

## **Bylaws of Trinity Presbyterian Church of Wilmington, Delaware**

Adopted December 8, 2013

### **Article I – General Matters**

- A. Name and Ecclesiastical Affiliation - Trinity Presbyterian Church of Wilmington, Delaware, organized as a religious body effective November 24, 1957 and physically located at 1120 Darley Road in Wilmington, Delaware, U.S.A., is a member church of the New Castle Presbytery in the Presbyterian Church (U.S.A.) and as such is also affiliated with the Church's higher councils, the Synod of the Mid-Atlantic and the General Assembly of the Presbyterian Church (U.S.A.). (These ecclesiastical bodies may alternatively be designated as Trinity, the NCP, the Synod, and the PC(U.S.A.), respectively, within these bylaws.)
- B. Guiding Authorities - Consistent with the provisions of the *Constitution of the Presbyterian Church (U.S.A.)*, particularly its Part II, the *Book of Order*, these bylaws shall provide guidance for Trinity's life. In parliamentary matters, the current revised edition of *Robert's Rules of Order* shall also be used for guidance.
- C. Incorporation – Consistent with the general requirements of the *Book of Order* section G-4.01, Trinity was incorporated effective November 24, 1957 in the County of New Castle, State of Delaware, as a non-profit religious body, and as such is, and remains, subject to the civil regulations and laws of said County and State and of the United States of America.

### **Article II – General Goals**

In accordance with “The Foundations of Presbyterian Polity” of the current edition of *Book of Order* of the PC(U.S.A.), as set forth in sections F-1.01 and F-1.02, Trinity understands its great ends or goals to be as follows. (Hereafter in these bylaws reference to the *Book of Order* will be by section citation alone.)

- o the proclamation of the gospel for the salvation of humankind;
- o the shelter, nurture, and spiritual fellowship of the children of God;
- o the maintenance of divine worship;
- o the preservation of the truth;
- o the proclamation of social righteousness; and
- o the exhibition of the Kingdom of Heaven to the world. (F-1.0304)

### **Article III – Mission and Vision**

Consistent with the foregoing general goals, Trinity has adopted the following mission and vision statements for the specific guidance of its members:

- A. Mission Statement: o Gather all as God's people,  
o Grow in faith and love,  
o Go into the world to serve as Christ's disciples.

(This statement is often abbreviated as “Gather, Grow, Go,” to facilitate remembering.)

- B. Vision Statement: The church [i.e., Trinity] provides many opportunities for member nurture and growth through worship, fellowship, education, service, and mission. Member participation, equipped and informed by the discovery and use of their God-given gifts, will lead to a deepening commitment to be Jesus Christ's disciples, demonstrating Christian love and furthering God's kingdom. Guided by prayer and the Holy Spirit, members, teams, leaders, officers, and staff seek to provide the types of ministry and facilities they are challenged to develop and sustain.

#### **Article IV – Membership**

- A. Admission and Removal - Persons who have been baptized in the name of the triune God at Trinity Presbyterian Church or at another Christian church or body shall enter into full Trinity membership by profession or reaffirmation of their faith in Jesus Christ as Lord and Savior or by certificate of transfer from another Christian church or body granting such transfer, in accordance with the stipulations of G-1.0303. Trinity's Session (bylaw Article V.B.1.) shall have the responsibility of granting, revoking, or changing such memberships under the general authority granted to it by G-3.0201c and of maintaining register rolls therefor as specified in G-3.0204a.
- B. Membership Categories - As reported in abbreviated form hereafter, G-1.04 recognizes the following four categories of church membership:
- (1) Baptized Members – Persons [i.e., children or adults] who have received the Sacrament of Baptism, whether at this church or elsewhere, have been enrolled by the Session as baptized members, and have not made a personal profession of faith in Jesus as Lord and Savior (G-1.0401).
  - (2) Active Members – Persons who have been baptized, have made a profession of faith in Christ, have been received into membership of a particular church, have voluntarily submitted to the government of that church, and actively participate in its work and worship (G-1.0402).
  - (3) Affiliate Members – Persons who are members of another congregation of this or another Christian denomination or body, have temporarily moved from the community of current membership, have provided to the Session a certificate of good standing in the community of current membership, and have been received by the Session in affiliate member status (G-1.0403).
  - (4) Other Participants - Persons who are not members of, or who may have ceased active participation in the PC(U.S.A.), but who are welcome in and may generally participate in the life of a particular PC(U.S.A.) church (G-1.0404).

- C. Inactive Members Included - Under the broad category of “Other Participants,” Trinity shall explicitly continue to include within its membership the status and roll for “Inactive Members” specified in the former *Book of Order*, 2009-2011 edition, at G-5.0303. As with the other cited categories of membership, Trinity’s Session shall have the responsibility of granting, revoking or changing the status of such inactive members and of so recording their status in the appropriate register roll.

## **Article V. - Governance**

### **A. Officers**

1. Principal Categories - In general conformity with G-2.01, Trinity’s governing officers shall all be persons ordained to one of the three independent categories of ordered ministry recognized in the PC(U.S.A.): teaching elders, ruling elders, and deacons. In the case of ruling elders and deacons, the governing officers shall also have been elected by Trinity’s congregation to specific terms of office on Trinity’s Session and Board of Deacons, respectively (see bylaw Articles V.B.1., V.B.2. and VI.).
  - a. Trinity’s teaching elder (or elders), also known as ministers of the Word and Sacrament, who are generally as defined in G-2.0501 and ordinarily include its installed pastor and any co-pastor(s) and/or associate pastor(s).
  - b. Trinity’s ruling elders, who are as generally defined in G-2.0301.
  - c. Trinity’s deacons, who are as generally defined in G-2.0201.
2. Other Categories - Other officers as needed for Trinity’s ecclesiastical or corporate life may be elected for specific purposes and terms of service by action of the Session, as detailed in bylaw Article V.B.1.

### **B. Boards**

1. The Session
  - a. Broad Roles and Powers - Trinity’s Session is the primary governing council authorized and recognized by the PC(U.S.A.) for Trinity’s congregation. In accordance with the *Constitution of the Presbyterian Church (U.S.A.)*, as explicitly set forth in G-3.02, Trinity’s Session shall have broad areas of responsibility and power with respect to Trinity and its congregation. These areas are described under the following three headings, the details of all of which are incorporated in these bylaws by reference.
    - (1) Provide that the Word of God be truly preached and heard (G-3.0201a),
    - (2) Provide that the Sacraments may be rightly administered and received (G-3.0201b), and
    - (3) Nurture the covenant community of disciples of Christ (G-3.0201c).

b. Other Mandated Responsibilities - Without imposing limitations on its broad areas of responsibility and powers, particular attention is also drawn to the following constitutional citations for purposes of information and guidance for Trinity's Session:

- (1) G-1.03, dealing broadly with congregational membership;
- (2) G-1.04, dealing broadly with membership categories;
- (3) G-2.0104 and G-2.0105, dealing respectively with the gifts and qualifications of those called to offices of ordained ministry and with freedom of conscience;
- (4) G-2.0402, dealing broadly with preparation of candidates for ministry as ruling elders and deacons;
- (5) G-1.0502, dealing with the requirement for a session under ordinary circumstances to issue calls for meetings of a congregation; and
- (6) G-3.0106, requiring every session to create both a manual of administrative operations and a sexual misconduct policy generally applicable to the congregation, its staff and volunteers.

c. Vision and Mission Statements - Consistent with its constitutional roles and powers and Trinity's vision and mission statements (bylaw Article III), Trinity's Session has adopted for itself the following vision and mission statements.

(1) Vision Statement - The Session, through leadership, government and discipline, provides the guidance and strategic planning for the current and future direction of Trinity. The Session nurtures a culture in which the Area Leadership Teams [bylaw Article VII.B. and VII.C.] are empowered to achieve their visions. The congregation is encouraged in the worship, service, and fellowship of Jesus Christ. The congregation is equipped to fulfill its mission in the community and the world.

(2) Mission Statement – The Session is called to strengthen and nurture the faith and life of the congregation.

d. Composition – Trinity's Session shall be composed of twelve (12) ruling elders, all active members in good standing and ordained to this office, divided for purposes of election into three annual classes of four (4) members each, together with Trinity's installed pastor(s) and any associate pastor(s) (G-3.0201). Because the Session members also serve as trustees of the Trinity Corporation (bylaw Article I.C.), they shall all be ruling elders of legal age, in accordance with requirements of the State of Delaware for trustees or directors of a nonprofit corporation.

e. Terms of Service - When elected by Trinity's congregation in accordance with bylaw Article VI, Trinity's ruling elders each shall serve on Trinity's Session for a term of not more than three (3) consecutive years and may stand for re-election to the Session provided that their terms of service do not exceed six (6) consecutive years. Where

consecutive service on the Session has been six (6) years, a ruling elder shall be ineligible for further service on the Session for one (1) year (G-2.0404). Terms of office for ruling elders on Trinity's Session shall expire when their successors have been ordained and/or installed in this office, which ordinarily will occur not later than six Sundays following their election.

f. Inactive Ruling Elders - Trinity's ruling elders who are not actively serving on its Session but continue as active Trinity members are understood to remain in this ordered and ordained office unless they specifically request release therefrom or renounce the jurisdiction of the PC(U.S.A.) (G-2.0406 and G-2.0407).

g. Meeting Moderator - Trinity's Session meetings ordinarily shall be moderated by its installed pastor (or a co-pastor if there be such). An alternate moderator when normal moderator(s) are unavailable to serve in this capacity or when the pulpit is vacant shall be selected either from another teaching elder member of the NCP chosen by the moderator or one authorized by the NCP, in accordance with G-1.0504 and G-3.0104.

h. Clerk of Session - Trinity's clerk of session shall be a ruling elder member of the congregation, whether or not actively serving on the Session, elected early in each calendar year for a term of service of one (1) year or as otherwise determined by the Session and shall be eligible for additional terms in this office. (Assistant clerk(s) may also be elected under the same stipulations, at the discretion of the Session.) The clerk's responsibilities shall include recording of the Session's transactions and the keeping of rolls of membership and attendance (G-3.0104) and of regular reporting same to the Session. Trinity's meeting minutes, rolls, and registers shall be maintained in accordance with G-3.0204.

i. Stated and Called Meetings - As specified in G-3.0203, Trinity's Session shall hold stated meetings at least quarterly. Called or special meetings, which shall be limited in business to what is stated in the meeting call, shall occur whenever required by the NCP, when called by the moderator, or when at least two ruling elders in service on the Session so request. Adequate and timely notice of all Session meetings, both stated and called, shall be provided to its members, ordinarily at least one (1) week in advance of such meetings. A quorum for conducting business at a stated or called meeting of Trinity's Session shall be the moderator and at least one-half (1/2) the ruling elders in current service or, in the case of a meeting held solely for receiving and/or dismissing members, when at least two (2) of the current ruling elder members shall be present in addition to the moderator. All meetings shall be opened and closed with prayer, and the other stipulations of G-3.0105 regarding parliamentary procedure, discernment, and the filing of dissents or protests observed.

j. Electronic Meetings - In the intervals between stated Session meetings, consideration and voting on matters not requiring extensive debate or discussion, such as approval of baptisms and authorizations for use of Trinity's equipment and facilities, may be done via e-mail polls of members (or equivalent personal contact with Session members), at the discretion of the moderator. Actions to approve matters via e-mail vote (or the

equivalent) require the same minimum quorum as specified in Article V.B.1., section i for stated or special Session meetings. The outcome of all such e-mail (or equivalent) votes shall be reported in full at the next following stated Session meeting and recorded in the minutes thereof.

k. New Castle Presbytery Relationship and Representation - The relationship of Trinity and the Session with the NCP shall be guided by the general provisions of G-3.03. The Session shall elect from among Trinity's ruling elders, in current active or inactive service, commissioners to serve in the NCP. The commissioners from Trinity shall be elected to serve for a term of one (1) year to the extent possible and shall be chosen in the number stipulated annually by the NCP, consistent with its goals of parity of representation between teaching and ruling elders and diversity of representation (G-3.0103 and G-3.0301). Commissioners may be elected to serve additional terms at the discretion of the Session. One or more of Trinity's commissioners attending a meeting of the NCP shall provide to the full Session at the next following stated meeting a summarizing report of such meeting, preferably in written form.

The Session shall also be responsible for submitting its records of minutes and membership annually for review by the NCP, in accordance with the general requirements of the NCP as well as G-3.0107, G-3.0108a and G-3.0204.

l. Delegation of Authority - The Session may at its discretion delegate certain of its responsibilities and powers to other bodies, particularly to Trinity's Board of Deacons (bylaw Article V.B.2.) and/or to one or more of Trinity's Area Leadership Teams (bylaw Articles VII.B and VII.C.), but the Session shall retain for itself final powers of decision in any delegated matters.

m. Service as Trustees of Trinity's Corporation - Based on the terms of its incorporation (bylaw Article I.C.) and these bylaws, all ruling elders who are actively serving on Trinity's Session shall simultaneously also be considered to be serving as trustees of the Trinity Corporation during their terms of office. Collectively, the active ruling elders will thus also be the Trinity Board of Trustees. Early in each calendar year, one of the active ruling elder/trustees shall be elected for a one (1) year term as president of the Board of Trustees and may be re-elected for like additional terms during his/her terms of active service. Election of a vice president of the Board of Trustees and other officers under the same conditions of term shall be at the option of the ruling elder/trustees, but the clerk of session ordinarily shall serve as the secretary of the corporation, with the full duties and powers of a secretary of a nonprofit corporation under the laws of Delaware.

n. General and Specific Trustee Duties - The general duties and responsibilities of such trustees are set forth in G-4.0101, particularly its second paragraph. Among specific responsibilities in the fiscal area, Trinity's joint ruling elder/trustees shall:

- (1) cause to be prepared and adopt an annual budget for accomplishing Trinity's operations and mission causes, in co-operation with the Stewardship & Finance Area Leadership Team (bylaw Article VII.C., section h)

and consistent with G-3.0113 and G-3.0205. Trinity's budget and fiscal year shall be the calendar year. Each annual budget shall be completed and adopted timely for its presentation for detailed review by Trinity's congregation early in the year to which the budget applies (see bylaw Article VI.C., section (4)).

(2) consistent with the budget, and at least annually, review and allot salary adjustments to members of the Trinity staff, except for teaching elders serving in a called and/or installed position at Trinity, where the terms of call (compensation and benefits) are subject to annual approval of Trinity's congregation, jointly with approval of the teaching elder(s) involved and of the NCP. In the case of such teaching elders, the ruling elder/trustees shall review and recommend to Trinity's congregation for its action such changes in compensation and benefits at it deems appropriate, provided that that they meet the minimum requirements set forth by the NCP (G-1.0503 and G-2.0804). As in the case of the annual budget, the recommendations of the ruling elder/trustees regarding the changes in terms of call shall be completed timely for presentation for action by Trinity's congregation early in each new calendar year (see bylaw Article VI.C., section (1)).

(3) provide for an annual review of Trinity's financial books and records consistent with recognized fiscal practices, in accord with G-3.0113, and obtain property and liability insurance covering Trinity's facilities, programs, staff and elected and appointed officers, in accord with G-3.0112.

(4) elect early in each calendar year and for a term of one (1) year a treasurer (and if deemed desirable one or more assistant treasurers) to manage Trinity's accounts of income and disbursements and to report same regularly in written form to the ruling elder/trustees (G-3.0205). Also elect annually a financial secretary and one or more supervising "tellers," to provide for the regular counting of offerings and other financial contributions received and for accurate reporting of same to the treasurer(s), the ruling elder/trustees, and the contributors. Such financial officers shall be eligible for re-election to additional annual terms and shall serve under the general supervision of the ruling elder/trustees.

## 2. The Board of Deacons

- a. General Role – Under the general authority and supervision of the Session, Trinity shall have a Board of Deacons assigned with primary responsibility for Trinity's ministries of care, compassion and service to its members and to the larger community (G-2.0201 and G-2.0202). The Board of Deacons in these capacities shall also serve simultaneously as one of Trinity's Area Leadership Teams (see bylaw Articles VII.B. and VII.C.(1), section c).
- b. Vision and Mission Statements – In consideration of its general roles and with the concurrence of the Session, the Board of Deacons has adopted the following vision

and mission statements consistent with those of Trinity and of the Session (bylaw Articles III and V.B.1., section c).

- (1) Vision Statement - As disciples of Christ, the vision of the Deacons is to have all members of our community of faith feel they are part of Trinity's family, cared for in times of need, encouraged in their faith, and nurtured through fellowship, and be a church that ministers to others in need beyond our congregation.
  - (2) Mission Statement: The mission of the Deacons is to provide spiritual, emotional, and physical support within our church family and the community. We accomplish this through friendship and fellowship and by helping those in need, following the example of Jesus Christ.
- c. Composition – The Board of Deacons shall be composed of fifteen (15) deacons, all active Trinity members in good standing and ordained to this ordered ministry, elected by Trinity's congregation according to bylaw Article VI. The deacons shall be divided for purposes of election into three (3) annual classes of five (5) members each.
  - d. Terms of Service - When elected in accord with bylaw Article VI, Trinity's deacons shall each serve a term on the Board of Deacons of not more than three (3) consecutive years and may stand for re-election to the Board provided that their terms of service do not exceed six (6) consecutive years. Where consecutive service on the Board of Deacons has been six (6) years, a deacon shall be ineligible for further service on the Board for one (1) year (G-2.0404). Terms of office for deacons on the Board of Deacons shall expire when their successors have been ordained and/or installed in this office, which ordinarily will occur not later than six Sundays following their election.
  - e. Inactive Deacons – Trinity deacons who are not actively serving on its Board of Deacons but continue as active Trinity members are understood to remain in this ordered and ordained office unless they specifically request release therefrom or renounce the jurisdiction of the PC(U.S.A.) (G-2.0406 and G-2.0407).
  - f. Deacon Officers – The Board of Deacons early in each calendar year shall elect for a term of one (1) year one of its own members to serve as its meeting moderator. (The moderator may be re-elected to additional one (1) year term(s) during his/her term(s) of active service.) The Board of Deacons may, under the same conditions of election and terms of office, choose one or more other deacons to serve as vice moderator, secretary, and treasurer, to facilitate its meetings, work and service.
  - g. Deacon Meetings – The Board of Deacons shall hold stated meetings at least quarterly and, on its own initiative or at the request of the Session, hold called or special meetings under conditions analogous to those specified for meetings of the

Session in bylaw Articles V.B.1., sections i. and j. All meetings shall be opened and closed with prayer and the other stipulations of G-3.0105 observed.

- h. Deacon Reports – The Board of Deacons shall keep written records of its meeting proceedings and its financial income and disbursements. These records shall be shared with the Session regularly or upon special request of the Session.
- i. Joint Deacon/Session Meetings - At the request of the Session, joint meetings may be scheduled between the two boards on topics of mutual interest.

## **Article V. – Congregational Meetings and Nominations**

### **A. Annual Meeting**

(1) Schedule and Call - In general agreement with G-1.0501 and G-1.0502, Trinity's congregation shall hold an annual meeting on the second Sunday after the national Thanksgiving Day following the morning worship service. The Session shall ordinarily issue the call for this meeting, and may change the meeting date on a temporary basis as it deems necessary.

(2) Public Notice - Prior notice of the annual meeting call by printed, posted and/or oral announcement shall occur at least two (2) weeks in advance of the meeting.

(3) Procedures and Participation – An annual meeting shall be opened and closed with prayer, and all other specifications of G-3.0105 regarding parliamentary procedure, discernment, and the filing of dissents or protests observed. All active Trinity members (bylaw Article IV.B.(2)) are entitled to participate and vote at an annual meeting. A quorum for conducting business at such meeting shall be at least ten (10) percent of Trinity's active members. Voting shall be in person only, and a plurality of votes by those present and voting shall be needed for actions to be taken.

(4) Business – Any matters pertinent to the ecclesiastical and/or corporate life of Trinity's congregation may be considered and acted on at an annual meeting, subject to the limitations set forth in G-1.0503. The annual meeting shall normally include reception of a report from Trinity's Congregational Nominating Team (bylaw Article VI.D.(2)) and the election of both ruling elders (who also serve as trustees, in accord with Articles I.C. and V.B.1., section m) and deacons to fill terms in these offices expiring at year's end.

(5) Moderator – The moderator of an annual meeting shall ordinarily be the installed pastor (or a co-pastor if there be such). An alternate moderator when normal moderator(s) are unavailable to serve in this capacity or when the pulpit is vacant shall be selected either from another teaching elder member of the NCP chosen by the moderator or one authorized by the NCP, in accordance with G-1.0504 and G-3.0104. Where an annual meeting is to include property or other matters properly the business of the Trinity Corporation (G-4.02), the president of the Board of Trustees, as vested with the powers and duties of the chief officer of a nonprofit corporation under the laws of Delaware,

shall preside over the portion of the meeting dealing with such matters. In the absence of the president of the Board of Trustees, a temporary presiding ruling elder/trustee may be elected by the congregation, with the moderator presiding for purposes of such election.

(6) Secretary – The clerk of session shall ordinarily serve as secretary for both ecclesiastical and corporate matters at an annual meeting and shall record the actions of the congregation in the meeting minutes. If the clerk cannot serve, a substitute may be elected by the congregation or appointed in advance of the meeting by action of the Session.

(7) Minutes - Minutes of an annual meeting shall be attested to as to content and accuracy both by the serving moderator and the clerk of session/meeting secretary and shall be presented for approval by the Session at its next stated meeting, or as soon thereafter as practicable. The annual meeting minutes shall also be presented to Trinity's congregation at its next meeting for information and approval, which approval may come after a full review of the minutes or, by vote of the congregation, be based on an oral summary of the contents of the minutes presented to the congregation.

**B. Special or Called Meetings**

(1) Schedule and Call – As specified in G-1.0502, any special meeting of Trinity's congregation will ordinarily be called by the Session or, more rarely, at the request of the NCP or of at least one-fourth (1/4) of Trinity's active members. The call of special meetings shall always specify the item(s) of business to be considered and acted upon and the business conducted at such meetings shall be so limited.

(2) Public Notice – Shall be the same as for the annual meeting (Article VI.A.(2)).

(3) Procedures and Participation – Shall be the same as for the annual meeting (Article VI.A.(3)).

(4) Business – Shall be limited to the item(s) specified in the meeting call, and may include either or both of ecclesiastical and corporate matters, as generally set forth for the annual meeting in Article VI.A.(4) .

(5) Moderator – Shall be the same as for the annual meeting (Article VI.A.(5)).

(6) Secretary – Shall be the same as for the annual meeting (Article VI.A.(6)).

(7) Minutes - Shall be the same as for the annual meeting (Article VI.A.(7)).

**C. Special-Purpose Meeting** – Trinity's Session shall call a special-purpose meeting of Trinity's congregation, ordinarily for the last Sunday in January of each calendar year, following morning worship, for the four (4) purposes enumerated below. (The date of this special-purpose meeting may be changed if necessary by action of the Session.)

- (1) adopting or changing the terms of call (compensation and benefits) for Trinity's installed pastor(s) for the current calendar year, consistent with the guidelines of the NCP;
- (2) electing one (1) Trinity active member not in active service on the Session or on the Board of Deacons to serve a two (2)-year term on the Administration and Records Area Leadership Team (bylaw Article VII.C.(1), section c);
- (3) electing four (4) Trinity active members not in active service on the Session or on the Board of Deacons, each to serve a one (1)-year term as a representative of the congregation at large on the Congregational Nominating Team (bylaw Article VII.D.(1)); and
- (4) reviewing and receiving the annual operating and mission budget adopted by the Session for the current calendar year (bylaw Article V.B.1, section n, item (1)).

If specified in the meeting call, business other than these enumerated purposes may be included at this special-purpose meeting.

#### D. Congregational Nominating Team

(1) Composition and Term – Trinity's Congregational Nominating Team, which shall serve for one (1) calendar year beginning in January, shall consist of two (2) ruling elders in active service on the Session and duly elected by that body; one (1) deacon in active service on the Board of Deacons and duly elected by that body; and four (4) representatives at large of the congregation, none of whom is in active service on the Session or the Board of Deacons, duly elected by the congregation, ordinarily at the special-purpose meeting (bylaw Article VI.C.). One (1) of the representatives from the Session shall be elected by that body to serve as coordinator and leader of the Nominating Team. Trinity's installed pastor(s) shall serve on the Nominating Team as member(s) *ex officio* and without vote.

(2) Duties – The Congregational Nominating Team shall bring to the annual meeting of Trinity's congregation nominees for election to the positions of ruling elders (to serve also as trustees) and of deacons, to fill membership terms on the Session and Board of Deacons, respectively, set to expire at the close of the current calendar year. The Nominating Team ordinarily shall also bring to a special meeting of the congregation (bylaw Article VI.B.) nominees for election to the same position(s) in the event that interim vacancies on the Session and/or Board of Deacons occur during a calendar year, particularly if such vacancies occur before the last quarter of a calendar year. (In the event of such interim vacancies, the Session will be requested to issue a special meeting call for filling the vacancies.) The Nominating Team shall be guided in its selection of nominees for positions on the Session and Board of Deacons by the general

principles of G-2.0104 and G-2.0401. Additional nominations of and by active Trinity members (bylaw Article IV.B.(2)) for members of the Session and/or Board of Deacons may always be made from the floor at any meeting of Trinity's congregation, annual or called for this purpose, provided that such nominees have been consulted in advance and given their consent prior to the meeting.

(3) Interim Team Replacements – Should a Session or Board of Deacon representative on the Congregational Nominating Team be unable or ineligible to complete the one (1)-year term of office, then the body which initially elected said member shall elect another of its active members to serve as a replacement. In the case of a Nominating Team member elected to serve as representatives of the congregation at large but unable to complete his/her term of office, any vacancy shall be filled at special meeting of the congregation called by the Session to include such election. Where a congregational representative at large becomes ineligible to serve in this capacity by virtue of interim election to the Session or to the Board of Deacons, than a replacement congregational representative shall be elected by the congregation at the same special meeting as is called to fill the vacancy on the Session or the Board of Deacons.

## **Article VII. – Congregational Teams**

### **A. Background**

Beginning late in 2001, Trinity slowly reorganized its structure for carrying out its Christian life and ministry into one based on several categories of interrelated teams rather than one based solely on a Session and a Board of Deacons plus a number of subordinate service committees. The intent was not merely a change in structure but rather of providing a way for all members to participate in discovery of their gifts for ministry and service and for equipping them, both individually and collectively, to use these gifts in every aspect of their lives. The details of Trinity's team-based ministry are set forth in the current edition of the *Trinity Team Guide*, the principles and details of which are incorporated in these bylaws by reference.

### **B. Types of Teams and General Responsibilities**

Trinity has established, with the concurrence and participation of the Session and also of the Board of Deacons, the following three (3) categories of teams, with the indicated types of general responsibilities:

- (1) Area Leadership Teams – responsible for strategy and planning within a defined area of Trinity's life.
- (2) Tactical Teams – responsible, with the support (but not supervision) of a related Area Leadership Team, for accomplishing specific work or tasks.
- (3) Action Learning Teams – responsible for examining specific problems or possibilities in Trinity's life for which current solutions and/or knowledge are nonexistent or inadequate.

Each of these three categories of teams shall have a vision and a mission statement consistent with the statements of Trinity and the Session (bylaw Articles III and V.B.1. section c.) and shall present the team statements, including any proposed modifications thereof, to the Session for its concurrence. In addition, all categories of teams shall take care that they do not create overlaps or gaps with other teams in their areas of responsibility.

### C. Specific Teams

(1) Area Leadership Teams – Trinity has established the following nine (9) Area Leadership Teams, with the indicated general areas of service and ordinarily 3-8 members each, chosen from Session members, Board of Deacons members, Trinity staff representatives, and/or congregational members at large. Subject to the concurrence of the Session, these Area Leadership Teams may be modified in structure or function, replaced or dissolved, in accord with Trinity's changing needs.

- a. Administration & Records – Staff support and evaluation; acquisition and maintenance of office equipment; and preparation and maintenance of Trinity's records in accord with its own requirements and those of the NCP.
- b. Christian Education – Leadership, development and support for appropriate Christian Education programs for all members, from infants to adults.
- c. Congregational Care/Ministry of the Deacons – Spiritual, emotional and physical support of the Trinity church family and the wider community. (See also bylaw Article V.B.2. regarding the Board of Deacons, its membership and functions.)
- d. Facilities - Care and maintenance of the Trinity facilities, grounds, and general physical environment.
- e. Fellowship Activities - Provision for fellowship opportunities for the Trinity community, including new opportunities.
- f. Ministry Development – Support of other Trinity teams and Trinity members generally in finding and developing ways of using their gifts for ministry.
- g. Mission/Service – Provision and support of opportunities to Trinity in local and distant witness and service to Jesus Christ.
- h. Stewardship & Finance – Development and management of Trinity's financial resources, consistent with its mission and goals.

- i. Worship - Provision and support for all of Trinity’s worship experiences, including exploration of diverse worship styles, and development and support of Trinity’s music programs.

(2) Tactical Teams – Trinity has on the order of one hundred Tactical Teams, each made up of individuals or small groups that carry out specific tasks related to a function of an Area Leadership Team. (Reference is made to the current *Trinity Team Guide* for specific Tactical Teams and their sponsoring Area Leadership Team.) Subject to the concurrence of the Session, Tactical Teams may be created, moved to the sponsorship of another Area Leadership Team, or dissolved, according to Trinity’s changing needs.

(3) Action Learning Teams – Trinity, subject to the concurrence of the Session, may establish one or more Action Learning Teams for the types of purposes outlined in bylaw Article VII.B.(3). Such an Action Learning Team ordinarily shall include 4-8 representative Trinity members capable of questioning and reflecting on the problem(s) at hand and suggesting diverse solutions, usually under the guidance of a team facilitator. The independent life of an Action Learning Team shall be governed by the time needed to reach a satisfactory resolution of the problem(s) being considered.

**D. Team Meetings and Leadership**

Depending largely on team functions and membership, teams in any of the three categories of bylaw Article VII.B. may find it useful to schedule team meetings regularly or otherwise to establish functional schedules. While all members of a team are expected to participate in its activities, election of a team coordinator or leader should be considered a minimum requirement for facilitating its work.

**Article VIII. – Bylaw Adoption, Amendments, and History of Revisions**

**A. Adoption**

The bylaws set forth in this document, which are intended to supersede all bylaw versions previously adopted by the congregation of Trinity Presbyterian Church of Wilmington, Delaware, were approved by at least two-thirds (2/3) of the active Trinity members (bylaw Article IV.B.(2)) present and voting at an annual meeting of the congregation held on December 8, 2013, as attested to by the following witnesses.

\_\_\_\_\_  
Bradley D. P. Martin,  
Moderator

\_\_\_\_\_  
Jean M. Bostwick,  
Clerk of Session and Secretary

B. Amendments

These bylaws may be amended by vote of at least two-thirds (2/3) of the active Trinity members (bylaw Article IV.B.(2)) present and voting at a congregational meeting duly called for this purpose by the Session, with public notice of the meeting being in accord with bylaw Article VI.A.(2). Proposed bylaw amendments shall ordinarily be made available to the congregation at least one (1) week in advance of the congregational meeting called for this purpose.

Any bylaw amendment so adopted shall be effective upon approval unless another date or criterion is specified for its effect. The Session shall have primary responsibility for ensuring that any bylaw amendment adopted is incorporated into Trinity's life and governance.

C. Revisions of These Bylaws

Date

Details