

# Copper Springs Proposed Bylaws

**Proposed Bylaws to be presented for a vote on May 21 in Special Called Business Meeting**

Note: This is the final version containing ten (10) changes as a result of discuss and feedback from members. Three (3) other items were considered and not changed.

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## **Proposed BYLAWS**

**Copper Springs Church**

**Clovis, California**

**a California Nonprofit Religious Corporation**

### **PREAMBLE**

We declare and establish these bylaws to preserve and secure the principles of our faith, and to govern this Church body in an orderly manner. These bylaws will preserve the liberties of each individual Church member and the freedom of action of this Church body.

### **ARTICLE I – NAME**

The name of this Church shall be "Copper Springs Church, Clovis, California."

### **ARTICLE II – PURPOSE AND OBJECTIVES**

#### **Section A: Purpose**

The purpose of Copper Springs Church is to glorify God (1 Corinthians 10:31) as we carry out the Great Commission (Matthew 28:18-20) in the spirit of the Great Commandment (Mark 12:28-31).

#### **Section B: Mission**

The mission of this church is to make disciples of Jesus Christ who make disciples of Jesus Christ. This Church may from time to time adopt such vision, mission and values statements as it shall determine to be appropriate to more clearly and distinctly focus its ministries on accomplishing this Biblical mission (Matthew 28:18-20).

#### **Section C: Objectives**

The objectives of this Church shall be:

- 1. Worship** – To be a worshipping and prayerful fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to the leadership of His Holy Spirit;
- 2. Evangelism** – To share Christ with as many people as possible in our Church, our community, and throughout the world;
- 3. Discipleship** – To help people become more Christ-like as they experience a growing knowledge of God and man through the preaching, teaching and equipping ministries of the Church;
- 4. Fellowship** – To provide a meaningful fellowship with God and fellow believers; and
- 5. Ministry** – To be a Church that ministers unselfishly to its members, persons in the community and throughout the world in Jesus' name.

## **ARTICLE III – STATEMENTS OF FAITH AND PRACTICE**

### **Section A: Statement of Faith – General**

We accept the Holy Bible as the inspired Word of God and as the final authority in matters of faith, doctrine and Christian living. This Church accepts The Baptist Faith and Message as most recently adopted by the Southern Baptist Convention as an affirmation of our basic Christian beliefs and as a general statement of our faith.

### **Section B: Salvation**

Copper Springs Church, based on Scripture in the Holy Bible, further affirms the following:

We believe that God is love, and through His love He desires all men to be saved (1 John 4:16, 1 Timothy 2:3-4, 2 Peter 3:19, Ezekiel 18:23).

We believe that His love, being the fulfillment of His moral law, and being an expression of His very character, caused His Son's atoning sacrifice to be universal in application to all men, yet effectual only to those who place their trust in Christ Jesus (Luke 10:25-37, Romans 13:10, Romans 10:13, John 3:36).

We believe that God's electing of men to salvation before the foundation of the world is conditional upon His foreseeing their expression of faith in His Son. (Galatians 4:9, Romans 8:29).

We believe that the grace of God is in the end resistible, allowing anyone to freely choose to remain separated from Him for eternity (Mark 1:15, Hebrews 3:7-8).

We believe that the forgiveness of sin, justification, and new birth offered by God and found in Christ alone, when received and accomplished, are irreversible (Romans 8:1, Isaiah 43:13).

We believe that salvation being by grace alone, through faith alone, in Christ alone, works are excluded, being merely an evidence of justification having occurred rather than an earning or maintenance of justification (Romans 4:5-6, Philippians 2:13).

We believe that God is the Author and Finisher of our faith, salvation being wholly a work of God alone, without Whose initiation of grace man would remain helpless in his sin, captive to his fallen desires, and unwilling to turn to God for salvation (Romans 3:10-11, John 6:44, Luke 13:34, John 8:43-44).

Note: The above referenced supporting Scripture is not exhaustive.

### **Section C: Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all we believe. For purposes of Copper Spring Church's faith, doctrine, practice, policy, and discipline, our Pastor and Deacons are Copper Spring Church's primary spokesmen on the Bible's meaning and application.

### **Section D: Marriage, Gender, and Sexuality**

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5, Hebrews 13:4). We believe God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20, 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Copper Springs Church as the local Body of Christ, and to provide a Biblical role model to Copper Springs Church members and the community, it is imperative that all persons employed by Copper Springs Church in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16, Philippians 2:14-16, 1 Thessalonians 5:22).

We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11). We believe every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31, Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of Copper Springs Church.

### **Section E: Ordinances**

This Church acknowledges the two Biblical ordinances of baptism by immersion and the Lord's Supper.

### **Section F: Bylaws and Scripture**

These Bylaws and any amendments made hereto shall be the governing documents of this Church but they should always be interpreted and applied in conformity with the Holy Bible.

### **Section G: Affirmation**

Every pastor, staff member, and church member by virtue of their membership affirms agreement with this Article III and agrees to conduct themselves in a manner that is consistent with it.

## **ARTICLE IV – AUTONOMY AND AFFILIATIONS**

### **Section A: Autonomy**

This Church is an independent, self-governing, autonomous organization and is not subject to the control of any other ecclesiastical body, acknowledging only the lordship of Christ, the direction of the Holy Spirit, and the authority of Scripture.

### **Section B: Affiliations**

This Church shall cooperate voluntarily with the Mid-Valley Southern Baptist Association, the California Southern Baptist Convention, the Southern Baptist Convention and their agencies, as well as affiliated churches as approved by Copper Springs leadership.

- 1. Cooperation** – This cooperation shall be manifested by contributing money through the regular treasuries of such organizations, by electing and sending messengers to participate in their deliberations, by members serving on their boards and committees, and by adopting, if this Church deems proper, such recommendations or actions as may have been made or taken by them.
- 2. Other Cooperative Efforts** – This Church may also cooperate with other churches and organizations as it may from time to time deem appropriate in order to accomplish the purpose for which it was established.

## ARTICLE V – GOVERNMENT

### Section A: Congregational Rule

The government of this Church is vested in the body. The membership retains unto itself the rights of self-government in all phases of the life of this Church. Any authority or privilege granted, or task assigned, shall be at the will of the Church and shall in no sense be construed as irrevocably vesting such power or privilege in any individual, committee, team, or organization.

### Section B: Leadership

- 1. Senior Pastor** – This Church shall be a congregationally governed and pastor-led Church. The Senior Pastor will be the Church's primary spokesman and head shepherd. He will work with the congregation, staff, Leadership Team, Deacon Council, Trustees, and other leaders to coordinate their efforts. He will provide for the supervision of the ministerial staff and administrative staff.
- 2. Staff** – The ministerial and administrative staff will serve the members and assist the Senior Pastor and other leaders with specifically assigned duties and responsibilities.
- 3. Deacon Council** – The Deacon Council shall be responsible for assuring that the Church lives out the Great Commandment as it focuses on the fellowship and ministry objectives of the Church, while ensuring that every member receives love and support from the body.
- 4. Leadership Team, Officers, Teams, and Committees** – The Leadership Team, officers, committees, and teams shall be responsible for implementing the mission, vision, and strategy of the church.
- 5. Trustees** – The Trustees shall be responsible for the business affairs of the Church as they focus on financial, legal, and organizational matters.

## ARTICLE VI – MEMBERSHIP

### Section A: General

The membership of this Church shall consist of persons who have made a public profession of their faith in Jesus Christ as Lord; who have experienced believer's baptism in a manner consistent with Baptist faith and practice; who desire to be numbered among His disciples; and who are in agreement in both belief and practice with the Statement of Faith of this Church. Every member agrees to be spiritually accountable to the body and its elected leaders. The congregational body reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership.

### Section B: Candidacy

Any person may offer themselves as a candidate for membership in this Church. Candidates may be presented to the Church in any of the following ways:

- 1. Profession of Faith** – By profession of faith in Christ and for baptism according to the policies of the Church;
- 2. Letter** – By transfer of membership from a church of like faith; or
- 3. Statement** – By statement (when no letter of transfer is obtainable), which shall be an expression before the congregation that the candidate has professed Jesus as Lord and that he or she was then baptized by immersion on the authority of a church of like faith. Candidates for membership will be presented for election to membership, after pastoral or deacon counseling, at either a Church business meeting or a Sunday morning worship service. A church of like faith shall be defined as an evangelical New Testament church whose statement of faith and practice is not in serious conflict with the Statement of Faith and the practice of this Church.

Any questions about a candidate's qualifications for membership in this Church shall be referred to the Senior Pastor. In the absence of a Senior Pastor or Interim Pastor, the Chairman of Deacons will assume the responsibility.

### **Section C: Recognition of Members**

New members may be welcomed into membership at any formal meeting of the Church. A full report of new members will be received at regularly scheduled Leadership Team meetings.

### **Section D: Voting Rights of Members**

Every member of the Church who is at least eighteen (18) years of age is entitled to vote at all elections and on all questions submitted to the Church in a business meeting. There shall not, under any circumstance, be voting by proxy.

### **Section E: Termination of Membership**

Membership shall be terminated in the following ways:

1. Death;
2. Transfer of membership to another church of like faith;
3. A member's request in writing;
4. Affiliation with a church of another faith;
5. Failure of a member to attend any of the Church's services for one (1) year or more unless the member request to be retained as an inactive member; or
6. Exclusion by action of the Church.

The Pastor, ministerial staff and/or deacon shall work with the corporate secretary to confirm the occurrence of items one through four and bring an appropriate recommendation to the Church at a business meeting for action by the body to remove a person's name from membership. The Deacon Council may bring a recommendation to the Church to exclude a member only after following the procedure contained in Section F of this ARTICLE VI. Only the Church body shall have authority to add or remove persons from membership.

### **Section F: Exclusion**

It shall always be the goal of the Church to maintain a healthy Christian fellowship as required by Scripture. Accordingly, immoral or heretical conduct, in violation of Scripture as determined by the Church, shall lovingly be confronted in an effort to bring repentance and restoration. A member guilty of such conduct may be excluded should he or she refuse to repent and be restored to the Church's fellowship.

1. **Confrontation** – When serious immoral or heretical conduct has occurred, every reasonable measure will be taken by the Pastor, ministerial staff and Deacon Council to resolve the problem in Christian kindness and forbearance, as noted in Matthew 18:15-20.
2. **Expulsion** – Should the Pastor, ministerial staff and/or deacon be unable to resolve the matter; the issue shall be brought to the Church body. At least seven (7) days before the Church considers the matter, a copy of all charges shall be made available to the Church's members and provided to the person charged. A three-fourths vote of the members present at the meeting called for this purpose will be necessary for expulsion.

### **Section G: Records**

The corporation shall keep:

1. **Books of Account** – Adequate and correct books and records of account;
2. **Minutes** – Minutes, in written form, of any business meetings of its membership;
3. **Membership List** – A record of its members, giving their names and addresses; and
4. **Giving Records** – Individual giving records for every contributor.

#### **Section H: Members' Inspection Rights**

Any member of the Church may, at reasonable times and for a purpose reasonably related to such member's interest, inspect the records of the Church, including Bylaws, membership roll, minutes of membership meetings, and accounting books and records, but excluding individual giving records of other members and contributors.

### **ARTICLE VII – MEETINGS OF MEMBERS**

#### **Section A: Place of Meetings**

Meetings of the membership shall be held at any place designated by the Church, but if no other place is designated for a specific meeting, that meeting shall occur in the Church's auditorium located at 1353 5th St., Clovis, California.

#### **Section B: General Meetings**

General meetings of members for worship, instruction, and fellowship shall be held at such times and places and upon such notice as may be determined by the Church or the leader or leaders responsible for such meetings.

#### **Section C: Business Meetings**

The Church will conduct business at regular and special meetings.

1. **Regular Meetings** – Regular meetings for the conduct of Church business shall be quarterly as scheduled by the Leadership Team or as determined by the Church.
2. **Special Meetings** – A special meeting for business may be called by any of the following: the Senior Pastor, Leadership Team, Trustees, Deacons, or three (3) percent or more of Church members.
  - a. **Member-Called Meeting** – If three (3) percent of Church members desire to call a special business meeting they shall first submit their request in writing to the Team Leader or Assistant Team Leader of the Leadership Team. The written request shall specify the purpose of the meeting and be signed by the members requesting the meeting. The Leadership Team shall act within thirty (30) days of the request and schedule the special business meeting within forty-five (45) days of the request. The Leadership Team should take into account the circumstances and act prudently to schedule the meeting as soon as reasonably necessary. If the Leadership Team fails within thirty (30) days of the written request to call the special business meeting, the Senior Pastor, and, if there is no Senior Pastor, the Chairman of the Trustees, shall schedule the special business meeting for a date within forty-five (45) days of the request.
  - b. **Notice** – If a special business meeting is called, at least one week of notice must be provided to members either in writing or by announcement at all Sunday morning worship services.
  - c. **Business** – The general nature of the proposed business to be transacted must be stated in the notice and only those matters shall be considered at this meeting.

3. **Voting** – A simple majority of members present and voting shall cause a matter to become official except in the following, which shall require a three-fourths majority of those present and voting:
  - a. Calling or terminating a Senior Pastor;
  - b. Purchasing or selling real estate;
  - c. Dissolving the Church;
  - d. Incurring debt in excess of five percent (5%) of the annual budget;
  - e. Terminating affiliation with the Mid-Valley Association, the California Southern Baptist Convention or the Southern Baptist Convention;
  - f. Affiliating with any other association or convention of churches;
  - g. Approving a person for membership after dissent;
  - h. Excluding a person from membership; or
  - i. Amending the Bylaws.

The notice for any business meeting in which one of the items listed in this paragraph 3 is to be discussed or voted upon shall disclose the specific matter to be discussed or voted upon.

4. **Quorum** – A quorum for the transaction of business shall consist of a minimum of thirty (30) voting members or twenty-five (25) percent of the membership, whichever is less.

#### **Section D: Moderator**

The Senior Pastor shall serve as Moderator of all Church business meetings unless:

1. The Church is voting to call or terminate a Senior Pastor;
2. The Senior Pastor announces his desire to take a position concerning a matter being considered by the Church at the business meeting; or
3. The Church by motion, second, and majority vote selects another Moderator to preside at any meeting. The Chairman of Deacons if present, and if not the elected secretary for the meeting, shall preside over the selection of the Moderator for that meeting.

#### **Section E: Robert's Rules of Order**

The Moderator shall follow Robert's Rules of Order and seek the most efficient use of time.

### **ARTICLE VIII – LEADERSHIP TEAM**

#### **Section A: Purpose**

The Leadership Team exists for the purpose of assisting the Church with the efficient administration of the Church's programs and ministries, and shall be responsible for assuring that this Church remains doctrinally sound and focused on carrying out the Great Commission.

#### **Section B: Membership and Officers**

1. **Membership** – The Team shall consist of one (1) member from each body (team, council, or officer). There will be at least nine (9) members on the Leadership Team from the following:
  - a. **Pastor** – The Senior Pastor;
  - b. **Team Leaders** – Team Leaders from each ministry:

- c. **Chairmen** – Chairman of Deacon Council and Chairman of Trustees:
  - d. **Officers** – Secretary and Treasurer; or
  - e. **Other Representatives** – May be selected by each body as a representative.
2. **Team Leader** – The Senior Pastor shall serve as Team Leader of the Leadership Team.
  3. **Assistant Team Leader** – The Leadership Team shall elect an Assistant Team Leader.
  4. **Secretary** – The Corporate Secretary shall serve as secretary of the Leadership Team, but shall not be a voting member of the Team. In the absence of the Corporate Secretary, the Team shall select another member of the Team or another member of the Church to act as Secretary.

### **Section C: Leadership Team Powers**

1. **Administration** – The Leadership Team shall serve as the primary ministry coordinating body of the Church and shall be directly responsible to the Church body.
2. **Coordination** – The Leadership Team shall endeavor to ensure that the programs, ministries, teams, committees, and councils of the Church are organized and operating in full cooperation with each other and in compliance with these Bylaws and any policies and procedures approved by the Church or the Leadership Team.
3. **Specific Responsibilities** – The Leadership Team’s specific responsibilities shall include the following:
  - a. **Reports** – Receiving regular reports from the Deacon Council, teams, committees, officers, pastors, ministerial staff, and other leaders.
  - b. **Recommendations** – Reviewing any recommendations of the Deacon Council, teams, committees, officers, ministerial staff, and other leaders, and shall take such actions as may be prudent or necessary including referring matters to the Church body as needed.
  - c. **Power to Convene** – Convening meetings of all Deacons, teams, committees, officers, pastors, ministerial staff, and other leaders or any part of them, when they believe it to be prudent or necessary.
  - d. **Budget** – Reviewing the annual budget before it is submitted to the Church for approval.
  - e. **Calendar** – Overseeing the development of the church calendar in order to coordinate the scheduling of events planned by the ministerial staff, deacons, teams, committees, officers, staff, and program leaders.
  - f. **Coordination** – Taking other action as necessary or prudent to direct and coordinate the programs and ministries of the Church.
  - g. **Senior Pastor Dismissal** – Accomplishing the following as required: recommend removal of the Senior Pastor to a vote of the Church, designate an interim Senior Pastor in the event of a vacancy.

### **Section D: Meetings of the Leadership Team**

1. **Regular Meetings** – The Leadership Team shall meet at least quarterly on dates set annually and included on the church calendar.
2. **Special Meetings** – The Senior Pastor, Leadership Team Leader, Assistant Team Leader, or any three members of the Team can call a special meeting.



- a. **Notice** – Notice of a special meeting of the Team must be given at least seven (7) days in advance by personal contact, phone, or letter. The Team may waive this requirement with a three-fourths vote of all Team members.
  - b. **Business** – Only such business as is specified in the meeting notice may be conducted unless all Team members waive the notice requirement.
3. **Quorum** – A quorum shall consist of at least five of the active Leadership Team members.

## **ARTICLE IX – PASTORS AND STAFF**

### **Section A: Senior Pastor**

The Senior Pastor is responsible for leading the Church to function as a New Testament Church.

- 1. **Preaching** – The Senior Pastor shall preach the Word, and in so doing share the Gospel with unbelievers, encourage believers to grow in their faith, and lead the Church to fulfill its mission.
- 2. **Leadership** – The Senior Pastor shall be the primary spokesman for the Church. He shall lead the staff, congregation, Deacon Council, and Leadership Team as they carry out their assigned responsibilities. He shall hire and terminate staff subject to approval of the Personnel Team. He will provide for the supervision of the staff in consultation with the Personnel Team.
- 3. **Qualifications** – The Senior Pastor must be a man who is ordained and meets the qualifications found in 1 Timothy 3:1-7 and Titus 1:5-9. The Church body retains all authority to call or terminate a Senior Pastor.
- 4. **Pastor Search Committee** – The Pastor Search Committee shall consist of five (5) active members in good standing selected by the Church in a specially called business meeting.
  - a. **Nominations** – Nomination shall be made for no less than five (5) members. Neither employees of the Church nor the spouses of such are eligible to serve.
  - b. **Selection** – The five (5) nominees receiving the most votes shall serve on the committee. Should any elected member be unable to serve the person receiving the next highest number of votes shall take his or her place.
  - c. **Duties** – The Pastor Search Committee shall choose its own chairman, vice chairman, and secretary. The committee shall develop a profile of characteristics desired in the new Senior Pastor after obtaining input from the Church. They shall prayerfully seek out and investigate suitable prospects, conduct interviews and communicate regularly with the Church about the process. The Interim Pastor shall not be considered as a candidate for election to the Senior Pastor position. The recommendation of the committee shall be by at least a seventy-five (75) percent vote. The committee shall serve until a new Senior Pastor is called and begins his work.
  - d. **Vote** – The Church shall consider only one candidate at a time. The vote for a new Senior Pastor shall be by written ballot.

### **Section B: Ministerial Staff**

The Church may create ministerial staff positions to assist the Senior Pastor with fulfilling specific portions of his duties or to oversee specific ministries or programs of the Church. Ministerial staff will include all ministers and associate pastors.

- 1. **Ministers** – Ministers may be ordained or commissioned and shall meet character and gifting requirements established by the New Testament.
- 2. **Associate Pastors** – Associate pastors (pastoral staff) are ministers who have been ordained and meet scriptural requirements set forth in 1 Timothy 3:1-7 and Titus 1:5-9.

- 3. Selection and Termination** – Ministerial staff will be engaged or terminated on the recommendation of the Senior Pastor and the approval of the Personnel Team.

### **Section C: Administrative Staff**

The Senior Pastor, with the approval of the Personnel Team may engage such other paid and volunteer staff as may be necessary or appropriate to carry out the ministries and programs of the Church.

## **ARTICLE X – DEACON COUNCIL**

The Deacon Council shall be responsible for assuring that the Church lives out the Great Commandment as they focus on the fellowship and ministry objectives of the Church, while ensuring that every member receives love and support from the body.

### **Section A: Selection**

All deacons shall be elected by the Church. Only men may serve as deacons. Candidates may be recommended by the Senior Pastor, ministerial staff, Deacon Council, Leadership Team, or any church member. The names of all persons recommended shall be provided to the Deacon Council for review and consideration. The Deacon Council shall bring nominations to the Church body at a business meeting for vote. The Deacon Council may establish an intern program for training new deacons.

### **Section B: Number and Term**

Deacons shall be elected to three-year terms. Deacons may be elected to a second three-year term upon nomination by the Deacon Council. At least one year must pass before a deacon who has served two consecutive terms may be reelected.

### **Section C: Organization and Meetings**

The deacons shall elect their own chairman, vice chairman and secretary. The chairman shall work with the Senior Pastor to develop the agenda and priorities of the Deacon Council. The Deacon Council shall meet at least quarterly, as scheduled on the church calendar; however, additional meetings may be called by the Senior Pastor, the chairman of the Deacon Council, or any two members of the Deacon Council.

### **Section D: Qualifications**

Deacons shall be men who have been ordained as a deacon by this Church or another church of like faith. Each deacon should meet the qualifications found in 1 Timothy 3: 8-13. The Church retains all authority to elect or dismiss a deacon, or to revoke the ordination of any deacon ordained by the Church. The Church or Deacon Council may establish more specific qualifications.

### **Section E: Specific Responsibilities**

The Deacon Council's specific responsibilities shall include overseeing the following:

- 1. Fellowship** – The fellowship of this Church in an effort to ensure that as many members as possible are included in the active fellowship of the church.
- 2. Widows and Widowers** – Ensuring that a ministry to the widows and widowers in the Church is developed and maintained.
- 3. Benevolence** – All benevolence ministries of this Church.
- 4. Hospital visitation** – Ensuring that the sick are visited, and offered prayer and encouragement.
- 5. Hospitality** – Ensuring that guests, including guest speakers or presenters, are welcomed and properly hosted as they participate in the life of the Church.
- 6. Grief** – Ensuring that this Church does not neglect those who are grieving.

## **ARTICLE XI – OFFICERS**

The corporate officers of this Church shall be a President, Treasurer, Secretary, and Trustees. All officers must be members of this Church. They shall be selected and shall carry out their duties as set forth herein.

### **Section A: President**

The Senior Pastor shall serve as the President or Chief Executive Officer of this Corporation as he performs his duties. This office and title do not give the Senior Pastor any additional powers other than those specifically stated in Article IX.

### **Section B: Treasurer**

The Treasurer shall be elected annually by the Church body to oversee the financial affairs of the Church. The Treasurer shall serve as the Chief Financial Officer of this Corporation. The Treasurer may be a paid staff member or volunteer. The duties of the Treasurer shall include the following:

1. **Accounting Records** – Maintain an accurate and confidential accounting system of all the financial affairs of the Church under the supervision of the Trustees, including a monthly report to the Trustees.
2. **Giving Records** – Ensure an accurate and confidential system for recording all gifts to the Church and mailing to every contributor who provides a name and address a written record of their contributions as soon after the first of every year as practical. The person or persons recording gifts shall not sign checks.
3. **Disbursements** – Oversee the system for paying the Church's bills under the direction of the Trustees, including the process for authorizing signers of checks. The Treasurer shall not sign checks. The Leadership Team shall approve a list of members that may include paid staff to sign checks. All checks shall be signed by two persons.
4. **Financial Reports** – Submit to the Church on at least a quarterly basis financial reports for the financial affairs of the Church.
5. **Governmental Compliance** – Ensure that payroll taxes are appropriately withheld and paid, tax forms completed, and the Church's financial affairs conducted in a manner that is in keeping with local, state, and federal laws and regulations.
6. **Membership** – The Treasurer shall serve as a member of the Leadership Team.

### **Section C: Secretary**

The Corporate Secretary shall be elected annually to oversee the keeping of the corporation's books and records. The Corporate Secretary may be a paid staff member or volunteer. The duties of the Corporate Secretary shall include the following:

1. **Membership Records** – Maintaining the Church's membership records including the names of all members, with dates of admission, withdrawal, exclusion, or death, as well as dates of baptism if the member was baptized by this Church.
2. **Membership Letters** – Responsibility for sending all letters related to membership including dismissal letters and letters to and from churches of like faith when members are received into or transferred out of membership.
3. **Minutes** – Keeping accurate minutes of all business meetings of the Church's membership and the Leadership Team including any actions taken.
4. **Notices** – Causing all notices of all business meetings of the Church and the Leadership Team to be properly given.

5. **Corporate Records** – Causing copies of the Articles, Bylaws, membership records and minutes to be kept in the Church office for inspection by any member of the Church upon reasonable notice. All corporate records shall be Church property and should remain in the Church office or another safe place designated by the Leadership Team.

6. **Membership** – Serving as a member of the Leadership Team.

#### **Section D: Trustees**

The Trustees are designed as the Directors of the Corporation as the term is defined and used in the California Non-Profit Corporation Code:

1. **Powers** – The Trustees shall have no power to buy, sell, mortgage, lease, borrow money, incur indebtedness, or transfer any property on behalf of the corporation without a specific vote of the Church or Leadership Team authorizing such action. The Trustees shall be responsible to sign such instruments and documents as are necessary or advisable in the name of and on behalf of the Corporation to carry out the directives of the Church or Leadership Team. In addition, trustees shall be responsible for accomplishing the following:
  - a. **Meetings** – Quarterly meetings with the Senior Pastor;
  - b. **Budget** – Approve operating budgets and capital expenditures, and related organizational structure changes;
  - c. **Expenditures** – Review actual revenues/expenditures in relation to budget at least once quarterly. Recommend adjustments to budget as necessary;
  - d. **Budget Administration** – Establish guidance for staff flexibility in the administration of variances to the approved budget;
  - e. **Audits** – Work with the Trustees to cause an audit, compilation, or review of the Church's financial records to be conducted by an independent auditor at least every three (3) years, unless the Church directs otherwise;
  - f. **Conduct Business** – Conduct those portions of business meetings of the Church dealing with issues related to Article V, Section V;
  - g. **Advice and Guidance** – Provide advice and guidance to the Senior Pastor and Leadership Team on matters of business and operating policy.
2. **Election of Trustees** – Shall be accomplished by vote of the Church at a business meeting. Nominations from the Leadership Team will be presented to the Church. In the event more nominations are presented than vacancies exist, those receiving the highest number of votes shall be elected.
3. **Qualities of a Trustee** – To hold the position of Trustee in the Church, individuals must be active/resident members. In addition, individuals must evidence:
  - a. **A desire to seek God's will in their life** through personal prayer, Bible Study, and fellowship with God's people and, therefore, open to the leading of the Holy Spirit (Ephesians 4:1-3, 5:1-21).
  - b. **An example to others**, realizing that they teach with their lifestyle (Titus 2:7-8).
  - c. **A responsible steward** of their life, time, finances (including faithful giving to their church's budget) and gifts (1 Corinthians 4:1-2), realizing that the Biblical basis for giving begins with a tithe (Malachi 3:10).
  - d. **A loyal church member** by striving to attend worship services regularly and by cooperating wholeheartedly in the plans, activities, and vision of the Church (Hebrews 10:24-25).

- e. **A person of prayer**, regularly praying for their church, remembering specifically its members and staff, the homes represented, and its many ministries (1 Thessalonians 5:15-18).

The Leadership Team may consider such activities as service to others in the Church and use of spiritual gifts. The Senior Pastor and paid Church staff are not eligible to be elected as Trustees.

Upon accepting the role of a Trustee, the member will be asked to accept as a covenant items listed in ARTICLE XI – OFFICERS, Section D, 3., a.-e. above. Should the Trustee reflect a lifestyle or actions contrary to the covenant, the Leadership Team and/or Pastor will ask the Trustee to resign.

4. **Number of Trustees** – An uneven number of individuals with a minimum of three (3) and maximum of seven (7).
5. **Term of Service** – The normal full term of service for the position of Trustee shall be three (3) calendar years. Trustee terms shall be established to ensure that no more than one-third of the terms expire in any calendar year. As trustee vacancies occur, nominations and elections may be held to fill the unexpired term in order to preserve the principle of no more than one-third turnover in any single year. The Trustees shall also serve as Corporate Officers. Trustees are eligible to serve two consecutive, three-year terms, becoming eligible to serve again after a one-year absence.
6. **Special meetings** – Trustees may, for any purpose, be called at any time by the Senior Pastor or any three (3) Trustees for a special meeting.
7. **Quorum** – A majority of the authorized number of Trustees shall constitute a quorum for the transaction of any business. Every action taken or decision made by a majority of the Trustees, at a meeting in which a quorum is present, shall be the act of Trustees.

## **ARTICLE XII – MINISTRIES, ORGANIZATIONS, COUNCILS, AND TEAMS**

This Church may establish as many ministries, organizations, and committees as needed to carry out its purposes. The authority for establishing such ministries, organizations, and committees may be delegated to the Deacon Council or Leadership Team by these Bylaws or specific action of the Church.

### **Section A: Personnel Team**

The Personnel Team shall be responsible for formulating, in cooperation with the Senior Pastor, all employee job descriptions, salary and benefit packages, job performance review processes, grievance procedures, hiring processes, and termination processes.

1. **Election of Personnel Team Members** – The Leadership Team shall nominate for election by the Church persons to serve as members of the Personnel Team.
2. **Number of Personnel Team Members** – A minimum of three (3) and maximum of five (5).
3. **Term of Service** – The normal full term of service for Personnel Team member shall be three (3) calendar years. The terms of Personnel Team members shall be established to ensure that no more than one-third of the terms shall expire in any calendar year. As Personnel Team vacancies occur, nominations and elections may be held to fill the unexpired term in order to preserve the principle of no more than one-third turnover on the Personnel Team in any single year. Personnel Team members are eligible to serve two (2) consecutive three-year terms; become eligible again after a one-year absence.

### **Section B: Other Teams**

The Church or Leadership Team may create such other teams with as many members and for such a term as deemed necessary or appropriate. All Teams shall be subject to the following guidelines:

1. **Team Leader** – Each Team Leader shall be enlisted and appointed by the Leadership Team in cooperation with the Senior Pastor.
2. **Assistant Team Leader and Secretary** – Electing an Assistant Team Leader and Secretary.
3. **Accountability** – Accountable first to the Leadership Team and ultimately to the Church for performance of duties.
4. **Disputes or Problems** – The Deacon Council shall provide counsel as requested and resolve any dispute or issue concerning any team when the Church or Leadership Team so requests.

## ARTICLE XIII – ASSETS

### Section A: Dedication of Assets

The properties and assets of this nonprofit religious corporation are irrevocably dedicated to religious or charitable purposes. No part of the net earnings, properties, or assets of this corporation, on dissolution or otherwise, shall inure to the benefit of any private entity or individual, or any member or director of this corporation.

### Section B: Dissolution

If at any time this church shall be dissolved or should cease to function as a cooperating Southern Baptist Church, the property and assets, both real and personal, shall be “held in Trust” by the California Southern Baptist Convention. The Convention in consultation with the local Association shall act to preserve the property for Southern Baptist work in California, giving priority to needs related to Southern Baptist work in the current local Association area.

## ARTICLE XIV – POLITICAL ACTIVITIES

### Section A: Permitted Activities

1. **Voting** – This Church believes it has an obligation to encourage members to register to vote and vote in all elections.
2. **Speaking Truth** – This Church believes it has an obligation to speak out on relevant moral issues and to participate in activities that will ensure the blessings of liberty to its members, fellow citizens and their descendants.
3. **Standing for Truth** – This Church acknowledges that silence and inaction in the face of injustice and evil can constitute the sin of omission, and we commit ourselves to standing for truth whenever and wherever we determine such a stance is appropriate.
4. **Written Guidelines** – In furtherance of the acknowledgements contained in this Article XIV, this Church or the Leadership Team may from time to time establish written guidelines related to these activities and include those in the policies and procedures of this Church.

### Section B: Limitations on Activities

This Church has been formed under the California Nonprofit Religious Corporation Law for the religious purposes described above, and it shall be nonprofit and nonpartisan in all its activities and actions.

1. **Legislation** – No substantial part (more than five (5) percent) of the activities of the Church shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation.

2. **Political Campaigns** – The Church shall not participate or intervene in any political campaign on behalf of any candidate for public office.
3. **General Limitation** – The Church shall not, except to an insubstantial degree (less than five (5) percent of time, energies, and resources), engage in any activities or exercise any powers not in furtherance of the purposes described in this ARTICLE II above.

#### **ARTICLE XV – AMENDMENTS**

New Bylaws may be adopted or these Bylaws may be amended by approval of the members at any regular or special business meeting, provided printed copies of the proposed changes have been distributed at a previous business meeting held at least one (1) month before the vote is taken.