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TBC Men's Ministry Bylaws

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Trinity Baptist Church  
2811 Fendall Ave Richmond, VA 23222  
Rev. A. Lincoln James, Pastor

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Membership and Brotherhood Under GOD

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## **PREAMBLE**

We, the Trinity Baptist Church Men's Ministry, develop and maintain these bylaws in order to operate in a manner that is both decent and in order, and assist in meeting the Mission of the Ministry. The Men's Ministry is a ministry in Trinity Baptist Church that seeks to unite and demonstrate the essential oneness among Baptist Men in the Lord Jesus Christ. The Ministry promotes a Spirit of fellowship, service and cooperation among its members. Every man in this church should always know that he is a vital part of this fellowship and that we serve as a training resource for Christian Men in areas needed.

## **Article 1: Name**

The Men's Ministry of Trinity Baptist Church is hereby known as the **"Mighty Men of Standard" (M.M.S)**

## **Article 2: Mission Statement**

Introduce lost men to Jesus Christ and involve Christian men in the sharing of their faith. This ministry is to develop the Christian man's mind, body, and soul and discover and use their spiritual gifts and talents to do God's work in the church, workplace, community, homes, and the world. Help mentor young males in our church and in our community.

## **Article 3: Parliamentary Authority**

The rules contained in the current edition are of Robert's Rules of Order newly revised and Trinity Baptist Church bylaws shall govern this ministry in all cases in which they are applicable and if in which they are inconsistent with these bylaws or any special rules this ministry may adopt.

## Article 4: Purpose

- a. To promote fellowship
- b. Unite a brotherhood of believers in Jesus Christ
- c. To inspire Christian men to support the church, the congregation, and the community, and to work with different denominations in ministry.
- d. Encourage growth through teaching and sharing the word of God.

The following scriptures support the purpose of the M.M.S:

- **Matthew 5:15: (KJV)** <sup>16</sup>*Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven.*
- **Romans 12: 1: (KJV)** <sup>1</sup>*I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service.*

## Article 5: Goals and Objectives

### Sec. 1 Goals

- a. To meet the demands of God's word and our Mission, we must organize ourselves into a meaningful and purposeful group that has a firm foundation and clear objectives. To accomplish these goals, we must try to be active in each of the 12 months.
- b. To provide a Ministry that promotes a meaningful fellowship among men in our congregation.

### Sec. 2 Objectives

The objectives of the MMS are suggested by its purposes.

- a. To enlist unsaved men to fellowship in the church and bring them into a vital relationship with and a personal commitment to God.
- b. To inspire men to support the congregation, the community, and other denominations.
- c. To promote among men a more definite and intelligent understanding of the Christian faith and life and the meaning of the Church through study, worship, fellowship, and service.
- d. To assist men in understanding their respective duty and obligation as members of the Church.
- e. To cooperate with the Pastor, officers and other Ministry's to develop and stimulate the work of the Church in our congregation and community.
- f. To promote growth in young men and boys by encouraging them to work in the church and the community.
- g. To help men maintain a Christian family lifestyle in their homes and guide them toward an understanding of their God giving purpose.

## **Article 6: Membership**

### **Sec. 1 Qualification:**

- a. The membership in the M.M.S is open to all male members of Trinity Baptist Church who want to maintain a proper relationship with God.
- b. The M.M.S. welcomes all males ages 17 and up as members and all ages as participants in ministry activities

### **Sec. 2 Membership Roster:**

- a. As members join the ministry, each will provide contact information to be placed on the ministry's official Membership Roster.
- b. A ministry membership roster shall consist of the member's name, address, and telephone number and if available, email address and social media information.
- c. The total number of members shown on the Membership Roster shall constitute the total membership of the ministry.

### **Sec. 3 Responsibilities**

*To be considered a member in good standing with the Ministry...*

- a. Members are asked to attend the regular quarterly meeting of M.M.S. held during the year (Jan. - Dec.) .
- b. Members are expected to participate in and support the goals of this ministry.
- c. Members are expected to pay quarterly dues for the entire/remainder of the year (*dependent on when he joins the ministry*). Refer Article 12 Sec.1.

## **Article 7: Contracts**

### **Sec. 1 Responsibility**

- a. The Mighty Men of Standard is an auxiliary to the Trinity Baptist Church. As a ministry, we understand we must take precautions when considering contracting services and equipment in the name of Trinity Baptist Church or the Men's Ministry, and these contracts must be for the sole purpose of the ministry or church.
- b. The Executive Committee of the M.M.S. is responsible for initiating any contractual search for services and equipment and must be for the sole purpose of the mission and activities of the Ministry and the church.
- c. Although a contract (i.e. with hotels, bus service, maintenance equipment providers and other business entities) can be entered into in the name of a ministry member, Trinity Baptist Church could be held responsible and accountable for damages to property, harm to individuals or disputes for non-payment of services and therefore, must be recognized and approved first by the ministry's Executive Committee.

- d. No contracts for purpose of ministry activities shall be negotiated, agreed upon or signed without the review of the Executive Committee and the approval of the Pastor and/or official church administration.
- e. A copy of all contracts and warranties shall be given to the church administration.

## **Article 8: Bible Study & Meetings**

### **Sec. 1 Bible Study**

- a. Our Men's Bible Study is a key function of our ministry, yet it is not the entirety of the ministry. The ministry shall conduct the Men's Bible Study on the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of every month.
- b. Time and location is set by the Executive Committee prior to the start of the year.

### **Sec. 2 Meetings**

- a. **Regular membership meetings** –The general membership shall hold regular quarterly meetings (4 times per year). The Executive Committee shall establish dates and places, and establish time frame of meetings. Once such dates and places have been set, they may, by majority vote of the Executive Committee at a meeting at which such action is taken, change a meeting date or place or cancel a meeting date, provided, however, that notice of such change or cancellation shall be given to the membership timely.
- b. **Business meetings** – All business transacted by the general membership, except nominations of candidates at the election meetings, shall be transacted at special meetings or at annual meetings and such meetings are herein referred to as "business meetings".
- c. **Annual business meetings** – The annual business meeting of the Ministry shall be held in October of each year at such time and place as may be designated by the Executive Committee. Installation of officers shall take place in January of the following year. The date of the annual meeting may be changed by the Executive Committee in the same manner as the date of regular meetings in Section (1) above.
- d. **Special business meetings** – Special business meetings of the Ministry may be called by the Executive Committee or by the President upon a petition signed by ten percent of the active membership.
- e. **Notice of special business meetings** – Notice of special business meetings and of the annual business meeting must be given by the Secretary at least three days prior to said meeting. Timely notice in the official publication of the Ministry shall be deemed enough to meet this requirement.
- f. **Quorum** – At least five active members, including at least one officer, must be present to constitute a quorum for the transaction of business by the membership.

#### **Article 9: Standing and Special Committees**

- a. Standing and Special committees will outline committee activities and plans, and are to present budgetary requirements and/or adjustments to existing committee budgets to develop a total ministry budget.
- b. There shall be at least one Standing Committee, including the Scholarship Committee. The elected officers shall decide upon additional Standing Committee being proper and necessary to fulfill the obligations and purposes of the ministry. Such committees shall be the responsibility of the officer designated to oversee and/or chair the committee.
- c. Special committees shall be formed to fulfill special program obligations and other projects or activities of the ministry.
- d. No Standing or Special Committee shall exceed 7 in number.
- e. A formal written and verbal report shall be provided to the membership at the quarterly meeting by each committee chair or designated officer.
- f. A formal and verbal report to the membership at the October Annual meeting shall be made by the committee chair or designated officer to include budget and program information.

#### **Article 10: Executive Committee**

- a. The Executive Committee is comprised of all elected officers.
- b. A majority of the Executive committee members present shall constitute a quorum.
- c. No later than sixty days before the annual meeting (October), the Executive Committee shall prepare a budget covering estimated receipts and expenditures for the ensuing year.
- d. The President shall serve as Chairperson of the Executive Committee. In the event of a vacancy in the office of any member of the Executive Committee, the remaining members thereof shall select an active ministry member to serve on the Executive Committee until the end of the current term of office.
- e. All actions of the Executive Committee shall require a majority of affirmative votes.
- f. It may hold meetings at such time and places and upon such notice as it may in its discretion. All transactions of the Executive Committee shall be reported in full to the ministry members at the next general meeting.

#### **Article 11: Emergency Meetings**

In emergency matters requiring immediate Committee attention, the Ministry President and Chairperson may call a meeting of the Executive.

## Article 12: Revenue of this Ministry

- a. Dues
  1. Each member is responsible for monthly dues of \$5. Dues must be paid at the end of quarterly meeting. The monthly dues amount may be changed upon 2/3 of the active membership.
  2. The allocation of each monthly dues shall be as follows:
    - i. 60% in the operating account of the ministry
    - ii. 40% into the scholarship account of the ministry
  3. Benefits/Gifts to Brothers: Monetary gifts shall be distributed to brothers or their families for significant hardships at the discretion of the membership. Monetary gifts/dues shall be used as the membership deems necessary.
- b. Source
  1. The administrative operation of the ministry shall be financed by monthly dues, Church approved fundraisers, sale of literature and supplies, other fundraising activities, interest income, gifts and donations, and any other appropriate sources of revenue.
  2. A schedule of fundraising activities for the year shall be presented to the membership during the first quarter of each calendar year. The calendar year shall begin January 1.
  3. All ministry funds shall be held within the TBC Federal Credit Union.
  4. The Ministry shall accept dues by cash, check, money order, or if available, via electronic funds transfer (EFT) or online application.
- c. Scholarship
  1. The official name of the ministry's scholarship shall be The Augustus McClary Memorial Scholarship and shall be awarded during each calendar year.
  2. The ministry shall issue at least one scholarship in each calendar year.
  3. The number of scholarship and the amount of each scholarship shall be determined by the available funds within the ministry's scholarship program.
  4. The Scholarship Committee shall be formed and have the responsibility of overseeing and implementing the ministry's scholarship program. This includes, but not limited to, determining eligibility, selection criteria and award presentations.

## Article 13: Officers of the M. M. S

**(1) President (2) Vice President (3) Secretary (4) Assistant Secretary (5) Financial Secretary (6) Treasurer (8) Chaplain (9) Assistant Chaplain (10) Sergeant at Arms**

- a. **Nominations of Officers**
  1. Those members eligible to be nominated shall be any active member in good standing (Article 6) unless otherwise restricted or granted in these By-Laws.
  2. Nominations may be announced prior to or during the annual election meeting.

**b. Elections/Term**

1. All officers of the M.M.S. shall be elected biannually during the meeting in October.
2. Term of office shall be 2 years and shall begin January 1 of the following year and ends on December 31.
3. No person may hold more than one officer position in the M.M.S. during the term of office
4. Officers must maintain a good standing as defined the criteria of Trinity Baptist Church.

**c. Vacancies**

1. Any officer vacancy arising out of resignation or under the provision of Article 13 shall be filled by the vote of the remaining officers at the second meeting following the occurrence of said vacancy and a majority vote of those present shall elect a new Officer to fill the vacancy.
2. Any person elected to fill a vacancy shall serve until the annual elections.

**d. Description of Duties**

1. President
  - Prepare a detail order of business or agenda for each meeting
  - Open meetings on time as designated
  - Conduct the meeting, but not dominate it; be firm, but courteous.
  - Know the rules of correct procedure and use them skillfully.
  - Exact obedience to bylaws and other rules and policies
  - Conduct business in a manner that ensures the right of every member
  - Meet the demands of the office unselfishly
  - Select chairmen, committees, and appoint officers for particular assignments - Leave the chair to debate
  - Vote as other members in ballot vote (may vote to make or break tie or whenever vote will affect the result or outcome of the motion). Can vote in counted, rising, or roll call votes.
  - Observe and supervise the basic program of work of the local and the parent Ministry.
  - Where bylaws designate, serve as the ex-officio member of committees.
  - Sign all necessary orders, reports or financial transactions as defined in the rules of the Ministry
  - Acquire and use all tools necessary to the conduct of the office (bylaws and other rules of the group and parent Ministry; a copy of the parliamentary authority specified in the bylaws; appropriate handbooks, year book, publications; list of officers, chairmen and members).
2. Vice President
  - Preside in the absence of the President
  - Assume such other positions of responsibility as may be designated in the bylaws or otherwise prescribed
  - Schedule the place and time for the M.M.S. monthly meetings and the Executive meetings

### 3. Secretary

- Keep a precise permanent record of the proceedings called "minutes". - Keep a file or reports
- Prepare a list of unfinished business for the Presidency
- Have for ready reference in meetings; minutes, bylaws and policy reference, roll of members, Other pertinent lists
- Take accurate notes of proceedings and transcribe them into permanent form immediately following the meeting. Request that complicated motions be provided in writing, signed by the maker of the motion
- Write minutes in brief, carefully worded sentences
- Sign minutes with the name used in the membership roster. (Not "respectfully submitted") When approved or corrected, initial or sign with date of approval. Write correction in the margins
- Send a copy of minutes to the President within a reasonable time
- Read correspondence if there is no Corresponding Secretary
- Present recommendations of the Executive Committee. The Secretary may make motions, debate, and vote Sign. along with officers, official papers and documents as prescribed
- Call a meeting to order in the absence of the presiding officers and preside over the election of a temporary Chairman

### 4. Assistant Secretary

- Assist and assume the responsibilities of the Secretary in the absence and assist in all of the aforementioned duties of the Secretary.
- In the absence of the Financial Secretary, verify that money collected/received by the Treasurer accurately matches what is to be deposited.

### 5. Financial Secretary

- Be co-custodian of all funds
- Receive funds systematically and according to the rules
- Disburse funds as designated and keep a schedule of payment obligations
- Keep an accurate account and make such report as may be desirable
- Be prepared to have books audited and deliver records to successor on time
- Include in the report the balance at the beginning of the period, receipts, disbursement and balance on hand at close of the period. The Treasurer's report is never adopted; it is referred for audit or placed on file
- Provide copies of the report to the President and the Secretary
- Collect and/or receive monthly membership fees and other M.M.S. ministry monies and record from whom funds/fees have been given.

6. Treasurer

- Be co-custodian of all funds
- Verify that all monies collected/received by the Financial Secretary accurately matches what is deposited
- Deposit all monies in such financial institutions as may be approved by the Ministry or its Executive Committee
- Where large amounts of money (\$5,000 or more) are involved, the Treasurer should be bonded for protection of the officer and the security of the Men's Ministry.

7. Chaplain

- Leads and coordinates the devotional period for the group in meetings
- Acts as a spiritual mediator, and officially closes all meetings (or appoints others to act)
- Contacts and/or visit sick M.M.S. members

8. Assistant Chaplain

- Works with the Chaplain or assumes responsibilities when absent

9. Sergeant at Arms

- Have a thorough knowledge of the parliamentary authority specified by the Ministry's bylaws and know the correct parliamentary procedures for conducting meetings and interpreting the rules of the Ministry
- Serve as an advisor to the President and other officers or members on matters related to the Ministry - Give opinion or advice, not a "ruling" since the Chair rules
- Serve as a consultant to committees on rules, bylaws, elections, and resolutions

- e. Any officer who is absent from three consecutive regular meetings of the M.M.S. shall be automatically suspended and removed for the balance of his term of office unless he shows just cause for absence and shall notify the President of his expected absence and reason for his absence. A just cause for absence shall be determined in the sole discretion of the members by a majority vote of those present at the meeting at which the question is raised and after said officer has been given opportunity to be heard.
- f. Any officer who fails to meet the eligibility requirements in Article 13 during his term of office shall be ineligible to continue to hold such office. A successor appointed by the President shall fill the unexpired term.

**Article 14: Amendments**

1. The bylaws may be proposed by the Executive Committee and revised or changed by a 2/3 vote of the active present general body.
2. Present members must be notified 30 days prior to any meeting regarding any vote to change the bylaws.

DRAFT - 1-23-2021