm 103:19).

3. MAN AND SIN

Man was created morally upright in the image of God to glorify and enjoy Him forever (Genesis 1:26–28; Ecclesiastes 7:29; Psalm 8:4–6; Isaiah 43:7), within the covenant of works (Genesis 2:16–17; Hosea 6:7; Romans 5:12–14), by taking dominion and filling the earth with the children of God (Genesis 1:28; Psalm 127:3–5; Malachi 2:15), yet has fallen from this original state by Adam’s transgression (Genesis 3:1–24; Romans 5:12–19; 1 Corinthians 15:22), which has brought universal death and depravity to the human race (Romans 3:10–18; Ephesians 2:1–3; Psalm 51:5), consequently disabling any person from properly fulfilling their divine purpose (Romans 8:7–8; John 6:44; Jeremiah 13:23), which ensures the universal wrath and judgment of God (Romans 1:18; John 3:36; Ephesians 5:6; Hebrews 9:27).

4. CHRIST

Jesus Christ, who is one in essence with God (John 1:1–2; John 10:30; Colossians 2:9), was conceived by the Holy Spirit and born of a virgin in His incarnation (Matthew 1:18–23; Luke 1:35), having a divine and human nature in one person, without mixture or confusion (John 1:14; Philippians 2:6–7; Hebrews 2:14–17). He is the only Savior of the world, and the Redeemer and Head of the Church (John 14:6; Acts 4:12; Ephesians 5:23; Colossians 1:18), anointed by the Spirit as Prophet, Priest, and King in His baptism (Matthew 3:16–17; Luke 4:18–21; Acts 10:38), establishing righteousness by obeying the covenant of works in His life (Matthew 5:17; Romans 5:18–19; Galatians 4:4–5), legally propitiating for the sins of His people in His death (Romans 3:25–26; Isaiah 53:4–6; 2 Corinthians 5:21; 1 Peter 2:24), bringing forth life in His resurrection, establishing the gospel of the covenant of grace (Romans 4:25; 1 Corinthians 15:20–22; Hebrews 13:20), and being exalted by God with all power, authority, and honor in His ascension (Acts 2:33–36; Ephesians 1:20–23; Philippians 2:9–11), where He continues to mediate and reign in heaven until He subdues all of God’s enemies as His footstool (Hebrews 1:3, 13; 1 Corinthians 15:24–27; Romans 8:34).

5. HOLY SPIRIT AND SALVATION

Salvation is the work of the Holy Spirit (John 15:26; John 16:7–11; 1 Corinthians 2:10–12), who has been sent by Christ into the world to testify of Jesus Christ and to convict the world of sin. He graciously and effectually applies the redemptive benefits of the cross to the elect (Titus 3:5–7; 1 Peter 1:1–2; Romans 8:29–30) by imparting faith through the power of the gospel (Romans 10:17; Ephesians 2:8–9; Philippians 1:29), which legally unites believers to the imputed righteousness of Christ for the forgiveness of sins (Romans 4:5–8; 2 Corinthians 5:21; Romans 5:18–19) and brings them into the adoption as children of God (Galatians 4:4–7; Romans 8:15–17; John 1:12). In regenerating and indwelling them (John 3:3–8; Ezekiel 36:26–27; 1 Corinthians 3:16; Titus 3:5), He establishes a holy nature that leads to the mortification of the flesh and progressive sanctification (Romans 6:4–14; Galatians 5:16–25; Colossians 3:5–10; 2 Thessalonians 2:13). The Spirit continues to strengthen them in the knowledge of the Lord (Colossians 1:9–10; Ephesians 1:17–19; 2 Peter 3:18), so they persevere in repentance, faith, and

good works (Hebrews 10:36–39; Philippians 1:6; James 2:17–26; Acts 26:20) with the assurance of future glorification and life eternal with God (Romans 8:16–17, 30; John 10:27–29; 1 Peter 1:3–5; Revelation 21:3–4).

6. THE CHURCH

The Church is the universal and invisible body of Christ that consists of all the elect throughout history (Ephesians 1:22–23; Colossians 1:18; Hebrews 12:23) and is visibly manifested in time through local fellowships of believers who have committed to be accountable to one another under the headship of Christ (Acts 2:41–47; 1 Corinthians 12:12–27; Hebrews 13:17) by collectively submitting, instructing, admonishing, and caring for one another under the oversight of their ordained leaders (Ephesians 4:11–16; 1 Thessalonians 5:12–13; 1 Timothy 3:1–13). The elect have been spiritually united in Christ Jesus (John 17:20–23; Romans 12:4–5) to uphold the truth in holiness (Ephesians 4:15–16; 1 Peter 1:15–16), worshiping God through preaching and teaching (Romans 10:14–15; 2 Timothy 4:2), singing (Colossians 3:16; Ephesians 5:19), reading the Scriptures (Nehemiah 8:8; 1 Timothy 4:13), observing the ordinances (Matthew 28:19–20; 1 Corinthians 11:23–26), carrying out church discipline (Matthew 18:15–17; 1 Corinthians 5:1–5), and seeking to make disciples and reach the world with the gospel of Jesus Christ (Matthew 28:18–20; Acts 1:8).

7. LAST THINGS

Though Christ has already fulfilled many of the Old Testament prophecies when He engrafted believing Gentiles with believing Jews into the Kingdom of God at His First Coming (Romans 11:17–24; Ephesians 2:11–22; Luke 1:32–33; Matthew 12:28), the Church still awaits the consummation of the Kingdom, the general resurrection of the dead, the Day of Judgment, and the creation of the New Earth which will occur at the Second Coming of Christ (Acts 1:9–11; 1 Corinthians 15:20–28; 2 Timothy 4:1; Revelation 21:1–5; Matthew 25:31–46; John 5:28–29).

Section 2: Church Ordinances

1. Communion: Communion is an ordinance of the Church which was established by Jesus Himself and is to be observed in His churches forever until His return. TRBC invites professing believers (2 Corinthians 13:5) who have been baptized (Matt. 28:19–20; Acts 2:38), are living in repentance and with a clear conscience before God (1 Cor. 11:28–29), and are members in good standing with an evangelical church of like faith to participate in the ordinance of communion. Those who are not professing believers, have not received baptism, are not joined to a local church or are under the discipline of this or another evangelical church of like faith, or are living in an unrepentant condition or with a conscience that is unclean before the LORD, are asked to refrain from participating in this ordinance. The elders of TRBC are permitted to instruct members or visitors who do not meet these qualifications to refrain from communion, that they may thereby protect the purity of the ordinance, the souls of those who would otherwise bring condemnation upon themselves (1 Cor. 11:28–29), and the reputation of Christ and His Church in the world.

2. Baptism: TRBC practices baptism of professing believers by immersion. Those who have repented of their sins and made a credible profession of faith are the only appropriate recipients of baptism (Matthew 28:19-20; Acts 2:38; 8:12). Those who profess faith in the Lord Jesus and whose life evidences the fruit of faith manifested in repentance, may be baptized by an elder or a male member in good standing with the Church. Baptism is prerequisite for membership at TRBC, and only those who desire membership with the Church will be baptized.

Section 3: Marriage, Gender, and Sexuality Policy

Trinity Reformed Baptist Church operates on a strongly held belief that the marriage relationship has been established by God as a union between one man and one woman (Genesis 2:24; Ephesians 5:31). TRBC further holds that, in accordance with Scripture, sexual intimacy and sexual activity are appropriate only within the marriage relationship, between one husband and one wife (1 Corinthians 7:2; Hebrews 13:4). TRBC believes that God has created two distinct and complementary genders, male and female, and each person is created in accordance with God's perfect design (Genesis 1:27; Matthew 19:4).

Accordingly, Trinity Reformed Baptist Church views the following behaviors as inappropriate and contrary to Scripture:

1. Any sexual intimacy or sexual act between individuals who are not married to one another.
2. Any marriage or civil union that is not between one man and one woman.
3. Any attempt to adopt or present oneself as a different gender than that assigned at birth.
4. Any other activity, teaching, or behavior that is contrary to a biblical view of marriage, gender, and/or appropriate behavior as outlined in this provision.

All members, employees, officers, and representatives of TRBC, and all individuals involved in TRBC operations, activities, and events, are expected to uphold the ministry's perspective on marriage, gender, sexual intimacy, and appropriate behavior as set forth in this provision. Individuals and organizations who desire to use TRBC's facilities for any purpose must also act in accordance with this provision.

Section 4: Sanctity of Human Life

Trinity Reformed Baptist Church affirms that all human life is sacred and created by God in His image (Genesis 1:26-27; James 3:9). From the moment of conception (Psalm 139:13-16; Jeremiah 1:5; Luke 1:41) to natural death (Job 14:5; Hebrews 9:27), every human being possesses inherent dignity and worth, regardless of age, ability, health, or condition. Human life is not our own to take or destroy, but belongs to God, who gives and sustains it (Deuteronomy 32:39; Acts 17:25). As such, we categorically oppose abortion, euthanasia, assisted suicide, and any other act that intentionally ends innocent human life (Exodus 20:13; Proverbs 6:16-17). This policy reflects our deeply held belief that human life is a sacred gift from God and must be honored accordingly to the glory of Christ who is the Author and Sustainer of life (John 1:3-4; Colossians 1:16-17).

Trinity Reformed Baptist Church Bylaws

Article 1: Church Governance

Section 1: Christ as Head of the Church

Trinity Reformed Baptist Church submits to Jesus Christ as the Head of the Church (Colossians 1:18) and affirms the Holy Scriptures as the supreme and final authority in all matters of doctrine, faith, conduct, and church governance (2 Timothy 3:16–17).

Section 2: Elder Leadership

The government of TRBC is entrusted to a plurality of biblically qualified elders, also referred to as pastors or overseers, who are called by God and recognized and affirmed by the congregation (Acts 14:23; Titus 1:5; Hebrews 13:17). The elders are responsible for the overall spiritual leadership, doctrinal fidelity, direction, discipline, financial stewardship, and shepherding of the church body. They are charged to guard the flock, teach the Word, lead with wisdom and humility, and oversee all ministries of the church (Acts 20:28; 1 Peter 5:1–3; Ephesians 4:11–13). Elders shall govern with humility, integrity, and mutual accountability. They shall seek the good of the congregation in all matters and make decisions carefully, guided by Scripture, prayer, and the leading of the Holy Spirit.

The elders hold final decision-making authority under Christ in all matters pertaining to the governance of the church, including but not limited to: admission and removal of members, church discipline, oversight of ministry functions, and stewardship of church resources. The elders shall also serve as the Board of Directors for legal purposes.

The elders shall have the authority to establish, implement, and revise church policies, procedures, and ministry guidelines that are consistent with Scripture, this Constitution and Bylaws, and the Statement of Faith. Such policies may include, but are not limited to: child protection, financial accountability, facility use, record-keeping, and church safety and security. These policies shall be documented in a church policy manual, which shall be maintained by the elders and made available to members upon request.

Section 3: Deacon Support

Deacons are servants appointed by the congregation to manage practical, administrative, and mercy ministries (Acts 6:1–6; 1 Timothy 3:8–13). Deacons operate under the oversight of the elders and have no governing authority. Their role is to support the elders, care for the physical needs of the church, and promote unity within the congregation.

Section 4: Congregational Involvement

The congregation of TRBC has a vital role in the life and unity of the church. The elders shall regularly inform and seek input from the congregation on significant matters and may call for congregational affirmation when appropriate as an act of wisdom and transparency (Proverbs 11:14; Philippians 2:1–4). Members in good standing are encouraged to voice concerns, offer counsel, and engage in prayerful support of the TRBC elders.

Article 2: Personnel Policies

Section 1: Church Officer Duties and Responsibilities

1. Elder Qualifications

Elders shall be men who meet the biblical qualifications set forth in 1 Timothy 3:1–7, Titus 1:5–9, and 1 Peter 5:1–4. They must be above reproach, able to teach, spiritually mature, doctrinally sound, self-controlled, hospitable, gentle, not quarrelsome or greedy, and faithful in managing their household. They must be men of proven character, demonstrating godliness in conduct and leadership in the home and church. Each elder must be in full agreement with the *TRBC Statement of Faith* and must uphold and teach sound doctrine without compromise.

2. Elder Responsibilities

The primary responsibility of the elders is to provide spiritual leadership for TRBC. This includes:

1. Planning weekly sermons that properly interpret and apply Scripture.
2. Providing care and counseling to church members.
3. Officiating special services including baptisms, weddings, and funerals.
4. Collaborating with music leaders to integrate music into the church services.
5. Overseeing the financial management of the church in collaboration with the deacons, treasurer, and bookkeeper.
6. Providing support, oversight, and evaluation of church staff members.
7. Holding regular meetings to coordinate care and ministry to the church.

3. Deacon Qualifications

Deacons shall be men who meet the biblical qualifications set forth in 1 Timothy 3:8–13. They must be dignified, not double-tongued, not given to much wine, not greedy for dishonest gain, and must hold the mystery of the faith with a clear conscience. They must be tested and found blameless before serving. Deacons must demonstrate a servant's heart, doctrinal faithfulness, and spiritual maturity, and support the elders in the ministry of the church.

4. Deacon Responsibilities

The primary responsibility of deacons is to provide service and care to the membership and support to the elders of TRBC. This includes:

1. Prayer, counseling, visitation, and ministry to the membership of the church to assist the elders.
2. Serving as advisors to the elders in financial management of the church.

5. Treasurer

The treasurer is accountable to the elders and deacons to disburse all funds received into the church treasury in a responsible and organized manner in accordance with the policies and procedures established by TRBC. A deacon of TRBC is to be chosen by the unanimous consent of TRBC's elders to serve as the treasurer for an indefinite term. The treasurer is assisted by a bookkeeper for financial reporting to TRBC. The bookkeeper is to be chosen by the unanimous consent of TRBC's elders. A summary of the responsibilities of the treasurer include:

1. Ensure compliance in financial matters with the policies outlined in the TRBC Bylaws.
2. Supervise the disbursement of all money contributed to the church budget.
3. Maintain accurate accounting records.
4. Assist the elders in the creation of an annual budget, to be approved by the membership of TRBC.
5. Approve all expenditures in excess of \$250.
6. Ensure that all tax documents and reporting forms are completed correctly and in a timely fashion.
7. Collect offerings and ensure that these are deposited within 3 days of receipt.

Section 2: Church Officer Nomination and Appointment

Church officers shall be selected according to the following process:

1. Nomination: Prospective elders and deacons may be nominated for consideration by any member or officer of TRBC. Nominations should be made in writing to the TRBC elders. TRBC elders may periodically submit a call for nominations to members of the church if the needs of the church require additional shepherding.
2. Assessment: Elder or deacon nominees will undergo a period of at least 30 days of examination from TRBC elders to assess the nominee's call to ministry, biblical qualifications for church office, leadership potential and experience, and fittedness for service with the existing TRBC elders. During this time, prospective elder or deacon candidates will be asked to complete an examination form detailing their calling, qualification, and doctrinal convictions. Candidates must satisfactorily complete this examination process before they are presented to the church for a vote of affirmation.
3. Affirmation: Approved nominees will be presented to the TRBC membership as a TRBC elder or deacon candidate for congregational affirmation. Members are encouraged to seek the Lord's direction in the selection of officers and to meet with the candidate(s) to further assess their call to ministry, biblical qualifications for church office, leadership potential and experience, and fittedness for service with the existing officers of TRBC. After a period of consideration of at least 30 days, TRBC members will be asked to vote on the installation of an elder or deacon candidate (Acts 14:23). Candidates must receive an affirmative vote from at least three-quarters of the members

present at the Annual Membership Meeting or a Specially Called Membership Meeting in order to be ordained to the office of elder or deacon at TRBC.

Voting on TRBC elder or deacon candidates is restricted to the members and officers of TRBC and shall not include any visitors, prospective members, former members, or members who are currently undergoing church discipline.

4. Ordination: Candidate(s) receiving congregational approval will be ordained by TRBC elders with the laying on of hands and prayer (1 Timothy 4:14).

Section 3: Removal of Church Officers

Church officers of TRBC serve with the affirmation and approval of the church membership. Any officer may be removed by a two-thirds majority vote of the church membership whenever it is determined that the best interests of TRBC will be served thereby. Anyone seeking removal of a church officer should address their concerns privately with the church officer, consult with the elders of TRBC, and should make their recommendation for removal from church office at a specially called meeting, following the appropriate procedures (Matthew 18:15-17; 1 Timothy 5:17-21).

Article 3: Financial Policies

Section 1: Fiscal Year

The fiscal year for Trinity Reformed Baptist Church shall commence on January 1 and end on December 31 of each year.

Section 2: Personnel Involved

Financial stewardship is to be conducted “as unto the Lord” (Colossians 3:23) at all times. TRBC values and enforces confidentiality, integrity, and respect for the church officers and members in all financial matters. Financial stewardship is a responsibility of the elders of TRBC, assisted by the deacons, treasurer, and bookkeeper. In all matters of financial responsibility, the elders of TRBC are accountable to and transparent with the members of the church. TRBC uses the regulations of the Internal Revenue Service and Generally Accepted Accounting Principles (GAAP) as a guide to financial compliance and practices.

Section 3: Counting and Depositing Monies Received

1. Weekly Collection and Deposit Procedures:

1. The offering box is opened and counted after the service is complete.
2. All checks and cash are recorded on a deposit sheet.
3. All checks are stamped “For Deposit Only” by the bookkeeper when the deposit is being prepared.
4. All checks and cash are placed in a sealed deposit bag and deposited within three (3) days of receipt.

5. Each Lord's Day offering is entered into the church's accounting software program.
6. Unless otherwise noted, all receipts are considered non-restricted receipts and are to go into the general budget. Those gifts that are restricted (designated) may only be accepted if the treasurer has approved an account for the designation or it was approved in the church budget.

2. Fundraisers

1. All fundraisers and/or solicitations by a member/church group/organization must be approved by the elders prior to launching the campaign.
2. Counting and depositing will use the same procedures as regular weekly offerings, but the deposit will be made to the appropriate fundraising account.
3. When personal services are rendered, charitable contribution credit will not be given.

3. Designated Funds

1. The elders may establish such designated funds and accounts that further the ministry of the church and shall for all such funds assure separate accounting and reporting.
2. If the elders close this designated fund, all remaining monies in the fund will go into the general budget of the church.
3. In promoting designated offerings, a disclaimer must be printed to reserve the right to move funds from the designated account to the general budget.
4. A separate bank account is set up for designated funds and is separate from the general budget.
5. Gifts with unapproved designations may be returned or held conditionally until the church can assess whether it wishes to establish an approved designated fund for said purpose.
6. An annual review shall be given for all designated accounts to determine the continuation or discontinuation of designated funds.

4. Special Offerings Earmarked for Individuals

1. Church elders and treasurer will familiarize themselves with the provisions of the Internal Revenue Code with regard to earmarked gifts and gifts made to specific individuals.
2. All earmarked contributions must go through regular church financial procedures.
3. When gifts are received for specific individuals, these gifts are taxable to the recipient.
4. When gifts are received in which contribution credit is expected as a charitable gift, these gifts must be presented without individual designation (i.e., mission trip account, benevolence fund, etc.) The church must exercise full administrative control of the gift.

5. Non-Monetary or Tangible Gifts

1. Gifts in-kind are donations of non-monetary or tangible items received by the church for which contribution statements of receipt should be given (i.e., stocks, jewelry, cars, real property, etc.).
2. Church records of these gifts in-kind should reflect both revenue and expense at fair market value at date of donation.
3. An in-kind revenue and expense line item should be included in the monthly treasurer's report.
4. Gifts must be approved by church elders with advisement from the treasurer and bookkeeper so that the gift is utilized properly by the church and the donor is aware of the intended use of the donated item.
5. All gifts will become the property of the church, and their use and/or disposal are at the sole discretion of the church, except when a donor has directed the gift for a specific purpose.
6. A written statement of receipt on church letterhead is sent promptly to persons giving non-monetary gifts stating the following:
 - A. Name and address of person(s) giving the gift.
 - B. Detailed description of the item including age and condition.
 - C. Date the gift is received at the church.
 - D. The appraised value of the item as given by the donor.

Section 4: Disbursement Procedures

1. Disbursement of Funds:

1. Only three (3) church members act as check signatories. Authorized check signees also have a debit card to handle approved church expenses. Debit cards are used only for church business and are not to be lent to anyone. Signatories may make purchases of up to \$250 for church supplies or to cover needs for the church without prior authorization of church elders. If an additional person is authorized to have a debit card, they must submit their signature to the appropriate bank. All signatories are subject to revocation of these privileges at the sole discretion of church elders.
2. Any church member making a purchase on behalf of the church must receive prior approval from church elders. No reimbursement for such expenses is to be expected or required for purchases made without approval of the church elders. If pre-approved, the treasurer will reimburse the person upon receipt of a physical purchase receipt.

3. Anyone who signs a check must review and initial all bills/invoices before signing. The person is accountable for checks signed and should question anything irregular in the bill/invoice.
4. Any non-budgeted item over \$250 must be approved by the treasurer before a check is issued.
5. The church will not maintain petty cash.

2. Disbursements from Restricted (Designated) Accounts

1. A disbursement from a restricted account is made only for the purpose for which the funds were received.
2. A Restricted Account may not be overdrawn for any reason.
3. Restricted Accounts should be zeroed out in a timely manner.

3. Non-Employee Payments

The church shall file a form 1099 MISC for each person to whom it pays \$600 or more annually in rents or payments for services. A W-9 is secured on all payees.

4. Benevolence Disbursement

TRBC maintains a Benevolence Fund to meet unforeseen needs of the church. Any church member may make a request to any church elder(s) for benevolence funds for an individual, family, or event.

2. The TRBC elders maintain the right to deny any benevolence fund disbursements for any reason.
3. The TRBC elders must convene to determine appropriate levels of disbursement to any particular benevolence request.

5. Business Reimbursements

1. The treasurer must approve all reimbursements before payment is made.
2. Reimbursements are paid for all reasonable church-related expenditures which include attendance of ministry-related conventions or conferences, library expenditures, education expenses, meals, and travel expenses.
3. Receipts are to be given for all reimbursed expenses.
4. The elders are encouraged to attend outside conferences or to speak at events that further the ministry of TRBC.

6. Church Debit Cards

It is the church's policy to issue debit cards to up to three (3) approved church members to facilitate the planning and purchase of various items required in their ministry areas.

Debit cards must not be lent out at any time. Debit cards may be revoked at any time at the sole discretion of the elders.

Section 5: Bidding and Contract Process

All repairs or improvements to TRBC's facilities for which the church is responsible and exceed \$10,000 require at least two (2) competitive bids. To prevent conflicts of interest, any member serving on a committee and/or any company affiliated with a serving committee member is strictly prohibited from bidding for and/or delivering goods and services to the church for work under the direct authority and responsibility of the committee on which the member is serving.

Bid proposals shall include contract specifications, pricing, terms of payment, warranties (if applicable) and schedule for completion of work. Bids must be submitted to the treasurer and the bids will be reviewed by church elders, who are responsible for awarding bids.

Section 6: Operating Reserves and Mortgage Payoff

1. TRBC will maintain a reserve to cover six (6) months of operating expenses. This amount is to be determined from the average monthly expenses from the most recent fiscal year.
2. If TRBC assumes a mortgage responsibility, the church will prioritize the resolution of this debt. Each month the TRBC treasurer will be responsible for ensuring that any excess funds remaining after all monthly expenses are paid are applied toward the outstanding mortgage principal.
3. This mortgage payoff commitment applies only when all operating expenses are paid, six (6) months of operating expenses are maintained in a reserve fund, and other financial obligations permitting. Elders may choose to forego excess mortgage payments in the event of large and/or unforeseen financial obligations or if financial hardships arise.

Section 7: Contribution Statements and Financial Reports

1. Contribution Statements will be mailed to TRBC donors by January 31.
2. Prior to the commencement of a new fiscal year, the TRBC elders will present a financial report to the congregation at an annual business meeting. Physical copies of this report will be made available to the congregation and will include:
 1. Revenues and expenditures of the current fiscal year-to-date.
 2. Comparison of revenues and expenditures of the current fiscal year-to-date to budgeted projections.
 3. Budget proposal for the upcoming fiscal year.
3. All TRBC members have access to the annual financial reports of the church as described above. Members may request a copy of financial reports from the treasurer.

Article 4: Church Membership

Section 1: Membership Qualifications

The membership of Trinity Reformed Baptist Church is to consist of baptized believers in the Lord Jesus Christ who offer evidence, by profession and conduct, that they are living in accord with the Scriptural description of a Christian, and are actively pursuing and continuing in a vital fellowship with the Lord Jesus Christ and the members of TRBC.

Section 2: Membership Procedures

Prospective members must complete an attendance period of at least 90 consecutive days of regular Sunday worship with Trinity Reformed Baptist Church prior to beginning the membership process. This attendance period must include participation in Lord's Day worship services, regular exposure to the preaching and teaching ministry of the church, and informal engagement with the church body. Following this period, individuals must participate in a pastoral interview with the TRBC elders to discuss their Christian testimony, doctrinal agreement with the *TRBC Statement of Faith*, church history, and understanding of church life. Upon the elders' approval, candidates may then enroll in the New Member Class, where the church's doctrine, governance, and membership responsibilities will be taught in preparation for formal membership. The elders shall have sole authority to extend or abbreviate the attendance period, discuss doctrinal, spiritual, or other matters with prospective members, contact references and current or former pastor(s) of prospective church members, and permit or deny prospective members an invitation to join the membership of TRBC.

Prospective members who have completed the attendance period and have the approval of the TRBC elders to pursue membership must attend the TRBC New Member Class, share their testimony of faith and salvation in Jesus Christ with the church, and consent to or give testimony of having received baptism as a professing believer in the Lord Jesus Christ.

Affirmation of the Statement of Faith contained in Article 4 of the *TRBC Constitution*, and all other sections of that article, is a condition of membership and is essential to the religious mission of TRBC.

Those who have attended and completed the New Member Class, have shared their testimony with the membership and elders of the church, and have been baptized as a professing believer in the Lord Jesus Christ, are admitted to the membership of TRBC by the approval of the TRBC elders.

Section 3: Membership Record

A membership record including all active members of TRBC shall be maintained by the church and reviewed annually prior to the Annual Membership Meeting by TRBC elders. Any changes to the membership record shall be announced at the Annual Membership Meeting or a Specially Called Membership Meeting.

Section 4: Membership Responsibilities

The membership responsibilities of TRBC are intended to promote unity and growth in Christlikeness among the members of the church. The responsibilities of membership include a commitment to:

1. Live an obedient and orderly life before the Lord (Ephesians 5:1-15; 1 Peter 1:13-25).
2. Maintain a godly home, including the regular practice of family worship (Deuteronomy 6:4-9; Ephesians 6:4).
3. Preserve the unity of the church body (Ephesians 4:1-3).
4. Pray for the needs expressed by the church and its members (1 Thessalonians 5:16-18; James 5:16).
5. Submit to the instruction and leadership of the church (Hebrews 13:17).
6. Support the church financially (2 Cor. 9:6-7).
7. Consistently participate in corporate worship on the Lord's Day, including the church's Prayer Meeting, classes, and Lord's Day Service (Hebrews 10:24-25).
8. Understand and consent to the doctrinal standards of the church as outlined in Article 4 of the *TRBC Constitution*.

Section 5: Church Discipline

Church discipline is a God-ordained means of shepherding the local church toward holiness, unity, and spiritual growth. It requires speaking the truth in love (Ephesians 4:15) and taking biblical accountability seriously (Hebrews 13:17). Any member who consistently neglects the responsibilities of their membership as outlined in these bylaws, conducts themselves in such a way that the name of Christ may be dishonored, seeks to usurp or disrupt the unity of the church, or otherwise professes or demonstrates that which is contrary to the instructions and teachings of Scripture, is subject to the admonition of the elders and the discipline of the church (Matthew 18:15-17).

The purpose of church discipline is for the repentance of an erring member and their restoration to the fellowship of the church (Matthew 18:15-17; Galatians 6:1; Hebrews 12:5-11).

The process of church discipline follows the model established by Jesus in Matthew 18. First, an elder or member of TRBC should approach the offending member privately (Matthew 18:15). If the member persists in an unrepentant condition, the elders should be notified if they are not already, and one or two elders of TRBC should be brought in to establish facts and urge repentance where necessary (Matthew 18:16). If the member remains unrepentant, the matter should be brought before the congregation by the elders (Matthew 18:17). If the elders of TRBC determine that repentance and restoration has not occurred, they may proceed with excommunication and removal of the member from membership and communion (1 Corinthians 5:3-5; 2 Thessalonians 3:14-15). As part of their spiritual duty and ecclesiastical function, the

elders may communicate to or with other churches and pastors regarding matters of church discipline and excommunication, as necessary for the protection, unity, and edification of the body of Christ (Matthew 18:15-17; Acts 20:28; Galatians 6:1; 1 Timothy 5:19-20).

A member removed from TRBC as a result of the process of the church discipline may be restored to membership and communion if sincere penitence and full repentance is demonstrated (2 Corinthians 2:6-8). Those who are approved by the elders of TRBC for restoration of membership must rejoin the church through the ordinary means described in these bylaws.

Section 6: Termination of Membership

Membership at TRBC may be terminated by:

1. The death of the church member.
2. Transfer: A letter of transfer may be granted by the elders of TRBC to a member who is seeking to transfer their church membership to another evangelical church of like faith. The elders shall have authority to deny a member's resignation or transfer of membership to another church, either for the purpose of proceeding with the process of church discipline, or for any other reason deemed necessary or prudent for the spiritual care of the member and for the sake of honoring Christ, the Lord of the Church.
3. Excommunication: Membership may be terminated as the final step of the church discipline process (Matt. 18:15).

When a member is removed from the church membership record, the congregation shall be notified by the elders. The nature of the notification will reflect the circumstances of the removal, providing appropriate clarity while maintaining biblical care, discretion, and unity within the church body.

Section 7: Conflict Resolution

If a dispute arises between members of TRBC, they have a biblical obligation to make every effort to seek peace with one another (Hebrews 12:14) and, by prayer and with the help of fellow church members and elders, to resolve their dispute without reliance on secular courts (1 Corinthians 6:1-8).

Article 5: Membership Meetings

Section 1: Annual Membership Meeting

The annual Membership Meeting shall be held each year in December. The specific date, time, and location of the Membership Meeting shall be determined by the elders and shall be communicated to the church at least four (4) weeks prior to the meeting.

The Membership Meeting is restricted to the members and officers of TRBC and shall not include any visitors, prospective members, former members, or members who are currently undergoing church discipline.

The annual Membership Meeting must include a financial report on the current fiscal year as well as a presentation of the upcoming fiscal year's budget. Significant ministry initiatives or changes, as well as any proposed changes to the Constitution and/or Bylaws shall be presented at this meeting for member consideration and feedback prior to any vote by TRBC elders. Members are welcome to submit agenda items for the annual Membership Meeting to the TRBC elders no later than two weeks prior to the annual Membership Meeting.

Minutes shall be taken by a church officer and kept in church records. Minutes shall be made available to church members upon request, unless confidentiality or disciplinary matters discussed in the meeting require limited distribution.

Section 2: Specially Called Membership Meetings

Specially Called Membership Meetings may be made to address specific issues or needs that arise in the church. These meetings may be called by the elders of TRBC or may be requested by any member of TRBC. A specially called Membership Meeting may not be requested by a member currently undergoing church discipline.

A member or church officer who requests a Membership Meeting must do so in writing to the TRBC elders, explaining the nature of the issue to be discussed, any proposed action(s) or initiatives, and the biblical grounds for the meeting. The TRBC elders shall determine whether the request meets biblical and constitutional grounds for a called meeting. If deemed valid, the elders shall schedule the meeting within thirty (30) days of approval. Members shall be notified of the location, date, and time of the meeting, as well as the purpose of the meeting, at least one week prior to the specially called Membership Meeting.

Minutes shall be taken by a church officer and kept in church records. Minutes shall be made available to church members upon request, unless confidentiality or disciplinary matters discussed in the meeting require limited distribution.

Article 6: Indemnification and Insurance

Section 1: Insurance

The church must purchase and maintain liability insurance on behalf of any and all persons who are or were a director, officer, employee, committee member, or volunteer (while serving in their capacity as such) of TRBC. This insurance will be purchased for the purpose of protecting such persons from covered loss resulting in liability asserted against the above individuals in connection with their activities on behalf of TRBC.

Section 2: Indemnification Requests

Should any director, officer, employee, committee member, or volunteer of TRBC incur any liability as a result of their affiliation with or service to TRBC that is not covered by the church's insurance policy, and should such liability result in any out-of-pocket cost to such individual, then such individual may request indemnification from TRBC if the individual was acting on behalf of the church in good faith and within the scope of authority designated to the individual

by TRBC. The granting of full or partial indemnification shall be at the discretion of the elders of TRBC as set forth in Section 3 of this Article.

Section 3: Indemnification Decisions

In relation to any indemnification request that is made pursuant to Section 2 of this article, if such request is made by an individual who is not currently serving as an elder of TRBC, then the indemnification decision (whether to indemnify the requesting individual, and the dollar amount of such indemnification), will be made by majority vote of the elders. Such decision of the elders will be final. If the indemnification request is being made by a person who is currently serving as an elder of TRBC, then the indemnification decision (whether to indemnify the requesting party, and the dollar amount of such indemnification), will be made by the remaining disinterested elders. A decision on the indemnification request by a majority vote of these disinterested elders will be final.

Article 7: Amendments

Proposed amendments to the TRBC Constitution and/or Bylaws may be submitted in writing by any member of TRBC to the elders. No member currently undergoing church discipline is permitted to submit a proposed amendment to the Constitution and/or Bylaws.

Proposed amendments to the Constitution and/or Bylaws must be presented to the church at the Annual Membership Meeting or a Specially Called Membership Meeting prior to their adoption by the TRBC elders.

Provided the conditions set forth above are met, these Constitution and/or Bylaws may be amended or repealed, and new bylaws may be adopted at any meeting of the church elders by a three-quarters vote of the TRBC elders. All currently serving elders of TRBC must be present at any meeting wherein a vote is taken to amend or repeal the TRBC Constitution and/or Bylaws.

Article 8: Conflicts of Interest

TRBC expects its elders, directors, officers, trustees, deacons, representatives, employees, volunteers, or other agents acting on behalf of TRBC to conduct church business to achieve the highest ethical standards of conduct, to comply with all applicable laws, and to conform with biblical principles. Potential conflict of interest occurs when a representative's outside interests (i.e., financial, business, personal, or relational interests) interfere with TRBC's interests or the representative's work-related duties.

If a representative becomes aware of any potential conflict of interest or ethical concern regarding the representative's position with TRBC or another representative's position with TRBC, the representative must promptly complete a conflict-of-interest disclosure form and submit it to the TRBC elders.

Article 9: Dissolution

Upon the dissolution of Trinity Reformed Baptist Church, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state government, for a public purpose.