

# Bylaws

## Preamble

We have assembled as a local body of believers in Jesus Christ and have established these Bylaws to help govern the business and administrative needs of this church body. As we have grown in size, our needs have changed and we therefore have established this latest version of the Bylaws, replacing the 2006 approved/adopted version in its entirety, to serve as the governing document for the areas addressed herein. One major change is in the area of church governance. We hereby charter and commission the Elder Team with the responsibility and authority to wisely uphold and carryout these Bylaws in accordance with their purpose until such time that either changes to this version or a new version is adopted through the process outlined in this document.

## ARTICLE I. Name and Affiliation

### Section 1.1 Legal Name

The name of this corporation is Foothills Southern Baptist Church, Inc. The corporation is further referred to in the Bylaws as the "Church." The Church will do business as "Foothills Baptist Church" or as another name approved by Church Membership.

### Section 1.2 Location of Business Office

The principal office for business transactions shall be within the state of Arizona at 15450 S. 21<sup>st</sup> St. Phoenix, AZ 85048. The name of the Registered Agent shall be designated by the Elder Team.

The Elder Team along with Church Membership approval shall have the full power and authority to establish other offices at any place or places where the Church is qualified under applicable law to conduct its business.

### Section 1.3 Affiliations

This Church is autonomous and maintains the right to govern its own affairs, independent of denominational control. However, recognizing the benefits of cooperation which is common among Southern Baptist churches, the Church shall affiliate itself with and support the work of:

1. The Southern Baptist Convention
2. The Arizona Southern Baptist Convention

The Church may voluntarily affiliate with other organizations by a passing vote at a meeting of Church Membership. The affiliations of the Church will be made public knowledge in a forum approved by the Elder Team.

## Section 1.4 Non-Profit Status

The Church is a non-profit corporation under the laws of the State of Arizona so long as such ruling remains valid and applicable to the Church. The exemption is granted under Internal Revenue Code 501(c)(3).

## Section 1.5 Dissolution and Mergers

In the event of a voluntary dissolution of the Church, the net assets of the Church shall be distributed to one or more non-profit organizations. The distribution will be in accordance with a passing vote of Church Membership as defined in the Church's bylaws. In the event there is no agreement among the Membership, net assets will be distributed to the International Mission Board of the Southern Baptist Convention

## ARTICLE II. Articles of Faith

### Section 2.1 Mission

The mission of the Church is "To engage people to put Jesus first for the sake of others".

### Section 2.2 Statement of Basic Belief

We believe that the Holy Bible in its original autographs is without error, is the inspired Word of God and is the basis for our beliefs. The Baptist Faith & Message, 2000 is a succinct articulation of these beliefs, however, with special clarification that Article XVIII - The Family, refers to marriage as the uniting of one *biological* male and one *biological* female.

## ARTICLE III. Governance

### Section 3.1 Definition

The Church shall be congregationally governed; however, the oversight of policy, direction and management of the ministry, operations and finances of the Church shall be entrusted to the Elder Team.

Church Membership shall approve all major matters and are subject to the provisions and limitations of the Arizona Nonprofit Corporation Act. Major matters include a) the annual operating budget; (b) the buying or selling of real property; (c) appointing Lay and Vocational Elders, Deacons, Ministry Staff, Officers, and Ministry Staff; (d) merger or dissolution of the

Church; (e) changes to Church Bylaws; (f) adding or removing Members; (g) loan indebtedness increases or accelerated reductions; (h) purchase or sale of personal property not included in the annual operating budget exceeding 1.5% of the annual budget, unless approved by the Elder Team and Stewardship Team due to exigent circumstances; (i) moving of the principal office or the establishment of other offices; (j) removing the Lead Pastor; (k) designating regularly scheduled places of public worship; (l) approving the search team composition for Vocational Elders including the Lead Elder; and (m) other actions deemed appropriate by the Elder Team.

## Section 3.2 Public Worship

In the event of exigent circumstances, meetings for public worship shall be held at such times and places as may be determined by the Elder Team.

## Section 3.3 Meetings of Church Membership

The Elder Team shall have the sole authority to call a meeting of Church Membership. The Lead Elder shall establish the agenda and serve as moderator of such meetings. An Elder appointed by the Elder Team will moderate in the Lead Elder's absence.

Members may raise issues for discussion and/or consideration at a designated time during a regularly scheduled meeting of Church Membership.

A quorum consists of Members present. Voting by proxy or in absentia is not allowed.

Meetings of the Church Membership shall occur at least once each calendar quarter.

For an issue to be considered for a vote, it must have a first motion followed by a second motion, from two different Members. A  $\frac{3}{4}$  favorable vote is required for approval of all issues considered for a vote. Voting will normally be by public acclamation, unless secret ballot is called for by the Chairman of the Elder Team.

Meetings of Church Membership must be communicated at least fourteen (14) days prior to the meeting date, by at least two different forms of communication.

## **ARTICLE IV. Amendments to Bylaws**

### Section 4.1 Notice Required and Voting Procedure

These Bylaws or any provision contained herein may only be altered, amended, repealed, replaced, or restated, by a  $\frac{3}{4}$  affirmative vote of Church Membership at a duly called meeting of Church Membership.

### Section 4.2 Notification & Process

Church Members shall be given access to the proposed changes or amendments at least fourteen (14) days in advance of the meeting to vote on such amendments.

## **ARTICLE V. Membership**

### **5.1 Requirements**

To qualify for Membership in the Church a person must be a professing believer in Jesus Christ who demonstrates evidence of regeneration who has been baptized by immersion in obedience to Christ following his or her regeneration and who wholeheartedly believes in the Christian faith as revealed in the Holy Bible.

### **5.2 Admittance**

To be admitted into Church Membership, new applicants shall be recommended by the Elder Team for admission and accepted by vote of Church Membership, and must relinquish their Membership in other churches.

### **5.3 Responsibilities**

Membership within a local church carries both privileges and responsibilities. In becoming a Member, a person is covenanting to adhere to the responsibilities and doctrinal statements included in the Holy Bible. The Church's Statement of Basic Belief in Section 2.2 is a succinct articulation of these responsibilities.

### **5.4 Discipline of Church Members**

A Church Member who exhibits a continuing, unrepentant lifestyle of sin shall be dealt with according to the Biblical process outlined in Matthew 18:15-20. The objective of church discipline is to restore an individual to fellowship within the Church and to glorify God.

### **5.5 Removal from Membership**

Members can be removed through (a) voluntary withdrawal provided the Member is in good standing; (b) death; (c) as a result of the disciplinary process; or, (d) recommendation by the Elder Team with Church Membership approval if a Member absents themselves from the Church for a period greater than one year.

### **5.6 Formal Dispute Resolution**

The Church is committed to glorifying God and maintaining unity through peacemaking and reconciliation, preserving marriages, protecting children, Biblical counseling, confidentiality, accountability, and church discipline.

Disputes brought against a Member or brought against the Church shall be resolved through Biblical mediation or arbitration rather than civil litigation whenever possible. Members shall submit to the process laid out in Matthew 18:15-20 and 1 Corinthians 6:1-8.

## **ARTICLE VI. Church Leadership**

The biblically ordained offices of the Church are Elder and Deacon. In addition, the Church recognizes other ministerial and administrative positions under these Bylaws. All such personnel must be Members of the Church prior to or contemporaneous with assuming their responsibilities. Both men and women can serve as Minister, Deacon, Trustee, Treasurer, Team Member, and Support Staff

### **6.1 Elders**

#### **6.1.1 Definition and Powers**

Overall direction, management, and oversight of policy of the Church is entrusted to the Elder Team by Church Membership. They are chartered by Church Membership with the responsibility to uphold and carry out the Bylaws. On matters of doctrinal disagreement, the Elder Team will provide final clarification. No committee, ministry team, Church staff member, employee, trustee, Officer, other entity or other persons shall have the authority to override the decisions of the Elder Team with the exception of Church Membership through a meeting of the Church Membership as outlined in this document (Section 3.3).

Lay Elders are defined as those Elders who are not employed by the Church as Vocational Elders. Vocational Elders are defined as those Elders who are ordained and employed by the Church as a pastoral staff member.

Lay Elders shall not receive compensation or salaries for their service as Elders. Vocational Elders may receive compensation for fulfilling their vocational responsibilities as employees of the Church. A Vocational Elder shall neither vote on nor determine his own personal salary or benefits or any other employment matter that affects him personally.

#### **6.1.2 Qualifications**

The qualifications for Elders shall be those listed in 1 Timothy 3:1-7 and Titus 1:5-9, in particular the requirement that Elders be men and able to teach. Elders shall also be Members of Foothills Baptist Church in good standing.

#### **6.1.3 Responsibilities**

The responsibilities of the Elder Team shall include, but not be limited to:

- Shepherding staff and Members
- Teaching and preaching
- Oversight of the Membership process for Members per Article V
- Oversight of church discipline per Article V, Section 5.5
- Ministry implementation
- Oversight of Deacons per Section 6.4.4
- Oversight of financial stewardship
- Oversight of the official register of Membership and providing legal notices of meetings to Church Membership
- Forming and maintaining ministry teams
- Evaluate and recommend Elder, Deacon, and Officer nominations for Church approval
- Hiring of Ministerial Staff for positions that have received Church Membership approval

#### 6.1.4 Selection and Term of Office

##### Lay Elders

The Church shall appoint men gifted to serve in this calling through a nomination process by submitting their name for consideration by Elder Team. A minimum of fourteen (14) days shall be given for any Church Member to submit questions, comments and concerns that will be considered by the Elder Team. The Elder Team will then present candidates who meet the qualifications outlined in Section 6.1.2 and have received a  $\frac{3}{4}$  affirmative vote of the Elder Team. Church Membership shall vote to approve Elder Team candidates at a meeting of Church Membership as called by the Elder Team. Elder Team candidates must each receive a  $\frac{3}{4}$  vote to become an Elder, as outlined in Section 3.3.

Lay Elders are expected to serve a three-year term. Lay Elders may, upon re-nomination and Church Membership's approval, serve a second consecutive three-year term but must take a one-year absence before being re-nominated for approval for any ensuing term(s). There must be a one-year absence between every two (2) terms.

The Elder Team must ensure that Lay Elder terms are staggered in such a way as to ensure that no more than one third of the number of Lay Elders' terms end in any given year.

##### Vocational Elders

In selecting a Vocational Elder, the Elder Team shall select one Vocational Elder to serve as chairman, one Lay Elder and three (3) Members At-Large. This body shall constitute the search team and must be approved by a  $\frac{3}{4}$  vote of Church Membership.

The search team shall submit a candidate to the Elder Team for consideration and a vote. A  $\frac{3}{4}$  vote by the Elder Team is required for a passing vote. The search team, in conjunction with the Elder Team, shall present the candidate to Church Membership during a meeting of the Church Membership as called by the Elder Team.

After a Vocational Elder candidate has been presented to the Church, Church Membership shall vote by ballot during a meeting of the Church Membership. The candidate must receive a  $\frac{3}{4}$  majority affirmative vote to serve as a Vocational Elder. If any Member believes the nominee to be unqualified, that Member shall express such concern to the Elder Team prior to the meeting during which voting takes place.

There is no term limit for Vocational Elders.

### 6.1.5 Removal

Any Elder may be removed from the office of Elder for valid cause. A written notice of proposed removal of any Elder shall be given to such Elder by the Chairman of the Elder Team (see 6.5.4) at least fourteen (14) days prior to the meeting at which an action to effectuate such removal is to be taken in order to ensure that the Elder is given reasonable opportunity to defend himself. Such notice will only be given if the Lead Elder and any other two Elders agree that it should be given. If the Elder in question is the Lead Elder, any three Elders must agree that a notice must be given before it is given.

The Elder will have the opportunity to answer charges in the presence of his accusers but may not be present during the vote on his removal. Such removal shall only take place after a  $\frac{3}{4}$  vote of the Elder Team. Removal of the Lead Elder must also be voted on by Church Membership at a meeting of Church Membership for his removal to be final.

If an Elder resigns, a fourteen (14) day notice should be given to the Chairman of the Elder Team.

## 6.2 The Lead Elder

### 6.2.1 Definition

The Lead Elder shall perform the responsibilities of an Elder described in 6.1.3 above. He shall make certain that all decisions of the Elder Team are carried into effect and work collaboratively with the Chairman of the Elder Team to schedule Elder Team meetings and set the agenda. He shall be recognized by the Church as particularly gifted and called to the ministry of preaching and teaching the Word of God. Further, he shall be recognized as a visionary and a leader and is charged with setting the vision and direction of the Church and leading Church Membership in that regard. He shall also lead the Church Staff in the day-to-day operations of the Church.

The Lead Elder shall also oversee removal of any member of the Ministry or Support Staff. He shall have authority to effect such removals provided there is concurrence by the Personnel Team. Removal on the basis of moral failures must have concurrence by the Elder Team.

## 6.2.2 Selection

In selecting a new Lead Elder, the Elder Team shall select one Lay Elder to serve as chairman, one Deacon (in conjunction with the Chairman of the Deacons), one Vocational Elder, one Ministry Staff and three (3) Members At- Large. This body shall constitute the search team and must be approved by a  $\frac{3}{4}$  vote of the Church Membership.

The search team shall submit a candidate to the Elder Team for consideration and a vote. A  $\frac{3}{4}$  vote by the Elder Team is required for a passing vote. The search team, in conjunction with the Elder Team, shall present the candidate to Church Membership during a meeting of Church Membership as called by the Elder Team.

After a Lead Elder candidate has been presented, Church Membership shall vote by secret ballot during a subsequent meeting of Church Membership. The candidate must receive a  $\frac{3}{4}$  majority affirmative vote to serve as the Lead Elder. If any Member believes the nominee to be unqualified, that Member shall express such concern to the Elder Team prior to the meeting during which voting takes place.

## 6.3 Elder Team

### 6.3.1 Definition

The Elder Team shall consist of Lay and Vocational Elders. The Elder Team will maintain a simple majority of Lay Elders. If for any reason the composition of the Elder Team does not consist of a simple majority of Lay Elders, the Elder Team shall begin the process outlined in section 6.1.4 to restore the required composition, as quickly as is reasonable.

### 6.3.2. Meetings

Meetings of the Elder Team shall be held at a time and in a location that the Elder Team deems appropriate and must have a fourteen day (14) notice prior to the meeting date, unless  $\frac{3}{4}$  majority waive their required notice.

Meetings may be held by conference telephone or similar verbal communication equipment. All Elders participating telephonically shall be deemed present at such meetings.

### 6.3.3 Definition of Quorum & Passing Vote

Unanimity is a desired goal among the Elder Team (1 Cor. 1:10: Eph. 4:3: Phil. 1:27, 2:2); however, on matters requiring a vote, a passing vote of  $\frac{3}{4}$  majority is required with the exception of hiring a Lead Pastor, recommending an Elder and removing an Elder, in which cases a  $\frac{3}{4}$  vote is required. Voting by proxy is prohibited.

A quorum is defined as  $\frac{3}{4}$  of Lay Elders and  $\frac{3}{4}$  of Vocational Elders being present.

## 6.4 Deacons

### 6.4.1 Number

The Elder Team shall annually determine the number of Deacons required to meet the needs of the Church.

### 6.4.2 Qualification

Deacons must be Members, either men or women, who meet the qualifications as specified in 1 Timothy 3:8-13.

### 6.4.3 Responsibilities

The overall responsibility of the Deacons is to serve the Membership in advancing the gospel and mission of the Church and to serve under the direction of the Elder Team.

The role of Deacons is described in Acts 6:1-7. This is a service-oriented office and not an authoritative office, tasked with meeting the physical needs of the Church and serving the Membership.

The responsibilities of Deacons shall include, but not be limited to coordinating widow and member care, security of the facilities, serving ministry staff and other duties as assigned by the Elder Team.

Deacons will elect from among their members a Chairman of the Deacons and other officers they deem appropriate during a duly-called Deacon meeting. A  $\frac{3}{4}$  affirmative vote is required.

### 6.4.4 Selection

Church Members may nominate individuals who they believe are able to serve in this role by submitting their name to the Elder Team. A minimum of fourteen (14) days shall be given for any Church Member to submit questions, comments and concerns that will be considered by the Elder Team along with the current Chairman of the Deacons. The Elder Team will then present candidates who meet the qualifications outlined in Section 6.4.2. Church Membership shall vote to approve Deacon candidates at a meeting of Church Membership. Candidates must be affirmed by a  $\frac{3}{4}$  passing vote.

### 6.4.5 Election Term

Deacons are elected to serve a three-year term. Deacons may, upon re-nomination and Church Membership approval, serve a second consecutive three-year term but must take a one-year absence before being re-nominated for approval for any ensuing term(s). There must be a one-year absence between every two (2) terms.

The Deacons must ensure that Deacons terms are staggered in such a way as to ensure that no more than one third of the number of Deacon's terms end in any given year.

#### 6.4.6 Removal of Deacons

Any Deacon may be removed from the office of Deacon for valid cause. A written notice of proposed removal of any Deacon shall be given to such Deacon by the Chairman of the Deacons at least fourteen (14) days prior to the meeting at which an action to effectuate such removal is to be taken, in order to ensure that the Deacon is given reasonable opportunity to respond to cause for removal. Such notice will only be given if the Lead Elder and any other two Elders agree that it should be given.

The Deacon will have the opportunity to answer charges in the presence of his accusers, but may not be present during the vote on their removal. Such removal shall only take place after a  $\frac{3}{4}$  vote of the Elder Team.

If a Deacon resigns, a fourteen (14) day notice should be given to the Chairman of the Deacons.

### 6.5 Officers

#### 6.5.1 Officers

The Officers of the Church shall be Chairman, Vice Chairman, Secretary, and Treasurer. The Chairman, Vice Chairman, and Secretary shall be those persons serving as the Chairman, Vice Chairman and Secretary of the Elder Team.

#### 6.5.2 Election

The Officers shall be nominated by the Elder Team but approved by a  $\frac{3}{4}$  vote of Church Membership at a meeting of Church Membership. They are elected to serve a three-year term or until the expiration of their term as an Elder, if serving as an Elder is a prerequisite for appointment to that office. Officers may, upon re-nomination and Church Membership approval, serve a second, consecutive three-year term but must take a one-year absence before being re-nominated for approval for any ensuing term(s). There must be a one-year absence between every two (2) terms.

#### 6.5.3 Removal of Officers

Any Officer may be removed from their role as an Officer for valid cause by a  $\frac{3}{4}$  vote of the Elder Team. A written notice of proposed removal of any Officer shall be given to such Officer by the Chairman at least fourteen (14) days prior to the meeting at which an action to effectuate such removal is to be taken in order to ensure that the Officer is given reasonable opportunity to respond to the cause for removal. Such notice will only be given if the Lead Elder and any other two Elders agree that it should be given. The Officer shall have the opportunity to answer the charges in the presence of his/her accusers but shall not be present during the discussion and the vote for his/her removal. Such removal shall take place only after a  $\frac{3}{4}$  vote of the Elder Team. The Officer under consideration for removal will not have voting rights while removal is considered.

Vacancies in Offices of the Church by reason of death, resignation or otherwise, shall be filled by election of the Elder Team as soon as is reasonably possible by a  $\frac{3}{4}$  vote of the Elder Team and approved by a  $\frac{3}{4}$  vote of the Church Membership at a meeting called by the Elder Team. Until such time, an Officer may be appointed by the Elder Team to serve temporarily in such a vacancy.

#### 6.5.4 Responsibilities

##### (a) Chairman of the Elder Team

The Chairman of the Elder Team shall be a Lay Elder. The Chairman shall have oversight of the Elder Team meetings as defined in Section 6.3.2. The Chairman's responsibilities shall include establishing Elder Team meetings, setting the agenda for these meetings and presiding over the Elder Team meetings. All meetings and meeting agendas must be set in collaboration with and with the approval of the Lead Elder.

##### (b) Vice-Chairman of the Elder Team

The Vice-Chairman of the Elder Team shall be a Lay Elder. The Vice-Chairman shall, in the absence of a duly-appointed Chairman, or in the event of the Chairman's inability to act, perform the responsibilities and exercise the duties of the Chairman and shall perform such other responsibilities as the Elder Team assigns from time to time.

##### (c) Secretary of the Elder Team

The Secretary of the Elder Team shall be a Lay or Vocational Elder. The Secretary shall record or cause to be recorded the meeting minutes and all votes taken at Elder Team meetings and Church Membership meetings and will make such meeting minutes available upon request, provided that such Elder Team meeting minutes may be redacted for any confidential personnel and/or Member discussions. He shall have charge of the official records and shall perform such other responsibilities as may be assigned by the Elder Team or Chairman.

##### (d) Treasurer

The Treasurer may or may not be an Elder, but must be a Member of the Church. He or she shall also serve on the Stewardship Team as the chairman of that team. All records and accounts kept by the Treasurer shall be considered the property of the Church and open to inspection by any Member of the Church (except for individual records of donations and gifts).

## 6.6 Ministry Staff

### 6.6.1 Definition

The Ministry Staff is composed of male or female vocational, ordained and non-ordained leaders of Church ministries.

### 6.6.2. Responsibilities

Ministry Staff responsibilities and job descriptions shall be determined by the Elder Team in consultation with the Personnel Team. The Ministry Staff is responsible for direct oversight and administration of their respective ministry area, including supervision of any support personnel and the enlistment and equipping of all volunteer workers.

### 6.6.3. Qualifications

Every individual on the Ministry Staff must agree to the staff code of conduct as maintained by the Personnel Team.

### 6.6.4. Number

The size of the Ministry Staff shall be determined by the needs of the Church.

### 6.6.5 Selection

For all Ministry Staff positions, the Elder Team shall present qualified candidates to the Church body at a meeting of Church Membership for approval by a  $\frac{3}{4}$  vote.

## 6.7 Support Staff

The Elder Team shall be responsible for identifying, selecting, and supervising support staff positions, in conjunction with the Ministry Staff and the Stewardship and Personnel Teams. Support Staff constitutes vocational, non-ordained, employees of the Church who do not lead a ministry but provide ministerial support.

## 6.8 Trustees

### 6.8.1 Definition

From a legal perspective, trustees are considered Directors of the Church. The title of Trustee is only used in preference to the title of Director. For purposes of complying with the Arizona Nonprofit Corporation Act, the individuals serving as Trustees shall be reported in annual filings as Directors of the corporation, but shall regularly be referred to for all other purposes as the Trustees.

### 6.8.2 Selection and Term of Office

Trustees shall be presented to Church Membership for a three (3) year term by the Elder Team and approved by Church Membership at a Church Membership meeting. Trustees may, upon re-nomination and Church Membership approval, serve a second consecutive three-year term but must take a one-year absence before being re-nominated for approval for any ensuing term(s). There must be a one-year absence between every two (2) terms. The Chairman of the Trustees shall be selected by those serving as Trustees.

If a Trustee resigns, a fourteen (14) day notice should be given to the Chairman of the Trustees.

The Trustees must ensure that Trustee terms are staggered in such a way as to ensure that no more than one third of the number of Trustees' terms end in any given year.

### 6.8.3 Number

The minimum number of Trustees shall be three (3) but the number may be increased by the Elder Team with the approval of Church Membership in order to meet the requirements of the Church.

#### 6.8.4 Responsibilities

Generally, the Trustees are responsible to:

- Ensure that Church assets are used in a prudent manner
- Disclose to the Elder Team any discovered conflicts of interest
- Make recommendations to the Elder Team to minimize or mitigate any discovered risks
- Ensure the Church obeys applicable laws and abides by these Bylaws
- At least annually, review in detail with the Treasurer the books and financial records of the Church
- Engage an independent accounting firm to conduct an independent, financial audit on a periodic basis as approved and considered appropriate by the Elder Team.
- Oversee and approve the purchase of or renewal of insurance policies to ensure the Church is covered against foreseen liabilities, e.g. property insurance, general liability insurance, workers compensation, employment practices liability insurance, etc.
- Execute any legal documents deemed necessary for the function of the Church

#### 6.9 Personnel Team

The Personnel Team shall assist the Elder Team in matters relating to staff administration and management. The Personnel Team shall work with the Elder Team in recommending pay scales, increases and compensation packages, managing the staff code of conduct, and any other staff benefits. They shall enact and maintain appropriate personnel policies.

The Personnel Team shall consist of one Lay Elder, one Deacon and three (3) Members At-Large. The Deacon and Members At-Large will be presented by the Elder Team to the Church at a meeting of Church Membership and approved by a  $\frac{3}{4}$  vote of Church Membership. The Personnel Team shall elect their own chairman from its members.

Personnel Team members are expected to serve a three-year term and may, upon re-nomination and Church Membership approval, serve a second consecutive three-year term but must take a one-year absence before being re-nominated for approval for any ensuing term(s). There must be a one-year absence between every two (2) terms. The Personnel Team must ensure that Personnel Team Member terms are staggered in such a way as to ensure that no more than one third of the number of Team Member terms end in any given year.

## 6.10 Stewardship Team

The Stewardship Team shall work with the Elder Team in matters relating to finances and major issues such as loan refinancing, unbudgeted purchases, budget preparation and additional debt accumulation.

The Stewardship Team shall be chaired by the Treasurer. The composition of the Stewardship Team shall be one Lay Elder, one Deacon and three (3) Members At-Large. The Treasurer will be one of these five. All Members of the Stewardship Team will be presented by the Elder Team to the Church at a meeting of Church Membership and approved by a  $\frac{3}{4}$  vote of Church Membership.

Stewardship Team members are elected to serve a three-year term and may, upon re-nomination and Church Membership approval, serve a second consecutive three-year term but must take a one-year absence before being re-nominated for approval for any ensuing term(s). There must be a one-year absence between every two (2) terms. The Stewardship Team must ensure that Stewardship Team Member terms are staggered in such a way as to ensure that no more than one third of the number of Team Member terms end in any given year.

## ARTICLE VII. Ordination & Licensing

### 7.1 Qualifications

The Church will consider setting-apart through ordination duly qualified Members as determined by the Elder Team in accordance with the guidelines of Scripture (Acts 13:1-3).

### 7.2 Process

The Church's ordination processes are devised and modified from time-to-time by the Elder Team.

### 7.3 Revocation

The Church reserves the right to revoke ordination when it is determined there has been a moral failure or termination of employment due to conduct. The decision to rescind or extend ordination shall be at the discretion of the Elder Team.

## ARTICLE VIII. Church Disruptions

### 8.1 Definition

Any person deemed to pose a physical or psychological threat to any person or to the Church, or to be causing, about to cause, or capable of causing disruption to the religious services and activities of the Church, shall be considered a trespasser on Church property and may be removed from the property. No Church employee or Elder shall incur any liability for acting prudently and in good faith in the interests of the Church pursuant to this section.

## **ARTICLE IX. Indemnification**

### **9.1 Indemnification**

The Church shall indemnify any Elder, Officer, Deacon, Trustee or Member authorized as an agent of the Church against claims, liabilities, expenses, and costs incurred in connection with the defense, compromise, or settlement of any action, suit or proceeding, civil or criminal, in which such person is made a party by reason of being or having been an Elder, Officer, Deacon, Trustee or Member authorized as an agent of the Church to the extent not otherwise compensated, indemnified or reimbursed by insurance, if:

- The conduct of the individual was prudent and in good faith;
- The individual reasonably believed their conduct was in the best interests of the Church or at least not opposed to its best interests; and
- In the case of any criminal proceeding, the individual had no reasonable cause to believe that their conduct was unlawful.

### **9.2 Reimbursement**

The Elder Team may authorize reimbursement of Church-related indemnification expenses of any Officer, employee or agent of the Church.

### **9.3 Permissive Indemnification**

At the discretion of the Elder Team, the Church may also indemnify any Member who acted in good faith and reasonably believed that their conduct was in the Church's best interest and not unlawful.

### **9.4 Limitations of Powers**

The Church will not indemnify an individual in connection with a proceeding brought against them in which he/she was adjudged liable to the Church or where the individual is charged with receiving an improper personal benefit and he/she is adjudged liable on that basis.

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## **Glossary of Terms**

### Baptist Faith and Message 2000

- The statement of faith of the Southern Baptist Convention (SBC) adopted in 2000. It summarizes key Southern Baptist thought in primary doctrinal areas.

### Bylaws

- The rules of a corporation. They serve as a legal document and roadmap for an organization.

### Church Membership

- A formal relationship between a local church and a Christian characterized by the church's affirmation and oversight of a Christian's discipleship and the Christian's submission to living out his or her discipleship in the care of the church (Article V).

### Church Officers

- Roles required by the state and federal government for non-profit entities.

### Congregationally Governed

- A form of church government emphasizing the autonomy, independence, and authority of the local church.

### Deacon

- An office of the local church, a deacon is a "servant" by definition. They are men and women who are tasked with assisting the Elders by meeting the physical needs of the Church.

### Elder

- A term used to refer to a leader in the local church. Also referred to as Pastor, Bishop, Overseer, and Pastor-Teacher in the New Testament.

### Elder Team

- All Lay and Vocational Elders, which will have a simple majority of Lay Elders and a Lay Elder as Chairman and Vice-Chairman.

### Lay Elder

- An Elder who is *not* employed by the Church as a Vocational Elder.

### Lead Elder

- The Elder primarily responsible for preaching, leading and directing the Church.

### Ministry Staff

- Male or female vocational, ordained or non-ordained leaders of ministries.

### Ordained

- The appointing of, or investing of one with authority. See Acts 6:6 and 14:23.

### Support Staff

- Vocational, non-ordained, employees of the Church who do not lead a ministry but provide ministerial support.

### Trustees

- Individuals of a non-profit, such as a local church, who hold the legal responsibility on behalf of the church. Often referred to as Directors.

### Vocational Elder

- An Elder who is ordained by the Church as a pastoral staff member.