

# King's Trail Cowboy Church

## CONSTITUTION AND BYLAWS

Revised January 2019

### PREAMBLE

Under the guidance and leadership of the Lord Jesus Christ, we the members of King's Trail Cowboy Church (aka the church) adopt the following constitution in order to declare and preserve the principles of our faith, the freedom of our church, and the rights and responsibilities of our individual members.

### ARTICLE I. NAME

The name of this church is King's Trail Cowboy Church and incorporated under the laws of the State of Texas.

### ARTICLE II. PURPOSE

The church is organized exclusively for the advancement of religious purposes under section 501(c) 3 of the Internal Revenue Service Code. The Church will fulfill the following Mission Purpose Statement. The church is to be a fellowship of baptized believers brought together to carry out the work of Jesus Christ. It is organized and maintained to fulfill the following Mission Purpose Statement: The mission of the Church is to reach the lost and unchurched people in the cowboy culture with the gospel of Jesus Christ and provide a church home where they can become more like Him. The church will accomplish this mission by holding to these values: simplicity, a non-judgmental approach, and practice of biblical Christianity, empowerment of members with accountability and the elimination of barriers to the cowboy culture.

### ARTICLE III. DOCTRINE

- I. **The Scriptures** – The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All scripture is a testimony to Christ, who is Himself the focus of divine revelation.
- II. **God** – There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love,

reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

- A. God the Father** – God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ.
- B. God the Son** – Christ is the eternal Son of God. He is the visible image of the invisible God, the first born over all creation (Col. 1:15); conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.
- C. God the Holy Spirit** – The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the scriptures. Through His Light He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior and through confession and belief He causes one to be Born Again. He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

- III. Man** – Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors

and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

**IV. Salvation** – Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

- A.** To be “Born Again” is a work of God’s grace whereby believers become new creatures in Christ Jesus. It is a change of heart brought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.
- B.** Justification is God’s gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.
- C.** Sanctification is the experience, once “Born Again,” by which the believer is set apart to God’s purposes and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the person’s life.
- D.** Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

**V. God’s Purpose of Grace** – Election is the gracious purpose of God, according to which He justifies, sanctifies and glorifies sinners. It is consistent with the free agency of man and comprehends all the means in connection with the end. It is the glorious display of God’s sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their themselves; yet they shall be kept by the power of God through faith unto salvation.

**VI. The Family** – God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards,

and the means for procreation of the human race. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; I Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15, 17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; I Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; I Timothy 5:8, 14; II Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; I Peter 3:1-7.

**ARTICLE IV – POLITY AND RELATIONSHIP** – Jesus Christ is the head of the church; the true source of all that the church is and does and His glory is to be the objective of every act, function, and motive of the body, both individually and corporately. It is before Him that all other leadership must bow. He communicates His will for The Church through His Word, the Bible. He gives additional guidance by means of the specific leading of The Holy Spirit who indwells the heart of each believer. He calls forth elders in accordance with Acts 14:23 for the church to whom He gives responsibility for the oversight of the church body and the shepherding of its members. Persons meeting the membership requirements and making a written request for membership shall constitute the membership. As an autonomous local church, this church is not subject to the control of any ecclesiastical body.

#### **ARTICLE V – ORDINANCES –**

**SECTION I – BAPTISM** (John 3:13-17, I Peter 3:21, Romans 6:4) A baptized believer is one who has been scripturally immersed and understands baptism to be a symbol of the salvation which has already been accepted in their life by the grace of God through repentance of sin and faith in Jesus Christ.

**SECTION II – THE LORD'S SUPPER** (Luke 22:17-20, I Corinthian 11:23-26) The church will observe the Lord's Supper on a regular basis as led by the Pastor, Elders or Lay Pastors. This observance is open to anyone who has accepted Jesus Christ as their personal savior and is seeking His righteousness.

**ARTICLE VI – AMENDMENTS** – This constitution may be amended by consensus of the elder body after being presented to leadership for discussion and a nonbinding vote of affirmation by the congregation. In the absence of an elder body this constitution may be amended by a three-fourths (3/4) vote of the active resident members present at a church conference called for that purpose.

**ARTICLE VII – DISSOLUTION** – Upon dissolution of the cowboy church organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Service Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government, for public purpose.

## **BYLAWS**

### **ARTICLE I – MEMBERSHIP**

**SECTION 1 – ESTABLISHING MEMBERSHIP** – Membership in the Church is open to anyone 18 years of age or older, who meets the following qualifications:

- 1) A member must be a born-again believer in Jesus Christ that by the grace of God through repentance of sin and faith in Jesus Christ has received salvation.
- 2) A member must have been baptized by immersion after faith in Christ as a testimony of salvation.
- 3) Membership may be established in the following ways:
  - a) By Statement of Faith – Candidates may join by affirming that they are baptized immersed believers in the Lord Jesus Christ, holding to the basic doctrinal teaching of this church. Members joining by statement of faith that hold membership in another church are responsible for notifying their former church of their new membership at King’s Trail Cowboy Church.
  - b) By Baptism – Candidates accepting Christ as their Savior and requesting believer’s baptism by immersion may be accepted as members upon baptism.
- 4) All candidates for membership shall give a verbal testimony of their conversion, baptism, and current relationship with Christ and acceptance of the church’s mission statement and doctrinal teaching to the pastor or designated member of leadership.

**SECTION 2 – TERMINATION OF MEMBERSHIP** – A person’s membership may be terminated in one of the following ways:

- A. Death
- B. Transfer of Membership
- C. Exclusion

If a member conducts himself in a manner which brings the name of Christ and the church into disrepute, or is found to be undermining church unity, it will be the responsibility of the

elders under the guidance of the pastor to attempt to restore the member in a spirit of love according to the guidelines set forth in Matthew 18:15-17 and other scriptures. If the member fails to respond positively to these attempts or vocally espouses a belief system or doctrinal interpretation that is contrary to what is taught in this church and it is deemed by the elders to be detrimental to the spiritual health of the congregation, exclusion will require a consensus of the elder body.

**SECTION 3 – RIGHTS OF MEMBERS** – Each active resident member present has the right to one (1) vote on any issue put forth by the elders for a vote or that this document specifies. The right of a member to vote shall cease upon the termination of his membership in the church. The right of a member to vote shall cease upon the termination of his membership in the church. The right of a member to vote may be suspended if the member is involved in an unresolved elder intervention or if the member is no longer an active resident member. An active resident member is a member on the church role who lives in or around the Grayson County area and has been in good standing for at least 30 days. Active resident members have the right to vote on the following matters; the call of the pastor, and other professional ministerial staff, the nomination of elders, the annual church budget, indebtedness for all other aspects of church business that exceeds 20% of the annual church budget, the disposition of all or substantially all of the assets of the church, the merger or dissolution of the church, and any other matter submitted by the elders to the church for a vote. Members have the right to be considered for church leadership positions that they are qualified to hold and a right to all the benefits of church fellowship outlined in scripture.

## **ARTICLE II – MINISTERIAL LEADERSHIP**

### **SECTION 1 – PASTOR & ASSISTANT PASTOR**

- A. Call – Upon a vacancy in the pastorate the Elders are responsible to appoint a pastor search team and for determining the process for calling a pastor/assistant pastor. In accordance with Acts 14:23 the Elder body must be in consensus on a single candidate before he is presented to the church for affirmation. Spiritual authority will be given to the new pastor/assistant pastor by appointment of the elder body. The congregation will affirm his appointment and submission to this spiritual authority by extending a call.
- B. Duties – The pastor or assistant pastor, along with the counsel of the Elders, shall be the spiritual leader of the congregation. He shall preach and teach the word of God, lead the church in a regular worship services, administer the ordinances of the church, serve as moderator at church conferences, provide leadership to the ministerial staff, serve as overall administrator of the church with counsel and accountability of the elders, work to implement the model of church structure and function laid out in this constitution and generally fulfill all his pastoral duties as set forth in scripture.

- C. Termination – The pastor/assistant pastor’s duties may be terminated by consensus of the elder body, excluding the pastor/assistant pastor if the pastor/assistant pastor has engaged in immoral, unbiblical or unethical behavior that brings reproach on the Church of Christ, if these issues cannot be resolved through biblical intervention. If the elder body fails to resolve any matters relating to pastor biblical accountability, the active resident members can call for a vote of removal by a written petition 50% of active resident members presented to the elders. After receiving a petition for removal with 50% of active resident members as signatures the elders will call for a vote of removal. The pastor/assistant pastor may be removed by a vote of three fourths (3/4) of active resident members.

## SECTION 2 – ELDERS

- A. Purpose and Function – Elders shall serve to provide spiritual leadership and accountability to the church and fulfill elder duties in accordance with scripture. They will provide a brotherhood of support and accountability for the pastor/assistant pastor, assist the ministry teams with difficult issues, serve as arbiters in matters of conflict or church discipline and in general provide spiritual leadership, guidance, and assistance wherever and whenever appropriate. The elder body shall be made up of no less than two and no more than five appointed men including the pastor and assistant pastor. The pastor is the lead elder.

Decision Making Body – Elders use their spiritual leadership to empower the congregation to make ministry decisions through teams within scriptural and constitutional guidelines. Elders are a decision-making body in matters related to administration, church direction, when a ministry team cannot reach consensus on an issue, when the functional structure does not exist or breaks down, and in matters of church discipline or pastoral accountability.

Confidentiality – All discussions between the elders regarding church discipline or other accountability matters are strictly confidential; this includes not discussing confidential elder issues with the spouses of elders or other church members. Breaking confidentiality is grounds for removal.

- B. Qualifications – An Elder must be an active resident of the King’s Trail Cowboy Church for no less than two (2) years and be in good standing. An Elder must be someone who the existing elder body believes has a true calling from God that has been demonstrated by service. Elders need to meet a minimum level of the scriptural qualifications in I Timothy 3:1-12. An Elder must have an understanding and desire to see that the mission of the church and its values are upheld. Elders must be willing to rearrange their daily schedules or do whatever it takes to ensure the Mission of the Church and any business necessary is fulfilled. Elders must be men of spiritual maturity. An Elder must preclude his role and authority in any situation that is or could be perceived as a conflict of interest.

- C. Selection and Term of Office – Thereafter on a pre-determined Sunday each year, the active resident members of the church will be asked to submit in writing the names of men to serve as elder. In accordance with Acts 14:23, the elder body will appoint new elder(s) from this list of nominees. All terms will be three years and only one new elder is to be appointed each year. After an elder has rotated off for a year he will be eligible to be a candidate for elder again if it is determined that he is still qualified.
- D. Removal – Elders other than the pastor and assistant pastor may be removed from office by their own decision or by consensus decision of the other elders. Removal shall be based upon being spiritually unqualified, the inability to serve or as a result of the process laid out in Matthew 18:15-17 and other scriptures or failure to fulfill their commitments as an elder. If the elder body fails to resolve any matters relating to elder biblical accountability, the active resident members can call for a vote of removal by a written petition 50% of active resident members presented to the elders. After receiving a petition for removal with 50% of active resident members as signatures the elders will call for a vote of removal. The elder may be removed by a vote of three fourths (3/4) of active resident members.
- E. Vacancies – Elder vacancies can occur by death, resignation, or removal. When a vacancy occurs, the existing elders shall appoint a replacement, if warranted and qualified replacement is able and willing to serve.

### SECTION 3 – PROFESSIONAL MINISTERIAL STAFF

- A. Selection – If it is determined by the pastor/assistant pastor and or the elder body that additional professional ministerial staff, other than the pastor/assistant pastor, is needed in fulfilling the church’s mission they may be employed by the church. After getting budget approval for the compensation package, the personnel team will seek out candidates to fill the position. The top three candidates will be presented to the pastor/assistant pastor. The pastor will make the final selection for the staff position.
- B. Duties – Professional ministerial staff persons will have specific and written job descriptions as outlined by the pastor/assistant pastor and or Personnel Team.
- C. Termination – The minister’s duties with the church may be terminated by resignation, death, or dismissal. Dismissal can be made by the pastor/assistant pastor or the elders.

### SECTION 4 – LAY PASTORS

- A. Purpose and Function – The lay pastors will serve in the biblical role described in scripture as deacon (Acts 6:1-4, I Timothy 3:1, 8-10). They are directed by the pastor/assistant pastor and elders to help carry out ministry duties. They are appointed and replaced by the pastor/assistant pastor, with consensus of elders, at his discretion.
- B. Selection – Lay pastors shall be appointed as needed by the pastor/assistant pastor with consensus of elders.
- C. Terms of Office – The term is one year but multiple terms may be served by mutual consent.

- D. Removal – A lay pastor may be removed before their term of office expires by death, resignation, or dismissal by the pastor/assistant pastor and or elders.

### **ARTICLE III – SUPPORT STAFF**

SECTION 1 - Selection – The pastor/assistant pastor, elders and or church administrator determine the need for support staff. Once a need is determined, budget approval by the church must be in place before a position can be filled.

- A. Duties – Support staff persons will have specific and written job descriptions as outlined by the pastor/assistant pastor, elders and or church administrator.
- B. Termination – Dismissal may be made by the pastor/assistant pastor, elders and church administrator.

### **ARTICLE IV – TEAMS**

SECTION 1 – GENERAL MINISTRY TEAMS (Mark 3:13-18; 6:7-13; Luke 6:12-16; I Corinthians 12:17-31)

- A. Purpose and Function – Ministry teams shall be organized to carry out the specialized ministries of the church. Each ministry team shall have specific functions and responsibilities as assigned or approved by the pastor/assistant pastor and or elders.
- B. Structure – Team leader, lay pastor, pastor/assistant pastor, elders and church administrator may appoint members of the congregation to a team and empower them to make ministry decisions for a specific area of ministry. Those empowered to make decisions are called team representatives. The best practice is to have no less than four (4), no more than ten (10) team representatives and as many supporting members as needed to carry out the mission of the ministry team. Teams will function by consensus, not majority vote. If consensus cannot be reached, the matter must either be tabled or prayed about before being addressed again or placed before the elder body for a final decision.
- C. Qualifications – Team leaders will serve as a team representative on the team. Team representatives are members who represent the team in reaching consensus about decisions. Team representatives must be active resident members of the church in good standing, love the Lord and have a desire to see his kingdom grow, have credibility with other church members, have a passion for the mission of the team, be determined to make the team a top priority in their lives (this means they are willing to rearrange their daily schedules or do whatever it takes to participate in team meetings and activities), and desire to use their talents and abilities to accomplish the team’s mission. Team members must be willing to practice biblical Christianity. Non-church members can be active on ministry teams but cannot be representatives that reach consensus on decisions.
- D. Formation of Teams – General ministry teams may be formed by the pastor/assistant pastor and elders.

- E. Selection and Term of Office – Team representatives of general ministry teams are appointed by the team leader, lay pastor, pastor/assistant pastor, elders and or church administrator. The term of office for general ministry team members will be one year, but members may serve multiple terms by mutual consent.
- F. Removal – If a team member or team representative causes conflict or fails to carry out his or her responsibility to the team they may be removed from the team by the team leader, lay pastor, pastor/assistant pastor, elders and or church administrator.

## SECTION 2 – STANDING TEAMS

- A. Purpose and Function – Standing teams shall be in place to assist in finding and providing the tangible resources necessary to effectively carry out the church’s ministries and business.
- B. Structure – Standing teams are structured the same as ministry teams.
- C. Qualifications – Qualifications are the same as those general ministry team representatives and members.
- D. Standing Teams – The standing teams of the church shall be:
  1. Personnel Team – The personnel team will have six (6) members and will be responsible to ensure that the church has adequate support staff to effectively carry out it’s ministries. They will fill staff vacancies after a need is determined by the team associated to the position and directed by leadership team, conduct periodic staff evaluations, make salary recommendations, and mediate church/staff disputes, terminate staff based on poor evaluations or as directed by the elders and or the leadership team.
  2. Facility Team – This team is responsible to ensure that the church has adequate facilities to effectively carry out its ministries. They will oversee the care, maintenance and use of all facilities and grounds except the arena. They will not oversee paid staff.
  3. Audit Team – The audit team is made up of no less than three (3), no more than seven (7) team reps. They meet once a month to audit the financial records. They only verify and report. They have no decision-making authority about how money is spent other than what is already listed in **ARTICLE I – MEMBERSHIP; SECTION 3 – RIGHTS OF MEMBERS.**
  4. Arena Team – The arena team shall be responsible for the oversight, care, maintenance and use of the arena and all arena ministry events.
- E. Selection and Term of Office – Members of standing ministry teams may be appointed by the pastor/assistant pastor, elders, church administrator and or be enlisted by others who have been given that authority by same and do so under their supervision. The term of office for standing ministry team members will be two (2) years.
- F. Removal – If a standing team member causes conflict, fails to carry out his or her responsibility to the team they may be removed by the team leader, lay pastor, pastor/assistant pastor, elders and or church administrator.

### SECTION 3 – LEADERSHIP TEAM (Mark 6:30-31)

- A. Purpose and Function – The leadership team will serve to provide a forum in which the various ministry teams can brainstorm, coordinated activities and events, share resources, and generally work together to enhance the overall effectiveness of the church’s ministries. It will be responsible for setting the church calendar and holding all ministry teams accountable to the church’s mission statement, values and constitution.
- B. Structure – The leadership team will consist of the pastor/assistant pastor, elders, lay pastors and church administrator.
- C. Meetings – The leadership team will meet as often as necessary to effectively coordinate the activities and events of the church to ensure cooperation between teams, to give reports on the financial position of the church, and other church issues. As well as reports of various ministries in the church. All regularly scheduled leadership meetings are open.

### ARTICLE V – CORPORATE OFFICERS

SECTION 1 – PRESIDENT – The senior pastor shall serve as the president and overall administrator of the corporation. He will serve as moderator at church conferences and be responsible for the overall affairs of the church.

SECTION 2 – VICE PRESIDENT – The assistant pastor shall serve as the vice president and overall administrator of the corporation 2<sup>nd</sup> to the senior pastor (President). He will be responsible for ensuring that the daily business affairs of the church are appropriately and effectively executed.

### SECTION 3 – TRUSTEES

- A. Trustees shall sign the title to church property; all legal documents involving the sale, mortgage, purchase, or rental of property; all notes and loan instruments; and such other legal documents as may require execution on behalf of the church. There shall be 3 trustees.
- B. Selection and Term of Office – The trustees will be the current elders or appointees by the pastor/assistant pastor.
- C. The trustees will have no decision-making authority, they will only execute the will of the church in legal matters. The elders that serve as trustee’s duties will cease upon end of their term of office.

### SECTION 4 – CLERK/SECRETARY

- A. Purpose and Function – The church administrator shall serve as secretary of the corporation. The responsibilities of the administrator will be to keep the minutes of all church conferences, ensure that a proper file of all members is maintained.
- B. Selection and Term of Office – A volunteer may be appointed by the pastor/assistant pastor and elders. The church administrator shall serve as church clerk.

SECTION 5 – VACANCIES – In the event a vacancy occurs in any corporate office, the elders shall appoint a successor to fill the unexpired term.

## **ARTICLE VI – CHURCH BUSINESS**

### **SECTION 1 – FINANCES**

- A. Fiscal Year – The fiscal year of the church will be on a calendar year basis beginning on January 1 and ending December 31<sup>st</sup> of each year.
- B. Accounting Procedures – A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the audit team.
- C. Budget – The audit team, in consultation with the pastor/assistant pastor, elders and leadership team, shall prepare and submit a budget for congregational approval prior to the beginning of each fiscal year.
- D. Checks, Drafts, Etc. – All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the church shall be signed by at least two (2) people who have been designated by the elders or pastor/assistant pastor for that purpose. The pastor/assistant pastor must have administrative access to all bank accounts and only on a last resort, sign checks. The best practice is for the pastor/assistant pastor’s spouse, an elder and or an elder’s spouse or other relations of conflict of interest not serve as check signers.
- E. Deposits – All funds of the church shall be deposited from time to time to the credit of the church in such banks, trust companies or other depositories as determined by consensus of the church clerk, pastor/assistant pastor and elders.

### **SECTION 2 – SPECIAL CHURCH CONFERENCES**

- A. Special Church Conferences – Church conferences may be called by the elders or by written petition of 50% of the active resident members presented to the elders.
- B. Notices – Notices of the time and place of all church conferences shall be given no later than the Sunday prior to such meetings by publication in the church newsletter or worship bulletin or by public announcement at a regular Sunday morning worship service.
- C. Place of Church Conferences – All church conferences shall be held on the premises of the church.
- D. Quorum – The active resident church members present at any duly called church conference shall constitute a quorum.
- E. Proxies – Voting by proxy at any church conference shall not be allowed or recognized.
- F. Will of the Church – All ministry teams, officers, and organizations of the church shall carry out the will of the church on any given matter, duly expressed by its vote.
- G. Conduct of Church Business – All business of the church shall be conducted in a manner that honors Christ and respects others. The church shall strive to seek the will of God by prayerful deliberation and common consensus.

SECTION 3 – CONTRACTS – The trustees shall execute and deliver any contract or instrument in the name of the church which may be authorized by the church to be so executed and delivered. In this connection, the church body shall be the ultimate authority for all actions taken by the church and no other person, organization or corporate officer shall have any authority to contract or otherwise bind the church without express authorization from the church body.

SECTION 4 – BOOKS AND RECORDS – The church shall keep and maintain a complete and accurate record of all financial accounts, membership lists, and church conference minutes at its principle office. All books and records of the church may be inspected by any active resident member for any purpose at any reasonable time. The resident member of the church that is requesting to inspect the books or the records must do so inside the administration building during business hours.

SECTION 5 – PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS – No member, officer, or person connected with the corporation, or any other private individual shall receive at any time any of the net earnings of pecuniary profit from the operations of the corporation, provided that this shall not prevent the payment to any such person of a reasonable compensation for services rendered to or for the corporation in effecting any of its purposes as shall be fixed by the church; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the corporation. All members of the church shall be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the corporation, whether voluntary or involuntary, the assets of the corporation, after all debts have been satisfied, then remaining in the hands of the officers of the church shall be distributed, transferred, conveyed, delivered, and paid over, in such amounts as the church may determine or as may be determined by a court of competent jurisdiction upon application of the church, exclusively to charitable, religious, or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

SECTION 6 – EXEMPT ACTIVITIES – Notwithstanding any other provision of these bylaws, no member, officer or representative of the corporation shall take any action or carried on by any organization exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended or by any organization contributions to which are deductible under Section 170(c)(2) of such code and regulations as they now exist or as they may hereafter be amended.

**ARTICLE VII – AMENDMENTS** – These bylaws may be amended by consensus of the elder body after being presented to leadership for discussion and a nonbinding vote of affirmation by the congregation. In the absence of an elder body this constitution may be amended by a three-fourths (3/4) vote of the active resident members present at a church conference called for that purpose. (Same as **ARTICLE VI – AMENDMENTS** for the Constitution. Proposed amendments for

church consideration shall be announced at the regular worship service and be made available in written form to the congregation two weeks prior to the church conference in which they will be voted on.

**ARTICLE VIII – RELATIONSHIP TO CIVIL GOVERNMENT** – The church recognizes the civil government as instituted by God in accordance with Romans 13:1-7, however if the civil government passes a law that the elders of this church interpret as conflicting with God’s Holy Word the church will not recognize that law.

**ARTICLE IX – ACTIVITIES ON CHURCH PROPERTY** – All activities on church property will incorporate worship. Therefore, all activities must be in obedience with all scripture found in the Holy Bible as interpreted by the pastor/assistant pastor, elders and church administrator of this church.