

**Trinity Baptist Church of Ada, Oklahoma
Constitution and Bylaws - FINAL DRAFT from Workgroup (2025)**

ARTICLE I: NAME

This corporation shall be known as Trinity Baptist Church (hereinafter TBC) of Ada, Oklahoma. We are an autonomous Baptist Church.

ARTICLE II: ORIGIN

TBC was founded May 1, 1938 as a result of a three-week tent revival. TBC was incorporated on October 6, 1938 in the State of Oklahoma to be "a house of prayer and a soul-winning station". The original Bylaws were adopted January 18, 1939.

ARTICLE III: LOCATION

The principal place of operations and business shall be Ada, Oklahoma. The property and assets of TBC are dedicated to religious, charitable, and educational purposes.

ARTICLE IV: INTRODUCTION

Section 1. Purpose

TBC exists to be a gathering for followers of Jesus Christ, where God's Word is proclaimed and properly used to equip, encourage, and strengthen each other for a life of faithful service and good works - proclaiming the Gospel of the Lord Jesus Christ, making disciples of all nations, and glorifying God in all things.

Section 2. Statement Of Faith

TBC embraces The Baptist Faith & Message as adopted by the Southern Baptist Convention in 2000. However, this document does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all we believe.

Section 3. Statement of Affiliation

TBC is not subject to the control of any other ecclesiastical body. TBC may choose to voluntarily cooperate with the Banner Baptist Association, the Baptist General Convention of Oklahoma (dba Oklahoma Baptists), the Southern Baptist Convention, and other like-minded organizations, provided such cooperation does not conflict with TBC's own best interests and mission endeavors.

ARTICLE V: MEMBERSHIP

Section 1. General

A person may choose to be considered for membership in one of the following ways:

- A. By profession of faith and baptism
- B. By promise of letter of recommendation from another Southern Baptist church
- C. By statement of a prior conversion experience and scriptural baptism from a church of like faith and order.

A pastor will meet with any person desiring to become a member of TBC.

Section 2. Biblical Expectations of Members

Membership in TBC includes an expectation to:

- Gather regularly for worship, Bible study, and family meetings
- Grow in Christ through faithful study of Scripture and prayer
- Live in Community
- Serve Faithfully
- Live on Mission
- Give Generously

as set forth in Scripture

Section 3. New Member Orientation

New church members will be encouraged to participate in TBC's new member orientation class.

Section 4. Discipline Of Members

Church discipline is motivated by love and shall be implemented according to Scripture (e.g. Matthew 18, 1 Corinthians 5). The intent is to glorify God and diligently call the involved church member to repent and seek restoration with God and the members of TBC. A person's membership may be removed as a disciplinary measure only after reasonable measures of corrective discipline and restoration have been exhausted.

Section 5. Removal From Membership

- A. By Letter - A person's membership shall be removed upon request for a transfer of letter to another church.
- B. Personal Notification - A person's membership shall be removed upon notification that he or she no longer wishes to be associated with this church.
- C. Disciplinary Measure - A person's membership may be removed as a disciplinary measure only after reasonable measures of corrective discipline and restoration have been exhausted.

ARTICLE VI: ORGANIZATION

As a New Testament church, TBC is to be ruled by Jesus Christ, led by pastors, and served by deacons. We all work together as a body in unity to further the ministries and mission of TBC.

Section 1. Vocational Staff

- A. Lead Pastor. The Lead Pastor is called by God and qualified for the area of service for which he is called. The Lead Pastor's primary responsibilities are shepherding the congregation, tending to the ministry of the Word and prayer, and leading the ministerial staff in such a way so as to achieve the purpose of the Church. He, along with the ministerial staff, is called to provide strategic leadership and vision to the body, help believers mature in their faith, and equip the saints for the works of service. The Lead Pastor is accountable to the Personnel Committee for performance evaluation. He is to routinely seek wise counsel from among ministry leaders and deacons, so that God may verify visionary leadership and service.

- B. Ministerial Staff. Ministerial staff are called by God and qualified for the area of service for which they are called. TBC may call such ministerial staff as needed. The ministerial staff are accountable to the Personnel Committee for performance evaluation. They are to routinely seek wise counsel from among ministry leaders and deacons, so that God may verify visionary leadership and service.

- C. Other Employees. Other staffing needs of TBC shall be determined by the appropriate ministerial staff in consultation with the Personnel Committee. Other employees shall be selected, supervised, evaluated, and retained in accordance with the Personnel Policies and Procedures manual.

Section 2. Ministry Teams

TBC is committed to accomplishing its purpose through the ministry of its members. To achieve this goal, we are organized into ministry teams - Reach UP, Reach IN, and Reach OUT. Teams shall be focused on accomplishing a determined goal to further the ministries and mission of TBC. All members in good standing are encouraged to participate and serve on these teams.

Section 3. Ministry Committees

Committees composed of a small group of individuals who use or develop special skills, interests, and insights, enable TBC to reach a proper solution to church challenges and issues. Careful research and prayerful consideration by a competent committee enables a church to resolve challenges cheerfully.

All committee members shall be members of TBC and be in good standing. All Committees are subject to these Bylaws and function in consultation with the Lead Pastor and one other ministerial staff member selected by the Lead Pastor. The Lead Pastor and additional ministerial staff member are non-voting members of all committees. Standing committees shall have six members that serve on a three-year rotation system with one-third (2 members) to be elected each year. These standing committees (Finance, Personnel, Property, and Nominating) shall include at least one active deacon and reflect the church body as a whole. Names recommended by the church will be contacted and vetted by the Nominating Committee. Church members may only serve on one of these standing committees at a time. Each committee shall have a chairperson elected annually by the committee.

Church members will recommend names to serve on committees. Committee members presented to TBC for affirmation will be based on these criteria:

- Church membership
- Member in good standing exhibiting expectations (See Article V, Section 2)
- Skills , abilities, and experiences in the area of ministry

A. Finance Committee

The purpose of the Finance Committee is to develop and monitor a TBC church budget, promote Christian stewardship, develop and recommend financial policies and procedures, and review spending of church funds.

B. Personnel Committee

The purpose of the Personnel Committee is to help TBC in matters that relate to personnel administration and management. Those matters include personnel policies and procedures, salary plans, personnel benefits, personnel services, performance evaluation of ministerial staff, and legal requirements. The committee may act as a sounding board for the church and staff.

C. Property Committee

The purpose of the Property Committee is to help TBC in matters such as: recommendations regarding the purchase or sale of property, recommendations for major property improvements or expenditures, developing policies and procedures for their area, and other property matters.

D. Nominating Committee

The purpose of the Nominating Committee is to consider church members for committee service and recommend those names to the church for affirmation. The Nominating Committee will use the criteria above as names to serve are prayerfully considered.

Other committees may be formed for a particular purpose and be dissolved when no longer needed.

Church members with a concern about items related to a committee's responsibilities shall submit in writing their concern to the chair of the committee for consideration. After consideration, the committee will respond to the concern.

Section 4. Deacons

The deacons are leading servants at TBC who assist the ministers in tending to the spiritual and physical needs of the church. In keeping with the New Testament significance of the term deacon (servant), they are non-authoritative. The deacons shall organize themselves to effectively serve the church and fulfill their biblical responsibilities. Deacon qualifications, selection, and responsibilities are outlined in the Deacon Ministry Policy document.

Section 5. Trustees and Officers

- A. General. The Trustees shall act on behalf of TBC for legal purposes. The acts of the Trustees shall be sufficient to bind TBC for legal matters, provided that their action shall always be subject to and governed by TBC. The Lead Pastor and Administrative Pastor shall be non-voting ex-officio members of the Trustees.
- B. Selection of Trustees. The chairpersons of the Finance, Personnel and Property Committees shall serve as the Trustees.
- C. Officers. The Trustees shall elect, out of the body of Trustees, a president and a vice president, who shall serve a one (1) year term unless they resign or are removed by the Trustees.
- D. Duties. The president or their delegate are authorized to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property, debt instruments or other legal documents where authorized signatures of TBC (or Corporation) are required.

ARTICLE VII. CHURCH BUSINESS MEETINGS

Section 1. Meetings

- A. Regular meetings shall be held on Sunday evenings and shall occur at least quarterly. Special meetings may be called as necessary by church staff or a standing committee.
- B. Business meetings regarding the call for vocational staff will occur on Sunday mornings.
- C. Notice of all meetings, including the purpose and agenda, shall be published through usual means of communication at least seven days prior to the meeting and announced in church services prior to the meeting. The business shall be restricted to the agenda items. Items to be on the agenda must be submitted in writing to the administrative pastor at least 10 days prior to the meeting.
- D. The Administrative Pastor or their delegate shall preside as moderator at all meetings.
- E. A quorum consists of those church members who attend the business meeting.

Section 2. Voting

- A. As determined by a ballot vote, a three-fourths (75%) affirmation of the members in good standing attending a regular or special meeting is required on the following items:
 - Annual budget
 - Affirmation of committee members from the Nominating Committee
 - Selection or removal of full-time ministerial staff members
 - Buying or selling real property
 - Incurring debt
 - Amending Constitution and Bylaws
 - Removal of a member as a result of church discipline
- B. Ballots will be counted by the Administrative Pastor, Chair of Deacons, and President of Trustees or their designees.
- C. All other business will require a majority vote of greater than 50%, from the members in good standing attending a regular or special meeting, for any motion to pass. These votes may be conducted through non-ballot methods.

ARTICLE VIII. FINANCIAL RECORD KEEPING

TBC shall use monies or properties received for purposes that are consistent with God's Word. A full and accurate accounting of receipts and disbursements shall be kept in financial records belonging to the church. Adequate controls to guarantee that funds are appropriately handled shall be implemented and monitored by the Finance Committee in accordance with the TBC Financial Policies and Procedures. A system of accounting that will adequately provide for the handling and reporting of all funds shall be the responsibility of the Administrative Pastor.

ARTICLE IX. STATEMENTS ON SOCIAL ISSUES

Section 1. Sanctity Of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

Section 2. Marriage, Gender, And Sexuality

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27).

We believe marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe God ordains sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).

Section 3. Wedding Policy And Facility Usage

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, TBC shall only host weddings between a biological man and a biological woman. Further, the staff of TBC shall only participate in weddings and solemnize marriages between one biological man and one biological woman.

ARTICLE X. INDEMNIFICATION/LIMITATIONS OF LIABILITY

Section 1. Indemnification

To the fullest extent and in the manner permitted by the laws of the State of Oklahoma, the Corporation shall indemnify at least each Trustee and Officer of the Corporation who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, arbitrative or investigative as a consequence of his/her capacity as a Trustee, Officer, employee and/or agent of the Corporation (or other position for the Corporation, as the case may be). The indemnification provided by this Article shall not limit the Corporation from providing any other indemnification permitted by law nor shall it be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any Bylaw provision, agreement, vote of disinterested Trustees or otherwise, both as to action in his or her official capacity and as to action another capacity while holding such office. Any repeal or amendment of this Article shall be prospective only and shall not adversely affect any indemnification of a Trustee, Officer, employee and/or agent, as the case may be, existing at the time of such repeal or amendment.

Section 2. Limitations of Liability

To the fullest extent now or later permitted by the laws of the State of Oklahoma, no Trustee or Officer shall be personally liable to the Corporation for monetary damages for any act or omission in such individual's capacity as a Trustee or Officer, except that this Article does not authorize the elimination or limitation of the liability: (a) for a breach of the Trustees duty of loyalty to the Corporation; (b) for an act or omission not in good faith or that involves intentional misconduct or a knowing violation foregoing elimination of liability to the Corporation shall not be deemed exclusive of any other rights, limitations of liability or indemnity to which a Trustee may be entitled under any other

provision of the Certificate of Incorporation, Constitution, or Bylaws of the Corporation, contract or agreement, vote of Trustees, principle of law or otherwise.

Any repeal or amendment of this Article or repeal or amendment of the applicable laws of the State of Oklahoma shall be prospective only and shall not adversely affect any limitation on the personal liability of a Trustee existing at the time of such repeal or amendment. In addition to the circumstances in which a Trustee is not personally liable as set forth in the foregoing provisions of this Article, the liability of a Trustee shall be eliminated to the full extent permitted by any amendment to the applicable laws of the State of Oklahoma enacted that further eliminates or permits the elimination of the liability of a Trustee.

Section 3. Insurance

The Corporation shall purchase and maintain insurance on behalf of any person who is or was an Officer, Trustee, employee, or agent of the Corporation against any liability asserted against such person and incurred in any such capacity or arising out of his/her status as such, whether or not the Corporation would have the power to indemnify such person against such liability.

ARTICLE XI. AMENDMENTS

The Constitution and Bylaws of TBC may be amended at any church business meeting, provided any proposed changes were made available to the church at least 14 days prior to the meeting. Any amendments or changes would require a 75% majority vote.

ARTICLE XII. RESCISSION

This Constitution and Bylaws supersedes and rescinds any former Constitution and Bylaws adopted by TBC.

A copy of these Constitution and Bylaws shall be available to anyone by written request to the offices of TBC.

This copy of the Constitution and Bylaws was approved by the church body at a business meeting on ___<approval date to be inserted here>_____.