

NCLL Sample Church Bylaws

ARTICLE 1 NAME AND PURPOSE

- A. Name: this congregation of believers shall be known as Waymaker Church. The church is incorporated as a non-profit corporation under the laws of the state of New York.
- B. Purpose: this congregation is organized as a church exclusively for charitable, religious, and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (IRC) of 1986, for such purposes including, but not limited to, preaching and teaching the gospel of the Lord Jesus Christ; worship; educating believers in a manner consistent with the Bible; and supporting missionary activities in the United States and around the world.

ARTICLE 2 STATEMENT OF FAITH

- A. Authority of Statement of Faith: The statement of faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. The Bible is inspired and the infallible word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, and is the sole and final source of all that we believe. For the purpose of Waymaker Church, doctrine, practice, policy, and discipline, our Minister, Leadership Committee, and Board of Trustees, the Bible is the final authority.

We do believe, however, that the statement of faith accurately represents the teachings of the Bible and, therefore, is binding upon all members, staff, and volunteers. All literature, whether print or electronic, used in the church shall be in complete agreement with the statement of faith. All activities permitted or performed in any facilities owned, rented, or leased by this church, or engaged in by any member of the church staff (volunteer or paid), and all decisions of the church administration shall not conflict with the statement of faith. In all conflicts regarding the interpretation of the statement of faith, the pastor and board, on behalf of the church, have the final authority.

- B. The purpose of this church is Christian fellowship, worship, witness, and service. Our vision and mission statement are as follows:

Our Vision

"To honor God by making disciples of Jesus Christ who are equipped to serve Him in the world."

"Honrar a Dios, haciendo discípulos de Jesucristo que están equipados para servirle en el mundo."

Our Mission Statement

"Waymaker Church exists to lead people into an authentic, relationship with Jesus Christ, equipping them to make disciples and be a witness to the world."

"La Iglesia Waymaker existe para dirigir a las personas en una relación auténtica con Jesucristo, equipándolos para hacer discípulos y ser testigos en el mundo."

A. Statement of Faith

1. Beliefs on Doctrine

- a. We believe in God, Creator of the world, and in Jesus Christ, the Redeemer of creation. We believe in the Holy Spirit, through whom we acknowledge God's gifts, and we repent of our sin in misusing these gifts to idolatrous ends.
- b. We affirm the natural world as God's handiwork and dedicate ourselves to its preservation, enhancement, and faithful use by humankind.
- c. We commit ourselves to the rights of men, women, children, youth, young adults, the aging, and people with disabilities; to improvement of the quality of life; and to the rights and dignity of all persons.
- d. We believe in the right and duty of persons to work for the glory of God and the good of themselves and others and in the protection of their welfare in so doing; in the rights to property as a trust from God.
- e. We dedicate ourselves to peace throughout the world, to the rule of justice and law among nations, and to individual freedom for all people of the world.
- f. We believe in the present and final triumph of God's Word in human affairs and gladly accept our commission to manifest the life of the gospel in the world.

2. Additional Religious Beliefs

a. Marriage and Sexuality

- i. We believe that the term "marriage" has only one legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union as delineated by Scripture. Marriage ceremonies performed in any facility or space owned, leased, or rented by this church will be only those ceremonies sanctioned by God, joining one man with one woman as their genders were determined by anatomy at birth (and not subject to change). Whenever there is a conflict between the church's position and any new legal standard for marriage, the church's statement of faith, doctrines, and biblical positions will govern. (Gen. 2:24; Eph. 5:22-23; Mark 10:6-9; I Cor. 7:1-9)
- ii. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage as defined in (a) above. We believe that any other type of sexual activity, identity, or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God's natural design and purpose for sexual activity. (Gen. 2:24; Gen. 19:5; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9-10; 1 Thess. 4:1-8; Heb. 13:4)
- iii. We believe that God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)

b. Divorce and Remarriage. We believe that God disapproves of and forbids divorce except in very limited, defined circumstances. Although divorced and remarried persons or divorced persons may hold positions of service in the church and be greatly used of God for **Christian** service, yet they will be highly evaluated when considered for the offices of pastor or the board. (Mal. 2:14-17; Matt. 19:3-12; Mark 10:11-12; Rom. 7:1-3; I Tim. 3:2, 12; Titus 1:6; I Cor. 7:10-16)

- c. Sanctity of Life
 - i. We believe that human life begins at conception and that any unborn child is a living human being created in the image of God and must be valued and protected. (Job 3:16; Ps. 51:5; 139:13-16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:36, 44)
 - ii. We believe that an intentional act or omission that facilitates premature death, is assuming a decision that is to be reserved for God. We do not believe that discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome is euthanasia. (Ex. 20:13; 23:7; Matt. 5:21; Acts 17:28)
- d. Love. We believe that we should demonstrate love for others, not only toward fellow believers, but also toward those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal graciously, humbly, gently, and patiently with those who oppose us. God forbids the stirring up of strife, the taking of revenge, or the threat or use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such actions. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10; 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; I Peter 3:8-9; 1 John 3:17-18)
- e. Disputes within the Church. We believe Christians should work to resolve disputes within the body of Christ. We therefore believe that all disputes unable to be so resolved must be handled through binding Christian arbitration. (1 Cor. 6:1-8; Eph. 4:31-32)
- f. Protection of Children. We believe that children are from the Lord and must be absolutely protected within the church from any form of abuse or molestation. The church has zero tolerance for any person, whether paid staff, volunteer, member, or visitor, who abuses or molests a child. (Ps. 127:3-5; Matt. 18:6, 19:14; Mark 10:14)
- g. Family Relationships
 - i. We believe that men and women are spiritually equal in position before God (Gal. 3:28)
 - ii. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the spiritual leadership of her husband as the church submits to the headship of Christ. Children are a wonderful gift and heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values through consistent lifestyle example and appropriate training and discipline. (Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; 22:15; Mk. 10:6-12; 1 Cor. 7:1-16; Eph. 5:21-33; 6:1-4; Col. 3:18-21; 1 Pet. 3:1-7)
 - iii. In the Bible, God entrusts parents with responsibility for their children, and church activities and Christian schools by design operate on behalf of the parents. These responsibilities include decisions regarding church attendance, education, healthcare, discipline, and a variety of other life choices. God instructs parents to train their children consistent with their faith. (Exodus 20:12; Deut. 4:6, 6: 6-9; Ps. 127:3-5; Eph. 6:4 Prov. 4:20-23, 19:18, 22:6.)

ARTICLE 3

MEMBERSHIP

- A. **Qualifications for Church Membership.** Those seeking membership in the Church must:
 - 1. Through their actions, words, lifestyle, and affiliations, evidence a genuine experience of regeneration through faith in and acceptance of the Lord Jesus Christ as personal Savior.
 - 2. Attend a pre-membership class led by a member of the pastoral staff or appointee in which they will review the church's statement of faith, bylaws, general practices and policies, and expectations of members.
 - 3. Be interviewed by the pastor, pastoral staff and/or board to ensure they fully subscribe to the statement of faith contained herein and agree to submit to the authority of the church and its leaders.
 - 4. Membership will be granted upon the recommendation of the pastor and a majority vote of the board, and upon compliance with any one of the following conditions:

- a. **By baptism** at this local church following a profession of faith as a believer in Christ Jesus as personal Savior;
- b. By letter of transfer from another Bible-believing church of like faith and practice or other written statement of good standing from the prior church if the applicant has been baptized by immersion subsequent to a profession of faith; or
- c. By testimony of faith, having been baptized by immersion in another Bible-believing church of like faith and practice.

B. Privileges of Membership

1. Only members of at least eighteen years of age who are physically present at a duly called meeting of the church shall be entitled to vote. There shall be no proxy or absentee voting. The eligible membership of the church may only exercise voting privileges in those areas that are defined and limited by these bylaws. Members may not vote to initiate any church action; rather the vote of a member is to confirm and ratify the direction of the church as determined by the pastor and the board.
2. This congregation functions not as a pure democracy, but as a body under the headship of the Lord Jesus Christ and the direction of the pastor as the under-shepherd with the counsel of the board. Determinations of the internal affairs of this church are ecclesiastical matters and shall be determined exclusively by the church's own rules and procedures. The pastor and board shall oversee and/or conduct all aspects of this church. The board shall give counsel and assistance to the pastor as requested by him.
3. Membership in this church does not afford the members with any property or contractual rights. Although the general public is invited to all of the church's worship services, the church property remains private property. The pastor or individual designated by the board has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property. If after being notified of such a suspension or revocation, the person enters or remains on church property, the person may, in the discretion of the pastor or person designated by the board, be treated as a trespasser.
4. A member may inspect the prepared annual financial statement of the church and the minutes of church or committee proceedings or meetings, provided he/she shall have made a written request upon the church stating the precise records requesting to be viewed and the reason for the request, and the church has received the written request at least five business days before the requested inspection date. Requests may be denied if such request is deemed to be frivolous by a majority vote of the church board. Board meeting minutes and discipline committee meetings, as well as other information involving privacy interests such as, but not limited to, donor records, lists of names and addresses of church members, individual benevolence, individual salaries, health information, background checks, and social security numbers, are exempt from this provision and are not subject to inspection without a court order. Members may not copy or take digital images or records of any ministry record without authorization from the pastor or chairman of the board. Members agree that information obtained from any inspection of records will be kept in the strictest confidence.

C. Automatic Termination of Membership

1. The membership of any individual member shall automatically terminate without notice if:
 - a. the member has not attended a regular worship service of the church in the preceding six months. This provision may be waived at the discretion of the pastor and the board upon the showing of good cause.
 - b. the member adopts opinions—verbally, in print, or in any other manner or medium—that are in direct contravention to the church's statement of faith. Since agreement with the church's statement of faith is a requirement for membership in this church, the member's non-conforming actions or statements will be treated by the pastor and the board as the member's resignation.
 - c. the member unites in membership with another church.

- d. the member files a lawsuit in violation of the statement of faith.
- e. the member dies.
- 2. For any memberships terminated in accordance with the above provisions, with the exception of memberships terminated under e above, the church may send a letter informing the prior member of the termination, but this is not required.
- 3. Transfer or Resignation of Membership: Members not under the disciplinary process of Article 3 section E may request a letter of transfer be sent to another church. A member may resign at any time, but no letter of transfer or written statement of good standing will be issued upon such resignation, except at the discretion of the pastor.

D. Discipline of A Member

- 1. When a member becomes aware of an offense of such magnitude that it hinders the spiritual growth and testimony of an individual in the local church or the body as a whole, he or she is to go to the offending party and seek to restore the offender. Before going, the confronter should first examine him or herself and go with a spirit of humility and the goal of restoration.
- 2. If reconciliation is not reached, a second member is to accompany the one seeking to resolve the matter in going again to the offending party. This second step should also be preceded by self-examination and exercised in a spirit of humility with the goal of restoration.
- 3. If the matter is still unresolved after taking the steps outlined in E.1 and E.2 above, the two members aware of the offense shall, in keeping with Matthew 18, bring the issue before the pastor and the board, who are representatives of the church body.
- 4. If the pastor and board agree with the member that the offending conduct is of such magnitude that it hinders the spiritual growth and testimony of the member or the body as a whole, they shall attempt to meet with the offending brother or sister. If reconciliation is not reached, the pastor and board, as representatives of the church body, shall, upon a majority vote of those present at a meeting of the board, terminate the offending individual's membership without further notice to the him or her. Unless the matter involves an issue of safety or security to the members of the church at large, the specifics of the matter shall not be addressed in a public forum or with the general church membership.
- 5. The pastor and board shall be entitled to the same steps as other church members and be subject to the same discipline. If the pastor or a board member is the subject of a disciplinary matter, he shall not be permitted to vote on his own membership termination.
- 6. For any memberships terminated in accordance with this provision, the pastor may cause a letter to be written informing the prior member of the termination, although he is not required to do so.
- 7. The procedures provided in this section are based on Matt. 18:15-20; Rom. 16:17-18; 1 Cor. 5:1-13; 2 Cor. 2:1-11; Gal. 6:1; 1 Thess. 5:14; 2 Thess. 3:6, 10-15; 1 Tim. 5:19-20; and Titus 3:10-11.

E. Affiliated Co-Laborer: Those desiring fellowship, accountability and opportunities for service with this church on a temporary basis but who maintain membership in a like body of believers outside this locality may be granted affiliated co-laborer status with this church. The affiliated co-laborer may be eligible to serve in certain capacities determined by the pastor and board and may attend member fellowship events. This affiliation does not, however, grant membership or the rights of membership to the individual(s) so affiliated. Affiliated co-laborers shall not be entitled to hold any office, vote in, or have any say in any church matter, and shall not be counted for quorum purposes. A person wishing to become an affiliated co-laborer with this church must make a request to the pastor or his designee who will determine if affiliated co-laborer status should be granted to the individual. If the pastor or his designee so determines, the person may be granted co-laborer status upon a majority vote of the board.

ARTICLE 4 **OFFICERS**

- A. Designation of Corporate Officers:** As an accommodation to legal relationships outside the church, the pastor shall serve as president of the corporation; the chairman of the board shall serve as vice president of the corporation; the church secretary shall serve as secretary of the corporation; and the church treasurer shall serve as treasurer of the corporation.
- B. Church Officers:** The church officers are pastor(s), board members, secretary, treasurer, and any other officers the church deems necessary. The church shall have at least three board members.
- C. Eligibility For Church Officers**
 - 1. The church shall not install or retain an officer who fails to adhere to or expresses disagreement with the statement of faith set forth in Article 2. All church officers, upon request of the pastor, shall affirm in writing their agreement with the statement of faith.
 - 2. All church officers must be approved initially and thereafter annually by the pastor to commence or continue in their offices.
 - 3. Only church members are eligible for election or appointment to any church office or position. Affiliated co-laborers with this church are not eligible for such election or appointment.
- D. Election of Church Officers:** The annual election of officers, other than the senior and other pastors, by the church membership shall occur during the month of October at the annual church business meeting. Officers of the church must be elected by a majority of the eligible membership present at a regular or special church business meeting. The pastor may appoint other church officers, subject to a confirmation vote by a majority of the eligible church membership present and voting at any regular or special church business meeting. Members may submit to the pastor and the board nominations for corporate officers. The pastor and the board shall then serve as the nominating committee for all general elections of officers.
- E. Terms of Service for Officers**
 - 1. The relationship between the senior pastor and the church shall be permanent unless dissolved at the option of either party by the giving of a month's notice, or less by mutual consent. The severance of the relationship between the pastor and the church may be considered at any regular or special church business meeting by following the procedures outlined in Article 6, provided notice of the meeting is given from the pulpit to the church two Sundays prior to the meeting. A majority of the eligible members present, and voting shall be required to remove the pastor from office. Disciplinary removal of the pastor from office automatically terminates his membership.
 - 2. Any other board member may be removed from office before his term expires for any reason upon motion by any board member and an affirmative majority vote of the other board members at a duly called board meeting. No congregational vote is necessary for board member removal. This process is intended to protect the personal or private information of any board member being removed from office.
 - 3. The term of service for all offices and positions in the church, except the pastor and other staff members, shall be one year, at the expiration of which the officers may be re-elected or re-appointed.
 - 4. A vacancy occurring in any office or on the board, except in the case of the pastor, may be filled at any regular church business meeting by a majority vote of eligible members present.
 - 5. All elected and appointed officers shall serve in their respective offices until their successors are duly elected or appointed, unless removed for disciplinary reasons.

F. Calling a Pastor: Upon the resignation, death, or dismissal of the pastor, the church shall seek a candidate who subscribes to the church's statement of faith and bylaws and whose life aligns with the qualifications of a pastor as described in I Timothy 3:1-7 and Titus 1:6-9. The church shall abide by the following guidelines for calling a pastor:

1. The board shall select a pulpit committee to consist of all board members and up to five other members elected by a majority vote of the board. The pulpit committee shall interview potential candidates and will only consider men who completely subscribe to the statement of faith and who have read these bylaws.
2. The interview process for selecting a pastoral candidate shall include, at a minimum, the following: a background check, a credit check, a reference check, and the filling out of a detailed application that explains the potential candidate's philosophy of ministry as well as his positions on issues of doctrinal significance.
3. Upon a majority vote of the pulpit committee, the pulpit committee will formally announce the candidate to the church, after which the candidate must preach at least one regularly scheduled church service and be available for a church-wide question/answer time prior to being voted upon by the church membership.
4. Notice from the pulpit must be given two consecutive Sundays prior to a formal candidate's preaching service(s) and two consecutive Sundays prior to the church membership vote.
5. The candidate must be elected as pastor by a majority vote of members present and qualified to vote. This vote shall be taken by written, secret ballot at a meeting at which the candidate is not present. The pulpit committee will only present for consideration to the membership one candidate at a time, and an up or down vote must be cast prior to consideration of other potential candidates.

ARTICLE 5 **DUTIES AND POWERS OF OFFICERS**

A. The Pastor

1. The pastor shall preach the Gospel regularly and shall be at liberty to preach the whole counsel of the Word of God. He shall administer the ordinances of the church; act as moderator or appoint a moderator at all church meetings for the transaction of church matters; supervise the teaching ministries of the church; and watch over the spiritual interests of the membership. In all conflicts regarding interpretation of Scripture, the pastor has the final authority.
2. The pastor and board, on behalf of the church, shall establish committees and appoint the members of the various committees at the annual church business meeting or, in the case of a vacancy or newly created committee, at any duly called special meeting. The pastor shall serve as the president of the corporation. He shall inform all newly elected officers of the functions and responsibilities of their respective offices and shall perform such other duties as generally appertain to the position of pastor. He shall be free to choose the means and methods by which he exercises the ministry God has given him.
3. All appointments for public worship and Bible study and the arrangements thereof, including time and place, and the use of the property belonging to the church for any other purposes, are under the control of the pastor, who, with the advice and counsel of the board, shall be able to determine the appropriateness of all property use, as well as persons permitted to use the church property.
4. The pastor shall be responsible to preach regularly scheduled church service as well as any special services. If the pastor is absent, he (or the chairman of the board in the case of a vacancy in the office of pastor or where the pastor is temporarily unable to perform his duties) shall be responsible to invite speakers from within the membership or outside the church to preach in a manner consistent with the statement of faith.
5. The pastor and the board shall be responsible to establish mandatory safety and security procedures for all ministries and programs. There will be a zero-tolerance policy with regard

to abuse of minors, and any reasonable suspicions of child abuse alleged to be perpetrated by staff, volunteers, members or non-members will be reported to the appropriate law enforcement or child abuse prevention authorities. The pastor or his designee will be responsible to provide yearly child abuse prevention training for all staff and volunteers.

B. The Board

1. The board shall assist the pastor in promoting the spiritual welfare of the church, in conducting the church services, and in performing all other work of the church. The board is responsible for making preparations to observe church ordinances and shall consider applications for church membership and affiliated co-laborers. The board shall consider benevolence needs, disburse the benevolence fund in cooperation with the pastor, and assist the pastor in all other evangelistic efforts of the church. The board shall assist the pastor in caring for the administrative needs of the church's various ministries. They shall choose a **moderator** for church meetings if the pastor is unavailable or the office of pastor is vacant. Upon the death, resignation, or dismissal of the pastor, the board may appoint a pulpit committee.
2. Following the annual church business meeting, the board shall assemble and elect, from their own number, a chairman and a secretary for the board.
3. The pastor and the board shall constitute the board of directors of the corporation. In addition to the various powers specifically granted the board under these bylaws, the board has authority to exercise the following powers, upon authorization by a majority vote of the eligible members at a duly called business meeting:
 - a. To purchase, lease, or otherwise acquire real and personal property on behalf of the church, and to take real and personal property by will, gift, or bequest on behalf of the church.
 - b. To sell, lease, or otherwise dispose of, and to mortgage or otherwise encumber the real and personal property of the church; to borrow money for the purpose and use of the church; to cause to be executed, issued, and delivered for the indebtedness, in the name of the church, promissory notes, bonds, debentures, or other evidence of indebtedness; and to secure repayment by deeds of trust, mortgages, or pledges.
 - c. To exercise all powers necessary for the dissolution of the church corporation.
 - d. To maintain the duties of loyalty to the church, confidentiality of church information, and fiduciary care regarding church finances, and a spiritual duty to pray for and support the church with their time, talents, and treasures.
4. All powers of the board (whether deacons or other appointed group) shall be compatible with the laws of the State of New York
5. The board shall, in conjunction with the pastor, conduct an annual ministry liability and safety review of the following policies and/or topics: child protection, including but not limited to worker screening procedures, child abuse reporting procedures, and worker training on child abuse prevention; building safety; security measures; insurance; financial accountability; transportation; sexual harassment; policies listed in IRS Form 990, including a whistleblower policy, a document retention and destruction policy, and a church financial investment policy (if applicable).
6. Each board member shall review the bylaws annually and shall bring suggested changes to a meeting of the board that has been designated for the purpose of reviewing the bylaws.

C. Secretary: The church secretary, along with any assistant or co-officer or church clerk, shall:

1. Certify and keep at the church office the original bylaws or a copy, including all amendments; meeting minutes; the membership roll, baptisms, and records of any special events which are of historical interest to the church; and shall deliver such documents to his or her successor upon leaving office.
2. Maintain and file minutes of all church business and board meetings, including the time and place of holding, the notice given, the names of those present unless a church-wide meeting, and an accurate record of all church business approved at each meeting. A copy of these

minutes shall be kept as a permanent record of the church and shall be made available at all reasonable times to proper person on terms provided by law and pursuant to these bylaws.

3. Sign, certify, or attest documents as may be required by law; and see that reports, statements, certificates, and all other documents and records required by law are properly kept and filed.
4. See that all notices are duly given in accordance with the provisions of these bylaws.

D. Treasurer: The church treasurer, along with any assistant or co-officer, shall:

1. Count, or appoint a counter, along with two other persons so appointed, and permanently record all funds received as church offerings. This shall be done following each church service or day of services.
2. Convey in a timely manner all funds received to the person designated by the board for verification and deposit in the bank, including funds received from outside sources.
3. Maintain a permanent weekly record of individual giving for all donations, offerings, contributions and gifts, and guard the confidentiality of these records. Issue an official receipt to each contributor at the end of the fiscal year.
4. Keep in the church office a permanent record of all financial transactions of church funds; make reports of itemized disbursements and the financial condition of the church as requested by the pastor and the board, and for annual, quarterly or otherwise special or regular business meetings; and deliver such records to his or her successor upon leaving office.

E. Duties Of All Officers

1. All officers shall prepare a written report of their work for the annual church business meeting and shall surrender all records in their possession to the church secretary at the close of their term of office to be filed as a permanent record of the work of the church. All records are the property of the church and must be kept in the church office.
2. Any officer who neglects his or her duties as outlined in the bylaws for a period of three months may be removed from office, at the discretion of the pastor, and another may be appointed by the pastor to serve the unexpired term.

LEADERSHIP Team:

- Senior Pastor
- Assistant Pastors
- Pastor Congregation Relations
- Treasure
- Financial Secretary
- Trustee Coordinator
- Minister of Education
- Minister of Praise
- Minister of Evangelism
- Minister of Youth
- Minister of Men
- Minister of Women
- Minister of Children
- Minister of Missions

ARTICLE 6

CHURCH BUSINESS MEETINGS AND MEETINGS OF THE BOARD

- A. Annual Church Business Meeting**
 - 1. The annual church business meeting, for the election of officers and the transaction of other business, shall be held on October. A quorum shall consist of the eligible members present. Public notice of the meeting shall be given from the pulpit for two successive Sundays immediately preceding the meeting.
 - 2. The pastor or his designee shall serve as moderator of church business meetings. In the temporary absence of the pastor, or if the office of pastor is vacant, the board chairman or his designee shall serve as moderator. In the event of a conflict of interest, the board may substitute a moderator.
 - 3. The moderator shall determine the rules of procedure according to his sense of fairness and common sense, giving all members a reasonable opportunity to be heard on a matter. The moderator is the final authority on questions of procedure, and his decision is final and controlling.
 - 4. For any meeting under this article, the moderator, in his sole discretion, shall have full and unilateral authority to require nonmembers (or children, if circumstances so warrant) to leave the meeting room and to order the immediate removal of any member or other person present who is deemed by the moderator to be disruptive to the proceedings by act or presence. If the moderator determines that compliance with his order of removal is unsatisfactory, he may, in his sole discretion, revoke the disruptive person's right to remain on the premises and treat the person as a trespasser.
 - 5. Church business meetings, including the annual church business meeting and special meetings, may be held by electronic video means for the transaction of any business normally conducted during in-person church business meetings. A quorum shall be those eligible voting members who attend the virtual meeting, and voting shall be conducted by any means deemed acceptable by the board. Notice of business meetings and other notice required by these bylaws shall be provided by email, the church website, social media site, text message, and/or other methods deemed by the board to be most likely to reach church members at least two weeks before the meeting. Such notice satisfies "notice from the pulpit" when that method of notice is otherwise required by these bylaws. Attendance at the meeting without protest shall be deemed waiver of notice.
 - 6. The fiscal year of the church shall begin January end December.
- B. Church Special Business Meetings:** The pastor (or the board, if the office of pastor is vacant or if the pastor is the subject of possible disciplinary action) may call a special church business meeting by giving notice from the pulpit to the church of such a meeting and the purpose for which it is called at least one Sunday and not less than one week prior to said meeting. A meeting for the calling of a pastor or for the discipline or removal of the pastor shall be called in accordance with the provision of Article 3 section E and Article 4 section F.
- C. Voting:** Voting at any church business meeting is limited to eligible members in good standing with the church who are physically present at the meeting; an exception to this in-person vote requirement exists if the church is meeting electronically as permitted by section 6.01 section E of these bylaws. Absentee voting is not permitted, and any member who is undergoing church discipline at the time of a vote is not permitted to vote. A majority vote of those attending the meeting, whether in person or electronically, will constitute the requisite number of votes for passage of amendments and motions, whether by the board voting at a board meeting or by the members voting in a church business meeting.
- D. Motions:** Members who desire that a certain motion be made or subject matter be discussed during an annual, regular, or special business meeting must file a written recommendation with the pastor

and board two weeks prior to the meeting, who will then consider the proposal and proceed according to their conscience and what they understand to be in the best interests of the church. All other motions will be presented by the pastor and/or chairman of the board (or other moderator if the office of pastor is vacant) unless the pastor and/or the board has delegated authority to another member and/or officer to raise certain motions. No motions will be made from the floor.

E. Meetings of the Board

1. **Regular Meetings.** Regular meetings of the board shall be held at such time and place as the board determines.
2. **Special Meetings.** The pastor or any two board members may call a special meeting of the board at any time, and nothing contained in this article shall be construed as limiting, fixing, or affecting the time or date when a meeting called by action of the board may be held.
3. **Notice of Meetings**
 - a. **Requirement of Notice:** Notice shall not be required for regularly scheduled meetings of the board unless there has been a change to the time, date, or location of such regularly scheduled meetings, in which case notice shall be given in accordance with this section of the bylaws. Notice shall be provided in accordance with the provisions of this section for all special meetings of the board.
 - b. **Method of Notice:** Notice shall be sent to each board member for special meetings by means of the secretary's chosen method of communication, whether by postal mail, phone, or email at each board member's address or phone number as it appears in the records of the church or as supplied by the board member to the secretary for the purpose of notice. Notice shall be given by or at the direction of the chairman or the pastor. In the event the pastor or chairman refuses to give notice, any board member may give notice of any meeting. The secretary is responsible to verify that notice is duly provided.
 - c. **Content of Notice:** Notice of any special meeting shall state the time, place, and purpose of the meeting.
 4. **Time of Notice:** Notice of any special meeting shall be delivered by the person charged with giving notice, not less than two days before the date of the meeting.
 5. **Waiver of Notice:** A board member waives notice of a meeting by attendance at the meeting.
 6. **Quorum.** A quorum for meetings shall consist of a majority of the board. If a quorum is not attained, then those present shall adjourn the meeting to a new date properly noticed to all board members for not more than ten days thereafter, at that later-noticed meeting a quorum shall consist of those board members then present.
 7. **Roles.** At every meeting of the board, the chairman, or in his absence, the officer designated by the chairman or in the absence of a designation, the person (who shall be one of the officers, if any is present) chosen by a majority of the board members present, shall act as chairman and/or moderator, and shall conduct the meeting in an orderly manner as determined by the chairman. The secretary of the board shall act as secretary of all meetings and shall take accurate minutes of board meetings and promptly deliver such minutes to the church secretary. In the absence of the board secretary, the chairman may appoint another person to act as board secretary of the meeting.
 8. **Participation in Meetings.** Any one or more board member may participate in a meeting of the board by means of a conference telephone, web-based conference, or similar communications equipment or device, by means of which all persons participating in the meeting can hear each other at the same time. Participating by such means shall constitute presence in person at a meeting for purposes of determining if a quorum is present.

ARTICLE 7
EDUCATIONAL MINISTRIES

A. Purpose: The church believes that the home and church are responsible before God for providing a Christian education. To help fulfill this responsibility of imparting biblical truth and furthering the Great Commission, this church shall establish and maintain an educational program (either a Sunday

School and/or a weekday educational program) for the purposes of winning souls to Christ and teaching Bible doctrine, godly worship, and biblical Christian living. To this end, the church shall engage in educational ministries.

- B. Church Participation: All educational programs or courses of instruction formulated and offered by the church shall be primarily for the benefit of the members of the church; however, the pastor and board, on behalf of the church, may permit non-church members to participate in church educational programs or courses of instruction if they deem it in the best interests of the church.
- C. Agreement with Statement of Faith: All educational programs or courses of instruction shall be conducted as an integral and inseparable ministry of the church and shall be taught and presented in full agreement with the statement of faith of the church and the inerrant Word of God. The church shall not hire, appoint, or retain any employee or volunteer for its educational programs who fails to adhere to or who expresses disagreement with the statement of faith or who adopts or lives a lifestyle inconsistent with the beliefs and practices of the statement of the faith, whether in or out of the classroom.

ARTICLE 8 COMMITTEES

- A. Committees: The pastor and board, on behalf of the church, may designate or form any committees and may appoint members and/or chairpersons of said committees as considered by the pastor and board to be in the best interests of the church. These committees may be standing or temporary (special) committees.
- B. Actions of Committees: Committees have no authority to act on behalf of the corporation. Their primary function is to research and recommend. Committees shall make available upon request all records and materials to the pastor and board, who shall have the right to overrule any plans or decisions made by the committee. Each committee shall have a secretary who keeps and timely submit minutes of each meeting to the pastor and church secretary to be filed with church records. If deemed appropriate by the pastor and board, the committee secretary, in conjunction with the chairman, will submit an annual report to the church of the decisions and plans of the committee.

ARTICLE 9 DESIGNATED CONTRIBUTIONS

The church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. If the church receives a designated contribution for these funds or for any other designated purpose, the church will attempt to honor the designation; however, all designated contributions shall be deemed advisory rather than legally mandatory in nature and shall remain subject to the exclusive control and discretion of the pastor and the board. No fiduciary obligation shall be created by any designated contribution made to the church other than to use the contribution for the general furtherance of any of the purposes stated in Article 1.

ARTICLE 10 CONFLICT OF INTEREST POLICY

- A. Purpose: The purpose of this conflict of interest policy is to protect the church's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the church or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

B. Definitions

1. Interested Person: Any director, officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest.
2. Financial interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the church has a transaction or arrangement;
 - b. A compensation arrangement with the church or with any individual or entity with which the church has a transaction or arrangement; or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the church is negotiating a transaction or arrangement.
 - d. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the board of directors decides that a conflict of interest exists.
3. Compensation: Direct and indirect remuneration as well as gifts or favors that are not insubstantial.
4. Board: The board of directors of the church.

C. Procedures

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the board and, if applicable, members of committees with governing board-delegated powers considering the proposed transaction or arrangement.
2. Determining whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, including any presentations by and discussion with the interested person, he or she shall leave the board or committee meeting while the determination of a conflict of interest involving the transaction or arrangement is discussed and voted upon. The remaining board or committee members (as applicable) shall decide, by a majority vote, if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest
 - a. The chairman of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - b. After exercising due diligence, the board or committee shall determine whether the church can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - c. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interests of the church, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflict of Interest Policy
 - a. If the board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
5. Records of Proceedings
 - a. The minutes of the board shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to

determine whether a conflict of interest was present, and the board or committee's decision as to whether a conflict of interest in fact existed.

- b. The minutes of the board also shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

6. Compensation

- a. A voting member of the board or any committee who receives compensation, directly or indirectly, from the church for services rendered may not vote on matters pertaining to that member's compensation.
- b. A voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the church, either individually or collectively, are not prohibited from providing information to any committee regarding compensation.

7. Annual Statements: Each director, officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms such person has received a copy of the conflict of interest policy; has read and understands the policy; has agreed to comply with the policy; and understands the organization is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

8. Periodic Reviews: To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the church's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

9. Use of Outside Experts: When conducting the periodic reviews as provided for above, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE 11 **BINDING CHRISTIAN ARBITRATION**

A. Submission To Arbitration: Members of the church must agree to submit to binding Christian arbitration of any legal matters with the church that cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bring any civil disagreement with the church before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

B. Arbitration Procedures: The procedures for arbitration shall be as adopted by the board. If the board has not adopted procedures, the church will use arbitration procedures provided by the National Center for Life and Liberty. This arbitration provision is ecclesiastical and faith-based in nature and is intended to operate under the rules and guidelines of this local church. It is not intended to operate under any state or federal guidelines for arbitration.

ARTICLE 12 **TAX-EXEMPTION PROVISIONS**

- A. **Private Inurement:** No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I hereof.
- B. **Dissolution:** Upon the dissolution of the church, no part of the organization's earnings or assets may inure to the benefit of any of its members, and, after paying or making provision to pay all the church's liabilities, the Board, at its discretion, will dispose of all the church's assets to an organization(s) of like faith and practice that is formed and operated exclusively for religious purposes and that, at the time of distribution, qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code. Assets may be distributed only to tax-exempt organizations that agree with the church's statement of faith.
- C. **Nondiscrimination Policy:** The church shall not discriminate against members, applicants for membership, students, or others on the basis of race, color, nationality, or ethnic origin; however, as a religious institution it reserves the right to deny or terminate employment or to deny or terminate any other status of persons whose lifestyle, words, actions or otherwise do not align with the church's statement of faith, standard of conduct or other policies of the church. This policy statement is not intended to waive the ministerial exception or any other exception or exemption to federal, state, or local antidiscrimination laws or regulations.
- D. **Limitation of Activities:** Notwithstanding any other provision of these bylaws, the church shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes stated in Article I.

ARTICLE 13 **AMENDMENTS**

These bylaws may be revised or amended by a majority vote of the eligible members present and voting at any regular church business meeting, provided that said revision or amendment is announced from the pulpit for at least two consecutive Sundays, and at least fourteen days before the vote is taken. Proposed amendments or changes must be made available to voting members for review at least one week prior to the meeting at which the vote to amend the bylaws will be taken. Amendments become effective immediately upon a majority vote approving same.

These bylaws were adopted by a majority vote of the members present and voting at a duly called meeting of the church in which a quorum was present.

These bylaws supersede any other bylaws of Waymaker church.

10/16/2025
Date

Juanita Matta
Church Secretary