

CONSTITUTION/BYLAWS

Resurrection Baptist Church

CONSTITUTION/BYLAWS  
RESURRECTION BAPTIST CHURCH  
DECEMBER 2016  
(FINAL REVISION)

# CONSTITUTION/BYLAWS

## Resurrection Baptist Church

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

These Bylaws shall supersede any previous Bylaws to include the latest amendment dated Nov. 12, 2012.

### **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 E. Live Oak Road, Schertz, Texas 78154. All subsequent locations will be governed by this document. The Executive Leadership Team (ELT) 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 in 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, 2 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)

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

### ARTICLE III

#### Statement of Faith

1. 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. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God and the rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27). The ordinances of the Church are:
  - a. **Water Baptism**
  - b. **The Lord's Supper**
2. The Articles of Faith:
  - 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. PERSERVANCE 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 governance 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. [SEP]
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 is defined as one whom within a calendar year:
  - a. Attends worship services.
  - b. Observes or participates in the sacraments as defined in the Scriptures.
  - c. Contributes financially, as they are able, to support the Church and its benevolences.
  - d. Strives to participate in a ministry, committee, project or similar activity of the Church.
  - e. 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.
3. An Inactive member is defined as one whom within a calendar year:
  - a. Is not actively attending, participating in, or financially supporting the ministries of this Church.
  - b. Has moved away from the community, or
  - c. Requests this status.

The Membership Champion shall request membership rosters from the Chief Operating Officer semiannually for the purpose of determining Active Member status.

### SECTION IV: Responsibilities of Membership

The responsibilities of membership are described in the Next Step membership classes. All members should participate in Next Step as a part of assimilation into the Church.

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### 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 removal 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. Dismissal by the Senior Pastor and ELT according to the following conditions:
  - a. The member's lifestyle and conduct is not in accordance with the Scriptures and the member hinders the ministry influence of the Church in the community
  - b. Procedures for dismissal of a member shall be in accordance with Matthew 18:15-17.

### SECTION VII: Restoration of Members

Members dismissed by the Senior Pastor/ELT may be restored when their lifestyles are judged to be in accordance with the Scriptures -- Galatians 6:1.

## **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 ELT.

### 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 ELT. 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 the Church shall be held on the second Wednesday in December.
2. At this meeting the annual reports of the Pastor, Chief Operating Officer and Church Clerk shall be presented. Officers and leaders may be elected by a simple majority, and such other business transacted as may be specified in the Call, as stated by the Constitution. All reports made at the Annual Meeting shall be available in writing and shall be for the current year.

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3. Notice of meetings of the Church, 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 ELT, the Senior Pastor, or a petition to the ELT signed by at least 25 percent 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 weeks prior to a meeting. Notification of membership meetings may be given in any of the following manners:
  - a. Announcement of the meeting in the Church bulletin.
  - b. Oral announcement to the congregation at a Sunday service.
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. Call or removing the Senior Pastor
  - b. Amending the Articles of Incorporation
  - c. Adopting, amending or repealing bylaws
  - d. Disposing of all or substantial portions of the Church's assets
  - e. Adopting or amending a merger agreement
  - f. Approving the election to 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 a Church Meeting. It is the function of the ELT, pursuant to these Bylaws, to represent and act for the Congregation between Congregational Meetings. The vote of the majority of Active Members present at the Congregational Meeting shall be the action of the Church.

## 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 officer of the church in spiritual and physical matters. This Constitution/Bylaws 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.

1. The Pastor's duties to the Congregation shall be:
  - a. To be a member of the Church and to provide overall leadership (1 Timothy 3:2-7; Titus 1:6-9) for the Congregation and facilitate dialogue and growth.
  - b. To encourage each person to seek an understanding of God in all aspects of life.
  - c. To be the guardian, 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;
  - d. To be active in pastoral service through leading, counseling and consoling;
  - e. To direct, coordinate and manage the Staff in working to meet the needs of the Church. Staff shall include those individuals who occupy positions for which payment is made in return for services rendered; such positions include, Chief Operating Officer, Pastor of Administration, Minister of Music, Facilities Manager and other positions, which may from time to time be designated by the ELT as Staff positions. The ELT shall have, pursuant to Article IX, authority to hire/fire paid Staff.
  - f. To maintain a good working relationship with the ELT, Deacons, Trustees, Christian Education Director and all other Church groups.
  - g. To report to the Church at the Annual Meeting, a report on his work for the past year, the State of the Church community and his vision for the future.
2. Duties of the Congregation to the Pastor shall be:
  - a. To respect the time and talents of the Pastor and his family and not require them to assume roles of leadership or levels of involvement beyond their wishes.
  - b. To respect the family's privacy and need for time together.
3. Direction:
  - a. The Direction for the Pastor comes from the Congregation. The Deacon Ministry serves as support and feedback to the Pastor. It is acknowledged that the Pastor shall naturally heed his Calling from God and the dictates of his Christian conscience.
  - b. An Annual Performance Review and Salary Assessment will be conducted by the ELT.

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4. Voting/Membership: The Pastor has voting privilege at ELT and Congregational meetings, and shall be an ex-officio member of all ministries and committees.
5. Vacancy: A Pastoral Vacancy may occur when the Pastor resigns for any reason or is asked to resign or dismissed by the congregations for the following reasons:
  - a. Falling into sinful and worldly practices without repentance,
  - b. Engaging in conduct that could hinder the purpose of the Church,
  - c. Teaching doctrines inconsistent with The Holy Bible,
  - d. Gross neglect of duties,
  - e. Disability.
  - f. Resignation/Dismissal
    - (1) 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.
    - (2) In the event of cause for dismissal, the ELT under the leadership of Chairman of 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 or resignation will be sought shall not exceed three months. A two-thirds vote of a quorum 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.
  - g. Pastoral Search Committee
    - (1) Whenever a pastoral vacancy occurs, the ELT shall appoint a Pastoral Search Committee consisting of five or more members including at least one Deacon and one Trustee.
    - (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 as an 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 and Chief Operating Officer. The ELT will provide guidance in the areas of participation in a Pension Fund, the Pastor's health insurance program, housing arrangements, and other terms. The Pastoral Search Committee shall present names of candidates to the Chairman of Deacons prior to negotiation. Final terms will be approved by the ELT. The Committee shall present a copy of the Church's Constitution/Bylaws to the candidate.



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

### **ARTICLE IX**

#### **DEACON MINISTRY**

1. Duties:
  - a. 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.
  - b. The Deacons prepare and assist in administering the Sacraments. They consult with the Pastor on questions of marriage and baptism for non-members of the Church. The Deacons assist the Pastor in the care of people who seek membership in our Church community. They coordinate any special or extenuating needs of members of the Church as part of Congregational life.
2. Meetings:
  - a. 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.
  - b. At least 60 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 anonymous gifts or 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.
  - c. Meetings may be conducted by phone or other means (i.e., electronic mail or teleconference) for physical emergencies or 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.
  - d. The Chairman or Secretary shall be responsible for ensuring the agenda and meeting minutes are maintained in an orderly fashion.
3. Direction: The Deacons receive direction from the Pastor, the ELT, and recommendations from the Congregation.
4. Voting/Membership

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- a. The Deacons Ministry shall consist of Church members ordained and confirmed at a Church Meeting, or appointed by proper action of the ELT. A Deacon may serve only at the pleasure of the Pastor and the approval of the ELT. Any Deacon recommended by the Pastor or ELT for termination of term will cease to serve immediately upon notification by the Chairman of Deacons.
- b. Any Deacon who has three unexcused absences in a single year shall be removed from the Ministry. It shall be the responsibility of the Chairman to monitor attendance and the entire Deacon body's responsibility to remove members whose non-attendance mandates removal.

## **ARTICLE X**

### **EXECUTIVE LEADERSHIP TEAM**

The ELT shall be composed of the Pastor, Chief Operating Officer, Pastor of Administration, Church Clerk, Treasurer, Chairman and Co-Chairman of Deacons, Chairman of Trustees, Christian Education Director, and any other ministry leaders established by the team.

1. Duties:
  - a. As the executive body of the Church and representatives of the Congregation, the ELT shall provide leadership, set policy and advise the various ministries and groups of the Church.
  - b. The ELT shall act as the principal committee within the Church to discuss major issues affecting the Church including regular provision for long-range planning.
  - c. The ELT may appoint committees or task forces to serve specific purposes.
  - d. The ELT 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 ELT is not obligated to fill the vacancy with the recommended replacement.
  - e. The ELT shall have authority to hire, discipline, or discharge any of the paid Staff, except the Pastor, upon recommendation of the Pastor.
  - f. The ELT shall arrange for an annual audit of the financial records of the Church that may, but need not be a formal CPA audit.
  - g. The Pastor shall conduct all ELT and Congregational Meetings. The Pastor shall appoint a Church officer to conduct a meeting in his absence.
  - h. The Church Clerk shall sign all official Church documents as required.
  - i. The Pastor shall set the agenda for ELT Meetings, Congregational and Annual Meetings. Agendas shall be posted at least one week prior to the meeting.

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- j. The ELT shall be the primary resource within the Church for the resolution of conflicting interpretations of the Constitution and Bylaws, or reconciling issues arising out of the implementation thereof.
  - k. The ELT shall review recommendations and recommend candidates for the office of Trustee prior to presentation to the Church.
  - l. The ELT shall review recommendations and recommend candidates for the office of Deacon prior to presentation to the Church.
2. Meetings:
- a. The ELT shall meet at least quarterly for the transaction of such business that may properly come before it. The first meeting shall occur within one month after the Annual Church Meeting.
  - b. At least 60 percent of this body constitutes a quorum for any vote and they approve an action by simple majority.
  - c. Meetings may be conducted by phone or other means (i.e., electronic mail or teleconferencing) for physical emergencies. Minutes of these meetings must be kept and included as part of the official record of the Church.
3. Direction: The ELT shall be responsible to the Congregation.
4. Voting/Membership:
- a. ELT voting members are the Pastor, Chief Operating Officer, Pastor of Administration, Church Clerk, Treasurer, Chairman and Co-Chairman of Deacons, Chairman of Trustees, Christian Education Director, and any other ministry leaders established by the team.
  - b. The Pastor will only vote at the ELT meeting to break a tie.
5. Annual Review/Pastor and Staff
- a. A specific function of the ELT shall include an annual review of the Pastor and all Staff. At a minimum such reviews should include input from the Deacons and Trustees.
  - b. The purpose of such review is to evaluate the performance of the Pastor and all Staff to foster constructive dialogue, growth and improvement of Pastor/Congregation relations.

### 6. MEMBER COMPLAINTS

In the case of a complaint involving a member of the Church 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 ELT shall apply:

- a. The Church Member may, either in writing or at a regular ELT meeting, request an appearance before the ELT.
- b. The ELT shall meet initially with the Church Member making the complaint. It is the prerogative of the ELT to refuse to hear further or act on the Church Member's complaint

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and, if they so decide, they shall thereupon disband without taking any further action or hearing concerning the Church Member's complaint.

- c. If the ELT determines the matter merits further attention, they shall make a report concerning their deliberations after the passage of no more than six (6) weeks.
- d. 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 ELT to the procedures set forth in Subsections 1-5.

## ARTICLE XI

### TRUSTEES

1. Duties:
  - a. The entire assets and properties of the Church shall be entrusted to and managed by the Trustees.
  - b. 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 properties 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.
  - c. 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 Chief Operating Officer (COO), 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 ELT.
  - d. The Trustees may rely and act upon both specific spending authorizations as well as 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 ELT before overspending any line item of the annual budget or any other expenditure up to a maximum of \$10,000. Any other such non-budgeted expenditure greater than \$50,000 requires ELT approval. Purchase of real property or mortgages requires Congregational approval.
  - e. 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.

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- f. The Trustees shall maintain possession of a duplicate safe deposit box key in conjunction with the Chief Operating Officer.
  - g. A designated Trustee, with the Treasurer and Chief Operating Officer, will review investment opportunities and make recommendations to the Trustees and ELT.
2. Meetings:
- a. 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.
  - b. At least 60 percent of the Trustees constitute a quorum for any vote. Approval for actions may be by simple majority. Closed sessions at the end of a regularly scheduled meeting may be called to discuss anonymous gifts or other matters when agreed upon by a quorum when such closed meetings are deemed to be in the best interests of the Church.
  - c. Meetings may be conducted by phone or other means (i.e., electronic mail or teleconferencing) for physical emergencies or 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.
  - d. The Chairperson or Church Clerk shall be responsible for ensuring the agenda and meeting minutes are maintained in an orderly fashion.
3. Direction: The Trustees receive direction from the Congregation and recommendations and assistance from the Pastor and the ELT.
4. Voting/Membership
- a. The Trustees shall consist of Church members elected at an Annual Meeting, or appointed by proper action of the ELT. 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 by official vote of the ELT.
  - b. An appointed member of the Trustees shall work with the Treasurer and Chief Operating Officer to review cash disbursement, journal account reconciliation, and details of spending and receipts each month.
  - c. 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

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removal.

5. 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 ELT. 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**

1. Duties:
  - a. 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.
  - b. The Clerk will record minutes of all ELT 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.
  - c. The Clerk will count and record the votes on all issues at Congregational and ELT meetings.
  - d. Additional duties include:
    - 1) Attest and sign official Church documents as required.
    - 2) 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.
    - 3) Maintain possession of a duplicate safe deposit box key in conjunction with the Trustees.
    - 4) Maintain and organize official records.
    - 5) Act as Church Archivist.
    - 6) Publish and provide notification of all meetings in the official Church communication publication or in any other official form of communication.
2. Direction: The Clerk will receive direction from the ELT and the Pastor as appropriate.
3. Voting/Membership
  - a. The Clerk shall be a Church Member elected at an Annual Meeting for a five-year term, or appointed by proper action of the ELT. If a vacancy occurs the Chief

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Operating Officer 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.

- b. The Clerk shall serve as a voting member of the ELT and Trustees.

### **ARTICLE XIII**

#### **TREASURER, CHIEF OPERATING OFFICER, AND CHURCH FINANCE POLICY**

##### 1. Duties of the Treasurer

- a. The Treasurer's duties will be performed according to the Financial Operating Procedures approved by the Trustees.
- b. The Treasurer will receive and disburse money as directed by the ELT.
- c. The Treasurer, along with a designated Trustee co-signer, will sign all checks on behalf of the Church. The Treasurer will sign official financial documents as required for the Church.
- d. The Treasurer or COO will keep records of Church finances and prepare an annual financial statement to be included in the Annual Report.
- e. The COO will provide a monthly financial report to the Trustees and the ELT.
- f. 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 details of spending to enable the ELT or their designee to perform an audit, the scope of which shall be determined annually in consultation between the Treasurer and the ELT.
- g. The Treasurer will implement adequate controls to assure the appropriate confidentiality of Church financial records.
- h. The Treasurer will complete tax returns, as required by law, on behalf of the Church.

##### 2. Direction

- a. The Treasurer disburses funds as approved by the Chief Operating Officer that are received in writing from ministry champions, their designees or authorized staff for disbursements according to the approved budget or other approved uses of Church funds.
- b. The Treasurer and/or the Chief Operating Officer provides investment and other financial input to the ELT and Trustees.

##### 3. Voting/Membership

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The Treasurer shall be a Church member elected at an Annual Meeting for a term of three years. The term of the Treasurer may be extended by an official vote of the ELT. If a vacancy occurs, a Church Member, appointed by the ELT, 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 ELT.

#### 4. Duties of the Chief Operating Officer

- a. The COO duties will be performed according to the Financial Operating Procedures as approved by the Trustees.
- b. The COO or Treasurer, in the company of and with the assistance of other Church officers, will count and record all Church offerings and special offerings.
- c. The COO will keep records of all donors, offerings and pledges.
- d. The COO will keep and maintain all member roll records.
- e. In the absence of the Treasurer, the COO will deposit offerings and donations and provide detailed records and bank receipts to the Treasurer.
- f. The COO will provide annual reports to givers, including pledge information where appropriate.
- g. The COO will provide statistical input to the ELT on giving trends, preserving the anonymity of the givers.
- h. The COO 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.
- i. The COO will monitor and maintain bank records and review and approve operational expenditures as prescribed in the Financial Operating Procedures.

5. The COO shall be a Church member recommended by the Pastor and approved by the ELT for an indefinite term. The COO receives direction from the ELT, Pastor or Pastor of Administration. .

#### 6. Church Financial Policy

- a. 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.



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- b. The Church's financial accounts shall be maintained in an accounting system for non-profit organizations based on generally accepted accounting principles.
- c. All interest and other earnings from the Church's invested funds will be applied to the General Funds.
- d. A Pledge is a serious personal commitment to the Church and assists the COO and 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 COO. 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**

##### 1. Church Staff

The Pastor may recommend for hiring/firing such staff/staff positions as he deems necessary to assist him in providing for the church. They will be employed at a salary agreed to by the ELT and work under the direct supervision of the Pastor, or indirectly under him under the supervision of a staff member appointed by the Pastor.

##### 2. Purpose Champions

- a. **MEMBERSHIP:** To champion the fellowship and community building activities with the Church body.
- b. **MATURITY:** To champion the spiritual and personal growth of each member.
- c. **MINISTRY:** To champion the individual SHAPE discovery process with the Church.
- d. **MISSION:** To champion outreach to the unconnected and unchurched in our community and around the world.
- e. **MAGNIFICATION:** To champion the purpose of worship.

##### 3. 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 ELT and the Pastor to

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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 I Timothy 3:8-13 and 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, complete "Basic Doctrine" and loyal to the Pastor.

#### 4. Ordination or Licensing 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 qualifications stated in I Timothy 3:1-7 and Titus 1:6-9, may be ordained or licensed as a minister of the Gospel. The Pastor and Chairman of Deacons shall arrange the ordination/licensing service.

### ARTICLE XV

#### Tax-Exempt Provision

1. Racial Non-discrimination: 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, national or ethnic origin.
2. 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.
3. Dissolution: In the event of 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 that 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 U.S. 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 ELT and the Pastor. No fiduciary obligation shall be created by any designated contribution made to the Church other than to use the contribution for the general furtherance of any purpose in Article II of this Constitution.

### ARTICLE XVII

#### BYLAWS AND AMENDMENTS

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The Bylaws may be amended 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 ELT shall be considered at the next Annual Meeting, or at a Special Meeting called for that purpose. The ELT will appoint a Bylaws Review Committee at least once every four years charged with review of the Constitution.

**ARTICLE XVIII**

**MISCELLANEOUS**

The ELT 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, grammar, punctuation and spelling wherever they appear in these Bylaws or any amendment thereof.

ADOPTION

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

This Constitution and Bylaws supersedes any other Constitutions and/or Bylaws of the Resurrection Baptist Church.

\_\_\_\_\_  
Date

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

