

# **CONSTITUTION/BYLAWS**

## **Resurrection Baptist Church**

**Nov 4, 2012**

# **CONSTITUTION/BYLAWS**

## **Resurrection Baptist Church**

Pursuant to the Laws of the State of Texas as Amended and Adopted by the Congregation on 5/13/1993, and Amended herewith by the Congregation December 10, 2003.

These Bylaws shall supersede any previous Bylaws to include the latest amendment dated 5/13/1993.

### **ARTICLE I**

#### **Name and Principal Office**

The name of the Corporation is Resurrection Baptist CHURCH. This Corporation will be further referred to in the Bylaws as the "Church." The Church maintains its principal office at 1002 Live Oak Road, Schertz, Texas 78154. All subsequent locations will be governed by this document. The Executive Committee of the Church shall have full power and authority to change the principal office from one location to another. Any change of this location shall be recorded by the Church Clerk on these bylaws opposite this section, or this section may be amended to state the new location.

### **ARTICLE II**

#### **Purpose**

The purpose of the Church is to glorify God by fulfilling the Great Commandment (Matthew 22:36- 40) and the Great Commission (Matthew 28:18-20).

1. EVANGELISM/MISSIONS - "To share the good news of Jesus Christ with as many people as possible in our community and throughout the world." (Matthew 28:18-20, Acts 1:8, 2 Peter 3:9)
2. EDUCATION - "To help members develop toward full Christian maturity and train them for effective ministry. To promote personal, spiritual growth and discipleship through Bible teaching." (Ephesians 4:11-13, Matthew 18:20, Timothy 2:2)
3. WORSHIP - "To participate in public worship services together and to maintain personal daily devotions." (John 4:24)
4. MINISTRY/SERVICE - "To serve unselfishly in Jesus' name, meeting the physical, emotional, and spiritual needs of those in our Church, our community, and the world." (1 Peter 4:10-11, Matthew 25:34- 40, 1 Thessalonians 5:11, Galatians 5:13)
5. FELLOWSHIP - "To encourage, support, and pray for each other as members of the family of God. To share our lives together." (1 John 1:7, Acts 2:44-47, Hebrews 10:23-25, Romans 15:5,7, John 13:34-35)

The Church seeks to benefit the people of the Greater Randolph North Central San Antonio Area by providing opportunities for spiritual, physical, intellectual, social, and cultural development. (Luke 2:52)

### **ARTICLE III**

**1. Statement of Faith:** We affirm the Holy Bible as the inspired Word of God, and as the only basis for our beliefs. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to all mankind. The ordinances of the Church are:

- a. Water Baptism
- b. The Lord's Supper

### **2. The Article of Faith:**

The Articles of Faith are printed in their entirety in the New National Baptist Hymnal. A copy of this hymnal is maintained with the official records of the Church. The Articles of Faith are:

- a. THE SCRIPTURES
- b. THE TRUE GOD
- c. THE FALL OF MAN
- d. THE WAY OF SALVATION
- e. JUSTIFICATION
- f. THE FREENESS OF SALVATION
- g. REGENERATION
- h. REPENTANCE AND FAITH
- i. GOD'S PURPOSE OF GRACE
- j. SANTIFICATION
- k. PERSEVERANCE OF SAINTS
- l. THE GOSPEL
- m. A GOSPEL CHURCH
- n. BAPTISM AND THE LORD'S SUPPER
- o. THE CHRISTIAN SABBATH
- p. CIVIL GOVERNMENT
- q. RIGHTEOUS AND WICKED
- r. THE WORLD TO COME
- s. THE GRACE OF GIVING

### **ARTICLE IV** **Affiliation**

The Church shall be fully autonomous in the government of its own affairs, exercising and retaining sole and complete control of all property, which shall be held in its name by its Trustees. Fellowship and cooperation will be sought with all true believers and congregations, but control of the Church and/or its property will never be surrendered.

## **ARTICLE V Membership**

### **SECTION I: General**

Membership in the Church shall consist of all persons who have met the qualifications for membership and are listed on the membership roll.

### **SECTION II: Qualifications for Membership**

1. A personal commitment of faith in Jesus Christ for salvation.
2. Baptism by immersion as a testimony of salvation.
3. Completion of the Church's membership class.
4. A commitment to abide by the membership covenant.

### **SECTION III: Designation of Membership**

In an effort to properly reflect the membership of the Church, two rolls shall be maintained. These rolls shall be updated periodically. There shall be three defined types of membership in this Church, Active, Sustaining, and Inactive.

(1) An Active Member of this Church is defined as one whom within a calendar year:

- ❑ Attends worship services
- ❑ Observes or participates in the sacraments as defined in the Constitution
- ❑ Contributes financially, as they are able, to the support of the Church and its benevolences
- ❑ Strives to participate in a ministry, committee, project or similar activity of this Church.
- ❑ Such a member has the right to vote, subject to any applicable rules regarding voting at any Congregational meeting.

(2) A Sustaining Member of this Church is defined as one who has been absent due to military service, attendance at college, or illness or infirmity and is able to maintain an informed participation in the life of the Church. Sustaining Member status is assigned by the Membership Committee to preserve for the Sustaining Member, during such absence.

(3) An Inactive Member of this Church is defined as one whom within a calendar year: Is not an Active Member, or Sustaining Member, or has moved away from the community or, requests this status.

The Membership Champion shall annually advise the Church Clerk of Inactive Members or Sustaining Members for a reporting to the Congregation. The Membership Champion shall define the procedure for membership change notification and/or removal and the procedure for appeal of a membership status change.

### **SECTION IV: Responsibilities of Membership**

The responsibilities of membership are described in the membership covenant.

#### SECTION V: Voting Rights of Membership

Every Active Member shall have the right to vote on the following matters: the annual budget of the Church, the election of the Trustees, the disposition of all or substantially all of the assets of the Church, the merger or dissolution of the Church, the acquisition of real property and related indebtedness, amendments to the Articles of Incorporation or Bylaws of the Church, and the calling or removing of a Senior Pastor. Each member 18 years and older is entitled to one vote.

#### SECTION VI: Termination of Membership

Members shall be removed from the Church roll for the following reasons:

1. Death.
2. Transfer of membership to another church.
3. Personal request of the member.
4. Dismissal by the Senior Pastor and Executive Committee according to the following conditions
  - a. The member's life and conduct is not in accordance with the membership covenant in such a way that the member hinders the ministry influence of the Church in the community.
  - b. Procedures for the dismissal of a member shall be according to Matthew 18:15-17.

#### SECTION VII: Restoration of Members

Members dismissed by the Senior Pastor/Executive Committee shall be restored by the Senior Pastor/Executive Committee according to the spirit of 2 Corinthians 2:7-8, when their lifestyles are judged to be in accordance with the membership covenant.

### **ARTICLE VI Membership Meetings**

#### SECTION I: Place

Meetings of the members shall be held at the principal office of the Church or at such other place or places within or outside Texas as may be designated from time to time by the Executive Committee.

#### SECTION II: General Meetings

A general meeting of the members shall be held in December of each year at such time as determined by the Executive Committee. This general meeting shall be the annual membership meeting. The purpose of this meeting shall be to adopt an annual budget and to elect the Trustees. Subject to Section IV of this Article, any other proper business may be conducted at this meeting.

(1) The Annual Meeting of this Church shall be held on the 2<sup>nd</sup> Wednesday in December.

(2) At this meeting the annual reports of the Pastor, Church staff, Clerk, various ministries, committees, and organizations shall be presented and officers and leaders elected by a simple majority and such other business transacted as may be specified in the Call or authorized by the Constitution. All reports made at the Annual Meeting shall be in writing and shall be for the current year.

(3) Notice of meetings of said corporation, specifying the time, place, and object thereof, shall be read from the pulpit on the two successive Sundays preceding such meeting on which services shall be held.

### SECTION III: Special Meetings

Special meetings may be called at any time by the Executive Committee, the Senior Pastor, the Executive Pastor, or a petition to the Executive Committee signed by at least 25% of the active members for any purpose by giving notice to the members in accordance with Section IV of this Article. Meetings called by petition must be held no later than four weeks from receipt of the petition.

### SECTION IV: Notice Requirements for Membership Meetings

1. General Requirements. Whenever members are required or permitted to take any action at a meeting, notice shall be given to members no less than two (2) weeks prior to a meeting. Notification of membership meetings may be given in any of the following manners which shall be deemed to be a reasonable method of calling a membership meeting:
  - a. Distribution of written material to the congregation in attendance at a Sunday service
  - b. Announcement of the meeting in the Church bulletin
  - c. Oral announcement to the congregation at a Sunday service
  - d. Delivery by United States mail to each member identified on the membership roll
2. Notice of Certain Agenda Items. Approval by the members of any of the following proposals, other than by unanimous approval by those members entitled to vote, is valid only if the notice or waiver of notice specifies the general nature of the proposal:
  - a. Calling or removing the Senior Pastor
  - b. Amending the Articles of Incorporation
  - c. Adopting, amending or repealing Bylaws
  - d. Disposing of all or substantially all of the Church's assets
  - e. Adopting or amending a merger agreement

- f. Approving the election to wind up and dissolve the Church
- g. Approving the acquisition of real property and related indebtedness

#### SECTION V: Quorum

Five percent of Active Members shall constitute a quorum at any Congregational meeting of the Church. A simple majority of those voting on any matter shall be sufficient for its passage.

### **ARTICLE VII CHURCH ORGANIZATION:**

The Governing Body of the Church shall be the Membership assembled in Church Meeting. It is the function of the Church Executive Committee, pursuant to these Bylaws, to represent and act for the Congregation in the times between Congregational Meetings. The vote of the majority of Active Members present at the Congregational Meeting shall be the action of the Church, except as may otherwise be provided herein. A quorum shall consist of 5% of Active Members.

### **ARTICLE VIII**

**PASTOR:** The Pastor is the under shepherd of Jesus Christ, the leader of the church, and is primarily responsible to Christ for the work of the church. He is the chief executive and administrative officer of the church in spiritual and physical matters. The Pastor's duties to the Congregation shall be:

- (1) To be a member of the Church and to provide overall leadership for the Congregation and facilitate dialogue and growth,
- (2) To encourage each person to seek an understanding of God in all aspects of life.
- (3) To be in charge, with the support of the Deacons, of the spiritual welfare of the Congregation by preaching the Gospel, administering the Sacraments, encouraging religious education, and overseeing all services of public worship;
- (4) To be active in pastoral service through leading, counseling, and consoling;
- (5) To direct, coordinate and supervise the Staff in working to meet the needs of the Church. The Pastor has day-to-day managerial responsibility for the Staff. Unless otherwise provided for in these Bylaws, the Pastor is responsible for the performance reviews for other paid Staff no less frequently than once a year. Staff shall include those individuals who occupy positions for which payment is made in return for services rendered; such positions include, Business Manager, Minister of Music, Pastor Assistant, Facility Manager, Director of Christian Education and other positions, which may from time to time be designated by the Executive Committee as Staff positions. The Executive Committee shall have, pursuant to Article IX, authority to hire/fire paid Staff.

(6) To maintain a good working relationship with the Executive Committee, Deacons, Trustees, Christian Education Director and all other Church groups,

(7) To regularly report to the Church at the Annual Meeting, a report on his work for the past year, the condition of the Church community and his projections of and recommendations for the future.

(B) Duties of the Congregation to the Pastor shall be:

(1) To provide time, money and encouragement for participation in continuing education, the affairs/activities of the community at large as it pertains to the Church's needs and place in the community.

(2) To respect the time and talents of the Pastor's family and not require them to assume roles of leadership or levels of involvement beyond their wishes.

(3) To respect the family's privacy and need for time together.

(C) Direction:

(1) The Call and Direction for the Pastor comes from the Congregation. The Deacons Ministry serves as support and feedback to the Pastor throughout his tenure. An Executive Committee of the Council defined in Article X of these Bylaws shall mediate any differences with the Pastor. It is acknowledged that the Pastor shall naturally heed his Calling from God and the dictates of his Christian conscience.

(2) An Annual Performance Review and Salary Assessment will be conducted by the Executive Committee.

(D) Voting/Membership:

The Pastor has voting privilege at Executive Committee and Congregational meetings, and shall be an ex-officio member of all ministries and committees.

(E) Vacancy

(1) Whenever a vacancy occurs because the Pastor has resigned or been dismissed, the Executive Committee shall appoint a Pastoral Search Committee consisting of five or more members including at least one member from the Deacons and one member from Trustees.

(2) The Chairman of Deacons shall convene the first meeting of the Pastoral Search Committee and shall preside until a Chairperson and Secretary are elected. The Chairman of Deacons shall serve ex-officio on the Pastoral Search Committee. The first task of the Committee shall be to determine the present spiritual needs and financial status of the Congregation. The Pastoral Search Committee's budget shall be arranged with the Trustees. The Pastoral Search Committee shall state the terms of the relationship including the agreement of the Church to participate in a Pension Fund, the Pastor's health insurance program, housing arrangements, and other terms agreed between the candidate and the Committee. The Committee shall also present a copy of the Church's Constitution and Bylaws to the candidate.

(3) The Search Committee shall present to the Congregation the name of the candidate. A favorable two-thirds vote of the Active Members of the Church present constitutes a Call. Ballots shall be cast in writing.

(4) The Pastoral Search Committee shall be dissolved upon acceptance of the Call. The Call to the Pastorate shall be for an indefinite period of time.

(5) The resignation of the Pastor shall be made in writing. It shall be read from the pulpit at the regular Sunday Church service. It shall be published in the Church's



official communication document and then the Church shall act upon it, within two weeks, at a Special Congregational Meeting.

(6) In the event of dismissal, the Executive Committee of the Church under leadership of the Chairman of the Deacons shall direct the proceedings. There will be a Special Congregational Meeting called to deliberate. There shall be no more than two Special Congregational Meetings called for this purpose. The length of time to determine whether or not dismissal will be sought shall not exceed three months. A two-thirds vote of the Active Members of the Church present at the meeting constitutes a dismissal. Ballots shall be cast in writing. Notice of such termination shall be sent regular mail by the Church Clerk to the Pastor.

(7) This Bylaw concerning the Pastor is included as a measure of loving protection for both the Pastor and the Congregation. It shall be the responsibility of the Congregation and the Pastor to always seek first the tenets of faith and teachings of the Christian Gospel in nurturing their relationship.

## **ARTICLE IX** **DEACON MINISTRY**

### (A) Duties

(1) The Deacons, together with the Pastor, are responsible for the spiritual leadership of the Church. The Deacons assist the Pastor in evaluating the strengths, weaknesses and needs of Church worship. They coordinate and help plan all worship services.

(2) The Deacons schedule, prepare and assist in the Sacraments. They consult with the Pastor on questions of marriage and baptisms for non-members of the Church.

(3) The Deacons plan programs and formulate strategies for fellowship and assist the Pastor in the care of people who seek membership in our Church community. They provide organization and programs for any special or extenuating needs of members of the Church as part of Congregational life.

(4) The Deacons are responsible for securing pastoral supply during the Pastor's absence.

### (B) Meetings

(1) Deacons shall meet at least monthly and at such other times as they may agree, providing that timely notice has been given to all Deacons for any unscheduled meeting.

(2) At least sixty percent of the Deacons constitute a quorum for any vote and they approve an action by a simple majority. Closed sessions at the end of a regularly scheduled meeting may be called to discuss (i) anonymous gifts or (ii) other matters when agreed upon by a quorum of the Deacons when such closed meetings are deemed to be in the best interests of the Church.

(3) Meetings may be conducted by phone or other means (i.e. electronic mail or teleconferencing) for (i) physical emergencies or (ii) implementation of a minor decision previously made at a regularly scheduled meeting. Minutes of these meetings must be kept and included as part of the official record of the Church.

(4) The Chairperson or Secretary shall be responsible for ensuring that the agenda and meeting minutes are maintained in an orderly fashion.

### (C) Direction

The Deacons receive direction from the Congregation, the Executive Committee, recommendations and assistance from the Pastor.

(D) Voting/Membership

(1) The Deacons Ministry shall consist of Church members ordained or confirmed at a Church Meeting, or appointed by proper action of Executive Committee as provided for under Duties of Executive Committee. A Deacon may serve only at the pleasure of the Pastor and the approval of the Executive Committee. Any Deacon recommended by the Pastor, Executive Committee for termination of term will cease to serve immediately upon notification by the Chairman of Deacons.

(2) Any Deacon who has three unexcused absences in a single year shall be removed from the Ministry. It shall be the responsibility of the Chairperson to monitor attendance and the entire Deacon body's responsibility to remove members whose non-attendance mandates removal.

**ARTICLE X**  
**EXECUTIVE COMMITTEE**

For purposes of these Bylaws, officers of the Church are the Pastors, Clerk, Treasurer, and members of the Deacons, and Trustees.

(A) Duties:

(1) As the executive body of the Church and representatives of the Congregation between meetings, the Executive Committee shall provide leadership, set policy and advise the various ministries and groups of the Church.

(2) The Executive Committee shall act as the principal organization within the Church to discuss major issues affecting the Church including regular provision for long-range planning.

(3) The Executive Committee may appoint committees or task forces to serve specific purposes.

(4) The Executive Committee shall appoint temporary replacements to fill vacancies in Ministries and Committees and in Offices, until the next Annual Meeting, or until such time as otherwise provided for in these Bylaws, after soliciting and considering recommendations from the Ministries or Committee or Office in need of a temporary replacement. The Executive Committee is not obligated to fill the vacancy with the recommended replacement.

(5) The Executive Committee shall have authority to hire, discipline, or discharge any of the paid Staff, except the Pastor, upon recommendation of the Pastor.

(6) The Executive Committee shall arrange for an annual audit of the financial records of the Church that may, but need not be a formal CPA audit.

(7) The Pastor shall conduct all Executive Committee and Congregational Meetings. The Pastor shall appoint a Church officer to conduct a meeting in his absence.

(8) The Church Clerk shall sign official Church documents as required.

(9) The Pastor shall set the agenda for Executive Committee Meetings, Congregational and Annual Meetings. Agendas shall be posted at least one week prior to the meeting.

(10) The Executive Committee shall be the primary resource within Resurrection Baptist Church for the resolution of conflicting interpretation of the Constitution and Bylaws, or reconciling issues arising out of the implementation thereof.

(11) The Executive Committee shall review and approve recommended deacons prior to presentation to the Church.

(B) Meetings

(1) The Executive Committee shall meet at least quarterly for the transaction of such business that may properly come before it. The first meeting of the Council shall occur within one month after the Annual Meeting.

(2) At least sixty percent of this body constitutes a quorum for any vote and they approve an action by a simple majority. Closed sessions at the end of a regularly scheduled Meeting may be called to discuss (i) personnel matters, (ii) anonymous gifts, or (iii) other matters when agreed upon by a quorum when such Closed Meetings are deemed to be in the best interests of the Church.

(3) Meetings may be conducted by phone or other means (i.e., electronic mail or teleconferencing) for (i) physical emergencies or (ii) implementation of a minor decision previously made at a regularly scheduled meeting. Minutes of these meetings must be kept and included as part of the official record of the Church.

(C) Direction: The Executive Committee shall be responsible to the Congregation.

(D) Voting/Membership:

(1) The Executive Committee shall be composed of: the Senior Pastor, Executive Pastor, Associate Pastor, Clerk, Treasurer, Business Manager; Chairman/Co-Chairman from the Deacons, Chairperson of Trustees, Christian Education; any other Ministry Leaders of the Church established by the Congregation or Executive Committee. All voting Executive Members are required to be Active Members of the Church.

(2) The Pastor will only vote at Executive Committee Meetings to break a tie.

(E) A specific function of the Executive Committee shall include the conducting of at least an annual review of the Pastor and any pastoral Staff. At a minimum such review should include input from the Deacons and Trustees. Any Congregational surveying shall be conducted with professional assistance from evaluative and pastoral improvement resources available. The prime purpose and orientation of such review shall be the fostering of constructive dialogue and growth and improvement of pastor/Congregation relations. The Executive Committee may be called upon by the Church to investigate or study and recommend, or to fulfill a duty in the hiring, firing or handling of personnel issues (such as setting salary or disciplinary problems) of the Staff.

(F) In the case of a complaint involving a member of the Church and any member of the Executive Committee or other problem that such Church Member feels has not been adequately addressed within the ministries and officers of the Church, the following procedure involving the Executive Committee shall apply:

(1) The Church Member may, either in writing or at a regular Executive Committee meeting, request addition to the Executive Committee by her/his choice of no more than two additional voting members (the "Requested Committee").

(2) The Requested Committee shall meet initially with the Church Member making the complaint; it is the prerogative of the Requested Committee to refuse to hear further or act on the Church Member's complaint and if they so decide, they shall thereupon disband without taking any further action or hearing concerning the Church Member's complaint. The Requested Committee shall report their actions to the Executive Committee and the matter shall be at a close unless the Executive Committee shall determine to consider the matter further, in which case the special provisions of this Section shall apply no further.

(3) If the Requested Committee determines the matter merits further attention they shall give it, but must make a report to the Council concerning their deliberations after the passage of no more than six weeks.

(4) Upon the completion of their deliberations the Requested Committee shall make a recommendation to Council to resolve the complaint or for a broadening of the Requested Committee's charge to study the matter for not more than an additional six weeks.

(5) The complaining Church Member's ability (or the ability of any other Church Member) to call for a Congregational Meeting concerning such matter shall be suspended for so long as the matter is being considered by the Requested Committee pursuant to the procedures set forth in these Subsections 1-5.

## **ARTICLE XI TRUSTEES**

### **(A) Duties**

(1) The entire assets and property of the Church shall be entrusted to and managed by the Trustees.

(2) Acting as exclusive agent for the Church, the Trustees shall be authorized to purchase, rent, acquire, receive, hold, sell, convey, transfer, mortgage or otherwise encumber, all or any part of the property of the Church, whether real or personal, provided that the Trustees shall not purchase, sell or convey any real or personal property belonging to the Church or in which the Church has a right or interest, or issue notes or bonds against any real or personal property of the Church unless such action shall be previously approved by a two-thirds majority of the active Members of the Church who are of legal age who shall be present at an Annual or Special Meeting called for such purpose.

(3) The Trustees shall be responsible to receive and dispense all funds of the Church. The authority to receive and disburse funds may be delegated to the Church Business Manager, Treasurer or similar position. As it pertains to disbursement of funds, authority is for disbursement of funds authorized in the annual Church budget or items not in the budget that are authorized by the Executive Committee.

(4) The Trustees may rely and act upon both (i) specific spending authorizations as well as (ii) any general spending limits which the Congregation may, for the flexibility

and efficiency of managing the Church's business, authorize and approve in the annual budget. Trustees shall consult with the Executive Committee before overspending any line item of the annual budget or any other expenditure up to a maximum of \$5,000.00. Any other such non-budgeted expenditure greater than \$10,000.00 but less than \$15,000 requires Executive Committee approval. Any amount over \$50,000 requires Congregational approval.

(5) The Trustees shall be responsible for conducting the stewardship campaigns of the Church. They shall work with other ministries, committees and groups in the Church to formulate the annual budget. The budget shall be proposed and approved in early fall of each year.

(6) The Trustees shall keep the Executive Committee advised of major decisions and activities. They shall submit to the Congregation at the Annual Meeting a report on their work for the past year and projections and recommendations for the future.

(7) The Trustees shall be responsible for the operation and maintenance of the property of the Church. Uses of Church property outside Church programs must be specifically approved by the Trustees.

(8) The Church Clerk shall sign all legal papers and documents that obligate the Church to major financial or real property acquisitions. The Chairperson of Trustees or other Trustee may sign in the absence of the Church Clerk if required.

(9) The Trustees shall maintain possession of a duplicate safe deposit box key in conjunction with the Business Manager.

(10) A designated Trustee, with the Treasurer and Business Manager, will review investment opportunities and make recommendations to the ministry of Trustees and Executive Committee as a whole.

#### (B) Meetings

(1) The Trustees shall meet at least monthly and at such other times as they may agree, providing that timely notice has been given to all Trustees for any unscheduled meeting. The first meeting of the Trustees shall occur within one month of the Annual Meeting. The outgoing Chairperson will convene the first meeting of the newly elected Trustees and the Trustee body shall elect a Chairman.

(2) At least sixty percent of the Trustees constitute a quorum for any vote and they approve an action by a simple majority. Closed sessions at the end of a regularly scheduled meeting may be called to discuss (i) anonymous gifts or (ii) other matters when agreed upon by a quorum when such closed meetings are deemed to be in the best interests of the Church.

(3) Meetings may be conducted by phone or other means (i.e. electronic mail or teleconferencing) for (i) physical emergencies or (ii) implementation of a minor decision previously made at a regularly scheduled meeting. Minutes of these meetings must be kept and included as part of the official record of the Church.

(4) The Chairperson or Church Clerk shall be responsible for ensuring that the agenda and meeting minutes are maintained in an orderly fashion.

#### (C) Direction

The Trustees receive direction from the Congregation and recommendations and assistance from the Pastor and the Executive Committee.

(D) Voting/Membership

(1) The Trustees shall consist of Church members elected at an Annual Meeting, or appointed by proper action of the Executive Committee. The Trustee ministry shall consist of a minimum of six members and a maximum of 13). Term of office is for three years. A Trustee may serve a maximum of two successive 3-year terms (6 years) and shall then be ineligible for re-election as a Trustee for two years unless otherwise authorized in writing by the Executive Committee.

(2) An appointed member of the Trustees shall work with the Treasurer and Business Manager to review cash disbursement, journal account reconciliation, and details of spending and receipts each month.

(3) Any Trustee who has three unexcused absences in a single year shall be removed. It shall be the responsibility of the Chairperson to monitor attendance and the entire Trustee body responsibility to remove members whose non-attendance mandates removal.

(E) Vacancy

If a vacancy occurs the vacancy will be filled by appointment of a Church member who is selected by the affirmative vote of a quorum of the Executive Committee. If the required affirmative votes are not possible then the vacant office(s) shall be filled by nomination and election as specified for new officers, at a special Congregational meeting. The remainder of any such term shall be filled at the Annual Meeting. If a vacancy occurs within a month prior to the Annual Meeting, the filling of such a vacancy may be postponed until the Annual Meeting.

**ARTICLE XII  
CHURCH CLERK**

(A) Duties

(1) The Clerk will sign all legal documents for the Church and verify the authenticity or accuracy of any statement of information made in the official Church record.

(2) The Clerk will record minutes of all Executive Committee meetings, annual Church meetings and Trustee meetings. Written minutes of these meetings will be incorporated into the official Church records and made available to the Congregation.

(3) The Clerk will count and record the votes on all issues at Congregational and Executive Committee meetings.

(4) Additional duties include:

- (a) Receive, record and issue Letters of Transfer of Church membership.
- (b) Certify the official membership roll when required.

- (c) Record baptisms, confirmations, marriages, and funerals held in the Church and report same at the Annual Meeting.
- (d) Incorporate annual reports from all Church committees and groups into the official records in an organized manner.
- (e) Attest and sign official Church documents as required.
- (f) Preserve documents: successive Constitutions and Bylaws, Articles of Incorporation, copies of deeds and descriptions of the physical properties of the Church, contracts and blueprints for Church buildings, mortgages, and a list of members.
- (g) Maintain possession of a duplicate safe deposit box key in conjunction with the Board of Trustees.
- (h) Maintain and organize official records.
- (i) Act as Church Archivist.
- (j) Publish and provide notification of all meetings in the official Church communication publication or in any other official form of communication.

**(B) Direction**

The Clerk will receive direction from the Executive Committee and the Pastor as appropriate.

**(C) Voting/Membership**

The Clerk shall be a Church Member elected at an Annual Meeting, for a five year term, or appointed by proper action of the Executive Committee as provided for under Duties of Executive Committee. If a vacancy occurs the Business Manager shall perform such duties until the vacancy has been filled. If a vacancy occurs in the Clerk's office within one month of the Annual Meeting, filling the vacant position may await the Annual Meeting.

- (2) The Clerk shall serve as a voting member of the Executive Committee and Trustees.

**ARTICLE XIII**

**TREASURER, BUSINESS MANAGER AND CHURCH FINANCE POLICY**

**(A) Duties of the Treasurer**

(1) The Treasurer's duties will be performed according to the Financial Operating Procedures approved by the Trustees.

(2) The Treasurer will receive and disburse money as directed by the officers of the Church. These officers consist of the elected Church officers and the leadership of each of the Church's organizations having budget categories under their control.

(3) The Treasurer will sign all checks on behalf of the Church. The Treasurer will sign all checks along with a designated Trustee co-signer. The Treasurer will sign official financial documents as required for the Church.

(4) The Treasurer will keep suitable records of Church finances and prepare an annual financial statement to be included in the Annual Report.

(5) The Treasurer will provide a financial report to the Trustees' monthly meeting, the Executive Committee regular meetings, and other meetings as requested by the Executive Committee or Trustees.

(6) The Treasurer upon request will provide a copy of the Cash Disbursement Journal and account reconciliation to the Trustees for review. The Treasurer will provide sufficient detail of spending to enable the Executive Committee or their designee to perform an audit, the scope of which shall be determined annually in consultation between the Treasurer and the Executive Committee.

(7) The Treasurer will provide support and guidance to fund raising activities to assure consistent record keeping and compliance with tax rules and the Constitution of the Church.

(8) The Treasurer will implement adequate controls to assure the appropriate confidentiality of Church financial records.

(9) The Treasurer will complete tax returns, as required by law, on behalf of the Church.

(10) The Treasurer will provide annual reports to givers, including pledge information where appropriate.

#### (B) Direction

(1) The Treasurer receives written authorization from Chairpersons, their designees or authorized staff for disbursements according to the approved budget or other approved uses of Church funds.

(2) The Treasurer provides investment and other financial input to the Executive Committee, Trustees, and Business Manager.

#### (C) Voting/Membership

The Treasurer shall be a Church member elected at an Annual Meeting for a term of three years. If a vacancy occurs, a Church Member, appointed by the Executive Committee, will complete the remainder of the term. If a vacancy occurs in the Treasurer's office within one month of the Annual Meeting, filling the position may await the Annual Meeting. The Treasurer shall serve as a voting member of the Executive Committee.



#### (D) Duties of the Business Manager

- (1) The Business Manager duties will be performed according to the Financial Operating Procedures as approved by the Trustees.
- (2) The Business Manager or Treasurer, in the company of and with the assistance of other Church officers, will count and record all Church offerings and special offerings.
- (3) The Business Manager will keep records of all donors, offerings and pledges.
- (4) In the absences of the Treasurer, the Business Manager will deposit offerings and donations and provide detailed records and bank receipts to the Treasurer.
- (5) The Business Manager will assist the Treasurer in providing periodic reports to donors and pledge reports to pledgers.
- (6) The Business Manager will provide statistical input to the Executive Committee on giving trends, preserving the anonymity of the givers.
- (7) The Business Manager may fulfill the duties of Treasurer, in the absence of the Treasurer, as needed; as long as the Trustees are satisfied that appropriate financial controls can be assured.

#### (E) Direction

The Business Manager receives direction from the Executive Committee, the Treasurer and the Trustees. Day-to-day supervision, work hours, general office practices of the Business Manager is the responsibility of the Pastor.

- (1) The Business Manager shall be a Church member selected by the pastor and approved by the Executive Committee for an indefinite term.
- (2) The Business Manager shall serve as the Financial Secretary.

#### (G) Church Finances Policy

- (1) The procedures required to provide adequate controls for the receipt and disbursement of the Church finances are set forth in the Financial Operating Procedures approved by the Trustees. The Trustees must approve any changes to the procedures. All procedures must be consistent with the Constitution and Bylaws of this Church.
- (2) The Church's financial accounts shall be maintained in an accounting system for non-profit organizations based on generally accepted accounting principles.
- (3) All interest and other earnings from the Church's invested funds will be applied to the General Funds.
- (4) A pledge is a serious personal commitment to the Church and assists the Trustees in annual budgeting for the work of the Church. Any required adjustments to pledges should, as a matter of courtesy information, be communicated to the Business Manager. Due to the highly personal nature of a pledge, the Church will not, however, assert any claim in a court of law against any person (or the estate of any person) that has pledged to the Church to collect the amount so pledged. Notwithstanding the foregoing, the Church reserves the right to make any claim it determines necessary or appropriate to collect any amounts other than pledges due and owing the Church.

**ARTICLE XIV**  
**STAFF/MINISTRY LEADERS/OTHER COMMITTEE MEMBERS**

(A) Church Staff

The pastor may bring in such staff as he feels are necessary to assist him in providing for the church. They will be employed at a salary agreed to by the Executive Committee and work under the direct supervision of the pastor, or indirectly under him under the supervision of a staff member appointed by the pastor.

(B) Purpose Champions:

- (1) Membership: To champion the fellowship and community building activities with the Church body.
- (2) Maturity: To champion the spiritual growth and personal next of each member
- (3) Ministry: To champion the individual SHAPE discovery process with the church
- (4) Mission: To champion outreach to the unconnected and unchurched in our community and around the world.
- (5) Magnification: To champion the purpose of worship.

(C) Ministry Leaders

Church Ministry leaders are to advise and assist the pastor in the spiritual interests of the church and be zealous to guard and to promote a spirit of unity and peace within the church. They will act as a sounding board from the congregation to the pastor and shall discuss matters of importance to the church. It is the responsibility of the Executive Committee and the Pastor to recommend to the church names of those to serve as Ministry Leaders. All leaders, appointed or elected are to meet the spiritual qualifications given in 1 Timothy 3:8-13 & Acts 1:1-6. All leaders of this church or any of its related ministries shall be saved, active members of the church in agreement with the doctrinal position of the church, tithers, soul winners, and loyal to the pastor.

(D) Ordination of Ministers

Any recognized licensed minister of this Church or its mission churches, who gives evidence of a genuine call of God into the work of the ministry and possesses the qualification stated in 1 Timothy 3:1-7 and Titus 1:6-9, may be ordained as a minister of the Gospel. If a candidate is found worthy of the ordination by the Pastor and a designated ordination committee, they may ordain the candidate on behalf of the Church. The Pastor and Chairman of Deacons shall arrange for the ordination service

**ARTICLE XV**  
**Tax-Exempt Provision**

(A) Racial Nondiscrimination:

The Church shall have a racially non-discriminatory policy and therefore shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

(B) Political Involvement:

No substantial part of the activities of the Church shall be the carrying on of propaganda or otherwise attempting to influence legislation. The Church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

(C) Dissolution:

Upon dissolution of this church, the Trustees shall, after paying or making provision for the liabilities of the church, dispose of all of the assets of the church to such organizations organized and operated exclusively for religious purposes as at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Law Code of 1986 (or the corresponding provision of any future US Internal Revenue Law), as the Trustees shall determine. Assets may be distributed only to organizations, which agree with the Church's Statement of Faith.

**ARTICLE XVI**  
**Designated Contributions**

From time to time the Church, in the exercise of its religious, educational, and charitable purpose, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the Executive Committee and the Pastor. No fiduciary obligation shall be created by any designation contribution made to the Church other than to use the contribution for the general furtherance of any of the purpose in Article 2 of the Constitution.

**ARTICLE XVII  
BYLAWS AND AMENDMENTS**

The Bylaws may be amended only by a two-thirds vote of the active members voting at any Annual Meeting or at a Special Meeting called for that purpose, the proper notice having been given as required by Article VI.

Any amendment proposed by twenty-five percent (25%) of the Active Members of the Church or by the Executive Committee shall be considered at the next Annual Meeting, or at a Special Meeting called for that purpose. The Executive Committee will appoint a Bylaws Review Committee at least once every four years, which committee shall be the same committee charged with review of the Constitution.

**ARTICLE XVIII  
MISCELLANEOUS**

The Executive Committee without need for further authorization will have and shall exercise administrative responsibility for the organizational format of these Bylaws, and for correction of typographical errors and oversights in grammar, punctuation and spelling where ever they appear in these Bylaws or any amendment thereof.

Adoption

This constitution was adopted by two third majority vote of the members present and voting a duly-called meeting of the Church in which a quorum was present.

This Constitution and By-Laws supersedes any other constitutions and /or by-laws of the Resurrection Baptist Church.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church Clerk