

**CONSTITUTION  
OF WOODSIDE BAPTIST CHURCH  
Denver, Colorado**

**Preamble**

Since the Bible admonishes us saying, "*Let all things be done decently and in order*" (I Cor. 14:40), we, a body of baptized believers in Jesus Christ, placing our faith wholly in the Lord Jesus Christ for our salvation, following the teachings and practices of Baptist doctrine, which includes baptism by immersion, those greatly distinctive principles for which they have ever stood, and accepting the whole Bible as our authoritative rule of faith and practice, do solemnly band ourselves together as a New Testament Church, and adopt for our government and plan of worship the following constitution by which we willingly and cheerfully agree to be governed.

**Article I- Name and Entity**

The name of this church shall be the **Woodside Baptist Church** of Denver, Colorado. The legal entity of the church shall be a non-profit religious organization, chartered under the applicable statutes of the state of Colorado, and shall operate as set forth in the bylaws of the church

**Article II- Purpose**

The purpose of this church shall be to make disciples of all men at home and abroad. It shall seek to attain this end through the public worship of God, the preaching of the Gospel of the Lord Jesus Christ, consistent Christian living by its members, personal evangelism (Matt.28:19,20), missionary endeavors, Christian education, and benevolence. It shall seek the spiritual improvement of its members and friends through the teaching of the whole counsel of God as revealed in the Scriptures.

**Article III- Locations**

This church shall be one in name, government, and administration, regardless of the number of physical meeting places being utilized at any given time. The number of locations for meeting shall be as deemed necessary by the church itself.

#### **Article IV- Autonomy**

The government and administration of this church are vested in the body of believers who compose its membership. They are subject to the control of no outside ecclesiastical organization. However, this church recognizes and sustains the obligations of mutual counsel and cooperation which are common among churches of like faith and practice, so long as the independence and autonomy of this church is maintained.

#### **Article V- Confession of Faith**

We believe the Bible to be verbally inspired by God in its original writings, that it is truth without any mixture of error, and is the sole rule of faith and practice for believers. We believe that God has supernaturally preserved His Word for us today. We believe that the King James Bible is the inspired and preserved Word of God.

We believe there is only one true God, coexisting in three persons: Father, Son, and Holy Spirit. These three are coeternal and coequal for all eternity, each with distinct personalities, but all of one essence.

We believe that Adam was created in holiness in the image of God, but, by voluntary transgression, fell, and thus the whole race is now sinful by nature and practice, and is therefore under just condemnation to eternal separation from God.

We believe that Jesus Christ is the eternal Son of God who entered into the world through the virgin birth, and lived among us without sin as perfect man and perfect God.

We believe that Jesus Christ shed His blood on Calvary as a vicarious substitute for all sinners and that He was buried, rose again bodily, and ascended to the right hand of the Father, whence He will personally return to rapture His Church before the seven years of Great Tribulation followed by His pre-millennial return to earth to establish His Kingdom according to the Scriptures.

We believe that the Holy Spirit convicts sinners. He regenerates, sanctifies, indwells, and fills the believer for effective service.

We believe that men are born again by the Holy Spirit as they repent and believe the gospel message. We believe that we are justified by grace through faith in the shed blood of Jesus Christ without any mixture of works.

We believe in the priesthood of the believer and that God has made provision for each believer to be victorious by being led of the Spirit and not walking after the flesh.

We believe in the eternal security of the believer and that he is guaranteed eternal life and a resurrected glorified body at the coming of our Lord Jesus Christ.

We believe that a New Testament Church is an autonomous local group of believers, baptized by immersion, and actively engaged in fulfilling the Great Commission. We believe that Baptism and the Lord's Supper constitute the only two ordinances of the church.

We believe in the resurrection of both the saved and the lost--the saved unto the resurrection of life eternal, and the lost unto the resurrection of eternal damnation. When the saved die, they are immediately in the presence of the Lord.

We believe that Satan is a person and that Hell is a place of eternal conscious punishment for him, his hosts, and all unbelievers.

We believe that churches are mandated by Scripture to abstain from all forms of compromise with unbelief. We believe that believers are commanded to fellowship only with those churches which follow scriptural methods. We believe that this mandate means, above all, complete separation from all forms of Modernism, including the World and National Council of Churches.

We believe that the Bible is the Word of God and sufficient for ministry use until Jesus comes. It declares itself to be the message of God and sets forth the principle that this message is to be interpreted as literally as possible within its historical and cultural background. We believe that we must follow the Scriptures and not emotions, avoiding the faddist and cultist deviation of our day, including the so-called Charismatic Movement. We further believe that, since the Scriptures are the inspired Word of God, we need to use the most accurate translation possible and avoid those translations and paraphrases of the Scripture which take liberties that are unwarranted. We will use the King James (Authorized) for general and church use.

### **Article VI- Membership**

**Section 1.** The membership of this church shall consist of believers in Christ who have been baptized by immersion after salvation and who take the Holy Bible as their sole rule of faith and practice. The classification and reception of members shall be as provided in the church bylaws.

**Section 2.** Persons may be received into membership who have given testimony of their faith in the Lord Jesus Christ as personal Savior, and who have been baptized by immersion after salvation.

**Section 3.** Procedure for admission and method of termination of membership shall be as provided in the church bylaws.

### **Article VII- Officers**

The officers of this Church shall be Pastor, Pastoral staff, all members of deacons, treasurer, church clerk, financial secretary, Sunday school superintendent(s), or any other elected office of the church. The duties and qualifications for all officers and their respective terms of office shall be as provided in the bylaws of the church.

### **Article VIII- Office and Committees**

The advisory office of this church shall be the office of Deacons. The duties of the Deacons shall be as provided in the church bylaws. Committees and their duties shall be as provided in the bylaws.

### **Article IX- Meetings**

There shall be devotional meetings for worship and prayer, educational meetings, and meetings for the transaction of church financial matters, including an annual fellowship meeting, as shall be provided for in the church bylaws.

### **Article X- Covenant**

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior, and, on the profession of our faith, having been baptized in the name of the Father, the Son, and the Holy Spirit, we do now, in the presence of God and this assembly, most solemnly and joyfully enter this covenant with one another as one body in Christ.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage; to abstain from all and any acts of immorality such as homosexuality, incest, adultery, fornication, uncleanness, pornography, and lasciviousness and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation; and, being mindful of the rules of our Savior, to secure these without delay.

We, moreover, engage that when we remove from this place, we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

#### **Article XI- Non-Discrimination**

This church does not discriminate on the basis of race, color, nationality, or ethnic origin for membership, offices, or privileges.

#### **Article XII- Political, Inurement, Dissolution**

In the event of dissolution, all the assets remaining after payment of debts will be distributed and used exclusively for religious or charitable purposes, provided they be organizations described in Section 1.501 (c) (3) of the Internal Revenue Code of 1954, being organizations which are declared exempt by the Federal Government. The procedure for selection shall be as stated in the bylaws of the church and . . .

1. That no part of the net earnings of the said corporation shall inure to the benefit of any private shareholder-individual.
2. That no part of the activities of the said corporation shall be to carry on propaganda or otherwise attempt to influence legislation, and shall not participate in or intervene in

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(including the publishing or distribution of statements) any  
political campaign on the behalf of any candidate for public  
office.

## **BYLAWS**

### **Article I- Reception of Members**

Regular members shall be those who have been received into this church according to the conditions set forth in the Constitution, Article VI "*Membership*" (p. 3). They have all rights, duties, privileges, and obligations as set forth in the church constitution.

### **SECTION I. ELIGIBILITY**

Any person professing faith in the Lord Jesus Christ as personal Savior and giving evidence of having been born again, and whose convictions are in harmony with the Confession of Faith (see Constitution, Article V), and who are in agreement with the church constitution, and who have been baptized by immersion, or are willing to be, shall be eligible for church membership.

### **SECTION II. PROCEDURE**

Consideration for membership is initiated by making a request thereof to the church in any regular church service, followed by giving testimony of salvation and evidence of baptism . Letters from other churches of like faith shall serve only as recommendation and indication of previous baptism.

### **SECTION III. ADMISSION**

Admission is by recommendation of the pastor or deacons. Any disagreement must be brought to the Pastor.

### **SECTION IV. RE-ADMISSION TO MEMBERSHIP**

Any person whose name, for any cause, has been removed from the roll or placed on the inactive list may, upon giving satisfactory evidence of their desire to live for Christ, be reinstated upon recommendation by the Pastor or Deacons.

**Article II- Classification of Members**

**SECTION I. ACTIVE MEMBERS**

Resident members who attend services regularly and contribute to the support of the ministry and work of the church or manifest sufficient interest in the work of the church.

**SECTION II. INACTIVE MEMBERS**

When members, without just cause or reason satisfactory to the Board of Deacons, shall fail to attend or manifest any interest in the Church for a period of three months, they shall be placed on the inactive list and lose their right to speak or vote at any meeting of the Church whatsoever. The Board of Deacons shall make every effort to reestablish the member's fellowship with the Church and may restore an inactive member to active membership whenever such person shall indicate a desire to be reinstated by his regular attendance at church for three full months. Names remaining on the "*inactive list*" for more than three months shall be removed from the list or dropped from the church roll, he or she shall be officially notified.

**SECTION III. PERMANENT INACTIVE MEMBERS**

Those who are permanently ill, retired, or have moved to a community where no church of like precious faith exists, and who faithfully support the Church with their tithes or those who through no circumstances of their own cannot faithfully attend the house of God. Each case shall be separately judged and approved by the Pastor and Board of Deacons. Permanent inactive members who absent themselves from church for six months' time, without just cause, shall be dropped from the roll.

**SECTION IV. PREPARATION OF THE MEMBERSHIP LIST**

The church clerk shall make a report to the Pastor and Deacon(s) once a year on all members eligible for the active, inactive, and permanent inactive lists with the cooperation of those appointed by the Pastor to assist.

**Article III- Termination of Membership**

**SECTION I. LETTER OF DISMISSAL**

Members who are on the active, inactive, or permanent inactive list shall upon their request, receive a letter of dismissal to unite with another church of like practice and faith.

**SECTION II. LETTERS OF CHARACTER AND STANDING, AND ERASURE OF NAME**

A member uniting with another church may be dismissed by a letter of character and standing, or inactive membership may end simply by erasure of the name from the church roll upon recommendation of the Pastor and/or Deacons.

**SECTION III. FELLOWSHIP WITHDRAWN FOR CAUSE**

Any member of the church guilty of practices and/or beliefs which would be considered sufficient cause for the rejection of an original request for membership shall have fellowship of this church withdrawn from the member if the member persists. All cases of discipline shall be dealt with in accordance with Article IV.

**Article IV- Discipline**

**SECTION I. AUTHORITY**

The Pastor together with the Deacon(s) shall serve as the discipline committee. For purposes of investigation of charges, the chairman of the Deacons may appoint a subcommittee of two or more Deacons, who will then report their findings to the Pastor and the Deacons.

**SECTION II. PROCEDURE**

(a) In the case of personal differences between members of the church, the parties should endeavor to settle their differences as laid down by our Lord in Matthew 18:15,16. If, after taking such steps, either member considers it necessary to bring the case before the church, he shall do so through the Pastor and Deacons, and both parties in the case shall have a hearing before them. The Pastor and Deacons may report such conclusions and recommendations to the church as they deem best.

(b) When the Pastor and Deacons learn that a member is living an inconsistent Christian life according to the Scriptures, they shall seek his restoration. If a member is charged with an offense which requires discipline, they shall proceed with a thorough investigation. They shall request him to appear before them to examine all charges and make his defense. In the event the accused fails to appear at the specified time and place without satisfactory reason, the case may be presented to the church for action at a specially called meeting.

(c) In all cases of discipline, if the Pastor (after seeking counsel from the Deacons), decides that the facts thus disclosed require the church to discipline the offending member, he shall so report to the church and shall notify the offender of the time when his case will be considered by the church.



(d) If, after careful examination, any member fails to give a satisfactory answer to the church in relation to charges preferred against him, or refuses to appear before the church when cited, he shall be excluded from the church fellowship. No hearing shall be necessary if the member refuses to contest the charges.

### **SECTION III. RESTRICTIONS OF MEMBERS**

(a) The slandering of the character of any member of the church, or the hurtful, destructive criticism of the methods and practices of the church, the Pastor, or other officers of the church shall be considered grounds for discipline.

(b) Any act of immorality (ie. homosexuality, adultery, incest, or fornication, etc.) that has not been repented of shall be considered grounds for discipline. Before any person guilty of immorality can be considered for leadership he or she must have gone through the steps to restoration laid out by the Pastor.

(c) The circulation of a petition among members shall not be allowed without the permission of the Pastor (who will consider the counsel of the Deacons). The person(s) circulating a petition without permission shall be subject to discipline.

(d) Members are prohibited from calling a meeting with the purpose of hindering or interrupting the work of an officer, board, or committee. Persons calling such a meeting shall be subject to discipline.

### **Article V- Divorce**

Divorced persons who have remarried, or those who have married divorced persons, shall, according to scripture, forfeit the right of holding the office of Pastor or Deacon during the time the original partner still lives. There are several activities in the church that a divorced person can be involved in. The initiating of divorce or the action of remarriage of divorced persons could be cause for disciplinary action.

### **Article VI- Financial Support**

This church shall be supported in all its endeavors by the tithes and free-will offerings of the people.

## **Article VII- Election of Officers**

### **SECTION I. ELECTION**

(a) Nominations for deacons will be held every year. The church members will submit their nominations. Then the names will be closely scrutinized in view of Acts 6:3 and 1 Tim.3:8-13 by the Pastor and staff with the advice of the deacons. The men who's names are left on the list will then be appointed by the Pastor and affirmed by the body.

(b) Deacons will serve for 3 years total with an opportunity every year to retire from the board.

(c) Vacancies for unexpired terms shall be filled according to the same procedures as given above.

(d) There may be times when the election of deacons is postponed at the discretion of the Pastor.

### **SECTION II. REMOVAL OR RESIGNATION**

(a) An officer of the church failing to fulfill the duties of his office may be removed from such office by the Pastor (after seeking advice from the Deacons).

(b) Any officer or appointee who desires to resign may do so orally before two or more witnesses. However, it is preferable that a resignation be put in writing and presented to the Pastor, or any one of the Deacons.

## **Article VIII- Pastor**

The highest office of the local New Testament Church is that of the Pastor (Shepherd), I Peter 5:2-4. The Biblical synonyms for this office are Bishop (Overseer- the office; what he does), Titus 1:6-9, Acts 20:28, I Tim 3:1-7; Elder (President of the Assembly- the man, what he is), I Pet 5:2; Minister (Servant), II Tim 2:24, Col 1:25. The Pastor shall meet all of the Biblical requirements for this high and holy office.

### **SECTION I. QUALIFICATIONS**

(a) Must be a regular, ordained minister of the Gospel

(b) Must subscribe wholeheartedly to the Confession of Faith as set forth in the Constitution of the church. Any change of his views to repudiate any part of his confession could result in immediate dismissal from the office.

(c) Must be in agreement with the Philosophy and convictions of the church.

(d) Must become a member of the church.

(e) Must not be a member of the National Council of Churches or any group connected with the Ecumenical Movement.

(f) Must demonstrate scriptural conduct and spiritual discipline, I Tim 3:1-7, I Tim 4:12.

(g) Must regularly study and meditate on God's Word, I Tim 4:15.

## **SECTION II. CALLING**

(a) The pulpit committee (see Article XVI, section 5) shall thoroughly investigate and prayerfully consider all candidates and make a report to the congregation at least once a month. As the Holy Spirit leads, they shall present the name of one candidate at a time for approval by the church at a special fellowship meeting called for that purpose. Before the candidate is presented to be voted upon, the pulpit committee must secure his permission and present it to the church, At the time of voting, a signed statement signifying the candidate's unreserved acceptance of the church's covenant and Confession of Faith must be presented. A three-fourths majority of the voting members present (quorum is necessary) must vote for a pastoral candidate before that candidate can be called to become the Pastor.

(b) The call shall be extended by the church through the Deacons.

(c) Should the candidate fail to receive the three-fourths majority or refuse the call, the pulpit committee shall seek another acceptable candidate.

## **SECTION III. TERMINATION**

The Pastor may be terminated upon recommendation by the Deacons to the church (see Article X, Section 7) and a three-fourths vote of the church. Conditions for termination are as follows:

(a) In case either the Pastor or the church shall desire to sever the pastoral relationship, not less than two months notice shall be given by either party so desiring. However, this period of time may be shortened by mutual agreement.

(b) If the Pastor is voted out of office, he shall be dismissed immediately from his pulpit, pastoral, and administrative duties with four weeks salary and use of housing allowance for 30 days.

(c) If the Pastor is found guilty of heresy or immorality, he shall be dismissed immediately (shall not preach, pastor, or administrate the church). Salary and benefits shall be discontinued immediately.

#### **SECTION IV. SALARY AND VACATIONS**

Salary shall be paid at least monthly as has been fixed and agreed upon by the Pastor and the church. Vacation with pay: first two years--2 weeks; third year--3 weeks; fourth year and thereafter--4 weeks. Annual vacation will be taken with no more than 2 Sundays taken successively.

#### **SECTION V. DUTIES**

(a) Preaches and teaches the Word of God with quality and quantity and with sufficient instruction to train leaders

(b) Directs and conducts all regular church services

(c) Administers Biblical ordinances of the church

(d) Has spiritual oversight of the church and schools

(e) Ministers in homes to the flock and the lost

(f) Serves as ex-officio member of all boards and committees

(g) Keeps up with theological trends and current events affecting Christian life and informs his flock about them

(h) Engages in all other ministries incumbent upon him as Moderator and Shepherd of the Flock

(i) Serves as moderator at all church fellowship meetings, except those meetings that pertain to him.

(j) Must be a tithing member of this local assembly.

### **Article IX- Church Staff**

#### **SECTION I. QUALIFICATIONS**

(a) Pastoral Staff: Pastoral Staff shall include assistant pastor(s) and/or youth pastor(s) and/or minister of music and/or such Pastoral Staff members as may be appointed by the Pastor (upon the recommendation of the Deacons and approval of the church). They shall have the same qualifications as the Pastor except no ordination will be required for these positions and no minimum age shall be specified. They shall be members of this church or shall become members immediately after assuming their positions. They shall be persons who, by signed statement, signify unreserved acceptance of the Church Covenant and Confession of faith.

(b) Other Staff: Other staff members shall be hired as appointed by pastor (upon the recommendation by the Deacons and approval by the church). Their qualifications and job descriptions shall be determined by the Pastor (with the advice of the Deacons).

## **SECTION II. CALLING OF PASTORAL STAFF**

The Pastor with the approval of the Deacons shall have the prerogative to select staff members in their respective area of calling to serve the Lord with the body of believers.

## **SECTION III. SALARY AND VACATION**

Salary shall be paid at least monthly as has been fixed and been approved by the Pastor with the advice of the Deacons. Annual vacations will be approved and set by the Pastor.

The annual compensation package for church staff is for ministerial duties rendered to the church.

## **SECTION IV. DUTIES**

(a) Each Pastoral Staff member shall perform such duties as may be prescribed in the job description and shall serve under the supervision of the Pastor.

(b) Other staff members shall perform such duties as may be prescribed in the job description and shall report to the Pastor.

(c) Must be a tithing member of this local assembly.

## **SECTION V. COPYRIGHT**

Woodside Baptist Church releases all ownership of copyright to any and every church member or staff member who writes, composes, etc. under the guidelines of the "works made for hire" definition (sec. 201 copywrite act).

## **SECTION VI. TERMINATION**

Pastoral Staff and other staff members may be dismissed by the Pastor with advice from the Deacons. All Pastoral Staff members shall tender their resignation when and if the Senior Pastor resigns.

(a) In case either a Pastoral or other staff member of the church shall desire to sever the staff relationship, not less than two months notice shall be given by the party so desiring.

However, this period of time may be shortened by mutual agreement.

(b) If a Pastoral or other staff member is dismissed from office, that member will be relieved and suspended immediately from all duties with four weeks salary and use of housing allowance for 30 days.

(c) If a Pastoral or other staff member is found guilty of heresy or immorality, that member will be dismissed immediately and suspended from all duties with two weeks salary and use of housing for 30 days. Salary and benefits shall be discontinued immediately.

## **Article X- Deacons**

### **SECTION I. QUALIFICATIONS**

A male member of this church, having attained the age of 21 years, and being a capable spiritual leader as set forth in God's Word (I Tim. 3:8-13; Acts 6:1-6), and living a consistent Christian life, is eligible to become a Deacon. Candidates for the office shall have been faithful members of the Church for at least six months. All full time vocational church staff members shall exclude themselves from eligibility for this office.

### **SECTION II. NUMBERS**

Deacons shall be elected proportionate to the need and growth of the body of believers. Additional deacons shall be added as the need presents itself.

### **SECTION III. ELECTION**

The office of Deacon is an elected office, with election governed by Article VII of these bylaws. All terms are for three years with the opportunity to resign or be dismissed every year. These men must be reelected/reaffirmed every year. There shall be 1 year of moratorium for each man before they can be nominated again to the deacon board.

### **SECTION IV. DUTIES**

(a) Deacons shall serve the church by serving in a "*multitude of counsel*" position to the pastor and by being servants in all aspects of the ministry.

(b) Deacons will meet and counsel with those who may seek church membership or dismissal.

(c) Deacons will assist in the administration of the Lord's Supper and the ordinance of Baptism as assigned by the Pastor.

(d) In the absence of the Pastor and Pastoral Staff and church staff, they may be called on to conduct all church services or provide a substitute at the Pastor's request.

(e) The Deacons shall cooperate with the Pastor in the general supervision and distribution of all charities in the church to its poor and needy.

(f) The Deacons shall assist the Pastor as the Discipline Committee.

(g) The Deacons shall present an annual budget for church operations.

(h) The Deacons will encourage the leadership of the church to stay within the annual budget. They will cooperate with the Finance Manager and the Pastor in the revision of the budget upon anticipation of exceeding the total annual budget.

(i) The Deacons shall assist the Pastor in the screening of all missionaries and/or mission boards as to doctrine and character before support can be recommended to and approved by the church.

(j) The Deacons will serve as the property committee, being responsible for the insurance, maintenance, cleanliness, safety, and comfort of all church properties. The Deacons shall represent the church legally whenever necessary.

(k) The Deacons shall assist the pastor in formulating all matters of church policy.

(l) The Deacons shall appoint that number of its members to the nomination committee as specified in Article XVI Section II.

(m) Under the Pastor's leadership the Deacons shall be responsible for correction, reproof, and removal of any officer of the church who is found negligent in duty according to Article VII Section II.

(n) A deacon must be a tithing member of this local church.

## **SECTION V. ORGANIZATION**

(a) The Deacons shall elect their chairman and secretary directly following the annual election.

(b) Any member being absent from regular Deacons' meetings for three months in succession, apart from illness or valid excuse acceptable to the Pastor shall automatically be dropped from office. It shall be the responsibility of the affected Deacon to present excuse for absence.

## **SECTION VI. MEETINGS**

The Deacons shall meet regularly with the Pastor and shall require a majority for a quorum. The time and place shall be determined by the Pastor. Special meetings may be held at any time and place by call of the chairman or vice chairman, or any three Deacons with permission from the Pastor. Those calling the meeting should attempt to notify all Deacons. Special meetings will also require a quorum.

## **SECTION VII. VOTING**

A simple majority vote is required for all matters except the following:

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(a) The recommendation to the church to terminate the Pastor requires a three-fourths vote.

(b) To overrule dismissal of Pastoral Staff or other staff requires a three-fourths vote.

### **Article XI- Treasurer**

#### **SECTION I. QUALIFICATION**

The Treasurer shall be a member of this church in good standing and shall serve under the authority of the Pastor (with the advice of the Deacons).

#### **SECTION II. DUTIES**

(a) Funds. It shall be the duty of the Treasurer to receive from the Financial Secretary/or the Minister of Administration (Finance Manager) or Administration committee a report of all monies contributed for the various funds of the church and to disburse the same in accordance with the bylaws.

(b) Disbursements. All payments will be disbursed at the discretion of the Pastor and his administrative assistants with advice given by the Deacons. These payments must be made by check drawn only by the authority of the Pastor and Minister of Administration (Finance Manager) with advice from the Deacons. Two signatures are required.

(c) Records. He shall keep itemized and systematic accounts subject to inspection on demand by any active member of the church in good standing.

(d) Reports. He shall present a monthly statement of credit or indebtedness to the Deacons; If possible he should present one statement quarterly; and one annually to the church.

(e) Must be a tithing member of this local assembly.

### **Article XII- Financial Secretary and Assistant**

#### **SECTION I. QUALIFICATIONS AND ORGANIZATION**

The Financial Secretary shall be a member of this church in good standing and shall serve under the authority of the Pastor and Deacons.

#### **SECTION II. DUTIES**

(a) The Financial Secretary shall receive and account for all monies contributed or otherwise received by the church. He shall see that all monies received are credited to the proper church fund.



(b) The Financial Secretary shall see that an accurate record of the amounts are credited to each fund, furnishing a copy to be on file in the Church office.

(c) The Financial Secretary shall see that all offerings shall be deposited as soon as possible in the name of the church in a checking account at a reputable bank approved by the Deacons.

(d) The Financial Secretary shall keep accurate records of individual contributors and present to them an annual report of their giving upon request. The annual report given to the church shall be a summary of giving and shall not include individual names.

(e) The Financial Secretary shall be in charge of distributing offering envelopes.

(f) The Financial Secretary (or Finance Manager) shall be responsible for making sure that receipts are counted only by those authorized by the Pastor and Deacons.

(g) The Finance Manager may act as the Financial Secretary as assigned by the Pastor with the advice of the Deacons.

(h) Must be a tithing member of this local assembly.

### **Article XIII- Annual Examination of Books**

A qualified person shall perform an annual examination of all books and accounts and shall present a statement to the church.

### **Article XIV- Clerk**

#### **SECTION I. QUALIFICATIONS**

The clerk shall be a member of this church in good standing.

#### **SECTION II. DUTIES**

(a) Church Records. The clerk shall keep a record of all proceedings of the church, including all changes in membership, the correct addresses of members, and shall, when called to do so, produce such records and books for the inspection of any church member. It may be deemed necessary for the church secretary to function as the church clerk.

(b) Correspondence. It shall be the clerk's duty to conduct the official and legal correspondence of the Church, to keep and safeguard all books of records pertaining to this office and other documents of this church, and to forward correspondence to the attention of the Pastor and/or Deacons.

(c) Active/Inactive/Non-resident/Watch-care Membership Lists. The clerk shall maintain and supply such lists to the Deacons as stated in Article II, Section V.

(d) Must be a tithing member of this local assembly.

## **Article XV- Sunday School Officers**

### **SECTION I. QUALIFICATIONS**

Any person who is an active member of the church in good standing is eligible for any office of the Sunday school. All officers are appointed by the Pastor.

### **SECTION II. ORGANIZATION**

(a) The Sunday School superintendent shall have supervision of the various divisions of the Sunday school and shall cooperate with the ministry of Christian education in implementing the decisions of the Pastoral leadership in carrying out the education program of the church.

(b) The Sunday school superintendent shall organize the Sunday school staff, teachers, and workers, subject to final approval by the Pastor.

## **Article XVI- Committees**

### **SECTION I. GENERAL**

(a) There shall be two types of committees: special committees and standing committees. Special committees are those which are established for a special purpose temporarily, such as the pulpit committee, and are dissolved when their purposes are fulfilled. Standing committees are those which perform functions which require constant attention and close application throughout the entire church year. As long as the performance of such functions serves an important need, the committee should remain.

(b) Additional standing committees and special committees may be established as needed by the Pastor, and their duties, membership, and qualifications shall be set at that time.

(c) Membership Qualifications. All committee members shall be regular active members. Members of the nominating and pulpit committees shall be at least 21 years old.

(d) Term of Office. The term of office for all committees except the pulpit committee shall be one year or a period of time determined by the Pastor. The pulpit committee shall be relieved of duty when the new Pastor assumes his position.

(e) Removal from Office. Any committee member being absent from three consecutive committee meetings without excuse acceptable to the Pastor may be removed from office. This vacancy may then be immediately filled until the next election or appointment.

(f) As ex-officio member of all committees, the Pastor is to be notified of, and invited to, all committee meetings.

**SECTION II. PULPIT COMMITTEE**

The pulpit committee shall consist of at least four active church members with at least one Deacon. They shall be nominated and elected by the church at a specially called meeting. With approval from the deacons the committee shall secure pastoral candidates and provide pulpit supplies during the time the church may be without a pastor. All candidates shall be thoroughly investigated, as per Article VIII, Section II.

**Article XVII- Church Services/Meetings**

**SECTION I. WEEKLY SERVICES**

The regular weekly services shall consist of, as a minimum, the following: Sunday school, morning service, Sunday evening service, and Midweek evening service.

**SECTION II. ORDINANCES**

Baptism or the Lord's Supper may be held at any of the regular services.

**Article XVIII- Annual Fellowship Meetings**

**SECTION I. QUORUM AND VOTING**

A quorum at any church fellowship meeting consists of active members of voting age, eighteen years of age or older. The quorum is established if the number present meets or exceeds ten percent of the average Sunday morning worship service attendance for the past calendar year. A simple majority vote shall decide all matters except the calling or dismissal of a Pastor, election of Deacons, or amendment of the Constitution. The voting requirements for each of these matters are described in the corresponding articles (VII, VIII, X, and XXII).

**SECTION II. SCHEDULE OF FELLOWSHIP MEETINGS**

There shall be a quarterly fellowship meeting to consider various financial matters of the church. Special fellowship meetings may be called by the Pastor or Deacons at any time, provided that notice of such meeting be announced to the body at least one week in advance.

**SECTION III. ELECTION OF OFFICERS**

The annual election of officers shall be held preferably during the month of January. All officers or leaders not elected by the church or appointed under provision in these bylaws (see Article VII) shall be presented to the Pastor and Deacons for approval.

**SECTION IV. ORDER OF MATTERS**

It is preferred that the *Robert's Rules of Order* shall be used to conduct all fellowship meetings. We realize that this method of ordering our meetings can be laid aside due to the leading of the Holy Spirit functioning in the body and leadership.

**Article XIX- Auxiliary Organizations**

**SECTION I. AUTHORIZATION**

As part of the overall purpose of the church to win the lost to Christ and build up the believer, several auxiliary organizations shall be formed. Such organizations shall be formed under the discretion and wisdom of the pastoral leadership with due consideration from the deacons.

**SECTION II. QUALIFICATIONS OF LEADERS**

Officers of all auxiliary organizations, including teachers and counselors, shall be active members of the church in good standing and approved by the Pastor with counsel from the Deacons.

**Article XX- Properties**

**SECTION I. TRANSFER OF CHURCH PROPERTY**

In case any transfer or receipt of property for any building program is proposed it is recognized that the Pastor with the advice from the deacon board shall then present to the church body the steps being taken in line with the transaction involved.

The church body will then approve by vote.

**SECTION II. REFINANCING**

In the event of refinancing any indebtedness, action by the church will conform to the procedure established in Section I above.

**Article XXI- Dissolution**

In the event this church is dissolved, any assets or other property of the church shall in no way be disbursed to the benefit of any donors, members, directors, or officers of the church, or any private individuals. Rather, such assets and property shall be distributed to one or more organizations of like faith and practice, as the Deacons shall appoint, provided that such organization shall be recognized as a charitable organization in accordance with Article XII of the church Constitution.

**Article XXII- Amendment, Repeal, or Suspension**

**SECTION I. AMENDMENT OR REPEAL**

The Constitution and/or these bylaws may be amended or repealed at any annual, regular, or special fellowship meeting of the church by a three-fourths vote of the members present, provided that a quorum is established.

**SECTION II. PROCEDURE**

Any regular active member 18 years of age or over may propose a change to the bylaws. This proposal shall be given to the Pastor and Deacons in writing. At the next fellowship meeting this proposal shall then be brought up for discussion, Deacon recommendations, and secret ballot vote. Notice of the proposed change or changes shall have been announced, posted, and/or published in the bulletin two successive Sundays prior to the fellowship meeting at which the vote is to be taken.

**SECTION III. SUSPENSION** In case of an emergency, any part of these bylaws except Articles I, II, III, V, X, XI, XII, XX, XXI, and XXII may be suspended by a three-fourths majority of those present, qualified, and voting, but only for a single meeting. A motion to suspend need not be submitted in writing, but it will be voted on by secret ballot.