

# BYLAWS

OF

**FIRST SOUTHERN BAPTIST CHURCH**

**SAN LORENZO, California**

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**ARTICLE I**

**Fundamental Matters**

**Section 1.01 Purpose**

As members of the Body of Christ, we find our purpose in glorifying God, loving one another, and reaching the world for Jesus Christ. As a Church, our purpose is to equip and encourage our members to live out this goal.

**Section 1.02 Doctrine**

The doctrinal position of this Church is consistent with the statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000.

**Section 1.03 Polity**

This Church is a body of baptized believers, each of whom is equal in rank and privilege. Subject to the provisions of these bylaws, the articles of incorporation, and applicable law, members shall manage the affairs of the Church and shall exercise all powers of the Church as a California nonprofit religious corporation.

**Section 1.04 Cooperation**

This Church is subject to the control of no ecclesiastical body other than itself. This Church shall, however, cooperate with other churches of like faith and order in the fulfillment of its purpose. This Church shall at all times maintain its status as a cooperating church with East Bay Baptist a Southern Baptist Association, the California Baptist Convention, and the Southern Baptist Convention.

## **ARTICLE II**

### **Principle Office**

#### **Section 2.01 Principal Office**

The principal office for the transaction of the business of the Church is 15503 Usher St., San Lorenzo, California.

The church maintains an internet presence at: <http://fsbcsl.org>

#### **Section 2.02 Change**

The Members may change the principal office from one location to another. Any change of location of the principal office shall be noted by the Clerk on these bylaws opposite Section 2.01, or Section 2.01 may be amended to state the new location.

#### **Section 2.03 Other Offices**

The Members may at any time establish other offices at any place or places where the Church is qualified under applicable law to conduct its business.

## **ARTICLE III**

### **Members**

#### **Section 3.01 Provisional Membership**

Any person who meets each of the following criteria shall be a PROVISIONAL MEMBER of this Church.

- A. The person shall have made a public profession of conversion by faith in Jesus Christ as Savior and Lord.
- B. The person shall have been baptized by immersion in accordance with the Scripture by this Church or a church of like faith and order.
- C. The person shall have publicly requested admission to the membership of this Church at a regular church service. The pastor (or person leading the service) will tell the congregation the bases for the membership request as listed in section 3.02. Upon the unanimous voice affirmation of the church, the person is welcomed into fellowship as a PROVISIONAL MEMBER of the church.

### **Section 3.02 Bases for Full Membership**

A PROVISIONAL MEMBER will be accepted as a full MEMBER of the church on any of the following bases.

- A. By public profession of faith before this Church and baptism by this Church. The baptism will be recorded by the Clerk of the Church.
- B. Upon a letter of transfer received from another church of like faith and order. The letter will be kept by the Clerk of the Church.
- C. By statement in which the provisional member affirms that the criteria of Section 3.01 A and B are satisfied. This statement will be made to the pastor or a deacon. If accepted, it will be recorded by the Clerk of the Church.
- D. By restoration when the individual's status as a Member has been previously terminated for any reason. This request for restoration will be made to the pastor or to a deacon. If accepted, it will be recorded by the Clerk of the Church.

### **Section 3.03 Transfer of Membership**

Upon request from another church of like faith and order, the Church may grant the transfer of the membership of any Member by a vote of the Members. Membership may not be transferred in any other manner.

### **Section 3.04 Categories of Membership**

For ease of management, the Clerk of the Church and Administrative Assistant may track the greater church family by designating people as "member inactive", "regular attender" or a similar term. Only those persons designated MEMBER are eligible to vote in a business meeting and to hold a leadership position.

### **Section 3.05 Termination of Membership**

The membership of a Member shall terminate as follows.

- A. Membership shall terminate immediately upon the death of a Member, the Resignation of a Member, or the transfer of membership in accordance with Section 3.03.
- B. Membership shall terminate upon the vote of the Members when there is satisfactory evidence that:
  - 1. The person has affiliated as a member with another church or religious group.

2. The person has moved from the area served by this Church and established permanent residence in another location from which church attendance is not practical. This person may also be carried on the church roll as an “inactive member”.
  3. The person has failed to attend a single church service, business meeting, or church function within the previous 12 months. This person may also be carried on the church roll as an “inactive member”.
- C. Membership may be terminated for any other reason only in accordance with the following procedure.
1. The reason for the proposed termination of membership must first be presented to the Pastor and Deacons who shall attempt to resolve the situation.
  2. If the Pastor and Deacons determine that termination of membership is advisable, they shall recommend termination to the Members at a Business Meeting.
  3. The Member whose membership is proposed for termination shall be given special, written notice of the recommendation and the Business Meeting, either by personal delivery or by first class mail to his last known address. The notice shall be given in person at least ten days before the Business Meeting, or sent by first class mail to his last known address at least fourteen days before the Business Meeting. At the Business Meeting, he shall be given a reasonable opportunity to hear and respond to all reasons for the proposed termination.
  4. Upon compliance with the provisions of subparagraphs 1 through 3, above, the membership of a Member may be terminated by vote of the majority of Members.
  5. The termination of membership of a Member shall be in the sole discretion of the Church. The Church reserves onto itself full authority and power to determine its Members.

## **ARTICLE IV**

### **Meetings and Voting**

#### **Section 4.01 Business Meetings**

The Members shall meet for the conduct of the business of the Church on a regular basis. Each such meeting of the Members for the conduct of business is referred to in these bylaws as a “BUSINESS MEETING.” The Church may hold other services,

conferences, for other purposes, but the business of the Church shall not be conducted except in accordance with the provisions of these bylaws.

#### **Section 4.02 Regular Business Meetings**

REGULAR BUSINESS MEETINGS shall be on the fourth Sunday of the month immediately after the worship service. It will be held at the principal office for the transaction of business of the Church or at another location as is designated by the Members, and at the time regularly established by vote of the Members. No notice shall be required for a Regular Business Meeting. Regular Business Meetings shall be noted on the annual church calendar available to all members.

#### **Section 4.03 Special Business Meetings**

A SPECIAL BUSINESS MEETING shall be called and held only in accordance with the following procedure.

- A. A Special Business Meeting may be called only by the Pastor, a majority of the Deacons, or a majority of the Church Council.
- B. A Special Business Meeting shall be held only at the principal office for the transaction of the business of the Church, unless this requirement is waived and another location is designated by vote of the Members.
- C. Notice of a Special Business Meeting shall be given to the Members in the following manner.
  1. The notice shall be in writing and shall be distributed to the Members at all worship services regularly held on a Sunday at least five days before the Special Business Meeting.
  2. The notice shall state the date and time of the Special Business Meeting, and the location if it is not the principal place of business of the Church. The notice shall also state the general nature of the proposals to be considered at the Special Business Meeting.
- D. No matter may be considered at a Special Business Meeting other than a matter which is described in the notice of that Business Meeting.

#### **Section 4.04 Special Notice**

If action is proposed to be taken at any Business Meeting with respect to any of the following matters, SPECIAL NOTICE of the Business Meeting and the proposed action shall be given to the Members.

- A. Those proposed actions for which special notice is required are as follows.
  - 1. The call of a Pastor or any Ministerial Staff Member.
  - 2. The recommendation of a Hearing Board.
  - 3. Any single expenditure or sale in excess of the amount that equals one month average budget over the previous 12 months.
  - 4. The amendment, modification or repeal of these Bylaws, or the Articles of Incorporation of this Church.
  - 5. The dissolution of this Church.
  
- B. The special notice required by this Section shall be in writing. It shall state the date and time of the Business Meeting, and the location if it is not the principal place of business of the Church. The notice shall also state with specificity the proposal to be considered. The notice shall be given only in one of the following manners.
  - 1. The notice may be given by first class mail, postage prepaid, addressed to the last known address and individually mailed to each of the Members who reside within the geographic area served by the Church, mailed no less than seven days before the Business Meeting.
  - 2. The notice may be given, in writing, to all Members present at each regularly scheduled service of worship on each of the three consecutive Sundays immediately preceding the date of the Business Meeting. In such case, the Business Meeting may be held at or following any regularly scheduled worship service on the third Sunday of notice.

#### **Section 4.05 Quorum**

- A. The lesser of fifty percent of the Members, or twenty-five Members, present in person, shall constitute a QUORUM.
  
- B. The Members present at a duly called or held Business Meeting at which a quorum is present may continue to transact business until adjournment or until a quorum is no longer present.
  
- C. In the absence of a quorum, any Business Meeting may be adjourned by the vote of a majority of the Members present. The moderator may ask members to remain present in expectation of a quorum – for up to 20 minutes. No voting will take place without a quorum present, except for a vote to adjourn.

#### **Section 4.06 Voting**

- A All adults who are Members at the time of a Business Meeting shall be entitled to vote at a Business Meeting. Although fully members of the church, members under eighteen years of age shall not be eligible to vote at a Business Meeting.
- B. Before voting begins, members who have been received recently into the church will be added to the church membership roll by a majority vote of the members. This provision recognizes that persons are full members of the church after satisfying the requirements in Section 3.01. However, they may not vote at a business meeting until their membership is recorded at a business meeting.
- C. Before voting begins, members may request an official list of church members as maintained by the Clerk of the Church.
- D. Voting shall be by voice or such other method as is determined by the Moderator or by act of the Members provided that upon the request of any Member present at the Business Meeting a vote on a matter shall be by written ballot.
- E. Each Member, over 18, is entitled to one vote on each matter submitted to a vote of the Members. Cumulative voting is not authorized for any purpose. A Member shall not vote by proxy or by absentee ballot. A returned ballot totally unmarked will not be counted as a ballot.
- F. The affirmative vote of a majority of the Members present shall be the act of the Members, except as noted elsewhere in these bylaws.

#### **Section 4.07 Procedure**

The most current edition of Robert's Rules of Order shall govern the procedure of a Business Meeting, to the extent it is not inconsistent or in conflict with these Bylaws, the Articles of Incorporation, or applicable law.

#### **Section 4.08 Moderator**

The MODERATOR is the presiding officer of a Business Meeting. The Moderator shall be the Pastor unless the Church is without a Pastor, the Pastor declines to serve, or another Moderator is designed by act of the Members. If the Church is without a Pastor or the Pastor declines to serve, the Moderator shall be the Chairman of Deacons. At any Business Meeting, the Members may designate the Moderator for that Business Meeting, by act of the Members.

## **ARTICLE V**

### **Organization of the Church**

#### **Section 5.01 Leadership**

In harmony with our understanding of Scripture, spiritual LEADERS of the church are pastors and deacons (see Article VI). Legal Officers of the church are the church trustee, the church clerk, and the church treasurer. These are LEADERS of the church (see Article VII). Program directors and committee chairs are also LEADERS in the church (see Article VIII). In addition, church members who serve on committees, serve as program assistants, or teach Bible classes are also counted as church LEADERS.

#### **Section 5.02 Composition of committees and program staff**

The number of members of each committee and the staff of each program shall be determined by the Church as proposed by the personnel committee. Each committee shall organize itself to perform its functions.

#### **Section 5.03 Term of Office**

Each leader of the church must be elected by the church. The term of office for every elected leader is “indefinite”. However, once elected to leadership, every leader must be re-elected (or affirmed) to that leadership position on a yearly basis by a majority vote of the church. The year of service for elected church leaders is the Program Year – October 1 to September 30.

#### **Section 5.04 Qualifications for leadership positions**

- A. Every person who holds a leadership position, as determined by the personnel committee, must be a MEMBER of the church.
- B. Every person who holds a leadership position must meet the legal requirements (if any) to fill the position. For example, bus drivers must hold the appropriate drivers license. Child care workers must be appropriately registered and insured.
- C. Every person who holds a leadership position should show evidence that they possess the character, ability, and attitude, to perform in their specific leadership position. The leader must be a team player and a follower as well as a leader.
- D. Consideration should be given to the words in I Samuel 16:7 “But the LORD said to Samuel, ‘Do not consider his appearance or his height, for I have rejected him. The LORD does not look at the things man looks at. Man looks at the outward appearance, but the LORD looks at the heart.’”

- E. In addition to the qualifications listed above in A through D above, “spiritual leaders” – that is ministers and deacons – should meet the “Biblical considerations” as set forth in the following scriptures: Acts 6:3; I Timothy 3:1-13; and Titus 1:5-9.

#### **Section 5.05 Election to a leadership position**

- A. All leaders in the church shall be elected to office by members of the Church only at a Business Meeting.
- B. Only the personnel committee of the church will determine if the qualifications of a prospective leader meet the qualification criteria of the church. The chair of the committee will formally nominate the candidate at a Business Meeting. Only one person at a time will be considered for each leadership position. If the candidate receives a majority of votes, he or she is elected. If the candidate does not receive a majority vote, he or she is not elected and the personnel committee will be asked to nominate a different person. This alternate person may be nominated at the Business Meeting in process or at a subsequent Business Meeting.
- C. Pastors, ministerial staff, and Deacons are an exception to the rule above (5.05B). The selection of Pastors is addressed in Section 6.01, ministerial staff in 6.02 and deacons in 6.04.

#### **Section 5.06 Resignation from a leadership position**

Any elected leader may resign from a leadership position at any time by submitting a letter of resignation to the Personnel Committee. The Personnel Committee Chair will report this resignation at the next business meeting.

#### **Section 5.07 Termination of a member’s leadership position**

The Pastor or any deacon may recommend to the Personnel Committee that a member serving in a leadership position be removed from leadership. If the committee concurs by majority vote, the committee chair will bring the matter before the church during a Business Meeting. If the church concurs by majority vote, then the member is removed from leadership. Pastors, ministerial staff, and Deacons are an exception to this rule. The termination of Pastors is addressed in Section 6.01, ministerial staff in 6.02 and deacons in 6.04.

## **ARTICLE VI**

### **Pastors, Staff and Deacons**

#### **Section 6.01 Pastor**

The Senior PASTOR is responsible for leading the Church in the performance of its purposes. The Pastor shall lead the congregation, the organizations and committees, and the Church Staff to perform their respective tasks.

- A. A Pastor shall be chosen and called by the Church in accordance with the following procedure, whenever a vacancy occurs.
  - 1. The Personnel Committee shall nominate seven members to serve on a Pastor Search Committee. The Search committee shall be headed by a deacon and include six non-deacons. Members will vote on the seven nominees at a Business Meeting. A majority vote is needed to elect each of the nominees.
  - 2. The Search Committee shall organize itself to perform its function as it considers appropriate. Any expenditure of funds by the Search Committee shall be authorized by the Church, by budget or special authorization.
  - 3. The nomination of a person to the Church for call as Pastor shall be made only by the Search Committee. The Search Committee shall present, and the Church shall consider, only one person at a time.
  - 4. The nomination of a Pastor to the Church shall be presented at a Business Meeting of which Special Notice is given. Voting shall be by written ballot. The Pastor shall be called upon the affirmative vote of three-fourths of the Members present and voting at the Business Meeting.
  
- B. Any proposal for termination, sanction or condemnation of the Pastor shall be made only in accordance with the following procedure.
  - 1. The proposal shall first be presented to the Deacons in writing. The Deacons shall attempt to mediate.
  - 2. If the matter is not resolved by Deacon Mediation, the Personnel Committee shall act as a Hearing Board to consider the proposal at a closed hearing. Those presenting the proposal and the Pastor shall have the right to be present at the entire hearing.
  - 3. Upon conclusion of the hearing, the Hearing Board shall make its determination to (1) recommend the proposal to the Church (2) recommend a modification of the proposal to the Church, (3) recommend

to the Church other action concerning the Pastor; or (4) make no recommendation to the Church.

4. The Hearing Board shall notify those making the proposal and the Pastor of its determination, in writing. The determination of the Hearing Board shall be final.
5. A recommendation of the Hearing Board to the Church shall be presented at a Special Business Meeting, called solely for that purpose. The Pastor shall not be the Moderator at that Special Business Meeting.
6. Voting on the recommendation of the Hearing Board shall be by written ballot. Upon a majority vote, the recommendation shall be adopted as the act of the Church.

### **Section 6.02 Ministerial Staff**

The MINISTERIAL STAFF shall consist of those persons other than the Senior Pastor who are called by the Church to serve in those ministerial offices which the Church determines that it needs. The Pastor shall be the immediate supervisor of each member of the Ministerial Staff.

- A. The Ministerial Staff shall be chosen and called by the Church in accordance with the following procedure.
  1. A Search Committee and its chairman shall be nominated by the Personnel Committee. The Search Committee and its chairman shall be elected by the Members. The Pastor shall be a member of the Search Committee by virtue of his office.
  2. The Search Committee shall organize itself to perform its function as it considers appropriate. Any expenditure of funds by the Search Committee shall be authorized by the Church, by budget or special authorization.
  3. The nomination of a person to the Church for call to the Ministerial Staff shall be made only by the Search Committee. The Search Committee shall present, and the Church shall consider, only one person at a time.
  4. The nomination to the Church shall be presented at a Business Meeting of which Special Notice is given. The person shall be called to the Ministerial Staff upon the affirmative vote of three-fourths of the Members present and voting at the Business Meeting.

- B. With the advice and consent of the Pastor, the Personnel Committee may recommend to the Church any personnel action concerning a member of the Ministerial Staff, including termination. The recommendation of the Personnel Committee Chair shall be presented at a Business Meeting of which Special Notice is given. Upon a majority vote, the recommendation shall be adopted as the act of the Church.

### **Section 6.03 Non-ministerial Staff**

The NON-MINISTERIAL STAFF shall consist of those persons other than the Pastor and Ministerial Staff who are employees of the Church. The Church shall employ such Non-ministerial Staff as it determines that it needs. The Pastor shall be the supervisor of each Non-ministerial Staff member, provided that the Pastor may delegate immediate supervision to a member of the Ministerial Staff.

- A. Members of the Non-ministerial Staff shall be employed by act of the Church upon recommendation of the Personnel Committee. The staff member need not be a member of this church, but must be regular-attending member of a Bible-believing church.
- B. The Personnel Committee may recommend to the Church any personnel action concerning a member of the Non-ministerial Staff, including termination. The recommendation of the Personnel Committee Chair shall be presented at a Business Meeting of which Special Notice is given. Upon a majority vote, the recommendation shall be adopted as the act of the Church.

### **Section 6.04 Deacons**

The DEACONS shall serve in support of and share in the pastoral ministries. When the Church is without a Pastor, the Deacons, in conjunction with the Ministerial Staff, shall be responsible for the conduct of the worship services. By virtue of their office, all deacons are qualified to teach in the church. The term "Deacon" as used in these Bylaws refers to a person who has been elected by the membership to a current and active term of service.

- A. The Deacons shall be chosen by the Church in accordance with the following procedure.
  - 1. The Personnel Committee shall nominate five members to serve on a Deacon Nominating Committee. The members of the Deacon Nominating Committee shall include two Deacons and three non-deacons. The Pastor shall serve on the committee by virtue of his office. The nominees shall be elected by an act of the church.

2. The nomination of a person to the Church for election as a Deacon shall be made only by the Deacon Nominating Committee.
  3. The nominations shall be presented at a Business Meeting. Voting shall be by written ballot. Each person who receives the affirmative vote of three-fourths of the Members present and voting at the Business Meeting shall be elected and chosen as a Deacon.
- B. The qualifications of deacon are enumerated in section 5.04. In addition to these requirements, the deacon shall first be a lay member of the church for a least one full year.
- C. If appropriate, a newly elected deacon may be ordained by the church after six months service as a deacon.
- D. The removal of a Deacon shall be proposed to the Church and considered only in accordance with the following procedure.
1. The proposal shall first be presented to the Pastor. The Pastor shall attempt to mediate between those presenting the proposal and the Deacon.
  2. If the matter is not resolved by the mediation, the Pastor shall request that the Personnel Committee act as a Hearing Board to consider the proposal. The Pastor, the Chairman of Deacons, and the Deacon involved shall each have the right to be present at the entire hearing.
  3. A recommendation of the Hearing Board shall be presented at a Business Meeting, with Special Notice given. Voting on the recommendation shall be by written ballot. The recommendation shall be adopted as the act of the Church upon the affirmative vote of a majority of the Members.

## **Article VII**

### **Officers of the Church**

#### **Section 7.01 Trustee of the Church**

The TRUSTEE shall lead in the administration of the ownership, management and disposition of the real and personal property of the Church, except to the extent that responsibility is delegated to another committee or person by act of the Church or by these Bylaws. The Trustee may have a staff to assist in his administrative duties.

### **Section 7.02 Clerk of the Church**

The CLERK shall keep or cause to be kept minutes of all Business Meetings and actions of the Church, and the record of Members on the Church roll. The Clerk shall give notice of Business Meetings and other matters as are required by these Bylaws. The Clerk shall keep the minute book and seal of the Church in safe custody. The Clerk of the Church is Chair of the Membership Committee by virtue of office.

### **Section 7.03 Treasurer of the Church**

The TREASURER shall keep or cause to be kept the records of the financial affairs of the Church, and shall prepare or cause to be prepared the financial reports of the Church. The Treasurer of the Church is chair of the Finance Committee by virtue of office.

### **Section 7.04 Legal Officers**

The following persons shall be the Legal Officers of the Church, by virtue of their office.

- A. The Trustee shall be the PRESIDENT.
- B. The Clerk shall be the SECRETARY.
- C. The Treasurer shall be the CHIEF FINANCIAL OFFICER.
- D. The sole duty and authority of the Legal Officers of the Church in their capacity as such shall be to sign documents in the name of and on behalf of the Church as its Legal Officers when authorized by the Church to do so. They shall have only such other powers and perform such other duties in their capacity as Legal Officers as are expressly prescribed by the Church.

### **Section 7.05 Authority**

- A. Neither the Pastor, Deacons, Trustees, nor any Program, Committee, nor other group, Staff member, Program Director, Committee chairman, nor other person shall have the authority to bind the Church to any act or obligation unless that authority is expressly granted by the Church in these Bylaws.
- B. The adoption of its budget by the Church shall constitute the grant by the Church of authority to expend the budgeted funds and incur obligations therefore in the budgeted areas by the persons, Programs, Committees and other groups designated by the Church as responsible for those budgeted areas, within the limits of the funds actually available to the Church for expenditure.

## **ARTICLE VIII**

### **Programs and Committees**

#### **Section 8.01 Church Programs**

- A. The Church shall maintain Programs as it shall determine are necessary and proper for the accomplishment of its purposes. Each PROGRAM shall have a PROGRAM DIRECTOR who shall be responsible for leading in its administration. Additional church members may serve as program staff.
- B. Program directors shall be nominated by the personnel committee and elected by the membership. At a minimum, the church shall maintain an education program, a worship and music program, a fellowship program, and an outreach program. Other church programs may be maintained at the recommendation of the personnel committee and with a majority vote of the membership.

#### **Section 8.02 Finance Committee**

The Finance Committee shall lead in the administration of the financial affairs of the Church, including specifically the areas of a unified church budget and of stewardship development. The Treasurer shall be chair of the Finance Committee by virtue of office, with vote.

#### **Section 8.03 Membership Committee**

- A. The Membership Committee shall maintain the membership roll of the church based on the bylaws (Article III). An official membership roll shall be presented to the church on an annual basis at the business meeting just before the election of church leaders. The Church Clerk shall be chair of this committee by virtue of office, with vote. The Administrative Assistant – if a member – shall serve on the committee by virtue of office.
- B. The membership committee will track church attendance.
- C. The membership committee is responsible for regular written contact with members and the greater church family.

#### **Section 8.04 Personnel Committee**

The Personnel Committee shall coordinate the staffing of all Church leadership positions. Members considered for any such position shall first be approved by the Personal Committee before they are approached for recruitment.

- A. The Personnel Committee shall directly nominate church members to the following leadership positions: Church Officers, Program Directors, and Committee Chairs – along with teachers, program supporting staff, and committee members. At a Business Meeting, the nominees must be elected by an act of the Church. Pastors and Deacons are qualified as teachers by virtue of their office.
- B. The Personnel Committee shall nominate the search/selection committees when a vacancy occurs for Pastor, Ministerial Staff, or Deacon.
- C. When requested by the Pastor or a majority of deacons, the Personal Committee shall serve as the “Hearing Board” of the church.

**Section 8.05 Other Committees**

The Church may maintain other regular or special committees as it determines are necessary to carry out its purpose. The function and duration of such committees shall be established by the Church as proposed by the Personnel Committee.

**Section 8.06 Pastor as Ex-officio Member**

The Pastor shall be a member of all standing, regular and special Committees by virtue of his office. He may sit in at any meeting for Program staff. He may only vote to break a tie.

**ARTICLE IX**

**Leadership Meetings**

**Section 9.01 Church Council**

The CHURCH COUNCIL shall lead in the planning, conduct, coordination and evaluation of the activities of the Church and its Programs. Leaders serving on the Church Council shall be the Pastor, all Ministerial Staff, the Chairman of Deacons, all Church Officers, all Program Directors, and all Chairs of permanent Committees. The Pastor shall serve as chairman of the Church Council unless another chairman is designated by him. As a courtesy, spouses of Council members may sit in on a Church Council meeting, but without vote. The Church Council shall meet once a month.

### **Section 9.02 Deacon Meetings**

The Deacons shall meet with Pastor and ministerial staff once a month at a time and place designated by the Pastor. The Deacons shall choose among themselves who shall be Chairman of the Deacons. The Pastor shall be moderator of the Deacon Meeting.

### **Section 9.03 Program and Committee Meetings**

Committees and Program staff are not required to meet on a regular basis. However, they are encouraged to meet whenever necessary and proper to fulfill their purposes.

## **ARTICLE X**

### **Records and Reports**

#### **Section 10.01 Reports to the Church**

- A. A financial report shall be furnished at least quarterly to the Church at a Business Meeting, containing in appropriate detail the following.
  - 1. The assets and liabilities of the Church.
  - 2. The principal changes in assets and liabilities since the last report.
  - 3. The revenue or receipts of the Church for the Church year and since the last report, including both non-designated and designated funds.
  - 4. The expenses or disbursements of the Church for the Church Year and since the last report, for both unrestricted and all restricted fund purposes. The financial reports and records shall be audited at such times and in such manner as may be determined by act of the Members.
- B. Such other reports on the functions and activities of the Church shall be rendered from time to time as are appropriate or as are required by act of the Members.
- C. The Church shall keep at its principal office the original or a certified copy of its Articles of Corporation and Bylaws, as amended to date, the certified minutes of all Business Meetings, and a record of the names and addresses of Members. The Church shall also keep adequate and correct books and records of account.

## **Section 10.02 Inspection Rights**

Any Member may, at any time during normal business hours on five business days notice, inspect and copy (INSPECTION RIGHTS) any of the records described in Section 10.01, provided personal information about an individual member is not revealed.

## **ARTICLE XI**

### **Other Provisions**

#### **Section 11.01 Amendments**

These Bylaws may be amended or repealed, or new bylaws may be adopted, by the affirmative vote of two-thirds of the Members present and voting at a duly called and held Business Meeting of which Special Notice is given.

#### **Section 11.02 Execution of Documents**

Any instrument, document, or other writing may be executed in the name of and on behalf of the Church by one or more of the Legal Officers or any other person or persons authorized by the Church so to do. The pastor shall not be a signatory of the church. Checks, drafts and other instruments of payment of funds of the Church shall be executed in the name of the Church by no fewer than two Members who are authorized by the Church to execute such instruments.

#### **Section 11.03 Church Year**

The CHURCH YEAR and the Budget Year shall be the calendar year. The Program Year shall be from October 1 to September 30. The Program Year is also the elected term of church leaders.

#### **Section 11.04 Denominational Meetings**

The Church shall elect from its Members such messengers as are appropriate to attend denominational meetings. The Pastor shall be a messenger to all denominational meetings to which the Church is qualified to send messengers, by virtue of his office.

#### **Section 11.05 Construction and Definitions**

Unless otherwise clearly required by the context, all capitalized terms which are defined in these Bylaws shall have the meaning which is set forth herein. Unless otherwise stated, the act of the Members, the vote of the Members, the act of the Church, and such similar terms shall mean the affirmative vote of a majority of the Members present and voting at a duly called and held Business Meeting at which a quorum is present.