

CONSTITUTION & BYLAWS

Adopted August 30, 2020

FIRST BAPTIST CHURCH OF WYLIE, TEXAS

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CONSTITUTION

Led by faith in our Savior, Jesus Christ, and for the glorification of God through the power of the Holy Spirit, we establish this Constitution to govern this body in Christ.

1. NAME

The name of this non-profit corporation is *FIRST BAPTIST CHURCH OF WYLIE, TEXAS* (“the Church”). Informally, it is also acceptable to refer to the Church as “FBC Wylie,” “First Baptist Wylie,” or “FBW.” Only those congregations which are properly affiliated with and approved in writing by those entrusted with church governance according to the bylaws may use the name “*First Baptist Church of Wylie, Texas.*”

2. PRINCIPAL OFFICE

The principal office of the church is located at 100 North First Street, Wylie, Texas 75098.

3. PURPOSES

3.1. **Purpose and Charitable Intent.** The purpose of the Church is exclusively religious and charitable as described in the Articles of Incorporation of the Church (“Articles”) or as otherwise allowed by law for a religious organization. The purpose of the ministries which the Church conducts is to glorify God and to spread His fame by making disciples of all people.

3.2. Objectives.

- 3.2.1. To be a dynamic spiritual body empowered by the Holy Spirit to evangelize, teach, baptize, and disciple as many people as possible. (Matthew 28:18-10)
- 3.2.2. To help members realize their spiritual gifts and encourage them to use these gifts in the sharing of Christ. (I Corinthians 12:1-11)
- 3.2.3. To be a church whose purpose is to be Christlike in our daily living by emphasizing total commitment to the Lordship of Christ. (I Thessalonians 2:1-13)
- 3.2.4. To help members grow in the knowledge of God and man through church programs of Bible teaching, training, and education. (Acts 2:42-47)

4. STATEMENTS OF FAITH

4.1. **Statements.** These “Statements” are the embodiment of our First Amendment Right to freely worship and may be used as a condition precedent to qualify applicants for membership, for employment, for serving as a volunteer, for use of our facilities, and for other purposes.

4.2. **Basis of Belief.** The Church affirms the Holy Bible as the inspired, infallible word of God and the basis of our sincerely held beliefs over morality, lifestyle, and conduct. While the Church recognizes that it does not exhaust the extent of our sincerely held beliefs, the Church also subscribes to the doctrinal statements of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963 and 2000.

We voluntarily band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind and to minister

to all. For purposes of the Church faith, doctrine, practice, policy, and discipline, the Lead Pastor, in conjunction with the Pastoral Staff and those entrusted with church governance according to the bylaws, shall function as the final interpretive authority on the Bible's meaning and application.

- 4.2.1. We believe in the Scripture of the Old and New Testament as being verbally and completely inerrant in the original writings and of supreme and final authority in faith and life. (2 Timothy 3:16-17, 2 Peter 1:20-21, John 10:35, Matthew 5:18)
- 4.2.2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. (One God – Deuteronomy 6:4, Isaiah 44:6; Three Persons – Genesis 1:26, Isaiah 6:3, 8, Matthew 28:18-19)
- 4.2.3. We believe that Jesus Christ was begotten by the Holy Spirit and born of the virgin Mary and is fully God and fully human. The Holy Spirit was sent by the Father as promised to convict the world of sin, to glorify Jesus and to transform the lives of believers into the likeness of Christ. (True God – Matthew 1:20-25; True Man – John 1:1-2, 14; Convict the World – John 16:8; Glorify Jesus – John 15:26, 16:14; Transform the Lives of Believers – John 14:16-26, 1 Corinthians 2:12, Romans 8:9-11, Ephesians 1:13)
- 4.2.4. We believe that all humans were created in the image of God, that man and woman sinned and thereby incurred not only physical death, but also spiritual death which is separation from God, and that all human beings are born with a sinful nature. (Created in the Image of God – Genesis 1:26-28, Genesis 3:22, Genesis 9:6, James 3:9; Man and Woman Sinned – Romans 5:12, Genesis 3:1-24 Romans 3:23, Romans 7:18, 1 John 1:8)
- 4.2.5. We believe that the Lord Jesus Christ died for our sins according to the Scripture as a representative and substitutionary sacrifice, and that all who personally place their faith in Him are redeemed and justified on the basis of His shed blood. (Substitute for Us – John 3:16, 2 Corinthians 5:15, 21; Redeemed Us: 1 Peter 1:18-19; Justified Us – Romans 3:23-26, 5:1)
- 4.2.6. We believe in the resurrection of the crucified body of our Lord, His ascension into Heaven, and His present life for us as our High Priest and Advocate. (Bodily Resurrection – Romans 1:4, 6:1-11, 1 Corinthians 15:12-19; Ascension – Acts 1:9; Priestly Ministry – Hebrews 4:14-15, Hebrews 7:25, 9:24, Romans 8:31-34)
- 4.2.7. We believe in the “Blessed Hope,” the personal and imminent return of our Lord and Savior Jesus Christ. (Acts 1:11; Titus 2:13)
- 4.2.8. We believe that all who receive by faith the Lord Jesus Christ are born of the Holy Spirit and thereby become children of God, a relationship in which they are eternally secure. (By Grace Through Faith in Christ Alone – Ephesians 2:8-9, Titus 3:3-7, John 14:6, Acts 4:12; Eternal Security of the Believer: Hebrews 7:25, 10:14-23, Romans 8:29-34, John 10:28-29, 1 John 5:13)
- 4.2.9. We believe in the bodily resurrection of the just and of the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost along with Satan and the other fallen angels. (To Heaven: Matthew 25:34-46; To Hell: Matthew 25:34-46; Revelation 20:10-15, 2 Thessalonians 1:9)
- 4.2.10. We believe that the Church is made up of all believers in Christ, that in its local manifestation it is an autonomous assembly of believers. (Colossians 1:18; Philippians 1:1)

4.3. **Ordinances.** The ordinances of the Church are Baptism and the Lord's Supper. (Baptism – Matthew 28:19-20, Romans 6:1-11; Lord's Supper – 1 Corinthians 11:23-32)

4.3.1. Scriptural Baptism shall be by total immersion in water and administered as a public act of worship. Baptism is a symbol of the salvation which has already been accepted in the life of the believer by the grace of God through faith in Jesus Christ.

4.3.2. The Lord's Supper shall be observed as an act of worship and commitment to Jesus Christ.

4.4. **Racial Equality.** The Church believes and adheres to Galatians 3:26-29. The Church is a body of Christ that enables all people to participate and desires all people to become fully devoted followers of Christ. The Church believes in the dignity and humanity of all people and thus opposes racism and racial discrimination of any kind. Romans 15:7 says to "accept one another, then, just as Christ accepted you, in order to bring praise to God."

4.5. **Marriage and Human Sexuality.** We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Timothy 3:16–17). Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

Based on Holy Scripture and the constant moral teaching of the Church, we believe:

4.5.1. **Marriage.** The Church defines marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child.

(Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)

4.5.2. **Sexual Immorality.** The Church believes that sexual acts outside marriage are prohibited as sinful. Consequently, members of the Church must resist and refrain from any and all sexual acts outside marriage — including but not limited to adultery, fornication, incest, zoophilia, pornography, prostitution, masturbation, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, sex trafficking, or same-sex sexual acts. (Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 15:19, Matthew 5:27-28, Matthew 15:19, Romans 1:26-27, 1 Corinthians 6:9-13, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5)

4.5.3. **Sexual Identity.** The Church believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, members of the Church must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex — including but not limited to elective sex- reassignment,

transvestite, transgender, or non-binary “genderqueer” acts or conduct. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)

4.5.4. **Sexual Orientation.** The Church believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, members of the Church must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)

4.5.5. **Sexual Redemption.** The Church believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. Consequently, members of the Church welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to the Church’s Statement of Faith. (Matthew 11:28-30, Romans 3:23, Ephesians 2:1-10, 1 Corinthians 10:13, Hebrews 2:17-18, Hebrews 4:14-16)

4.5.6. **Celibacy.** The Church believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal “one flesh” marital union of one man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness is to be celebrated and affirmed within the Church. (Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8; Hebrews 13:4; 1 Corinthians 7:1-8; Matthew 19:12; 1 Corinthians 12:12-13; Romans 12:10; 1 Timothy 5:1-2)

4.6. **Application.** All of the members, employees, and volunteers of the Church must agree with and adhere to these Statements of Faith including doctrinal and absolute statements on marriage and human sexuality. This is necessary to accomplish the Church’s religious mission, goals, and purpose. We believe God’s grace can redeem the guilt of sin; however, behavior or counter-witnessing that does otherwise will impede and burden the integrity of the Church’s religious mission.

4.7. **Polity and Relationships.** The government of the Church shall be entrusted to a group from within this body of baptized believers as defined in the Bylaws. Persons meeting the membership requirements shall constitute the Membership. All internal groups created and empowered by the Church shall exist to further the purpose of the Church. The Church is not subject to the control of any ecclesiastical body but may choose to cooperate with other like-minded organizations to share the gospel around the world, including Baptists on the local, state and national levels. The Church is Spirit Led, Staff Directed, Deacon Served, and Member Gifted and Empowered.

BYLAWS

5. CHURCH LEADERSHIP COUNCIL

5.1. **Purpose.** The government of the Church, under the leadership of the Holy Spirit, is vested in the “Church Leadership Council” (“the CLC.”) The primary functions of the CLC are:

- 5.1.1. To ensure that the Church is fulfilling the Great Commission by monitoring and evaluating the Church’s progress in its fulfillment;
- 5.1.2. To support the Lead Pastor as the spiritual leader of the Church;
- 5.1.3. To serve as the liaison between the Lead Pastor and the Church; and
- 5.1.4. To serve as a facilitating body along with the Lead Pastor to provide accountability and Church discipline.

5.2. **Council Composition.** The CLC Members shall be comprised of:

- 5.2.1. Lead Pastor;
- 5.2.2. Executive Pastor(s)/Minister(s) (not to exceed two (2) members);
- 5.2.3. Deacon Chairperson;
- 5.2.4. Personnel Team Chairperson;
- 5.2.5. Finance Team Chairperson;
- 5.2.6. Up to five (5) at-large members who are or have been at least one of the following: (i) a Deacon; (ii) a Small Group Leader for at least one (1) year; (iii) a Standing Team Member for at least one (1) year; or (iv) a staff member.

A majority of the CLC members shall be non-staff members of the Church.

5.3. **Responsibilities.** The CLC is responsible for the governance and oversight of the affairs of the Church. Working in conjunction with the Lead Pastor and pastoral staff, they are responsible to ensure that the mission and ministries of the Church are consistent with Biblical directives and principles. The CLC is responsible only for those specific responsibilities and areas of responsibilities related to the governance of the Church assigned to the CLC in these Constitution and Bylaws. Non-staff CLC members shall have no express individual authority outside of the CLC.

5.4. **Number.** The CLC should be composed of seven (7), nine (9) or eleven (11) members.

5.5. **CLC Members are Directors.** In accordance with the Texas Non-Profit Corporation Act, the CLC is the “Board of Directors” of this corporation to maintain the administration and ministry of the Church. Whenever in these Bylaws or elsewhere the term “CLC” or “CLC Member” appears, it means “director” and whenever the term “director” or “directors” appears, it means “CLC Member” or “CLC,” respectively.

5.6. **Qualifications.** Only Members of the Church, who are of high Christian character (according to 1 Peter 5:1-4, 1 Timothy 3:1-13, and Titus 1:5-9, as applicable) and integrity, who maintain an exemplary reputation both in the Church and in the world, who demonstrate leadership in the ministry of the Church, and who exemplify adherence to the Church’s as set forth in Section 6.3.

- 5.7. **Election.** Nominations shall be made by the active CLC Members and subject to a vote by the church body at the annual or a called business meeting. Elected nominees shall be voted on by voice or show of hands and must receive a majority of the votes cast to be elected. CLC elections shall be conducted annually, with terms of service beginning in the first month of the Church fiscal year. The Lead Pastor and staff appointments shall have continual tenure while the elected CLC Members shall serve a three-year term. An elected CLC member may serve consecutive or non-consecutive terms but must be nominated and elected each term served. No elected CLC Member shall serve more than two consecutive terms.
- 5.7.1. The term of approximately 25% of the elected CLC Members usually expire each year.
 - 5.7.2. The CLC shall establish a rotation system whereby at least one (1) new member (that had not served the previous year) shall be added to the CLC each year.
 - 5.7.3. An elected CLC member who has served a six-year term is not eligible for re-election to the CLC until one year has elapsed from the end of their most recent term.
- 5.8. **Vacancy.** The office of a CLC member is considered vacant upon the happening of:
- 5.8.1. Death;
 - 5.8.2. Resignation;
 - 5.8.3. Refusal to serve;
 - 5.8.4. Removal of a CLC Member, by an affirmative Three-Fourths Majority Vote of CLC Members voting; or
 - 5.8.5. Absence from three consecutive meetings of the CLC without excuse satisfactory to a majority of the CLC.
- 5.9. **Filling Vacancies.** A vacancy that is not a normal vacancy that occurs at the end of a term may be filled by an appointment by the CLC. If the CLC chooses to do so, the CLC shall follow the process outlined in Section 5.7 of the Bylaws.
- 5.10. **Regular Meetings.** Regular meetings are held as determined by the CLC. If the time and place of a CLC meeting is fixed by the Bylaws or the CLC, then the meeting is a regular meeting. All other meetings are special meetings. Notice of Regular Meetings is not required but is usually provided as a courtesy reminder.
- 5.11. **Special Meetings.** A “Special Meeting” of the CLC may be called at any time by the Lead Pastor or by a majority of the CLC by providing notice to all CLC members.
- 5.12. **Quorum, Voting Majority, No Proxy Voting.** A “Quorum” of the CLC is a majority (50% plus one) of the total number of CLC members who are serving at that time.
- 5.12.1. A quorum of the CLC shall be comprised of a majority of non-staff members of the CLC.
 - 5.12.2. The actions of three-fourths of the CLC at a regular or properly noticed meeting at which a quorum of the CLC is present is a legally binding act of the Church, unless otherwise specifically required by law or by these Bylaws.
 - 5.12.3. Voting by proxy is not permitted by the CLC or by Members.

- 5.13. **Action Without a Meeting.** An action required or permitted to be taken by the CLC at a meeting may be taken without a meeting if all CLC Members consent in writing or by email, text message, or other similar digital method specifically stating the action taken.
- 5.14. **Electronic Meetings.** Members of the CLC may participate in a Regular or Special Meeting through use of conference telephone, internet conference program, or similar electronic communications equipment, so long as all CLC Members participating in the meeting can hear and be heard by each other. Participation in a meeting pursuant to this Section constitutes presence in person at the meeting.
- 5.15. **Compensation.** CLC Members shall not receive salary or remuneration for their services related to the duties of the CLC.

6. MEMBERSHIP

6.1. **Members.** A person may apply for membership by one of the following ways:

- 6.1.1. **Admission by Scriptural Baptism** – Any person professing faith in the Lord Jesus Christ as personal Savior, giving testimony of a personal commitment to Him, and coming to the church as a candidate for baptism. (See Section 4.3.1.)
- 6.1.2. **Admission by Letter of Recommendation** – Members from other Baptist churches holding a like faith may be received as members upon receipt of a letter of recommendation from the former church.
- 6.1.3. **Admission by Statement** – An applicant may be accepted on the basis of his personal statement that he has accepted Christ and has been scripturally baptized, upon recommendation after counseling.

6.2. **Qualifications.**

- 6.2.1. A believer in Jesus Christ, trusting in Him alone for salvation.
- 6.2.2. Baptized by immersion after salvation.
- 6.2.3. Completion of the New Member Orientation, or a member in good standing as of the date of these Bylaws.

6.3. **Covenant.** Having been led by the Holy Spirit to receive the Lord Jesus Christ as our Lord and Savior, upon the profession of faith and having been baptized in the name of the Father the Son, and the Holy Spirit, members of the Church joyfully enter into covenant with one another as one body of Christ.

With the help of the Holy Spirit members shall make every effort to:

- 6.3.1. Gather regularly for worship (Hebrews 10:24-25);
- 6.3.2. Grow in a group (Luke 2:52);
- 6.3.3. Give time, talent, and tithes/offerings to support the ministries of the church (2 Corinthians 9:6-7);
- 6.3.4. Go to “Spread God’s Fame by Making Disciples of All People” (Matthew 28:18-20).
- 6.3.5. Walk together in Christian love and unity in Christ;
- 6.3.6. Strive to advance in holiness and knowledge of Scripture;
- 6.3.7. Avoid a contentious spirit in differences of opinion and preferences, being slow to take offense and ready for reconciliation;

- 6.3.8. Maintain personal and family discipleship by studying God's word and praying diligently;
- 6.3.9. Endeavor to be just in dealings, faithful to commitments, and pure in heart and good works;
- 6.3.10. Exhort and encourage one another, guarding reputations and sharing in joys and sorrows;
- 6.3.11. Stand against deeds of the flesh and live according to the fruits of the Spirit (Galatians 5:19-26).

6.4. **Rights.**

- 6.4.1. Every member age eighteen (18) or older is entitled to be present and vote in all elections and on all questions submitted to the Church in a called business meeting.
- 6.4.2. Every Member is entitled to a copy of the Constitution and Bylaws of the Church.
- 6.4.3. Other inquiries may be requested of the CLC and shall be answered in accordance with these Bylaws, and at the discretion of the CLC where not specifically addressed herein.

- 6.5. **Discipline.** Should a member become an offense to the Church by reason of immoral or unchristian conduct detrimental to the church by actively encouraging discord among members or by denying acceptance of fundamental doctrines and Statements of Faith (see Sections 4 and 6.3) of the Church, it shall be the responsibility of the CLC to take steps to resolve the offense in accordance with Matthew 18:15-18. If it becomes necessary for the church to take action to exclude a member after effort has been made to bring such member to repentance and reconciliation, the CLC will review circumstances and make a decision on whether those circumstances merit withdrawal of membership. All proceedings shall be conducted in the spirit of Christian kindness and forbearance (Galatians 6:1-2).

- 6.6. **Termination.** Membership may be terminated in the following ways:

- 6.6.1. Death.
- 6.6.2. Letter granted to another church upon request.
- 6.6.3. Erasure upon request by the member.
- 6.6.4. Inactivity, according to Section 6.3.1–6.3.4, in the life of the Church for a significant period of time as determined by the CLC.
- 6.6.5. Evidence of fellowship in another church as determined by the CLC.
- 6.6.6. Exclusion by action of the CLC after every reasonable measure has been taken to reconcile and restore the member (Colossians 3:12-14). (See Discipline in Section 6.5.)

- 6.7. **Restored Membership.** The Church may restore membership of any person previously excluded upon evidence of his or her repentance and reformation upon the recommendation of the CLC. Any restored member shall be required to complete the requirements as set forth in 6.2.

7. CHURCH OFFICERS

- 7.1. **Composition.** The Lead Pastor shall be the Chairman of the Church. The Executive Staff member over finance and accounting shall be the Treasurer of the Church. The CLC shall elect from its CLC membership a Vice-Chairman and Secretary and make other appointments it shall deem desirable or necessary.
- 7.2. **Responsibilities.** All officers are agents of the Church and shall have authority to perform such duties in the management of the Church as determined by these Bylaws and/or as determined by resolution of the CLC not to be inconsistent with these Bylaws.

Officers of the Church shall be given authority by the Church to sign any legal documents on behalf of the Church.

In the discharge of a duty imposed or power conferred upon an officer of the Church, the officer may, in good faith and with ordinary care, rely on information, opinions, reports, and/or statements, including Financial Statements and other financial data, concerning the Church or another person, that were prepared or presented by:

- 7.2.1. One or more other officers, employees of the Church, standing teams; or
- 7.2.2. Legal counsel, accountants, or other persons as to matters the officer reasonably believes are within the person's professional and/or expert competence.

- 7.3. **Election and Terms of Office.** Elected officers ordinarily are elected at a meeting of the CLC that occurs immediately after the next year's new CLC Members are confirmed by the Church (or at a meeting to be held as soon thereafter as is reasonably convenient). New offices may be created and filled at a meeting of the CLC. The Term for each officer is one year or until a successor is elected and assumes office. Elected Officers may serve any number of consecutive terms within the term limit for CLC members.

- 7.4. **Vacancy.** An officer vacancy may occur upon the happening of:

- 7.4.1. Death;
- 7.4.2. Resignation;
- 7.4.3. Refusal to serve;
- 7.4.4. Removal of a CLC Member, by an affirmative Three-Fourths Majority Vote of CLC Members voting; or
- 7.4.5. Absence from three consecutive meetings of the CLC without excuse satisfactory to a majority of the CLC.

- 7.5. **Filling Vacancies.** A vacancy that is not a normal vacancy that occurs at the end of a term may be filled by an appointment by the CLC. If the CLC chooses to do so, the CLC shall follow the process outlined in Section 7.3 of the Bylaws.

- 7.6. **Chairman.** The Chairman may also be known as the President, Moderator, or Chief Executive Officer for the administration of this Texas Non-profit Corporation. He or such other person as designated by the Chairman in his absence presides at all meetings of the CLC and any meetings of the members of the Church. He has general charge and oversight of the affairs of this Church and performs those other duties assigned to him by the CLC.

- 7.7. **Vice-Chairman.** The Vice-Chairman may also be known as the Vice-President. At the request of the Chairman or in the event of his absence or disability, the Vice-Chairman shall perform the duties and possess and exercise the powers of the Chairman. The Vice-Chairman shall have those other powers and duties as may be assigned by the CLC.
- 7.8. **Secretary.** The Secretary or a delegate shall attend all meetings, record all votes, and keep the minutes of the meetings of the CLC and in general shall perform all duties incident to the office of Secretary, as well as those duties as from time to time may be assigned by the Chairman or by the CLC. All Church records are the property of the Church and shall be kept in the Church office.
- 7.9. **Treasurer.** The Treasurer shall oversee the custody of all funds and securities of the Church, subject to oversight by the Finance Team and the CLC. The Treasurer or the CLC designee in the absence of the Treasurer shall perform these duties:
- 7.9.1. Prepare the annual budget for presentation to the Finance Team;
 - 7.9.2. Prepare the personnel budget for the Personnel Team;
 - 7.9.3. Deposit funds to the credit of the Church in a bank or banks the CLC may designate;
 - 7.9.4. Be responsible for supervising the proper recording of all contributions received by the Church from the members and other contributors, issuing receipts of contributions and showing the designated classification of the contributions at least annually;
 - 7.9.5. Disburse the funds of the Church in accordance with the budget and at the direction of the CLC;
 - 7.9.6. Be responsible for supervising regular entry in the books of the Church to be kept for that purpose, a full and accurate account of all monies received and paid on behalf of the Church through a system of accounting that conforms to Generally Accepted Accounting Procedures;
 - 7.9.7. Sign notes and other obligations as an officer on behalf of the Church (any contract or commitment greater than 2% of the Church's annual budget is subject to approval by the CLC);
 - 7.9.8. Render to the CLC and the members of the Church financial reports as requested by the CLC;
 - 7.9.9. Ensure that an external review of financial records, policies, procedures, and/or internal controls is performed at least once every three years or more frequently as deemed necessary by the CLC; and
 - 7.9.10. Perform all duties incident to the office of Treasurer as outlined in the Financial Policies and Procedures then in effect, and other duties assigned by the Chairman or the CLC.

8. CHURCH STAFF

- 8.1. **Roles and Responsibilities.** The Lead Pastor, Executive Pastor/Minister(s), Pastor(s), and Minister(s) serve as "shepherds of God's flock" (I Pet. 5:2). They are responsible for conducting the ministries and daily affairs of the Church. They lead, train, and supervise paid and volunteer staff in their areas of ministry to further the mission of the Church, exemplifying adherence to the Church's as set forth in Section 6.3. Ordained pastors should also possess qualifications in Titus 1:5-9 and I Timothy 3:1-7.

8.2. **Lead Pastor.** The Lead Pastor is responsible for leading the Church to function as a New Testament church, supervising public services, and the general development of the Church's ministry. The Lead Pastor leads the CLC, church staff, Deacons, Standing and Ad Hoc teams, and the congregation to: (i) Achieve the mission of the Church; (ii) Proclaim the Gospel to believers and unbelievers; and (iii) Care for Church members and other persons in the community.

8.2.1. A Lead Pastor shall be chosen and called by the Church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.

8.2.2. A Lead Pastor Search Team shall be assembled by the Personnel Team and affirmed by the CLC. This Team shall consist of seven (7) members plus two (2) alternate members in case it becomes necessary to replace a member(s.) The Pastor Search Team shall seek out a suitable Lead Pastor, and its recommendations will constitute a nomination. A nomination for Lead Pastor can be presented with a minimum of three-fourths majority vote of the Lead Pastor Search Team. The Personnel Team shall present their recommendation to the Church for affirmation.

8.2.3. The Lead Pastor, thus elected, shall serve until the relationship is terminated by his request or the Church's request as herein below provided.

8.2.4. The Lead Pastor may relinquish the office of Lead Pastor by giving at least two weeks' notice to the Church at the time of resignation.

8.2.5. The Church may declare the office of Lead Pastor to be vacant. Such action shall take place at a meeting called for that purpose and shall constitute a special business meeting. The meeting may be called upon the recommendation of the Personnel Team and three-fourths majority vote of the CLC. The moderator for this meeting shall be designated by the members of the Personnel Team and that person shall be someone other than the Lead Pastor. The vote to declare the office vacant shall be by secret ballot, an affirmative vote of three-fourths of the active members present being necessary to declare the office vacant. The termination shall be immediate.

8.2.6. In the event of the Lead Pastor position being vacated, the interim vacancy shall be filled upon the CLC affirmation of a recommendation by the Personnel Team.

8.3. **Executive Pastor(s), Pastor(s), Minister(s).**

8.3.1. The pastoral/ministerial staff shall be called and employed upon recommendation by the Lead Pastor, approval by the Personnel Team and affirmation by the CLC upon determining the need for such position.

8.3.2. Only candidates who are of high Christian character and integrity, who maintain an exemplary reputation both in the Church and in the world, who demonstrate leadership in the ministry of the Church, and who exemplify adherence to the Church's covenant as set forth in Section 6.3. Pastors and Ministers should also possess the qualifications in 1 Peter 5:1-4, 1 Timothy 3:1-13, and Titus 1:5-9, as applicable.

8.3.3. A Pastor/Minister may be terminated by recommendation from the Personnel Team and an affirmative majority vote of the CLC.

8.3.4. The process for hiring, compensating, managing, and terminating Church staff shall be according to the Employee Policies and Procedures Guide then in effect.

8.4. Directors and Other Paid or Volunteer Staff.

- 8.4.1. The Lead Pastor or his designee has the authority to hire or terminate non-ministerial personnel.
- 8.4.2. The process for hiring, compensating, managing, and terminating Church staff shall be according to the Employee Policies and Procedures Guide then in effect.

9. DEACONS

9.1. **Responsibilities.** In accordance with the meaning of the work and practice in the New Testament, deacons are to be servants of the Church. Their task shall be to serve with the pastor and the Church staff in the ministries of:

- 9.1.1. Caring for the benevolent needs of the Church's members and other persons in the community (Acts 6:1-7).
- 9.1.2. Helping the Church's members identify their spiritual gifts and encourage them to use those gifts in sharing Christ (1 Corinthians 12:1-4).
- 9.1.3. Promoting and participating in the Church's outreach and visitation.
- 9.1.4. Providing role models for living the vision and mission of the Church.
- 9.1.5. Sustaining the ordinance of the Lord's Supper.
- 9.1.6. Striving to maintain peace among the Church's members, encouraging unity where there is contention.

9.2. Qualifications.

- 9.2.1. Any male member of the Church aged twenty-one (21) or over and who has been a member of the Church for at least (1) year at the time of the election and who is of high Christian character and integrity, maintaining an exemplary reputation both in the Church and in the world, demonstrating leadership in the ministry of the Church, exemplifying adherence to the Church's covenant as set forth in Section 6.3, and possessing the scriptural qualifications according to 1 Peter 5:1-4, 1 Timothy 3:1-13, and Titus 1:5-9, as applicable.
- 9.2.2. Men who have been ordained in another church of like practice and doctrine, who have been members of the Church for at least six (6) months, and who otherwise meet the scriptural qualifications for a deacon may be recognized by the Church and elected to serve as a member of the deacon body.

9.3. Election.

- 9.3.1. A Deacon Screening Team composed of five (5) deacons will accept nominations from the Church, screen nominees for Biblical qualification, and present candidates to the CLC for approval. This team will include the chairman of deacons and one deacon appointed by the chairman. The other three team members will be elected by members of the deacon body.
- 9.3.2. The CLC will vote to affirm the Deacon Screening Team and final Deacon recommendations. Elections shall be held as often as deemed necessary by the deacon body.

9.4. **Deacon Chairman.** The Deacon Chairman shall be appointed by the Lead Pastor.

9.5. **Compensation.** Deacons shall not receive salary or remuneration for their services related to the duties of a Deacon.

10. TEAMS

10.1. **Purpose.** The Church shall have Standing Teams as deemed necessary by the CLC for the efficient operation of the church.

10.2. **Standing Teams.** Standing Teams include but are not limited to:

10.2.1. **Personnel Team.** The Personnel Team advocates, advises, and provides accountability regarding the Church's payroll and human resource matters. The Personnel Team of the Church shall develop employee policies, procedures and organizational charts depicting the roles and reporting structures in the administration of the Church. An employee designated by the CLC shall maintain the Employee Policies and Procedures Guide, and the Personnel Team shall review the Guide at least annually. Additions, revisions, and/or deletions to the Guide requires a three-fourths majority vote by the Personnel Team and affirmation by the CLC. The Personnel Team also approves the Personnel Budget and the allocation of compensation packages. Individual compensation packages are not available for disclosure except to the Personnel Team, the Lead Pastor, a designated payroll processing employee, and a third-party payroll processor.

10.2.2. **Finance Team.** The Finance Team advocates, advises, and provides accountability regarding the Church's fiduciary matters. The Finance Team of the Church shall develop financial policies and procedures. An employee designated by the CLC shall maintain the Financial Policies and Procedures Guide, and the Finance Team shall review the Guide at least annually. Additions, revisions, and/or deletions to the Guide requires a three-fourths majority vote by the Finance Team and affirmation by the CLC. The Finance Team reviews and recommends the annual budget and budget amendments to the CLC for approval. The Finance Team reviews monthly financial reports to ensure funds of the Church are being handled in accordance with the vision and mission of the Church and in alignment with the annual budget. The Finance Team also serves in an advisory role to the CLC by performing internal control reviews and recommending external reconciliation or other attestation engagements to inspect the books and records of the Church as needed, not more than once annually. The Finance Team, together with the CLC, projects future income and informs capital raising and expenditure decisions based upon those income projections and expenses related to plans for strategic advancement.

10.3. **Ad-Hoc Teams.** Ad-hoc or Special Teams may be formed on an as-needed basis by the Lead Pastor or the CLC for the purpose of addressing short-term projects.

10.4. **Number.** Teams shall be comprised of at least five (5) but not more than nine (9) members.

10.5. **Qualifications.** Standing Team members shall be members of the Church who give demonstration of honoring the Church's covenant as listed in Section 6.3.

- 10.6. **Nominations.** Team member nominations shall be conducted annually, with terms of service beginning in the first month of the Church’s fiscal year. Nominations shall be received from the Church via paper or electronic ballots as determined by the CLC. Nominees are vetted by the CLC for qualifications outlined in Section 11.5. The CLC appoints team members from the vetted list of qualified nominees. Team appointments are affirmed by a church vote, requiring a majority vote.
- 10.7. **Term Limits.** Personnel and Finance Team members shall serve three (3) year terms. The terms of approximately one-third of the team members usually expire each year. Ad Hoc or Special Team members serve as needed. Members may serve non-consecutive terms after one year has elapsed from the end of the most recent term but must be nominated and elected for each term served.
- 10.8. **Vacancy.** Team Member position is considered vacant upon the happening of:
- 10.8.1. Death;
 - 10.8.2. Resignation;
 - 10.8.3. Refusal to serve;
 - 10.8.4. Removal by an affirmative Three-Fourths Majority Vote of CLC Members voting; or
 - 10.8.5. Absence from three consecutive Team meetings without excuse satisfactory to a majority of the CLC.
- 10.9. **Filling Vacancies.** A vacancy may be filled by an appointment by the CLC. These appointments could result in a team member exceeding the term limit from time to time. If the CLC chooses to do so, the CLC shall follow the process outlined in Section 11.6 of the Bylaws.
- 10.10. **Regular Meetings.** Regular meetings are held as determined by the Standing Team. If the time and place of a team meeting is fixed by the Bylaws or by the team, then the meeting is a Regular Meeting. All other meetings are special meetings. Notice of Regular Meetings is not required but is usually provided as a courtesy reminder.
- 10.11. **Special Meetings.** A “Special Meeting” of a Standing Team may be called at any time by the Lead Pastor, the CLC, by the Chairperson of the Team, or by a majority vote of the Team by providing Notice to all Team Members. The Notice need not describe the purpose of the Special Meeting.
- 10.12. **Quorum, Voting Majority, No Proxy Voting.** A “Quorum” of the Team is a majority (50% plus one) of the total number of Team Members who are serving at that time.
- 10.12.1. The actions of the majority of the Team at a properly noticed meeting at which a quorum of the Team is present carries, unless otherwise specifically required by law or by these Bylaws.
 - 10.12.2. Voting by proxy is not permitted by Team Members.
- 10.13. **Action Without a Meeting.** An action required or permitted to be taken by the Team at a meeting may be taken without a meeting if all Standing Team Members consent in writing or by email, text message, or other similar digital method specifically stating the action taken.

- 10.14. **Electronic Meetings.** Members of a Standing Team may participate in a Regular or Special Meeting through use of conference telephone, internet conference program, or similar electronic communications equipment, so long as all Team Members participating in the meeting can hear and be heard by each another. Participation in a meeting pursuant to this Section constitutes presence in person at the meeting.
- 10.15. **Team Chairperson.** Each team shall have a Chairperson recommended by the team and affirmed by the CLC.
- 10.16. **Compensation.** Team Members shall not receive salary or remuneration for their services related to the duties of the Team.

11. MEMBERSHIP MEETINGS

- 11.1. **Worship Services.** The Church shall meet regularly for worship. Prayer, praise, preaching, instruction, and evangelism shall be among the components of these services. The Lead Pastor shall direct the services and arrange for the pulpit supply in the Lead Pastor's absence.
- 11.2. **Special Services.** Special services and any other church meetings essential to the advancement of the Church's objectives shall be placed on the Church calendar as soon as dates are confirmed for such events.
- 11.3. **Annual Meeting.** The church shall meet to conduct business at least once a year. Additional meetings may be scheduled by the Lead Pastor or CLC. All voteable items brought before the church body must be approved by a simple majority of those present unless otherwise defined by these Bylaws. A one (1) week published notice shall be given before the annual meeting and, if feasible, for special called meetings. Extreme urgency may render such notice impossible. Notice must be given in such a manner that all members can know of the meeting.

12. VOTING

- 12.1. **Recognizing** the importance of unity in the body and of living at peace with each other, the Church encourages informational and advisory open meetings, forums, votes, and polling to understand the congregation and to gather wisdom from Members and non-Members alike. However, certain actions of the Church require the approval of its Members before the action can be taken. These actions are listed here in Section 12 and in Section 13 below.
- 12.1.1. Only Members age eighteen (18) or older listed on the Active Membership Roster of the Church according to the qualifications of Section 6.2 as of the date and time determined by the CLC are entitled to vote.
- 12.1.2. Each Member entitled to vote is entitled to one vote on each matter.
- 12.1.3. Unless otherwise specified in these Bylaws, a "Majority Vote" (i.e., 50% plus one vote) of the Members voting is required to approve the proposed resolution. Voting by the Members on all matters, including but not limited to those described here in Sections 12 and Section 13 below, and other matters or resolutions as determined by the CLC, may be by taken by voice or show of hands or as otherwise determined by the CLC Members.

12.1.4. Unless specifically defined in Sections 12 and 13 of these Bylaws, actions requiring a vote are delegated to the CLC.

12.2. **General Topics for Membership Approval by Majority Vote.** These “General Topics” require the approval of a Majority Vote of the Members voting (unless otherwise directed in these Bylaws or State Law):

12.2.1. Affirming the budget of the Church (the “Church Budget”) as approved by the CLC;

12.2.2. Approving nominations for elected CLC Members as described in Section 5.7 above; and

12.2.3. Affirming Standing Team members as appointed by the CLC.

12.3. **“Two-Thirds Majority Topics” for Membership Approval.** These “Two-Thirds Majority Topics” matters require the approval of a “Two-Thirds Majority” (i.e., 66%) of those Members voting:

12.3.1. Amendment or restatement of the Constitution, Bylaws, and/or Articles of Incorporation per Section 13 in addition to a Three-Fourths Majority Vote of CLC Members voting; and

12.3.2. Approving actions to incur debt by the Church when the total debt exceeds 2.5 times annual revenue of the Church, in addition to a Three-fourths Majority Vote of the entire CLC.

12.4. **Special Topics for Membership Approval by Three-Fourths Majority Vote.** These “Special Majority Topics” require the approval of a “Special Majority Vote” (i.e., 75%) of those Members voting:

12.4.1. The call of a Lead Pastor in addition to a Three-Fourths Majority Vote of the Lead Pastor Search Team;

12.4.2. Declaring the office of the Lead Pastor vacant;

12.4.3. The “Transfer” (i.e., sale, lease, or exchange of all or substantially all) of the real property owned by the Church to an unrelated third party, in addition to a three-fourths majority vote of the CLC members;

12.4.4. An action to merge the Church into a third-party entity in which the CLC loses legal control of the Church in addition to a Three-Fourths Majority Vote of CLC Members voting. (An action to acquire a church or other ministry is not a “General Topic” requiring approval by the Members); and

12.4.5. An action to dissolve the Church as a corporation or to revoke proceedings for voluntary dissolution of the Church in addition to a Three Fourths Majority Vote of the CLC.

13. AMENDMENTS

13.1. The Constitution, Bylaws, and/or Articles of Incorporation may be amended, restated, replaced, or altered, in whole or in part, by a Three-Fourths Majority Vote of the CLC voting and by a Two-Thirds Majority Vote of the Members via the voting method selected by the CLC as outlined in Section 12 above; PROVIDED, however, that notice of the proposed change(s) is provided in writing to all CLC Members at least 30 days before the date of the vote by the CLC, and to the Members at least 14 days before the date of the vote by the Members.

14. LIABILITIES AND INDEMNIFICATION

- 14.1. **Non-Liability.** Actions taken by the Church do not bind the personal assets of Indemnified Parties (defined below). Indemnified Parties are neither partners nor joint ventures for any purpose.
- 14.2. **Indemnification.** To the fullest extent of Texas law, the Church shall indemnify, defend, protect, and hold harmless the Indemnified Parties (defined below) for, from, and against claims or charges against them (including their marital communities) arising from (i) the performance of duties within the scope of their authority to the maximum extent allowed by law or (ii) for negligence (but not for gross negligence) occurring during the performance of those duties to the extent of applicable insurance. (In its sole and absolute discretion, the CLC may, but is not required to, extend indemnity and defense costs in excess of applicable liability insurance to claims arising from negligence or gross negligence.
- 14.3. **Indemnified Party.** Indemnified Party(ies) means: (i) CLC Members (in their capacity as a “director” of the Church), (ii) Officers of the Church, (iii) Trustees of the Church, (iv) all persons who serve on staff (including the Lead Pastor, Executive Pastor(s), Pastor(s), Minister(s), other paid personnel and volunteers), (v) Deacons, (vi) Standing and Ad Hoc Team Members, and (vii) agents of the church to the extent that the claim pertains to their service, advisory capacity or actions within the course and scope of their position.
- 14.4. **Insurance.** The Church shall purchase and maintain insurance or another arrangement on behalf of any person who is or was an Indemnified Party (defined above) for any liability asserted against him or her and incurred by him or her in such a capacity or arising out of his or her status as such a person. Without limiting the power of the Church to procure or maintain any kind of insurance or other arrangement, the Church may, for the benefit of Indemnified Parties (i) create a trust fund; (ii) establish any form of self-insurance; (iii) secure its indemnity obligation by grant of a security interest or other lien on the assets of the Church; or (iv) establish a letter of credit, guaranty, or surety arrangement. The insurance or other arrangement may be procured, maintained, or established within the Church or with any insurer or other person deemed appropriate by the CLC regardless of whether all or part of the stock or other securities of the insurer or other person are owned in whole or part by the Church. In the absence of fraud, the judgment of the CLC as to the terms and conditions of the insurance or other arrangement and the identity of the insurer or other person participating in an arrangement shall be conclusive and the insurance or arrangement shall not be voidable on any ground, regardless of whether individuals participating in the approval are beneficiaries of the insurance or arrangement.

15. FISCAL YEAR

- 15.1. The Church’s fiscal year shall be determined by the Finance Team and approved by the CLC.

16. BUDGET

- 16.1. The Church shall operate on a budget prepared by the Treasurer (or a person designated by the Treasurer), recommended by the Finance Team, approved by the CLC, and affirmed by

the Church Members. The budget is used to manage the operations of the Church. Adherence to the budget is administered by the Finance Team.

17. DESIGNATED AND RESTRICTED FUNDS

- 17.1. From time to time the church, in its exercise of its religious, educational, and charitable purposes, may establish designated or restricted funds to accomplish specific goals. While contributors may request use of a contribution for a designated purpose, these requests are not mandatory by nature. The Church is a qualified section 501(c)(3) organization. Tax-deductible tithes, offerings, or donations of any kind require an agreement by the contributor to relinquish control in accordance with IRS section 170(c)(2). Therefore, contributions are subject to the exclusive control and discretion of the Church.

18. AFFILIATED TRANSACTIONS AND INTERESTED PERSONS.

- 18.1. No contract or other transaction between the Church and an Interested Person (as defined below), including the sale, lease, or exchange of property to or from an Interested Person, the lending or borrowing of monies to or from an Interested Person by the Church, or the payment of compensation by the Church for services provided by Interested Persons, is void or voidable merely because of the relationship or interest between the Church and the Interested Persons or because an Interested Person is present at the meeting of the CLC or a Team thereof which authorizes, approves, or ratifies the transaction or because his, her, or their votes are counted for that purpose if the fact of the relationship or interest is disclosed or known to the CLC or Team which authorizes, approves, or ratifies the contract or transaction by a vote or consent sufficient for the purpose without counting the votes or consents of any Interested Person(s); or the contract or transaction is fair and reasonable to the Church at the time the contract or transaction is authorized, approved, or ratified in the light of circumstances known to those entitled to vote at that time.
- 18.2. The term "Interested Person" means (i) CLC Members (in their capacity as a "director" of the Church), (ii) Officers of the Church, (iii) Trustees of the Church, (iv) all persons who serve on staff (including the Lead Pastor, Executive Pastor(s), Pastor(s), Minister(s), other paid personnel and volunteers), (v) Deacons, (vi) Standing and Ad Hoc Team Members, and (vii) agents, or any corporation, firm, association, or other entity in which one or more of the foregoing is a director, officer, or Member or owns more than 10% of the equity therein or who stands to receive a material financial benefit therefrom.
- 18.3. Any person seeking to establish that a contract or transaction is void or voidable must first prove by a preponderance of the evidence that the provisions of subparagraphs 18.1 and 18.2 are not applicable.

19. EXPECTATIONS

- 19.1. CLC Members, Officers, Trustees, Church Staff, Deacons, Team Members and Agents shall demonstrate professionalism, good judgment, and care at all times in handling any information related to the Church to avoid unauthorized or improper disclosures of confidential information.

20. CATASTROPHIC EVENTS

- 20.1. In the event something of a catastrophic nature occurs to the Church or in the community, the Lead Pastor and/or the CLC may call a special meeting of available CLC members to

discuss how to address such catastrophic event. Such a meeting may be had without any notice and a simple majority of those present are necessary to pass any motion made in such a meeting.

20.2. The Lead Pastor shall, within a reasonable time, call a special meeting, with notice, to the Church members to address and ratify voteable actions taken in the initial Catastrophic Special Meeting.

20.3. Although every effort shall be made to remain within the mandates of these Bylaws, a catastrophic event may require actions or means of conducting the affairs of the Church that are not within the mandate of these Bylaws.

21. CONFLICT RESOLUTION

21.1. It shall be the practice of the Church to emphasize to its members that the CLC, Church Staff, Standing Teams, and Deacons are available for counsel and guidance if conflict resolution cannot be reached privately.

22. PRONOUNS AND HEADINGS

22.1. All personal pronouns used in this Constitution and Bylaws shall include the other gender whether used in masculine or feminine or neuter gender, except for the Lead Pastor, Pastors and Deacons, and the singular shall include the plural whenever and as often as may be appropriate.

23. INVALID PROVISIONS

23.1. If any one or more of the provisions or part(s) of a provision of these Bylaws, or the applicability of any such provision or part of a provision to a specific situation, shall be held invalid or unenforceable, such provision or part of such provision shall be modified to the minimum extent necessary to make it or its application valid and enforceable, and the validity and enforceability of all other provisions of these Bylaws and all other applications of any such provision shall not be affected thereby.