

**NEW BEGINNINGS CHRISTIAN CHURCH
BYLAWS**

Revised and Adopted October 25, 2009

ARTICLE 1: NAME AND GOVERNANCE

A. Name

The name of this congregation shall be New Beginnings Christian Church, or in abbreviated form, NBCC, hereafter referred to as the Church.

B. Governance

The Church recognizes its responsibility to govern itself in the manner set forth in these bylaws.

ARTICLE 2: ADOPTION AND POWERS

A. Adoption

A team of individuals acting on behalf of the Church composed the initial bylaws. These bylaws are binding and effective upon approval of the congregation.

B. Amendment

These bylaws may be amended by a majority vote of those members present and voting at any regular or specially called congregational meeting as provided for by these bylaws. These amendments shall become effective immediately.

C. Suspension

Congregational Meeting may upon approval of majority of those members present and voting suspend a specific section of these bylaws.

ARTICLE 3: MEMBERSHIP

A. Qualifications

Membership in the Church shall be open to all persons who love the Lord Jesus Christ and publicly assent to our covenant of faith.

B. Responsibilities

Members are expected to live the Christian faith in such a manner as to honor God's Church; support the ministries and mission of this Church by prayers, presence, and participation; and give regularly to the support of this Church through their tithes and offerings.

ARTICLE 4: CONGREGATIONAL MEETINGS

A. Regular Meetings

1. The decisions of the Congregational Meeting shall be binding on the Church, its members, officers, and staff. The decisions of the Congregational Meeting can be modified or reversed only by another Congregational Meeting.

2. Meetings shall be held at least twice a year, the exact date of each meeting being set at the previous Congregational Meeting. The Church Board of Directors may alter the date of a meeting if a scheduling conflict arises.
 3. Agenda—The agenda shall include, but not be limited to, the minutes of the previous meeting, Treasurer’s Report, Pastor’s Report, staff and ministry reports, review of the budget, continuing business and new business. The proposed agenda shall be set in advance by the Church Board of Directors and shall be approved at the outset of the meeting.
 4. Quorum—No less than 30% of the members of the Church shall be required in attendance to conduct business.
 5. Notification—There shall be notification from the pulpit not more than one month or less than two weeks prior to the Congregational Meeting to include the proposed agenda and time and location.
 6. For regularly scheduled Congregational Meetings the business shall not be limited to the proposed agenda.
 7. Majority vote shall be required to carry any motion or to decide any election. A majority shall consist of over 50% of those present and voting.
- B. Special Congregational Meetings may be called by a petition stating the purpose of the meeting and signed by 30% of the members or a majority vote of a quorum of the Church Board of Directors. No less than two weeks’ notice shall be given for a Special Congregational Meeting. The agenda shall be limited to the purpose stated in the petition or written notice of the Church Board of Directors.

ARTICLE 5: CHURCH BOARD OF DIRECTORS

A. Responsibilities

The congregation has empowered the Church Board of Directors to act as its representative in conducting the business of the Church outside Congregational Meetings. All Board of Directors decisions are subject to review and approval by the Congregational Meeting. The Board of Directors shall report its actions at all Congregational Meetings. Approved minutes of all Board of Directors meetings, exclusive of closed sessions, shall be posted no later than the second Sunday following approval.

B. Duties

Board of Directors shall have charge of all policymaking and administrative functions of the Church to include but not be limited to: 501 status, collections and disbursement of funds, record keeping, reporting and church property. Capital expenditures must be approved at a Congregational Meeting.

C. Composition

The Church Board of Directors shall consist of at least three laypersons. The elected members of the Church Board of Directors shall consist of a Moderator, Clerk, Treasurer, and any others as deemed necessary. The terms shall be for two years with two members elected in even numbered years and one elected in odd numbered years. The members of the Board of Directors shall not concurrently serve as Ministry Team Leaders on the Council of Ministries. Each member shall be elected to a specific position on the Board of Directors with the decision as to function determined by the spiritual gifts of the

member. The Board of Directors or congregation may determine additional positions and functions as needed.

D. Qualifications and Nomination

1. Qualifications—To be considered for the Church Board of Directors the candidate shall be a church member for a year. The member must be of legal age. Except in extraordinary circumstances domestic partners shall not serve on the Church Board of Directors simultaneously.
2. Nominations of qualified candidates to the Church Board of Directors may be presented from the floor of the Congregational Meeting.

E. Vacancies

In the event of a vacancy, the Trust will appoint an Interim Board of Directors Member to serve until the next Congregational Meeting.

F. Removal / Discipline

A signed petition of 30% of the members may initiate removal of a member of the Church Board of Directors. This action is subject to review by a vote of the Congregation at its next regular Congregational Meeting or at a special meeting which may be called, and must be in accordance with the provisions of the bylaws of the Church.

G. Duties of Officers

1. Moderator/Parliamentarian

Shall serve as facilitator during Church Board of Directors meetings, Trust meetings, and Congregational Meetings. Be knowledgeable in Robert's Rules to maintain order and focus at all meetings.

2. Clerk

Shall be the secretary in all matters, keep minutes of all Church Board of Directors meetings, Trust meetings, and Congregational Meetings. Shall maintain current membership rolls, receive all petitions from the Congregation and maintain records of the Pastor and Staff vacation periods. The Clerk shall keep on file the official church calendar, shall maintain copies and files of all church documents or appropriately delegate these duties and oversee outcomes.

3. Treasurer

Shall be one of the signatories on all church accounts; shall be responsible for supervising the timely deposit of all offerings; shall be responsible for the proper maintenance of the financial records; shall make a monthly report to the Church Board of Directors and report at the regular Trust Meetings and Congregational Meetings. The Church Treasurer shall also oversee the offering assistants and Budget Committee or appropriately delegate these duties and oversee outcomes.

H. Meetings

1. Frequency and Content

The Church Board of Directors shall meet once a month, with the meeting to include, but not be limited to: Council of Ministries Report & Recommendations, Treasurer's Report, minutes from the previous meeting, new and continued business and special concerns.

2. Quorum

To conduct business three members constitute quorum. A majority of those present is necessary for a motion to pass.

ARTICLE 6: CHURCH COUNCIL OF MINISTRIES

A. Responsibilities

The Church Council of Ministries will direct and coordinate the ministries of the Church. The Council of Ministries shall send a liaison to report at all Board of Directors meetings and Congregational Meetings. Financial recommendations of the Council of Ministries are subject to review and approval by the Board of Directors.

B. Duties

The Council of Ministries shall

1. Plan and coordinate all events of the ministries of NBCC. Avoid scheduling conflicts whenever possible.
2. Report all planned events to the Church Clerk for inclusion on the Church Calendar.
3. Make budget requests and recommendations to the Board of Directors.

C. Composition

1. The Church Council of Ministries shall consist of at least three Ministry Team Leaders and the Pastor. The Ministry Teams may include but not be limited to: Worship, Education, Music, Outreach, and Serve Teams.
2. As chosen among the Council of Ministries members, one member shall act as scribe for Council of Ministries meetings and provide notes to be presented at the monthly Board of Directors meeting.
3. As chosen among the Council of Ministries members, one member shall act as congregational liaison for the Council of Ministries and report at each Congregational meeting.

D. Qualifications and Affirmation

1. Qualifications—The leaders of church Ministry Teams shall be members of the Council of Ministries.
2. Affirmations of Church Leaders to serve on the Council of Ministries will be established by consensus at a Council of Ministries meeting.
3. New Council of Ministries members shall be announced at the next Board of Directors Meeting and at the next Congregational Meeting.

E. Duties of Ministry Team Leaders

Coordinate and moderate regularly scheduled meetings and events of a Ministry Team. Report plans and outcomes of the Ministry Team to the Council of Ministries.

F. Meetings

Frequency and Content

The Church Council of Ministries shall meet once a month, prior to the Board of Directors meeting.

ARTICLE 7: CHURCH TRUST

A. Responsibilities

The Church Trust will unify and facilitate the work of the Church.

B. Duties

The Trust shall manage any issues outside the scope of the Board of Directors and the Council of Ministries and shall address any unresolved conflicts arising within NBCC.

C. Composition

The Church Trust shall consist of all members of the Board of Directors and the Council of Ministries.

D. Meetings

1. Frequency and Content

The Church Trust shall meet once a quarter, and should always meet at least once in the 30 days preceding a Congregational meeting.

2. Quorum

To conduct business, a majority of current members of the Board of Directors and a majority of current members of the Council of Ministries constitutes quorum. A majority vote of those present is necessary for a motion to pass.

ARTICLE 8: OFFICE / DUTIES OF PASTOR

The Pastor will act as spiritual leader for the Congregation. Further duties of the Pastor will be outlined in the Pastor's job description determined by the Church Board of Directors with approval of the Congregation during a Congregational Meeting.

The candidate for Pastor will be presented to the Church by a designated search committee. The candidate will perform a trial sermon for the Congregation. The Congregation will also conduct a dialogue session with the candidate. A Congregational Meeting shall be required for voting on the candidate. A quorum of 50% of the active church membership shall be required in attendance. Voting shall be done by secret ballot. An 80% majority of yes votes shall be required to call the candidate as Pastor.

ARTICLE 9: BOARD OF TRUSTEES

The Board of Trustees acts as legal signatories for all contractual documents pertaining to the Church. All policy and fiscal decisions must be reviewed and approved by the Church Board of Directors.

All actions and decisions are subject to review and approval by the Congregation at Congregational Meetings. The Board of Trustees will be elected as needed at Congregational Meeting.

ARTICLE 10: FINANCES

A. The Church shall have two signatories on all Church bank accounts. Prior to the signing of any checks, the payee and amount must be completed. Signatories must be members of the Church Board of Directors.

B. Once a year the Church Board of Directors shall arrange for an audit of the Church finances to be performed by a party not currently serving on the Church Board of Directors. The information of the audit shall be released at a regular Congregational Meeting.

C. The Church fiscal year shall run concurrent with the calendar year, January 1 to December 31.

- D. The Treasurer, in conjunction with the Church Board of Directors, shall be responsible for establishing Standard Operating Procedures (SOPs) for handling the collection, counting and depositing of all offerings. The Treasurer may not perform these duties.
- E. All monies for special events should be routed through the Church account. A summary financial statement must be presented to the Church Board of Directors following the event.

ARTICLE 11: PERSONAL LIABILITY

The members, Pastor, and officers of the Church will not be personally liable for any debt, liability or obligation of the Church. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against the Church may look only to the funds and property of the Church for the payment of any such contract or claim, or for the payment of any debt, damages, judgment, or decree, or of any money that may otherwise become due or payable to them from the Church.

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Bylaws Committee Drafted March 19, 2001
Revised and Adopted July 15, 2001
Revised and Adopted October 17, 2004
Revised and Adopted October 25, 2009