

## NEW BEGINNINGS CHRISTIAN CHURCH

### BYLAWS

#### ARTICLE 1: NAME & 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 & POWERS

**A. Adoption**

A team of individuals acting on behalf of the Church composed these 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 person 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 Council 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 Council 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 Council. 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 Council.

## **ARTICLE 5: CHURCH COUNCIL**

### **A. Responsibilities**

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

### **B. Duties**

Council 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.

### **C. Composition**

The Church Council shall consist of at least 4 laypersons and the Pastor. The elected members of the Church Council shall consist of a Moderator, Clerk, Treasurer, Ministry Liaison and any others as deemed necessary. The Pastor shall serve as Vice-Moderator. The terms shall be for two years with 2 members elected in even numbered years and two elected in odd numbered

years. The members of the Council shall not serve as Trustees or Pastoral Assistants. Each member shall be elected to the Council with the decision as to function determined by the spiritual gifts of the member and by the Council itself.

#### **D. Qualifications and Nomination**

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

#### **E. Vacancies**

In the event of a vacancy, the remaining Council members will appoint an Interim Council 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 Council. 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 meetings of the Church Council and at Congregational Meetings. Be knowledgeable in Robert's Rules to maintain order and focus at all meetings.
2. **Vice-Moderator**—The Pastor shall serve as Vice-Moderator and shall serve as Moderator in the absence of the Moderator.
3. **Clerk**—Shall be the secretary in all matters, keep minutes of all Church Council 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.
4. **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 Council and report to the regular Congregational Meeting. The Church Treasurer shall also oversee the offering assistants and Budget Committee or appropriately delegate these duties and oversee outcomes.
5. **Ministry Liaison**—Shall work to establish new ministries, appoint new ministry leaders, coordinate with the existing ministry leaders, and report to the Church Council. Shall

serve as the information coordinator in planning events and special happenings in the life of the Church. Oversee all ministry events or appropriately delegate these duties and oversee outcomes.

#### **H. Meetings**

1. **Frequency and Content**—The Church Council shall meet once a month, with the meeting to include, but not be limited to: Pastor's report, 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: 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 Council with approval of the Congregation during a regular 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 special Congregational meeting 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 Pastor.

### **ARTICLE 7: 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 Council.

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 8: 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 Council, not to include the Pastor.
- B. Once a year the Church Council shall arrange for an audit of the Church finances to be performed by a party not currently serving on the Church

Council. 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 Council, shall be responsible for establishing 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 Council following the event.

**ARTICLE 9: 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 3/19/01  
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